

Agenda
Regular Board Meeting
Aberdeen Town Board

March 23, 2015
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

1. Call to Order
 - a. Pledge of Allegiance.
2. Setting of the Agenda
3. Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held except on request by a member of the Board of Commissioners.

- a. Minutes of Board Meeting on February 23, 2015, Strategic Planning Retreat on February 27, 2015, Budget Retreat on March 7, 2015, Work Session on March 9, 2015, and Closed Session on March 9, 2015.
4. Informal Discussion and Public Comment
 - a. Swearing in of Police Officer Anthony Williams.
 - b. Presentation by Aberdeen Elementary School 5th Grade Golden Tigers.
5. Financial Report
6. Old Business

None
7. Public Hearings and New Business
 - a. Public Hearing for Conditional Use Permit #15-01 for Assembling of Goods at 303 Fields Drive.
 - b. Consider action on Conditional Use Permit #15-01 for Assembling of Goods at 303 Fields Drive.

- c. Public Hearing for UDO Text Amendment #15-01 Regarding Business Signage.
 - d. Consider action on UDO Text Amendment #15-01 Regarding Business Signage.
 - e. Public Hearing for Closeout of 2011 Small Business and Entrepreneurial Assistance Program.
 - f. Request by McKee Homes for Minor Modification on Lots 184 and 188 at Legacy Lakes.
 - g. Consider action on Budget Amendment to appropriate in the budget for the Town's commitment to the Greenway Project.
 - h. Consider action on Audit Contract and Separate Audit Engagement Letter.
 - i. Appearance & Beautification Commission Review and Comments on Ray's Mill Park Sign Proposal.
8. Other Business
- a. Update on PARTF Grant for Ray's Mill Pond.
 - b. Grants Update.
9. Adjournment

SPECIAL ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES OR IMPAIRMENTS WILL BE MADE UPON REQUEST TO THE EXTENT THAT REASONABLE NOTICE IS GIVEN TO THE TOWN OF ABERDEEN

Minutes
Regular Board Meeting
Aberdeen Town Board

February 23, 2015
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Monday, February 23, 2015 at 6:00 p.m. for the Regular Board Meeting. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Jim Thomas, and Commissioners Joe Dannelley and Buck Mims. Commissioners Elease Goodwin and Pat Ann McMurray were not in attendance for the meeting. Staff members in attendance were Planning Director Pam Graham, Planner Daniel Martin, Planner Jae Kim, Town Manager Bill Zell, Police Chief Tim Wenzel, Deputy Chief Carl Colasacco, Deputy Chief Todd Weaver, Captain Josh Kirk, Captain Craig Armstrong, Officer Christina Ricks, Officer Jesse Smith, Officer Farley Bowers, Officer Brian Chavis, Officer Justin Newberry, and Town Clerk Regina Rosy. Kenneth Byrd, Tim Marcham, Maurice Holland, Sr., Ron Jackson, Marbella Zarco, Lori Williams, Bill Baker, Chris Gilder, Eric Ross, and Reporter for The Pilot Ted Natt were also in attendance for the meeting.

Mayor Farrell called the meeting to order at 6:03 p.m.

1. Call to Order
 - a. Pledge of Allegiance.

Mayor Farrell asked everyone to please stand for the Pledge of Allegiance.

2. Setting of the Agenda

Manager Zell stated he requests that Item #9 be removed from the agenda, since two Commissioners are not present this evening. A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, to approve the setting of the agenda as amended. Motion unanimously carried 3-0.

3. Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held except on request by a member of the Board of Commissioners.

- a. Minutes of Board Meeting on January 26, 2015 and Work Session on February 9, 2015.

A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Mims, to approve the consent agenda as presented. Motion unanimously carried 3-0.

4. Informal Discussion and Public Comment

- a. Promotion of Master Police Officer Jessie Smith:

Chief Tim Wenzel read a short biography of Jesse Smith. Chief Wenzel presented Officer Jesse Smith with his badge for Master Police Officer. Mayor Farrell congratulated Officer Smith on his promotion. Mayor Farrell also thanked the Police Department for all of their hard work in protecting the citizens of the Town of Aberdeen.

- b. Mayor Pro-tem Thomas thanked all of the public service workers for their hard work during the recent inclement weather.

5. Financial Report

Manager Zell stated the General Fund thru the end of January is \$800,890.23. Manager Zell stated noteworthy revenues include R&P tax in December at over \$530,000, sales tax was at \$116,765, and loan proceeds from the financing of the police cars at \$128,000. Manager Zell stated the new dump truck was received with an expense of \$95,836. For the Water/Sewer Fund, January was a billing month, and ended up in the black at \$5,246.93. Mayor Farrell asked if the dump truck has arrived yet. Manager Zell stated yes, the dump truck is at Public Works.

6. Old Business

None

7. Public Hearings and New Business

- a. Continuation of Public Hearing for Conditional Use Permit #14-07 for a Night Club in the Highway Commercial District.

Town Clerk Regina Rosy swore in Marbella Zarco and Director Pam Graham.

Director Graham stated this is a continuation of this public hearing, in order to review the security plan. Director Graham stated this is a request to permit a nightclub at Sandhills Shopping Center on NC Highway 5. Director Graham stated the proposed use would be located in the old Party Poopers building. Director Graham displayed some photos of where the proposed nightclub would be located, along with an aerial image.

Director Graham stated the shopping center is located in the HC Highway Commercial District. Director Graham stated the district is generally located adjacent to main thoroughfares where it is subject to public view, uses within the district should provide an appropriate appearance, ample parking, suitable landscaping, and safe pedestrian access and connectivity.

Director Graham stated the vicinity zoning is mostly HC, with the exception of a Manufactured Home zoned property off the southwest corner across Ampersand Road. The nearest residence is located approximately 435 linear feet from the building, on Ampersand Road.

Director Graham displayed a zoning map of the area.

Director Graham stated the security plan as proposed by the applicant includes:

- Security personnel will be hired for the interior and exterior of the establishment at a ratio of 2 security personnel per every 100 occupants;
- Search and scan will be completed on each customer at the front door using metal detectors. Purses will be searched for those individuals who set off the detector;
- Security staff will regularly patrol the establishment to regulate the potential for unruly customers and underage drinking;
- The exterior of the building will also be patrolled at intervals of no less than 15 minutes;
- For 30 minutes following closing time security staff will be stationed outside to assist and encourage customers to leave safely;
- Video cameras will be mounted inside and outside the establishment to monitor activities from a continuously staffed control room;
- Staff members and security personnel will be equipped with radios to facilitate communication;
- Disorderly customers will be ejected/escorted out;
- All customers must present an ID prior to entering the premises;
- Customers under 18 will not be permitted to enter;
- Customers 18-21 will have a band placed on their wrist that indicates they are under 21;

- Customers 21 and over will have a different colored wristband;
- Anyone observed without a wristband will be required to verify their age with ID or must leave the premises;
- Anyone drinking alcohol under the age of 21 will be escorted from the building;
- A staff person will be stationed at the restroom doors to prevent drinks from being taken in and possibly exchanged;
- Customer access will be permitted only through the front door – the rear door will have panic door hardware installed to prohibit entry and allow exit only in emergencies;
- Existing lighting on the building's exterior will be supplemented at the back of the building;
- A video camera will also be installed at the back door;
- A dress code will be enforced that will prohibit gang or drug related clothing.

Director Graham displayed a photo of the back parking area and the alley between the two buildings which has lights, but Ms. Zarco would be willing to add additional lighting if needed. Director Graham stated lamp posts are all along the parking lot on the back. Director Graham displayed an image of what the wristbands would look like. Director Graham also presented the research that Ms. Zarco has completed to determine how many security personnel to have on staff. Director Graham read from the document provided by Ms. Zarco "For normal club operations, the rule of thumb is a security person outside your venue and in every main room and/or area. In a large room, the rule of thumb is one security staff to 100 patrons." Director Graham stated an assessment of the security plan by the Police Chief has been provided and includes the following comments:

- Concerns that the venue is located close to a high crime area;
- Concerns regarding the mixing of underage 18-20 year olds with 21 and above, with alcohol served;
- Concerns that underage individuals would be prone to consume alcohol and other substances in the parking lot;
- The Police Chief also commented that the proposal would be a drain on the Police Department's resources during the weekends.

Director Graham stated the Board of Commissioners shall consider the following regarding an application for a conditional use permit:

- If the application is complete;
- If completed as proposed in the application, will the development not comply with one or more requirements of the UDO;
- Furthermore even if the Board finds that the application complies with all other provisions of the UDO, it may still deny the proposal if it concludes,

based upon the information submitted, that if completed as proposed, the development, more probably than not:

- Will materially endanger the public health or safety. The application states that the establishment will operate abiding by all laws and will take extra measures to ensure public health, safety, morals and general welfare. An example cited is the commitment to hire private security personnel to make sure order and safety are maintained.
- Will substantially injure the value of adjoining or abutting property. The application states that the use will not in any way be injurious to the use and enjoyment of other property in the vicinity. The use will be consistent with those permitted in the district, will be contained to the interior of the building, will be adequately served by existing parking, and will abide by all state and local ordinances, including those related to noise. The business intends to operate only during nighttime hours on weekends.
- Will not be in harmony with the area in which it is located. The application states that the use will be in harmony with the area in that the center has at least one existing entertainment related business and that the use will add to the development of the shopping center by filling a vacant storefront. It further states that the use will not interfere with any of the normal and orderly development or improvement of surrounding properties.
- Will not be in general conformity with the land-use plan, thoroughfare plan, or other plan specifically adopted by the Town Board. The application is in general conformity with the 2030 Land Development Plan due to the commercial nature of the proposal. Staff has recommended a condition to bring the proposal in conformity with the Aberdeen Pedestrian Plan, and the proposal is not inconsistent with other plans adopted by the Town Board.

Director Graham stated the recommended conditions are as follows:

- Conditional Use Permits run with the land and as such CU #14-07 applies to the entirety of the property reflected in Parcel IC #00051524, Unit #135. An amendment to the CUP is needed to remove property from the CUP or to make changes to the CUP. If an activity is a use by right, it is not subject to the CUP.
- Building and Fire Inspections and Town of Aberdeen Business License are to be required prior to beginning operation, all to be coordinated through Planning and Inspections Department.
- Proposed building renovations are to be approved by Town of Aberdeen Building Inspectors and shall meet all applicable codes.

- Any and all required permits and/or approvals from other regulatory agencies must be in place prior to issuance of a Notice to Proceed by the Planning Department.
- In the absence of objections from the property owner, and provided that adequate walkway exists to safely accommodate pedestrians, a designated area for bicycle parking and bicycle racks to accommodate a minimum of two (2) bicycles is recommended for the property prior to the operation of the use.
- Approval of the CUP shall not imply approval of signage. Sign permit applications consistent with the requirements of the UDO shall be reviewed and approved by the department prior to installation.
- The operation will be required to comply with Town of Aberdeen noise regulations.
- Compliance with the security plan as submitted by the applicant is required as a condition of approval.
- Hours of operation shall be limited to Friday and Saturday from 9:00 p.m. to 2:00 a.m. and the same hours on Sunday if the following Monday is a recognized holiday.
- All additional conditions or requirements as provided in the Town of Aberdeen Unified Development Ordinance are enforceable with regards to the proposal approved by CU #14-07.

Director Graham stated Ms. Zarco provided a photo today of where 2 additional cameras will be located on the back of the building and 2 additional cameras on the side. Director Graham displayed a photo of the proposed floor plan for the business.

Ms. Zarco stated the 4 major concerns were the back door access, lighting behind the building, security plan, and underage drinking. Ms. Zarco stated there is a great deal of lighting at the back of the building, but if the Board would like more, she will be glad to install more. Ms. Zarco stated the back door will be unable to be accessed from outside, but will serve as an emergency exit. Ms. Zarco stated extra measures will be taken to address underage drinking, and no drinks will be allowed in the bathroom. Ms. Zarco stated the Chief was concerned about underage drinking, but she does not feel that is a justified concern. Ms. Zarco stated everyone will be checked as they come in the building, and security personnel will be monitoring the inside and outside areas. Dress code will be strictly enforced. No drugs or gang related clothing will be allowed, no bandanas, shirts have to be tucked in.

Mayor Farrell stated it appears Ms. Zarco has done a lot of research since the last meeting. Commissioner Mims asked if camera video will be purchased for the interior and exterior of the business. Ms. Zarco stated a total of 8 cameras will be on the exterior of the building. Ms. Zarco explained where each of the 8 cameras will be located. Commissioner Mims asked if video will be view only, or recorded. Ms. Zarco stated the video will be recorded. Commissioner Mims asked if no loitering signs will be posted outside. Ms. Zarco stated she can do that if necessary, and there will be security personnel monitoring the outside area. Mims asked how many personnel will work during a regular shift. Ms. Zarco stated it will depend on how many customers she can have in the building, but it will be 2 security personnel per 100 customers. Commissioner Dannelley stated the Chief met with Ms. Zarco on Feb. 5th, and she had stated she would provide a more detailed security plan to address the concerns. Commissioner Dannelley asked if that was presented. Ms. Zarco stated a sketch was made to include location of all security cameras, and a dress code was added. Commissioner Dannelley asked if any feedback has been received from surrounding business owners. Director Graham stated the property manager of the space has contacted the Town because he is anxious to get the space rented, and wanted to get an idea of how long this process would take. Commissioner Dannelley asked if the building will remain empty all other times except when the night club is being operated. Ms. Zarco stated that is correct. Commissioner Dannelley asked if other properties have been looked at in Aberdeen for this business. Ms. Zarco stated she has not had any luck with any other location. Commissioner Dannelley asked what the recourse is if a condition is not being met as we move forward, what happens? Director Graham stated if that was determined, then Ms. Zarco would be a guilty of a zoning violation, and the operation could be stopped immediately until the conditions were met. Ms. Zarco stated she does not want her business to be shut down, so she plans on meeting all requirements and conditions. Commissioner Dannelley asked if Ms. Zarco has considered offering a night club, without the sale of alcohol to see how it goes first. Ms. Zarco stated she is a business woman, and she is needing to make money off of this business, and selling alcohol will help create extra revenue.

Mayor Pro-tem Thomas asked Chief Wenzel, if based on his experience in Aberdeen, that area is considered to be a high crime area. Chief Wenzel stated yes, not the specific shopping mall, but the general area is a high crime area. Ms. Zarco stated Casa Mexicana, Vitos, and the Bowling Alley all sell alcohol. Ms. Zarco stated she will be obtaining an ABC Permit and selling mixed drinks as well. Mayor Pro-tem Thomas asked if she had considered changing the entry age to 21. Ms. Zarco stated the 18, 19, and 20

year olds could be designated drivers, and they also like to dance, even if they can't drink and that is not her intention to exclude them. Mayor Pro-tem Thomas asked if it is Ms. Zarco's plan to have 250 people in that building at one time. Ms. Zarco stated yes, that is her plan. Mayor Pro-tem Thomas asked how big the room is. Director Graham stated the estimated square footage is 9500. Ms. Zarco stated she is still waiting for approval from the Fire Department on how many people can be in the building at one time. Mayor Pro-tem Thomas stated he is struggling with this type of proposal in a shopping center environment. Mayor Pro-tem Thomas stated his question is if this operation is in keeping with the surrounding area. Mayor Pro-tem Thomas asked if Chief Wenzel has an opinion on if establishments such as this can make it in a shopping center environment. Chief Wenzel stated he has not seen this type of operation in a shopping center before, but a stand alone night club would be able to meet the security plan much easier. Ms. Zarco stated there are night clubs in shopping centers in Greensboro, Winston-Salem, etc. Chief Wenzel stated Deputy Chief Colasacco checked with a detective in Winston Salem to see what, if any issues they have had with these types of night clubs. Chief Wenzel stated at all 3 establishments in Winston Salem the detective said there have been lots of problems. Ms. Zarco stated problems happen everywhere, and if her night club experiences a problem, then she will be shut down and the business will not exist anymore. Ms. Zarco stated when she talked to Director Graham, she was told that this type of operation is allowed in the Highway Commercial District. Mayor Farrell stated Ms. Zarco has addressed most of his concerns, and if this passed, then Ms. Zarco and the Town would be going out on a limb with this proposal. Mayor Farrell asked what would happen if business goes really well, and operating hours were requested to be extended to additional days of the week. Director Graham stated there are various levels of modifications to Conditional Use Permits and could be a minor modification or a significant change, and either of those would require the item to come before the Board again for consideration.

Director Graham stated if it were determined that the operation was not meeting all conditions of the conditional use permit, then it would be a zoning violation, and could even be fined as civil penalties, and could even be a misdemeanor. Commissioner Mims asked if Director Graham contacted Food Lion, or any other businesses in the shopping center. Director Graham stated mailed notices were sent to the adjoining property owners as required. A posting at the site is also required, and was completed. Commissioner Mims stated if this was not in a shopping center with other businesses, then he would not have as much trouble voting to approve it.

Commissioner Dannelley stated what he has to decide on, based on evidence presented to him, is if the CUP will endanger the public health or safety, will not substantially injure the value of adjoining or abutting properties, and will also be in harmony with the area in which it is located. Commissioner Dannelley clarified that for him, this issue is not specifically about the serving of alcohol, but does it comply with the areas identified for consideration of approval. A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Mims, to delay action on this item to the first regular meeting in month, March 9, 2015, since 2 Board members are not here this evening. Director Graham provided two options to the Board on how to proceed, either continue the public hearing or close the public hearing. Commissioner Mims stated he would like for the Town to speak to business owners in that Shopping Center to get feedback from them before making a decision, and have a full Board. Motion was amended to also continue the public hearing to March 9, 2015 - the next regular meeting. Motion unanimously carried 3-0.

Director Graham stated she needs to understand if any additional information is needed to prepare for the meeting on March 9th. Commissioner Mims stated he would like feedback from business owners in the shopping center. Ms. Zarco thanked everyone for their thoughts and input.

- b. Consider action on Conditional Use Permit #14-07 for a Night Club in the Highway Commercial District.

Removed from agenda

- c. Public Hearing for Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

Mayor Farrell opened the public hearing on Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

Town Clerk Regina Rosy swore in Eric Ross, Ron Jackson, Pam Graham, and Chris Gilder.

Director Graham stated Eric Ross, on behalf of Stratus Tactical Performance, requests a Conditional Use Permit to allow an indoor shooting range at 314 South Pine Street. Director Graham stated the property is located in the I-H Heavy Industrial Zoning District.

Director Graham stated the 1.14 acre property is located on property owned by Meridian Real Estate, LLC adjacent to the Meridian Zero Manufacturing Facility. Director Graham displayed a vicinity aerial image. Director Graham stated the applicant proposes to establish an indoor shooting range facility to include:

- A 20 lane firing range
- Retail area
- Small café
- Members' Lounge
- Management offices

Director Graham stated the I-H District is established for the principal use of heavy industries, that, by their nature, may create some nuisance and which are not properly associated or compatible with residential and commercial establishments. A UDO text amendment was approved in 2014 that permits indoor shooting ranges only in the I-H District, upon approval of a conditional use permit. Outdoor shooting ranges are not permitted in any zoning district.

Director Graham stated the additional provisions of the text amendment include:

- Indoor shooting ranges are defined as "an area within a building designated and operated for the use of rifles, shotguns, silhouettes, or any other firearm discharge. Skeet shooting, trap shooting and black powder rifle use are not permitted in an indoor shooting range."
- The Police Chief shall review all proposals for uses that will involve the use of discharge of firearms, and shall prepare a written evaluation of whether the proposed use presents public safety concerns. The evaluation is to be submitted to the Land Use Administrator prior to any required public hearing for the proposed use.
- Indoor shooting ranges shall meet or exceed the guidelines and recommends for design, construction, operation, and management provided by:
 - a. The National Rifle Association (NRA)
 - b. The National Shooting Sports Foundation (NSSF)
 - c. The US Occupational Safety and Health Administration (OSHA)
 - d. The National Institute of Occupational Safety and Health (NOISH)
- Indoor shooting ranges are limited to using 0.50 caliber ammunition or less.

Director Graham stated adjacent zoning is I-H to the north, I-H to the south, B-3 to the east, and HC to the west. Properties to the west are separated from the subject parcel by a 100 foot wide CSX Railroad right-of-way.

Director Graham displayed a vicinity zoning map. Director Graham stated the parcel currently contains a +/- 15,000 square foot structure being used by Meridian for storage and temporary offices. The proposal includes an addition to the front of the building as well as a second story addition. A covered loading dock at the rear of the building will remain. The terrain is relatively flat, with a slight slope to the south and west towards a tributary of Aberdeen Creek known as Devil Gut Branch. Existing tree cover is evident along these boundaries providing adequate screening to adjacent properties to the south and west. Additional screening material may be required along the northern and eastern boundaries, including along Pine Street. No identified wetlands or floodplain exist on the property. The building is accessed from an existing on-site driveway entrance on S. Pine Street, as well as an off-site driveway approximately 150' to the north on the adjacent Meridian parcel. The site also accommodates vehicular access to the rear loading dock and a gravel parking area in front of the building. Director Graham zoomed in on the aerial image of the property.

Director Graham stated UDO parking requirements are based on building square footage. By this standard, 58 parking spaces would be required for this proposal. The Board may permit deviations to eliminate inadequate or excessive parking spaces. Staff recommends such flexibility be applied to require no fewer than 44 spaces based on:

- The potential for shared parking with the Meridian facility; and
- Applying a one person per lane calculation to the 8,900 square feet within the shooting range.

Director Graham stated the applicant proposes a 3,440 square foot addition to the existing structure, to include a second story to a portion of the existing building. The shooting range is designed by Action Target, reported to be the largest shooting range equipment manufacturer in the world. The range will be the only one of its kind in Moore County and will offer training and practice to active duty and retired military personnel, local law enforcement agencies, and the general public. A Total Containment Trap (TCT) system has been selected to collect bullet rounds, lead dust and other particles. The company describes this system as being the superior choice for ranges where safety, reliability, simple maintenance, and ease of use are top priorities. Funnel plates are angled to guide bullets into a sealed deceleration chamber. The shallow angle is designed to reduce bullet break up on impact to eliminate splatter and ricochet. As bullets enter the trap and fall to the bottom of the deceleration chamber, they drop into collection hoppers. Action Target's Air Conveyor System sucks away bullet fragments, lead dust

and other debris. The system deposits debris in a storage barrel with an air tight seal. Range officers are only exposed to the lead when the barrels are changed. The ranged operation is required to meet or exceed guidelines and recommendations provided by:

- The National Rifle Association (NRA). The NRA produces a NRA Range Source Book, designed to provide technical guidance on physical layout and equipment used at shooting ranges. Topics include the planning, design, construction, and maintenance of facilities, as well as lead management techniques. The NRA also offers a Range Safety Officer Certification Program.
- The National Shooting Sports Foundation (NSSF). The NSSF promotes the development of state-of-the-art target shooting facilities by providing leadership in information, communication, and partnership between ranges, industry, and community. The organization provides a *Lead Management & OSHA Compliance for Indoor Shooting Ranges* manual.
- The US Occupational Safety & Health Administration (OSHA). OSHA is a division of the US Department of Labor, and is in charge of protecting employee health and safety in the workplace. OSHA regulations define the legal responsibilities of employers to limit employee exposure to lead and to provide employees with safety training and medical care. Airborne lead exposures are measured in the work environment; sample results determine actions that must be taken to comply with the OSHA Lead Standard. Actions may include monitoring at six or three month intervals, or the use of respirators by staff at risk of exposure. Employees must be notified in writing of air monitoring results, and of the proposed corrective actions when those are required.
- The National Institute of Occupational Safety and Health (NIOSH). NIOSH operates under the US Department of Health, Education and Welfare and is responsible for conducting research and making recommendations for the prevention of work-related injury and illness. They provide guidelines for the range industry through their *Lead Exposure and Design Considerations for Indoor Firing Ranges* publication.

Director Graham displayed the most recent google map image of the property. Director Graham displayed the proposed front elevation, proposed first floor plan, proposed second floor plan, architectural rendering views of proposal.

Director Graham stated regarding conformity with adopted town plans, facilities of this type are not addressed in the 2030 Land Development Plan adopted in 2005. The Future Land Use Map associated with the Plan identifies the area as industrial. Staff considers the proposal to be in general conformity with the adopted Land Development Plan.

Director Graham stated the Board must also consider the following in their recommendation:

- Will the activity materially endanger public health or safety? The applicant states that the proposal will not be detrimental or endanger the public health, safety, morals, comfort, or general welfare, and that an indoor range would serve to educate and provide a higher level of safety and general welfare to the community.
- Will it substantially injure the value of adjoining or abutting property? The applications states that the proposed range will serve to increase the surrounding property values, and is compatible with the zoning. It further states that the goal of the range is to provide world class range facilities to the Moore County area and add a premium level of commercial service to the community.
- Will it not be in harmony in the area in which it is to be located? The application states that the establishment will be in harmony with the area and serve to improve on a heavy industrial zoned area at an existing warehouse. Furthermore, the application states that the improvement would increase the property value for the current landowner and surrounding community.

Director Graham stated as required by the UDO Text Amendment approved last year, the Police Chief has reviewed the proposal and offered the following comments:

- The proposed air filtration system limits exposure for customers and employees to acceptable levels;
- The removal system for spent ammunition and the backstop design also limits possible dangerous exposure to employees;
- The noise concerns are addressed by the requirement of ear protection while shooting, however, a recommendation was made that all reflecting walls on the range be covered with sound absorbing material;
- Also recommended is a rotation system that will limit continuous time spent on the range by any particular range master (range masters will be housed in an acoustically treated booth);
- The assessment also addressed the questions of age restrictions that were brought up by the Planning Board;
- The facility will allow individuals 18 years and older to shoot on the range without an adult present;
- Individuals under 18 must be accompanied at all times by a parent or guardian who is over 21, and may not shoot at the same time as the parent or guardian who is accompanying them;

- The rental or sale of firearms and the sale of ammunition will be limited to individuals who are 21 years of age or older;
- The Police Chief's assessment states that he is satisfied that these restrictions are adequate;
- Regarding the storage of ammunition, the applicant has stated that the ammunition will be stored in a climate controlled and secure area;
- The assessment states that the applicants have satisfied all of the Chief's public safety concerns, and that the facility will add to gun safety and safe handling of weapons by the general public.

Director Graham stated the recommended conditions are as follows:

(1) Conditional Use Permits (CUPs) run with the land and as such CU #14-06 applies to the entirety of the property reflected in Parcel ID #20060678. An amendment is needed to remove property from the CUP or to make changes to the CUP. If an activity is a use by right, it is not subject to the CUP.

(2) The proposed use is authorized by the CUP, however, approval of CU #14-06 is contingent on a successful interdepartmental review to insure that the development has met all Federal, State and local regulations and permitting requirements, as well as any conditions attached to the CUP approval.

(3) Any and all required permits and/or approvals from other regulatory agencies must be in place prior to issuance of a Notice to Proceed by the Planning Department.

(4) As required by the UDO, the proposal has been reviewed by the Police Chief and a written report of the Chief's findings regarding the proposal's impact to public safety has been provided to the Board of Commissioners prior to the Public Hearing for CU #14-06.

(5) Persons under the age of 18 shall be accompanied at all times by a parent or guardian who is over 21 years of age. Such parent or guardian may not engage in shooting at the same time as the child they are accompanying.

(6) No unaccompanied persons under the age of 18 are to be allowed in the facility.

(7) The rental or sale of firearms and the sale of ammunition shall be limited to persons 21 years of age and older.

- (8) Ammunition shall be stored in a climate controlled and secure area; such area shall be noted on plans submitted to the Planning Department for review.
- (9) The facility shall institute guidelines for a rotation system to limit the amount of time any single range master is exposed to the range.
- (10) Approval of CU #14-06 is contingent on documentation that the proposal meets or exceeds the guidelines and recommendations for design, operation and management provided by the NRA, NSSF, OSHA, and NIOSH.
- (11) The use of ammunition caliber in excess of .50 shall be prohibited within the facility.
- (12) The facility shall conduct airborne lead exposure measurements to make an initial determination to assess the airborne lead levels within the first thirty (30) days of operation and shall provide a copy of the results to the Planning Department. Subsequent monitoring assessments and any corrective action as required by the Federal OSHA General Industry Lead Standard (29 CFR 1910.1025) shall be reported to the Planning Department in all cases where testing indicates levels in excess of the OSHA Standard.
- (13) The firing range area shall be required to operate under a ventilation system separate from the remainder of the building, utilizing High Efficiency Particulate (HEPA) filtration of all air exhausted from the range.
- (14) The facility shall employ an automatic range shutdown device designed to curtail range activity should any segment of the filtration system fail.
- (15) Approval of the CUP shall not imply approval of signage. Sign permit applications consistent with the requirements of the UDO shall be reviewed and approved by the Planning Department prior to installation.
- (16) The operation will be required to comply with Town of Aberdeen noise regulations.
- (17) The Total Containment Trap and Air Conveyor systems as proposed by the applicant or a demonstration equivalent shall be adhered to. Deviations will require an amendment to the CUP or re-application as directed by the UDO. Documentation of the system as installed is to be provided to the Planning Department.

(18) Required parking may be reduced to no less than forty-four (44) spaces to eliminate excessive parking at the site.

(19) Landscape and screening requirements as directed by the UDO shall be complied with.

(20) Consumption of alcoholic beverages shall be prohibited on the property, to include the building and parking areas.

(21) All additional conditions or requirements as provided in the Town of Aberdeen Unified Development Ordinance are enforceable with regards to the proposal approved by CU #14-06.

Director Graham reviewed a Moore County Indoor Range Business Proposal presented by the applicant and the Executive Summary.

Director Graham stated Chris Gilder and Eric Ross are here this evening. Director Graham displayed the operations plan. Director Graham stated pending approval from the Town of Aberdeen, SSTP will establish a Moore County Indoor Range, LLC and begin raising capital for funding the range construction. Director Graham reviewed the range safety plan.

Ron Jackson stated he owns property adjacent to this proposal. Mr. Jackson stated his proposal for 6 townhomes was denied because it would not fit with the area, which Mayor Pro-tem Thomas was quoted as saying. Mr. Jackson stated if 6 townhomes won't fit in, how would a gun range fit in? Mr. Jackson stated the driveway is directly across the street, and the headlights will be pointed directly in the windows of the townhomes. Mr. Jackson stated this will hurt his property values. Mr. Jackson stated he is also concerned about the noise from this project.

Eric Ross stated the goal is to add value to the community with this proposal. Eric Ross stated he would be willing to work on any concerns by adjoining property owners. Mr. Jackson stated everything he owns is for sale. Mayor Farrell asked about the security plan/security system. Mr. Ross reviewed the security plan. Mayor Farrell asked if private weapons can be brought in and left overnight. Mr. Ross stated the Members club area will have vault storage areas. Mayor Farrell asked if the members lounge is open to the public. Mr. Ross stated there will be memberships available for purchase, and the lounge will be an amenity for those memberships. Mayor Farrell stated Mr. Jackson's concern about the noise is valid. Mr. Gilder

stated the noise will be significantly quieter than the manufacturing operation of Meridian Kiosks.

Commissioner Dannelley asked if all adjoining property owners were notified of this hearing. Director Graham stated information was pulled from Moore County's website to identify the adjoining property owners, and notices were mailed certified and first class. Director Graham stated two of the letters were returned and stamped with "Refused". Director Graham stated all statutory requirements have been met for this item.

Commissioner Mims asked about the age requirement. Mr. Ross stated he would prefer it to state that a responsible adult be the language used, instead of restricting it to parents or legal guardians. Commissioner Mims stated he has visited ranges too, and residential is located in close proximity to those ranges too, and the noise level is minimal.

Adult supervision is the language clearly preferred, rather than parents or legal guardians, stated Chris Gilder. Mr. Gilder stated courses will be offered to provide certifications and qualify them to shoot. Commissioner Dannelley suggested the following language "Individuals under 18 must be accompanied at all times by an adult age 21 or older. "

Mayor Pro-tem Thomas asked what the operating hours will be. General public: 10:00 a.m. – 8:00 p.m. For law enforcement officers, the applicant would like to allow additional hours. Mayor Pro-tem Thomas stated he does not like the idea of leaving the operating hours open-ended, since residential properties are across the street. Mr. Ross stated he would be willing to limit the hours of operation to something like 8:00 a.m. – 9:00 p.m. Director Graham stated there would be some additional screening placed at the front of the property, as one of the conditions. Mayor Pro-tem Thomas stated he is now more concerned with the ingress and egress and all the headlights pointed at the residential area across the street. Mayor Farrell asked if the UDO requires paving of the parking lot. Director Graham stated the UDO does not require the entire parking lot to be paved.

Commissioner Dannelley stated it seems like what he is hearing is possibly continuing the public hearing to do more research on this issue, including the hours of operation, etc. A motion was made by Commissioner Dannelley, seconded by Mayor Pro-tem Thomas, to continue the public hearing to the next regular meeting, which is a Work Session on March 9, 2015. Director Graham asked what the specific questions are – Mayor Farrell stated the Board would like to know who would accompany a minor, hours of

operation, and any consideration for anything other than gravel for the parking lot. Motion unanimously carried 3-0.

- d. Consider action on Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

Removed from agenda

8. Other Business

- a. Update on PARTF Grant for Ray's Mill Pond.

Manager Zell stated the only issue is that we are having too much rain. Manager Zell stated we have until May to complete the project. Manager Zell stated all of the rain has just compromised some of the compaction with the soil. Manager Zell stated the trail has been laid out. Manager Zell stated the pier is awesome. Commissioner Dannelley mentioned the stub out for power and what that is for. Manager Zell stated that would provide lights for the nature center and electricity for area lights for the porta johns so it is safe.

- b. Grants Update.

Planner Martin stated up to 58 out of 81 full-time employees for the Building Reuse Grant have been satisfied, which leaves them with 23 jobs. Planner Martin stated the 2012 SBEA and the Meridian Expansion project are off schedule too. Planner Martin stated he is currently waiting to hear back from the Grant Representative on direction on how to proceed with this project. All jobs are to be committed to by June 2015, and if not, then a program amendment will have to be requested.

- c. Strategic Planning Retreat on Friday, February 27th from 1:30 – 4:30 p.m. at the Aberdeen Fire Station.

Manager Zell stated Lydian Altman from the School of Government will be facilitating the strategic planning retreat. Manager Zell stated an agenda will be sent out to the Board by Wednesday for their review.

- 9. Closed Session pursuant to N.C.G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, and conditions of appointment of a public officer or employee.

Removed from agenda

10. Adjournment

A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Mims, to adjourn the Board Meeting. Motion unanimously carried 3-0.

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on February 23, 2015

Robert A. Farrell, Mayor

Minutes were approved
on March 23, 2015

DRAFT

Minutes
Strategic Planning Retreat
Aberdeen Town Board

February 27, 2015
Friday, 1:30 p.m.

Aberdeen Fire Station
Aberdeen, North Carolina

The Aberdeen Town Board met Friday, February 27, 2015 at 1:30 p.m. for the Strategic Planning Retreat. Members present were Mayor Pro-tem Jim Thomas and Commissioners Joe Dannelley, Buck Mims, and Eleese Goodwin. Mayor Robert A. Farrell and Commissioner Pat Ann McMurray were not in attendance for the meeting. Staff members in attendance were Planning Director Pam Graham, Public Works Director Rickie Monroe, Assistant Public Works Director Harold Watts, Finance Officer Beth Wentland, Purchasing Agent Sharon Simpson, Fire Chief Phillip Richardson, Police Chief Tim Wenzel, Parks & Recreation Director Adam Crocker, Town Manager Bill Zell, and Town Clerk Regina Rosy. Professor Lydian Altman and Reporter for The Pilot Ted Natt were also in attendance for the meeting.

Commissioner Dannelley stated after the last meeting in October, a mission statement and goals were developed for each department. Commissioner Dannelley stated when the Board received the dept. goals, the Board reviewed those, and the Board chose to lay out a vision. Commissioner Dannelley stated he wants to be armed and ready for the budget retreat scheduled for March 7th. Commissioner Dannelley stated he researched other municipalities who were on the same pathway as Aberdeen, and found a small town in Colorado, which he used some ideas from for the vision statement and goal areas. The vision statement offered up by Commissioner Dannelley was – “The Town of Aberdeen grows to a population level that retains its unique history and character and provides the services and amenities to continuously enhance the quality of life for all its citizens.” Commissioner Dannelley stated 7 focus areas have been identified and include the following:

- Economic Development
- County or intergovernmental cooperation and participation
- Citizen communication and participation in Town events, celebrations and volunteerism
- Business and Residential Involvement and Communication
- Town Services
- Capital Improvement

- Technology

Each Department Head reviewed how they aligned their goals with the Town focus areas. Commissioner Dannelley stated his goal is to continually align these focus areas, town goals with specific actions. Commissioner Dannelley stated when an agenda item is added, he would like to be able to map back if there is an interest area to align that item with, and focus on that.

Professor Altman stated this is a work in progress, and she would encourage everyone to use this budget year as a test year to see if this works well to align the budget with the strategic planning document. Manager Zell stated we can make a million goals, but it's not worth a lot unless you assign dollars to them and prioritize the goals. Manager Zell stated everyone has wants, but we have to see what the Town can afford. Commissioner Dannelley stated one of his goals is for citizens to know what is going on, and what focus areas the Town is looking at. Commissioner Dannelley stated he would like this information to be posted, and make this information public.

Commissioner Mims arrived at 2:25 p.m.

Professor Altman stated it sounds like the next step is for the entire Board to meet to review goals and action areas first. Then she suggested adding the Board of Commissioners' listing of goals to the list already created by Department Heads. Commissioner Dannelley suggested adding this to the next Board Work Session to discuss as a Board, and move forward with an agreed upon list of goals and a vision statement. Commissioner Dannelley stated he would like to have a final published strategic plan available on the Town website by July 1.

Commissioner Goodwin left the meeting at 3:30 p.m.

Professor Altman reviewed how organizations might use their strategic plan including benchmarks, performance evaluations, budgeting, citizen engagement and education, and employee orientation, and internal and external communication.

Professor Altman stated another next step is to determine timelines for goals. Commissioner Mims suggested items discussed during budget retreat be ranked by importance. Professor Altman asked if July 1 is the target date, and is that do-able to finalize all the details? Staff seemed to think it was do-able. Professor Altman asked how this information would be communicated. Commissioner Dannelley suggested Mayor Farrell write an article for The Bon Accord of the new plan, and post on the website, and ask

the public to provide feedback. Professor Altman asked if citizen feedback will be a part of this plan. Commissioner Mims stated it could make the process much more lethargic if too much citizen feedback is obtained. Commissioner Mims suggested getting a good draft in place, before involving a citizen's advisory committee, so that the Board's priorities are reflected in the plan.

Commissioner Mims requested all Department Heads to always be cognizant of budgetary dollars spent.

Commissioner Dannelley stated this process has not been done from the top down, so now it is time for the Board to look at the vision and the focus areas, and discuss as a Board on March 9th at the Work Session. Commissioner Dannelley stated he will ask fellow Commissioners to provide discussion and feedback about this plan. Commissioner Dannelley stated he really wants to keep this simple. Professor Altman reviewed the outcomes for the plan. Commissioner Mims stated Department Heads are specialists in their departments, and he really wants candid feedback. Mayor Pro-tem Thomas thanked Professor Altman for her guidance and feedback during this process. Mayor Pro-tem Thomas stated her leadership and focus has helped the Board focus on what they need to do.

At this point there was no longer a quorum of the Board, therefore an official closure of the meeting did not take place.

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on February 27, 2015

Jim Thomas, Mayor Pro-tem

Minutes were approved
on March 23, 2015

Minutes
Budget Retreat
Aberdeen Town Board

March 7, 2015
Saturday, 8:30 a.m.

Aberdeen Fire Station
Aberdeen, North Carolina

The Aberdeen Town Board met Saturday, March 7, 2015 at 8:30 a.m. for the Budget Retreat. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Jim Thomas, and Commissioners Joe Dannelley, Buck Mims, and Elease Goodwin. Commissioner Pat Ann McMurray was not in attendance for the meeting. Staff members in attendance were Planning Director Pam Graham, Public Works Director Rickie Monroe, Fire Chief Phillip Richardson, Deputy Fire Chief Gary Blue, Police Chief Tim Wenzel, Deputy Police Chief Todd Weaver, Parks & Recreation Director Adam Crocker, Town Manager Bill Zell, and Town Clerk Regina Rosy. Jae Kim was also in attendance for the meeting.

1. Call to Order

Mayor Farrell called the meeting to order at 8:42 a.m.

2. Budget Sessions

a. Public Works Department

Public Works Director Rickie Monroe stated he has prepared a very conservative budget for this upcoming year. Director Monroe reviewed his Capital Improvements Plan for 2015-2016 which included the following for the Water & Sewer Fund:

- Construction of 2100 linear feet of gravity sewer main so that Sewer Pump Station #5 can be abandoned with an estimated rehab cost of \$125,000. Director Monroe stated the Board previously approved this sewer extension along with the Berkley Phase III project. The additional cost for this sewer main extension is \$79,129.50 from the low bid received.
- Installation of approximately 1600 feet of cured in place sewer pipe liner (slip lining) to be installed in high priority areas where sewer mains have in the past caused major repair problems. Estimated cost is \$60,000.
- Continue to pursue an affordable AMR-AMI System for reading meters in a more productive manner. Also by replacing the current meters with the new

no moving parts meters will allow staff to more accurately bill customers for high flow periods and low flow periods. Funding will have to be determined by the most affordable method possible. Director Monroe stated a general idea of cost would be \$300,000 a year for 9 years, then \$50,000 each year for Years 9 – 15. Commissioner Mims asked what work is completed for this price. Director Monroe stated all meters in the Town would be replaced. Commissioner Mims asked how many meters are located in the Town. Director Monroe stated between 3300 and 3500 meters are located in the Town. Manager Zell and Director Monroe explained how the AMR/AMI system would work. Manager Zell stated this system would be able to identify a water leak extremely quick, and it would save water, and save a lot of labor for the meter readers. Commissioner Mims stated he would like to see if Harris will interface with the AMR/AMI System, and he would also like a true cost of what the AMR/AMI system will cost.

Director Monroe stated for the General Fund, the Capital Improvements Plan for 2015-2016 includes the following:

- Replace a 15 year-old salt spreader. The cost to replace the unit is \$15,000.
- Drainage issue on Robbins Rd. The total cost of this project is estimated at \$190,000, and Director Monroe stated he is coordinating with NCDOT to see if they will pay for a portion of the project since part of the project is located on NCDOT streets, and part on Town owned streets.
- Streets improvements with Powell Bill Fund. Bid packets will be mailed out by the end of March. \$650,000 is currently in the Powell Bill Fund Balance.

Director Monroe reviewed 3 considerations for 2015/2016. Director Monroe stated as of 1/1/2015 the County started charging the Town \$15 per ton for leaf and limb disposal. In our current budget we have no adjustments in the garbage fee to pay for this additional cost to the Town. From our leaf and limb report, we have estimated the yearly cost to be \$25,000 per year, however this amount could vary year to year. Commissioner Mims suggested adding an additional \$2 a month to the garbage fee for residents, and be sure to notify residents of why there will be an increase so they know it is just passing down a fee that is being assessed by the County.

Director Monroe discussed the no cost driveway permit currently in place, and recommended a \$25 fee for driveway permits.

Director Monroe stated approximately 600+ residences in our city limits have sewer available for their use when their septic system goes bad. None of these homes were ever assessed for the sewer mains and the property owners have no investment at all in these mains. Director Monroe suggested charging an availability fee. Commissioner Mims stated he has a problem with charging for something not being used. Commissioner Dannelley suggested educating those residents about the availability and offer an incentive to those residences that would take advantage of the Town sewer system, in areas where it is available.

Director Monroe stated Bill Lester with LKC is currently working on a water/sewer rate assessment that includes our approximate cost on producing 1,000 gallons of water.

b. Parks & Recreation Department

Parks & Recreation Director Adam Crocker reviewed the significant increases to the Parks & Recreation Budget which includes a \$9,000 increase in contract cleaning, \$2,425 increase in supplies/maintenance for waxing of the floors, utilities for Malcolm Blue Farm, \$3,000 increase in printing expenses, and \$1,200 increase in training/travel. Director Crocker stated the recommendation is to budget an additional \$20,000 - \$30,000 for Ray's Mill Pond dredging. Director Crocker stated programs are going great, however, new program and special event costs will raise this budget by a few thousand dollars. Most, if not all, of these costs will be balanced by increased revenue due to program fees and special event sponsors. Director Crocker stated revenues will significantly increase as we continue adding programs. Director Crocker stated there is also an increase of \$4,200 in uniforms, due to increased participants. Director Crocker stated the contracted services line item is also an increased budget of \$3,100 for officials for athletic programs. Director Crocker stated revenues are particularly increasing in program registrations. Commissioner Mims stated he would like to see a spreadsheet each year for Malcolm Blue to show expenses, versus revenues.

Director Crocker reviewed photos of Aberdeen Lake Park Trail and the maintenance work that is needed with the trail. Director Crocker stated his Capital Improvements Plan includes 4 years of \$50,000 each year to improve the trail and bring it back to where it needs to be so the public can utilize the trail. Commissioner Mims asked which firm is being looked at to improve the lake park trail. Director Crocker stated McGill & Associates is a landscape firm and that is who he received this quote from. Mayor Farrell stated either we need to fix the trail, or abandon the trail. Mayor Farrell stated the public has quit using the trail because of the condition. Commissioner Dannelley was concerned about the safety of the trail, and if any signage is needed to warn the public. The Board was very interested in improving the lark park trail since it is a draw for the public.

Director Crocker reviewed photos of Colonial Heights ball fields. Director Crocker stated there are areas that have been tilled up. Farrell Field is in really bad shape, and really needs some clay and grading. Director Crocker stated once these fields are improved, it will be just regular maintenance going forward. Director Crocker stated \$10,000 will be budgeted for this project. Commissioner Mims asked if there are any grants that might be able to help with maintenance on trails, ball fields, etc. Director Crocker stated he has already been in contact with Daniel Martin about grant possibilities, and that is definitely something they are looking into.

Director Crocker stated the other item for the capital improvements plan is playground equipment for Sharpe Park. Director Crocker stated it is a very convenient park and is utilized quite a bit, and would be used even more if proper playground equipment was installed. Director Crocker stated what he would like to do is replace one piece of equipment each year at the park. Director Crocker stated there are no fall zones at all at the park.

Director Crocker stated recreation center repairs are also needed for re-caulking, repainting, etc. for the exterior of the building. Director Crocker also displayed photos of the storage shed at Colonial Heights, which is in need of replacement. Director Crocker stated he would recommend replacing the structure at a cost of \$10,000.

Director Crocker stated the JC Hut is located on the trail across the lake. Director Crocker stated it is extremely creepy. Director Crocker stated the only recourse for this, is to remove the structure. Director Crocker stated asbestos has been found in the structure. The removal of the structure is estimated at \$9,100.

Mayor Farrell stated these maintenance issues are all areas that need attention, and if we don't take care of them, we will lose these recreational areas. Director Crocker stated he thinks as parts of the trail are improved, it will increase traffic and people will come back to see additional work being performed. Commissioner Dannelley suggested a sign be put out at the park that says "Aberdeen Lake Park Renovation, Phase I".

c. Planning Department

Planning Director Graham stated enough time has not been allotted for her budget presentation. Director Graham stated Board members have already been provided with a power point for her budget presentation, so instead of going over information the Board has already received, she is going to maximize her time by sharing additional information with the Board.

Director Graham stated last year the Planning Department received a decrease in the budget, and she believes that is a dangerous course of action, due to the importance of the Planning Department. Director Graham stated the work the Planning Department does makes the Town more viable. Director Graham stated Aberdeen is growing quickly, but she does not believe it is going to continue to grow at the same rate. Director Graham stated the troops at Fort Bragg will not increase any more, and in fact they may even drop a little bit. Director Graham stated builders in Aberdeen are reporting that 80%+ of their homes are being sold to military families.

Director Graham stated even though growth may fall off, Aberdeen can still experience growth by being a more competitive destination location within the region by focusing on the following:

- Better transportation choices
- Walkable communities
- Technology-enabled cities and towns

- Housing that would allow “aging in place”

Director Graham stated Aberdeen has to continue to be competitive, if we want to continue to grow. Director Graham stated 74% of millennials (ages 21-34) responded in a survey that they would prefer to see cities attract new business by investing in schools, transportation, and walkability. Director Graham stated affordable housing is also considered to be a high priority, and Aberdeen’s annual median income was \$35,102 in 2012, and 30% of that median monthly income would be \$877.50 in order for it to be considered “affordable housing”.

Director Graham referred to an article in www.businessinsider.com that listed the 15 hottest American cities for 2015. Director Graham stated features cited in the selections are most important and those features include:

- Pedestrian and bicycle recreational paths and parks
- Local food movements and variety of restaurants
- Affordability
- Focus on sustainability
- Job opportunities
- Tourism
- Cultural amenities (museum, sculpture park, art gallery)

Director Graham stated the previous resolutions adopted by the Board for plans in place include the following goals:

- Create walkable spaces
- Provide pedestrian connectivity and access
- Connect downtown to Aberdeen Lake Park
- Provide safe pedestrian facilities
- Provide for pedestrian user groups of all ages and abilities

- Connect to surrounding municipalities and facilities
- Foster healthy lifestyles
- Create a more economically vibrant community
- Reduce pedestrian-related auto collisions
- Address the growing obesity issue
- Contribute to a greater sense of community and improve quality of life

Director Graham discussed the Priority Project #1 which is the Aberdeen Lake Park to downtown crossing (which was awarded NCDOT funding), and the Priority Project #2 which is the Aberdeen Creek Trails. Director Graham also discussed Priority Project #11 which is South Street improvements, and Priority Project #12 which is the railroad crossing improvements in the downtown area.

Director Graham discussed additional needs which are as follows:

- Master Sign Plan Phase II.
- Capital Improvement Projects to implement plans already adopted and create a Downtown Master Plan.
- Re-entry into Main Street will require a dedicated budget - \$37,500 above salary already provided.
- Appearance & Beautification budget to coordinate with renewed push for aesthetics and image building.
- Minimum housing program needs more attention and dollars.

Commissioner Mims asked for clarification on how these items are assigned to the budget of Public Works versus Planning Department, such as the railroad crossing. Director Graham stated Public Works and Planning work very closely together, and often items cross over into both departments. Director Graham stated there may be grant opportunities that can help with the railroad crossing project.

Commissioner Dannelley commended Director Graham for her presentation, and pulling relevant data from surveys to put the work Aberdeen is doing into perspective.

Director Graham stated her Planning Department staff is very smart, and they are all doing a great job, and she is very proud of all the work they are doing for Aberdeen.

d. Fire Department

Fire Chief Phillip Richardson reviewed the calls that have been received this past year. Chief Richardson stated response times have become a little longer over the past year. Chief Richardson reviewed the mission statement of the Fire Department, and the goals for the upcoming years.

Chief Richardson discussed the possible merger with Crestline Fire Dept. The only capital item requested for this upcoming budget year is a staff vehicle for Deputy Chief Gary Blue, at a cost of \$36,000.

Chief Richardson stated he turned in the SAFER grant yesterday, which could potentially help cover the costs for additional personnel if granted. Commissioner Mims asked what % the SAFER grant covers salaries for. Chief Richardson stated the grant would pay 100% of salaries and benefits for 2 years, then the Town has to pay for 1 year afterwards. Chief Richardson stated a new engine is also for future consideration. Currently there is no reserve engine, because Engine 414 has not been replaced yet. Chief Richardson stated we also need to look at a brush truck 3-4 years down the road, since the current brush truck is 15 years old. Chief Richardson stated we will also need to consider an additional Fire Inspector down the road and a substation. Chief Richardson stated AVL is also another consideration, which is automatic vehicle locator, at a cost of \$6,000. Chief Richardson stated it is very difficult working with the County 911 system for dispatch. Commissioner Mims asked if staff has met with County personnel regarding this issue. Chief Richardson stated the meetings do not do any good. Chief Richardson gave a couple examples of situation that have happened with dispatch.

Commissioner Dannelley confirmed that for this current budget year, the truck has been sold at the price that was projected, and a mini pumper is in the process of being purchased.

e. Police Department

Police Chief Tim Wenzel stated updated goals have been distributed to the Board. Chief Wenzel stated he believes he was brought to Aberdeen to provide the best service to the citizens of Aberdeen.

Chief Wenzel stated he would like to add an investigator to the detective bureau. Chief Wenzel stated Aberdeen is experiencing a rise in violent crime. More cases are being referred back to patrol for follow-up, which would also allow the Town to assign a detective to the Drug Task Force from time to time. This gets more concentration of drug enforcement in Town and we share in proceeds.

Chief Wenzel stated he proposes the following:

- Continue to replace tasers that are becoming outdated; 5 tasers at a cost of \$5,500 and Taser cartridges and training cartridges at a cost of \$800
- 1 radar unit left to replace at \$1650
- 2 laptops for supervisors vehicles at a cost of \$3,200
- 1 laptop for detective bureau at a cost of \$1,600
- 5 new desktop computers to replace old out of warranty towers, one which has crashed, which would be a cost of \$3,500
- 30 reversible police jackets are needed at a cost of \$4,100
- 6 bulletproof vests to replace expired vests at a cost of \$3,600.

Chief Wenzel stated for capital purchases, 4 patrol vehicles are needed at a cost of \$128,000. 1 SUV is needed for the Chief's vehicle at a cost of \$30,000. Chief Wenzel also requested replacing the oldest Durango with undercover vehicle at a cost of \$20,000. Chief Wenzel stated he is requesting 2 in-car cameras for supervisor's vehicles at a cost of \$10,000. Chief Wenzel reviewed the 5 year capital plan.

Chief Wenzel recommended a college/military incentive plan be used to reward officers for pursuing college, and/or for those who have served in the military, and/or have pursued an advanced certificate. Chief Wenzel proposed a \$500 yearly stipend for associate's degree or 2 years military service, \$750 a year for bachelor's degree or 4 years military service or advanced certificate, or \$1,000 a year for a master's degree. Chief Wenzel stated this incentive plan would give an incentive to officers to become better educated and pursue advanced certification.

Chief Wenzel stated he would also like to propose a detective stipend. Chief Wenzel stated usually our best and brightest are picked for the detective bureau. They take a pay decrease to go into the detective bureau with loss of holiday pay, court overtime, in-service overtime, and road overtime. Chief Wenzel stated he would like to propose a \$1,000 stipend to be paid in 2 installments. This would ease the transition and make it a more attractive position to strive for.

Deputy Chief Todd Weaver reviewed a proposal to begin offering take home vehicles to police officers. Deputy Chief Weaver presented a great deal of research that reflected there would actually be a cost savings to the Police Department, if take home vehicles were implemented. Deputy Chief Weaver stated by allowing officers to take home vehicles it gives the department another opportunity for recruiting officers, which is becoming increasingly challenging. Deputy Chief Weaver stated if officers are assigned a specific vehicle, then the vehicle would be able to have more down time, and not require as much maintenance, and would have a longer life in operation, thus decreasing the cost for new vehicles. Some discussion was held regarding parameters for take home vehicles and things to consider.

f. Finance / Administration Departments

Manager Zell stated the Local Governmental Employees Retirement System employer contribution is projected to decrease from 7.07% to 6.67% which will be a savings for the Town. Manager Zell stated there is no word yet on the law enforcement rates which are currently at 7.41%.

Manager Zell stated staff is currently in the process of quoting out medical and dental insurance to hopefully find competitive pricing, with the

current rate being \$370 a month per employee. Clerk Regina Rosy explained the wellness initiative and what requirements employees must meet in order to receive their insurance paid at 100%. Clerk Regina Rosy also explained an alternative being researched, whereby employees age 65 and older could potentially waive the Town's insurance plan, in exchange for the Town paying for Medicare supplemental coverage.

Manager Zell explained the current benefit for retiree health insurance and the budgetary implications for down the road. After some discussion, there was a consensus among the Board that is a benefit that is extremely helpful in retaining employees, and although they appreciated the information, they chose to leave it as is for now.

Manager Zell reviewed the Wellness Program Budget, which is an annual budget of \$7160, and no increase is requested for the upcoming budget year. Manager Zell reviewed the Safety Program Budget, which is \$8,000, and no increase is requested for the upcoming budget year. Manager Zell reviewed the Employee Functions Budget, which does include an increase in the budget to cover the cost of an Employee Christmas Party, at the request of Commissioner Mims. The total budget for Employee Functions is \$4,500.

Manager Zell stated the Worker's Compensation insurance rates for the upcoming year have not been received yet. However, the past year has been a very "safe" year and we would expect the rates to be very comparable to the current year.

Manager Zell stated \$1,500 is included in the budget for the Citizen's Academy Program which will provide for weekly refreshments, small token of appreciation for each participant, and document frames for certificates.

Manager Zell reviewed the Capital Improvement Plan for Administration for FY 2016 which includes a new HVAC unit at the Train Depot (\$6,900) and a new HVAC unit at the Aberdeen Library (\$8,200).

- g. Develop Priorities for Budget

Manager Zell stated it is hard to develop priorities for the budget at this point, since numbers have not even been received from Moore County yet.

Commissioner Dannelley asked what the schedule is for the remainder of the budget process. Manager Zell reviewed the budget calendar:

- March 27th – budgets turned in to Manager
- April 7-9th – Manager and Finance Officer meet individually with each dept. head and review budget
- April 24th – Budget finalized
- May 4th – Budget packets distributed to Board members
- May 11th – Discuss budget at Work Session with Board members
- May 26th – Budget message presented at Board Meeting

Commissioner Dannelley stated he would like for the Board to consider approval of the vision statement at the next Work Session, and begin considering the goal areas as well. Commissioner Dannelley suggested reviewing a couple of the goals areas at each of the next 3 Work Sessions, and hopefully have the vision statement and all goal areas in place by July 1st.

3. Adjournment.

A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Mims, to adjourn the Board Meeting. Motion unanimously carried 4-0.

Regina M. Rosy, Town Clerk

Robert A. Farrell, Mayor

Minutes were completed in
Draft form on March 7, 2015

Minutes were approved
on March 23, 2015

Minutes
Work Session
Aberdeen Town Board

March 9, 2015
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Monday, March 9, 2015 at 6:00 p.m. for the Work Session. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Jim Thomas, and Commissioners Joe Dannelley, Buck Mims, and Elease Goodwin. Commissioner Pat Ann McMurray was not in attendance. Staff members in attendance were Planning Director Pam Graham, Town Manager Bill Zell, Police Chief Tim Wenzel, Deputy Chief Carl Colasacco, Planner Jae Kim, and Town Clerk Regina Rosy. Barbara Allred, Kenneth Byrd, Tim Marcham, Reporter for the Pilot Ted Natt, Eric Ross, Chris Gilder, Kenneth Rajal, Marbella Zarco, were also in attendance for the meeting.

Mayor Farrell called the meeting to order at 6:00 p.m.

1. Continuation of Public Hearing for Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

Clerk Regina Rosy swore in Pam Graham, Eric Ross, and Chris Gilder.

Director Graham stated the Board elected to continue this public hearing to allow staff to clarify the following items:

- the business hours that are proposed by the applicants
- language regarding who may accompany an underage visitor to the range
- if alternatives to gravel for the parking area might be considered

Director Graham stated the applicant proposes to maintain business operating hours of 6:00 a.m. to 9:00 p.m. in order to accommodate special events and training, though he anticipates his normal activities to fall within the 10:00 a.m. – 9:00 p.m. timeframe.

Director Graham stated the facility intends to establish a policy whereby all persons under 18 years of age must be accompanied by a “responsible adult who is at least 21 or older”, who will be required to sign a waiver that they understand the rules of the range and their responsibilities. The waiver will also acknowledge that

that child's parent or legal guardian has given consent for their activities at the range. Condition #5 has been amended to reflect this language with the word 'responsible' removed.

Director Graham stated permitted uses in the I-H District include convenience stores, bulk petroleum stations, farm equipment sales and service, wholesale and retail sales, offices, manufacturing, bottling or canning plants, trucking terminals, restaurants, storage facilities, kennels, mining operations, landfills, and airports.

Commissioner Mims asked about the language "responsible adult" and why that language was removed. Commissioner Mims stated responsible could mean a lot of different things. Attorney Morphis stated he wants to make sure that the requirements are easy for the applicant to implement. Director Graham read the policy from the applicant and the process that will be used to sign in persons under age 18. Also discussed, was that leaving the word 'responsible' in requires the Town to determine what qualifies as 'responsible'. After some further discussion, it was decided to amend Condition #5 to add an additional sentence to read as follows: The facility shall establish a written policy which requires the adult, age 21 or over, to acknowledge in writing that he or she assumes responsibility for the person(s) under age 18 who he or she is accompanying.

Director Graham stated no changes were made to any other conditions.

Mr. Ross stated regarding concerns about the neighbors, he spoke with the neighbors and let them know what his operation will consist of. Mr. Ross stated one of the neighbors stated there are no windows on the 1st floor of the townhomes so there are no issues with car lights shining through the windows of the residential areas.

With no further discussion, Mayor Farrell closed the public hearing on Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

2. Consider action on Conditional Use Permit #14-06 for an Indoor Shooting Range in the I-H (Heavy Industrial) District.

A motion was made by Commissioner Mims, seconded by Commissioner Dannelley, that CU #14-06 is complete as submitted. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-06 if completed as proposed and will comply with all requirements of the UDO. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-06 satisfies Finding #1 and will not endanger the public health or safety. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-06 satisfies Finding #2 and will not substantially injure the value of adjoining or abutting property. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-06 satisfies Finding #3 and will be in harmony with the area in which it is located. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-06 satisfies Finding #4 and will be in general conformity with the Land Use Plan or other plans specifically adopted by the Board. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that based on the findings of fact and the evidence presented, the Board of Commissioners issues approval with conditions of CU #14-06, with the amendment that Condition #5 be amended to include the following recommended language: The facility shall establish a written policy which requires an adult, age 21 or over, to acknowledge in writing that he or she assumes responsibility for the person(s) under age 18 who he or she is accompanying. Motion unanimously carried 4-0.

3. Continuation of Public Hearing for Conditional Use Permit #14-07 for a Night Club in the HC (Highway Commercial) District.

Clerk Regina Rosy swore in Marbella Zarco, Planning Director Pam Graham, Police Chief Tim Wenzel, Deputy Police Chief Carl Colasacco, and Kenneth Rajal.

Director Graham stated Ms. Zarco has reached out to tenants at the shopping center to ask for feedback on whether they support or do not support the nightclub.

Kenneth Rajal stated he wants to know exactly what is proposed for this conditional use permit. Mr. Rajal stated he is a retired drug enforcement agent with

the federal government for 22 years. Director Graham stated Ms. Zarco is proposing to operate a night club on Friday and Saturday nights from 9:00 p.m. – 2:00 a.m. Director Graham stated wristbands will be used to identify those persons under age 21. Director Graham stated a security plan has been developed between Ms. Zarco and the Aberdeen Police Department. Director Graham reviewed the security plan features. Ms. Zarco stated a dress code will also be enforced.

Ms. Zarco stated pictures were provided of other night clubs operating in shopping centers in NC.

Commissioner Dannelley stated Jason Landaas, owner of Carolina Dojo Family Martial Arts, sent an email to the Board members expressing opposition to this project. Commissioner Mims stated another email was received this afternoon expressing opposition to this project, and Commissioner Mims read the email for the record, from Steve Braban.

Ms. Zarco asked the Board to please consider that several of the businesses opposing this project will not be open and operational while her business is operational, therefore those businesses will not be harmed by her business.

Mr. Rajal stated he is opposed to this project because it will be an undue response on the Aberdeen Police Department. Mr. Rajal stated from his 22 years of experience with the DEA, he can see other things that can derive from this type of project. He stated this will open to the door to other things, and he is not in favor of this project.

With no further discussion, Mayor Farrell closed the public hearing on Conditional Use Permit #14-07 for a Night Club in the HC (Highway Commercial) District.

4. Consider action on Conditional Use Permit #14-07 for a Night Club in the HC (Highway Commercial) District.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-07 is complete as submitted. Motion unanimously carried 4-0.

Commissioners Mims asked for guidance on if this item meets the requirements of the UDO. Attorney Morphis stated when considering this motion, this would be specific to setbacks, road standards, etc.

A motion was made by Commissioner Mims, seconded by Commissioner Dannelley, that CU #14-07 if completed as proposed, will comply with all requirements of the UDO. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Commissioner Dannelley, that CU #14-07, does not satisfy Finding #1 and will endanger public health or safety. Commissioner Mims stated his concerns are that historically working in law enforcement, in this neighborhood with families going in and out of the bowling alley, and the night club providing access to beer and liquor, he believes it could endanger public safety. Commissioner Mims stated the Police Chief provided a great deal of information in his staff report as well. Commissioner Mims stated typically people who go to the bowling alley go to bowl, not drink. But the night club will be a destination for drinking. Commissioner Mims stated those are the reasons that he thinks it could potentially endanger public safety. Commissioner Mims told Ms. Zarco that she has done a great job of presenting her case, but he just does not feel that this neighborhood is an appropriate location for this business. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-07 does satisfy Finding #2, and will not substantially injure the value of adjoining of abutting property. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that CU #14-07 does not satisfy Finding #3, and it will not be in harmony with the area in which it is located. Commissioner Mims stated he asked Director Graham to solicit feedback from business owners in the shopping center, because he wanted to hear their input. Commissioner Mims stated there has been a great deal of opposition from business owners in the shopping center, and he does not see how this could be in harmony with the area in which it is located, with that much opposition. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Commissioner Dannelley, that CU #14-07 satisfies Finding #4, and will be in general conformity with the Land Use Plan or other plans specifically adopted by the Board. Motion unanimously carried 4-0.

A motion was made by Commissioner Mims, seconded by Mayor Pro-tem Thomas, that based on the findings of fact and the evidence presented, the Board of

Commissioners issues denial of CU #14-07 based on the following: Findings of Fact #1 – will endanger the public health or safety and Findings of Fact #3 – will not be in harmony in the area in which it is located. Motion unanimously carried 4-0.

5. Choice of Signage for Ray's Mill Park.

Manager Zell stated this item has been removed from the agenda.

6. Parks & Recreation Department Fees and Charges Policy.

Manager Zell stated the Board has just recently reviewed these fees, but in order to make them official, they need to be approved in ordinance format. A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Goodwin to approve an Ordinance Adopting a New Aberdeen Parks & Recreation Department Fees and Charges Policy. Motion amended to read ordinance, not resolution. Motion unanimously carried 4-0.

7. Speed Limit Change on NC Highway 5.

Manager Zell stated there is a 45 mph zone and a 55 mph zone on NC Highway 5. The Board in January 2013 unanimously approved reducing the 55 mph zone to 45 mph. Manager Zell stated the NCDOT has been working on this for the past 2 years.

Chief Wenzel stated he has not seen any large number of accidents or complaints from speed on NC Highway 5. Commissioner Dannelley stated he thought it made a lot of sense for the Board in 2013 to vote for the 45 mph zone.

Mayor Farrell stated when looking at the support material, he does not believe he voted in support of the speed limit change on NC Highway 5 back in January 2013. Manager Zell explained that initially in January 2013, the Board was discussing reducing the speed limit for only an 800 ft. section of NC Highway 5, but the conversation evolved into something more, and the Board voted unanimously to request NCDOT to change the speed limit on NC Highway 5 to not more than 45 mph. The Board discussed this item further, and decided at this time, they are not interested in reducing the speed limit on NC Highway 5.

A motion was made by Commissioner Mims, to not approve the speed limit change. Motion failed, for lack of a second. Mayor Pro-tem Thomas clarified that if the Board makes no vote, then the speed limit will stay as it is. Attorney Morphis

stated if the Board does not concur with NCDOT on the speed limit change and approve this item, then NCDOT will not change the speed limit.

8. UDO Text Amendment #15-01 Regarding Business Signage.

Director Graham stated this item will be scheduled for public hearing on 3/23/15. Agenda Item scheduled for Public Hearing for 3/23/15.

9. Conditional Use Permit #15-01 for Assembling of Goods at 303 Fields Drive.

Director Graham stated this item will be scheduled for public hearing on 3/23/15. Commissioner Dannelley stated he would like Director Graham to understand that he has read the complete packet, and if she would like to just present a slide or two that would suffice for the public hearing. Director Graham stated she has an obligation to make her presentation to inform the public during the public hearing. Ted Natt stated as a reporter, he receives the packet as well in advance, and he reads the entire packet prior to the meeting. Commissioner Dannelley stated he feels a public hearing is a forum to receive input from the public, not give them information. Attorney Morphis stated as long as all Board members read the entire staff report and supporting materials in advance, then it would be okay to not present every detail. However, Attorney Morphis stated he is risk adverse and he would recommend that Director Graham continue presenting all related materials during the public hearing. Agenda Item scheduled for Public Hearing on 3/23/15.

10. Closeout Public Hearing for the 2011 Small Business and Entrepreneurial Assistance Program.

Agenda Item scheduled for Public Hearing for 3/23/15.

11. Discussion regarding Strategic Planning Process.

Commissioner Dannelley stated the updated version 3 draft is now prepared. Commissioner Dannelley stated he sees a need to consider adoption of a vision statement this evening. Commissioner Dannelley stated his recommendation is the following: "The Town of Aberdeen grows to a population level that retains its unique history and character and provides the services and amenities to continuously enhance the quality of life for all its citizens." Commissioner Dannelley stated he would also like the Board to consider the 6 goal areas of:

- Engaged Economic Development
- County, Regional or Intergovernmental Cooperation and Participation
- Encourage Citizen Communication and Participation in Town events, Celebrations, and Volunteerism
- Strengthen Business and Residential Partnerships
- Enhance Town Departmental Core Services
- Capital Improvement and Technology Cross-Leveling

Commissioner Dannelley suggested at the 3 Work Sessions between now and July 1st, take 2 of the goal areas for each meeting to evaluate the objectives. The Board discussed different variations of the vision statement, and ultimately agreed on one.

A motion was made by Commissioner Mims, seconded by Commissioner Goodwin to approve the following vision statement: "As the Town of Aberdeen grows, we will retain our unique history and character and provide the services and amenities to continuously enhance the quality of life for our citizens." Motion unanimously carried 4-0.

The Board decided to wait and discuss three of the goals at the April Work Session, and then discuss the remaining 3 at the May Work Session.

12. Other Business.

None

13. Closed Session pursuant to N.C.G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, and conditions of appointment of a public officer or employee.

A motion was made by Commissioner Mims, seconded by Commissioner Goodwin, to go into Closed Session pursuant to N.C.G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, and conditions of appointment of a public officer or employee. Motion unanimously carried 4-0.

The Board returned from Closed Session.

14. Adjournment.

A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Goodwin, to adjourn the Work Session. Motion unanimously carried 4-0.

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on March 9, 2015

Robert A. Farrell, Mayor

Minutes were approved
on March 23, 2015

DRAFT



**TOWN OF ABERDEEN
AGENDA ITEM ACTION REQUEST FORM**

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: Beth F. Wentland **Department:** Finance

Contact Phone # 910-944-4502 **Date Submitted:** 3/19/2015

Agenda Item Title: Financial Reports (covering February 2015)

Work Session - Board Action (date of meeting should be filled in on line) :
Information Only _____
Public Hearing _____
Approval at work session - immediate action _____

Regular Board Meeting - Board Action (date of meeting should be filled in on line):
New Business _____ **Information Only** _____
Old Business _____ **Consent Agenda** _____
Public Hearing _____ **Informal Discussion & Public Comment** _____
Other Business _____

Summary of Information:
Attached please find the following February financial reports:
Revenues/Expenses Summary
Revenue Report
Expenditure Report
Expenditure Report (totals only)
Expenditure Report-(debt payments activity)

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):

GENERAL FUND

YTD REVENUES & EXPENSES SUMMARY

as of February 28, 2015

(with comparative totals of prior fiscal year)

MONTH	PRIOR YEAR (2013-2014) Monthly Revenue	CURRENT YEAR 2014-2015 Reported Revenue	PRIOR YEAR (2013-2014) Monthly Expenses	CURRENT YEAR 2014-2015 Reported Expenses	PRIOR YEAR (2013-2014) Gain/-Loss for the Month	PRIOR YEAR (2013-2014) Gain/-Loss Year-to-Date	CURRENT YEAR 2014-2015 Gain/-Loss for the Month	CURRENT YEAR 2014-2015 Gain/-Loss Year-to-Date
JULY	\$113,506.34	\$149,235.88	\$465,620.03	\$679,587.32	-\$352,113.69	-\$352,113.69	-\$530,351.44	-\$530,351.44
AUGUST	\$74,546.84	\$238,944.01	\$716,750.12	\$588,131.09	-\$642,203.28	-\$994,316.97	-\$349,187.08	-\$879,538.52
SEPT	\$2,146,767.99	\$2,213,315.95	\$722,597.90	\$390,032.64	\$1,424,170.09	\$429,853.12	\$1,823,283.31	\$943,744.79
OCT	\$699,716.87	\$352,056.36	\$510,159.67	\$555,521.66	\$189,557.20	\$619,410.32	-\$203,465.30	\$740,279.49
NOV	\$460,266.05	\$365,825.76	\$599,312.41	\$571,266.07	-\$139,046.36	\$480,363.96	-\$205,440.31	\$534,839.18
DEC	\$759,477.93	\$496,905.69	\$807,698.62	\$598,386.26	-\$48,220.69	\$432,143.27	-\$101,480.57	\$433,358.61
JAN	\$667,877.19	\$936,402.10	\$671,551.62	\$568,870.48	-\$3,674.43	\$428,468.84	\$367,531.62	\$800,890.23
FEB	\$594,418.10	\$517,605.72	\$472,058.44	\$453,305.76	\$122,359.66	\$550,828.50	\$64,299.96	\$865,190.19
MARCH	\$427,165.87		\$445,016.71		-\$17,850.84	\$532,977.66		
APRIL	\$1,460,887.04		\$629,613.15		\$831,273.89	\$1,364,251.55		
MAY	\$280,505.08		\$512,113.95		-\$231,608.87	\$1,132,642.68		
JUNE	refer to audit report		refer to audit report		refer to audit report	refer to audit report		
Totals	\$7,685,135.30	\$5,270,291.47	\$6,552,492.62	\$4,405,101.28				
BUDGET		\$ 6,768,120		\$ 6,768,120				

Noteworthy revenues earned:

Current levy- r&p tax (January collections)	\$	280,244
Current levy-mv tax collections (January collections)	\$	15,301
Local sales tax revenue (December collections)	\$	114,058
Hold harmless tax revenue (December collections)	\$	24,705
Building permits revenue	\$	21,947
Antenna rental revenue (Verizon)	\$	28,750
Sale of fixed assets proceeds	\$	40,964

Noteworthy expense activity:

N/A

WATER/SEWER FUND

YTD REVENUES & EXPENSES SUMMARY

as of February 28, 2015

(with comparative totals of prior fiscal year)

MONTH	<i>PRIOR YEAR (2013-2014) Monthly Revenue</i>	<i>CURRENT YEAR 2014-2015 Reported Revenue</i>	<i>PRIOR YEAR (2013-2014) Monthly Expenses</i>	<i>CURRENT YEAR 2014-2015 Reported Expenses</i>	<i>PRIOR YEAR (2013-2014) Gain/-Loss for the Month</i>	<i>PRIOR YEAR (2013-2014) Gain/-Loss Year-to-Date</i>	<i>CURRENT YEAR 2014-2015 Gain/-Loss for the Month</i>	<i>CURRENT YEAR 2014-2015 Gain/-Loss Year-to-Date</i>
JULY	\$17,577.95	\$19,871.23	\$111,933.20	\$113,421.05	-\$94,355.25	-\$94,355.25	-\$93,549.82	-\$93,549.82
AUGUST	\$8,110.68	\$12,548.28	\$265,804.82	\$257,193.23	-\$257,694.14	-\$352,049.39	-\$244,644.95	-\$338,194.77
SEPT	\$483,453.97	\$534,762.40	\$304,288.34	\$172,549.70	\$179,165.63	-\$172,883.76	\$362,212.70	\$24,017.93
OCT	\$69,984.39	\$18,160.90	\$168,661.24	\$118,296.88	-\$98,676.85	-\$271,560.61	-\$100,135.98	-\$76,118.05
NOV	\$420,633.74	\$465,164.71	\$269,049.21	\$333,361.75	\$151,584.53	-\$119,976.08	\$131,802.96	\$55,684.91
DEC	\$18,112.76	\$9,028.54	\$155,045.02	\$170,758.92	-\$136,932.26	-\$256,908.34	-\$161,730.38	-\$106,045.47
JAN	\$338,609.84	\$396,268.96	\$230,283.94	\$284,976.56	\$108,325.90	-\$148,582.44	\$111,292.40	\$5,246.93
FEB	\$8,328.26	-\$88,601.99	\$305,965.54	\$245,967.99	-\$297,637.28	-\$446,219.72	-\$334,569.98	-\$329,323.05
MARCH	\$465,709.72		\$133,084.14		\$332,625.58	-\$113,594.14		
APRIL	\$9,390.35		\$191,506.08		-\$182,115.73	-\$295,709.87		
MAY	\$344,867.68		\$177,080.10		\$167,787.58	-\$127,922.29		
JUNE	<i>refer to audit report</i>		<i>refer to audit report</i>		<i>refer to audit report</i>	<i>refer to audit report</i>		
Totals	\$2,184,779.34	\$1,367,203.03	\$2,312,701.63	\$1,696,526.08				
BUDGET		2,664,094		\$ 2,664,094				

Noteworthy revenues earned:

With Feb a nonbilling month, revenues were very minimal. An unfortunate software error occurred this month that created the need for a substantial adjustment of over \$100,000 that put the overall revenues for this fund in the (-). Revenues received (excluding the large adjustment) all amounted to \$18,569.
bfw

Noteworthy expense activity:

N/A

Prepared by: Beth F. Wentland
Finance Officer

FY 2014-2015

TOWN OF ABERDEEN
 FEBRUARY REVENUE REPORT
 CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED</u> <u>REVENUE</u>	<u>CURRENT</u> <u>REVENUE</u>	<u>YEAR TO DATE</u> <u>REVENUE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u>
GENERAL FUND						
10-00-3000-100 STATE FIRE FUND	0.00	350.00	350.00	0.00	-350.00	0
10-00-3000-105 TAX INTEREST/PENALTIES	15,000.00	3,030.07	6,850.43	0.00	8,149.57	54
3000	<u>15,000.00</u>	<u>3,380.07</u>	<u>7,200.43</u>	<u>0.00</u>	<u>7,799.57</u>	<u>52</u>
10-00-3010-140 2003 FIRE R&P TAX REVENUE	0.00	0.00	7.54	0.00	-7.54	0
10-00-3010-145 2004 FIRE R&P TAX REV	0.00	0.00	2.19	0.00	-2.19	0
10-00-3010-150 2005 FIRE R&P TAX REV	0.00	0.00	0.00	0.00	0.00	0
10-00-3010-155 2006 FIRE R&P TAX REVENUE	0.00	0.00	2.19	0.00	-2.19	0
10-00-3010-160 2007 FIRE R&P TAX REVENUE	0.00	0.00	6.74	0.00	-6.74	0
10-00-3010-165 2008 FIRE R&P TAX REVENUE	0.00	0.00	6.74	0.00	-6.74	0
10-00-3010-170 2009 FIRE R&P TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3010-175 2010 FIRE R&P TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3010-180 2011 FIRE R&P TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3010-185 2012 FIRE R&P TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3010-190 2013 FIRE R&P TAX REVENUE	0.00	0.00	97.95	0.00	-97.95	0
10-00-3010-195 2014 FIRE R&P TAX REVENUE	46,800.00	3,048.65	38,062.44	0.00	8,737.56	19
3010	<u>46,800.00</u>	<u>3,048.65</u>	<u>38,185.79</u>	<u>0.00</u>	<u>8,614.21</u>	<u>18</u>
10-00-3020-150 2005 FIRE MV TAX REV	0.00	0.00	0.53	0.00	-0.53	0
10-00-3020-155 2006 FIRE MV TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3020-160 2007 FIRE MV TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3020-165 2008 FIRE MV TAX REVENUE	0.00	0.00	11.03	0.00	-11.03	0
10-00-3020-170 2009 FIRE MV TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3020-175 2010 FIRE MV TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3020-180 2011 FIRE MV TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3020-185 2012 FIRE MV TAX REVENUE	0.00	0.00	5.63	0.00	-5.63	0
10-00-3020-190 2013 FIRE MV TAX REVENUE	0.00	0.00	1,301.99	0.00	-1,301.99	0

FY 2014-2015

TOWN OF ABERDEEN
 FEBRUARY REVENUE REPORT
 CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

ACCOUNT	BUDGETED REVENUE	CURRENT REVENUE	YEAR TO DATE REVENUE	ENCUMBRANCE	REMAINING BALANCE	PCT
10-00-3020-195 2014 FIRE MV TAX REVENUE	5,000.00	516.15	1,770.14	0.00	3,229.86	65
3020	5,000.00	516.15	3,089.32	0.00	1,910.68	38
10-00-3030-145 2004 R&P TAX REVENUE	0.00	0.00	2.45	0.00	-2.45	0
10-00-3030-150 2005 R&P TAX REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3030-155 2006 R&P TAX REVENUE	0.00	0.00	11.12	0.00	-11.12	0
10-00-3030-160 2007 R&P TAX REVENUE	0.00	0.00	100.91	0.00	-100.91	0
10-00-3030-165 2008 R&P TAX REVENUE	0.00	0.00	113.45	0.00	-113.45	0
10-00-3030-170 2009 R&P TAX REVENUE	0.00	0.00	105.23	0.00	-105.23	0
10-00-3030-175 2010 R&P TAX REVENUE	0.00	0.00	400.45	0.00	-400.45	0
10-00-3030-180 2011 R&P TAX REVENUE	250.00	9.96	586.55	0.00	-336.55	-135
10-00-3030-185 2012 R&P TAX REVENUE	500.00	0.00	522.62	0.00	-22.62	-5
10-00-3030-190 2013 R&P TAX REVENUE	6,000.00	39.81	3,548.67	0.00	2,451.33	41
10-00-3030-195 2014 R&P TAX REVENUE	3,010,500.00	280,244.17	2,888,182.14	0.00	122,317.86	4
3030	3,017,250.00	280,293.94	2,893,573.59	0.00	123,676.41	4
10-00-3040-140 2003 MV TAX REVENUE	0.00	0.00	71.94	0.00	-71.94	0
10-00-3040-145 2004 MV TAX REVENUE	0.00	0.00	15.10	0.00	-15.10	0
10-00-3040-150 MV RENTALS TAX REVENUE	9,000.00	0.00	0.00	0.00	9,000.00	100
10-00-3040-155 2005 MV TAX REVENUE	0.00	13.12	40.28	0.00	-40.28	0
10-00-3040-165 2006 MV TAX REVENUE	0.00	31.70	32.14	0.00	-32.14	0
10-00-3040-175 2007 MV TAX REVENUE	0.00	29.44	66.53	0.00	-66.53	0
10-00-3040-185 2008 MV TAX REVENUE	0.00	45.19	356.88	0.00	-356.88	0
10-00-3040-195 2009 MV TAX REVENUE	0.00	0.00	65.30	0.00	-65.30	0
10-00-3040-205 2010 MV TAX REVENUE	0.00	21.63	54.34	0.00	-54.34	0
10-00-3040-210 2011 MV TAX REVENUE	400.00	0.00	268.93	0.00	131.07	33
10-00-3040-215 2012 MV TAX REVENUE	500.00	21.68	385.09	0.00	114.91	23
10-00-3040-220 2013 MV TAX REVENUE	10,000.00	164.80	58,577.08	0.00	-48,577.08	-486
10-00-3040-225 2014 MV TAX REVENUE	150,000.00	15,300.67	65,871.66	0.00	84,128.34	56

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IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
3040	169,900.00	15,628.23	125,805.27	0.00	44,094.73	26
10-00-3050-100 PRIV LICENSE REVENUE	175,000.00	240.00	144,805.74	0.00	30,194.26	17
10-00-3050-105 PRIV LICENSE PENALTY	0.00	0.00	0.00	0.00	0.00	0
3050	175,000.00	240.00	144,805.74	0.00	30,194.26	17
10-00-3100-100 LOCAL SALES TAX 1%	571,508.00	57,431.34	339,656.82	0.00	231,851.18	41
10-00-3100-105 LOCAL SALES TAX 1/2%	295,000.00	28,342.27	171,576.99	0.00	123,423.01	42
10-00-3100-110 LOCAL SALES TAX 1/2%	285,000.00	28,259.64	167,121.35	0.00	117,878.65	41
10-00-3100-115 LOCAL SALES TAX 1/2%	0.00	25.45	-58.08	0.00	58.08	0
10-00-3100-120 HOLD HARMLESS	255,000.00	24,704.64	152,466.54	0.00	102,533.46	40
10-00-3100-150 SOLID WASTE DISPOSAL TAX REV	0.00	1,241.28	3,419.33	0.00	-3,419.33	0
10-00-3100-200 UTILITIES FRANCHISE TAX	380,000.00	0.00	179,886.87	0.00	200,113.13	53
10-00-3100-202 VIDEO SALES TAX REVENUE	120,000.00	0.00	59,210.29	0.00	60,789.71	51
10-00-3100-205 BEER & WINE TAX	27,500.00	0.00	0.00	0.00	27,500.00	100
10-00-3100-240 GAS TAX REFUND	25,000.00	2,194.38	13,049.14	0.00	11,950.86	48
10-00-3100-300 FEMA REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3100-310 FEDERAL FORFEITURE	0.00	0.00	0.00	0.00	0.00	0
10-00-3100-800 ABC NET REVENUE	60,000.00	0.00	32,908.53	0.00	27,091.47	45
10-10-3100-224 ARREST FEES REVENUE	15,000.00	231.21	1,891.77	0.00	13,108.23	87
10-10-3100-225 POLICE DONATIONS	0.00	0.00	0.00	0.00	0.00	0
10-10-3100-315 FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0
10-10-3100-320 STATE FIRE/RESCUE GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-10-3100-325 STATE FORFEITURE	0.00	0.00	225.59	0.00	-225.59	0
10-10-3100-330 STATE GRANTS	2,500.00	-32,500.00	9,000.00	0.00	-6,500.00	-260
10-10-3100-335 STORMWATER GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-10-3100-340 STATE ON-BEHALF PAYMENTS	0.00	0.00	0.00	0.00	0.00	0
10-20-3100-320 POWELL BILL	215,000.00	0.00	222,168.06	0.00	-7,168.06	-3
3100	2,251,508.00	109,930.21	1,352,523.20	0.00	898,984.80	40

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<u>ACCOUNT</u>	<u>BUDGETED REVENUE</u>	<u>CURRENT REVENUE</u>	<u>YEAR TO DATE REVENUE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
10-10-3300-400 BUILDING PERMITS	250,000.00	21,946.76	112,842.67	0.00	137,157.33	55
10-10-3300-405 ZONING/SUBDIVISION FEES	18,000.00	1,275.00	12,382.80	0.00	5,617.20	31
10-10-3300-410 STORMWATER PERMIT FEES	0.00	0.00	0.00	0.00	0.00	0
10-10-3300-415 HOMEOWNERS RECOVERY	1,750.00	7.00	67.00	0.00	1,683.00	96
3300	269,750.00	23,228.76	125,292.47	0.00	144,457.53	54
10-10-3301-100 FIRE INSPECTIONS	800.00	100.00	450.00	0.00	350.00	44
10-10-3301-200 RESCUE GRANT REVENUE	58,600.00	0.00	24,250.00	0.00	34,350.00	59
10-10-3301-400 LAW ENFORCEMENT FEES	0.00	0.00	145.00	0.00	-145.00	0
10-10-3301-405 CIVIL CITATIONS REVENUE	3,000.00	0.00	5,710.00	0.00	-2,710.00	-90
10-10-3301-410 POLICE PRECIOUS METAL FEES	0.00	228.00	228.00	0.00	-228.00	0
10-10-3301-415 TAXI PERMITS (POLICE)	0.00	0.00	0.00	0.00	0.00	0
10-10-3301-420 POLICE EVIDENCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0
10-20-3301-100 STREET LIGHTING REIMBURSABLE	3,500.00	377.88	2,268.12	0.00	1,231.88	35
3301	65,900.00	705.88	33,051.12	0.00	32,848.88	50
10-50-3302-400 GARBAGE FEES REVENUE	275,000.00	1,025.07	138,134.15	0.00	136,865.85	50
10-30-3302-405 RECYCLING REVENUE	0.00	0.00	785.60	0.00	-785.60	0
3302	275,000.00	1,025.07	138,919.75	0.00	136,080.25	49
10-00-3400-800 NSF FEES REVENUE	0.00	0.00	50.00	0.00	-50.00	0
10-00-3400-805 INTEREST REVENUE	3,000.00	-8.76	191.26	0.00	2,808.74	94
10-20-3400-810 POWELL BILL INTEREST	0.00	44.19	44.19	0.00	-44.19	0
3400	3,000.00	35.43	285.45	0.00	2,714.55	90
10-00-3500-800 DEPOT RENTAL	900.00	0.00	675.00	0.00	225.00	25
10-00-3500-805 EXCHANGE BLDG-LEASE REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3500-810 ANTENNA RENTAL	180,000.00	28,750.00	155,710.15	0.00	24,289.85	13

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10-00-3500-820 WHOLESALE GROCERY RENTAL	1,712.00	0.00	856.30	0.00	855.70	50
3500	182,612.00	28,750.00	157,241.45	0.00	25,370.55	14
10-00-3550-200 MALCOLM BLUE FARM-GRIST MILL	0.00	0.00	2,234.54	0.00	-2,234.54	0
10-00-3550-500 MALCOLM BLUE FARM-OTHER REVENUE	0.00	0.00	14,657.65	0.00	-14,657.65	0
3550	0.00	0.00	16,892.19	0.00	-16,892.19	0
10-00-3600-800 CABLEVISION FRANCHISE	16,000.00	4,602.49	8,582.31	0.00	7,417.69	46
3600	16,000.00	4,602.49	8,582.31	0.00	7,417.69	46
10-00-3700-100 TOWN BUSINESS GUILD	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-200 SPRING SPREE FESTIVAL	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-300 DIRECTORY-MATCHING REVENUE	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-500 GRANTS-PLANNING	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-700 ECONOMIC DEV GRANTS	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-800 MISCELLANEOUS CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-805 MAYOR MEMORIAL PARK	0.00	0.00	0.00	0.00	0.00	0
10-00-3700-910 COLONIAL HEIGHTS BALLPARK	0.00	0.00	0.00	0.00	0.00	0
10-80-3700-700 GRANTS-PARKS & REC	500.00	0.00	0.00	0.00	500.00	100
10-80-3700-810 SPONSORSHIPS/DONATIONS	7,500.00	287.00	4,045.60	0.00	3,454.40	46
10-80-3700-820 P&R SCHOLARSHIP PROGRAM	0.00	0.00	0.00	0.00	0.00	0
3700	8,000.00	287.00	4,045.60	0.00	3,954.40	49
10-80-3800-400 PARK RENTALS	3,000.00	590.00	960.00	0.00	2,040.00	68
10-80-3800-402 RECREATION STATION RENTAL	10,500.00	1,420.00	6,061.00	0.00	4,439.00	42
10-80-3800-405 RECREATION PROGRAMS	12,000.00	1,242.00	11,484.47	0.00	515.53	4
10-80-3800-410 SPECIAL EVENTS	3,000.00	50.00	2,348.00	0.00	652.00	22
10-80-3800-415 YOUTH ATHLETICS	6,400.00	1,122.00	6,274.00	0.00	126.00	2
10-80-3800-420 ADULT ATHLETICS	2,000.00	0.00	0.00	0.00	2,000.00	100

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3800	36,900.00	4,424.00	27,127.47	0.00	9,772.53	26
10-00-3900-800 MISCELLANEOUS REVENUE	25,000.00	446.34	5,334.12	0.00	19,665.88	79
10-00-3900-805 INSURANCE REIMBURSEMENTS	7,500.00	100.00	5,521.44	0.00	1,978.56	26
10-00-3900-810 WORKER'S COMP REIMBURSE	0.00	0.00	0.00	0.00	0.00	0
10-00-3900-815 SALE OF FIXED ASSETS	70,000.00	40,963.50	54,814.76	0.00	15,185.24	22
3900	102,500.00	41,509.84	65,670.32	0.00	36,829.68	36
10-00-3901-910 TRANSFER-IN FROM W/S	0.00	0.00	0.00	0.00	0.00	0
10-00-3901-930 TRANSFER-IN FROM PART FUND	0.00	0.00	0.00	0.00	0.00	0
10-60-3901-900 LOAN PROCEEDS	128,000.00	0.00	128,000.00	0.00	0.00	0
3901	128,000.00	0.00	128,000.00	0.00	0.00	0
10-00-3990-900 FUND BALANCE-APPROPRIATED	0.00	0.00	0.00	0.00	0.00	0
3990	0.00	0.00	0.00	0.00	0.00	0
10 GENERAL FUND	6,768,120.00	517,605.72	5,270,291.47	0.00	1,497,828.53	22
WATER & SEWER FUND						
30-91-3710-050 RECONNECT FEES	0.00	0.00	0.00	0.00	0.00	0
30-91-3710-500 WATER REVENUE	1,158,204.00	-43,410.99	557,873.95	0.00	600,330.05	52
30-91-3710-505 SEWER REVENUE	977,890.00	-63,760.38	480,322.79	0.00	497,567.21	51
30-91-3710-510 BULK WATER REVENUE	325,000.00	0.00	185,656.80	0.00	139,343.20	43
30-91-3710-512 BULK WATER REVENUE-CYPRESS	8,500.00	0.00	6,596.55	0.00	1,903.45	22
30-91-3710-515 LATE FEES	35,000.00	3,795.00	39,130.72	0.00	-4,130.72	-12
30-91-3710-520 APPLICATION FEES	7,500.00	620.00	6,315.00	0.00	1,185.00	16
30-91-3710-525 WATER/SEWER TAP FEES	50,000.00	4,125.00	39,125.00	0.00	10,875.00	22
30-91-3710-530 ACREAGE FEES	65,000.00	6,625.00	34,366.25	0.00	30,633.75	47
3710	2,627,094.00	-92,006.37	1,349,387.06	0.00	1,277,706.94	49

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30-91-3720-700 TRANSFER-IN FROM MIDWAY PROJECT	0.00	0.00	0.00	0.00	0.00	0
30-91-3720-800 CONTRACT REIMBURSABLE	7,500.00	2,508.00	2,508.00	0.00	4,992.00	67
30-91-3720-805 INSURANCE REIMBURSEMENTS	6,000.00	0.00	0.00	0.00	6,000.00	100
3720	<u>13,500.00</u>	<u>2,508.00</u>	<u>2,508.00</u>	<u>0.00</u>	<u>10,992.00</u>	<u>81</u>
30-91-3730-800 INTEREST REVENUE	2,000.00	98.73	98.73	0.00	1,901.27	95
30-91-3730-805 NSF FEES REVENUE	1,500.00	200.00	1,200.00	0.00	300.00	20
3730	<u>3,500.00</u>	<u>298.73</u>	<u>1,298.73</u>	<u>0.00</u>	<u>2,201.27</u>	<u>65</u>
30-91-3900-800 MISCELLANEOUS REVENUE	10,000.00	597.65	10,645.94	0.00	-645.94	-6
30-91-3900-805 SALE OF FIXED ASSETS	10,000.00	0.00	3,344.00	0.00	6,656.00	67
30-91-3900-810 STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0
30-91-3900-820 CONTRIBUTED CAPITAL	0.00	0.00	0.00	0.00	0.00	0
30-91-3900-830 INTANGIBLE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0
3900	<u>20,000.00</u>	<u>597.65</u>	<u>13,989.94</u>	<u>0.00</u>	<u>6,010.06</u>	<u>30</u>
30-91-3901-900 LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0
30-91-3901-910 TRANSFER-IN FROM GEN FUND	0.00	0.00	0.00	0.00	0.00	0
3901	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
30-91-3990-900 FUND BALANCE-APPROPRIATED	0.00	0.00	0.00	0.00	0.00	0
3990	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
30 WATER & SEWER FUND	<u>2,664,094.00</u>	<u>-88,601.99</u>	<u>1,367,183.73</u>	<u>0.00</u>	<u>1,296,910.27</u>	<u>49</u>
	<u>9,432,214.00</u>	<u>429,003.73</u>	<u>6,637,475.20</u>	<u>0.00</u>	<u>2,794,738.80</u>	<u>30</u>

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GENERAL FUND						
4200 ADMINISTRATION	122,840.00	2,631.89	92,006.08	0.00	30,833.92	25
4208 SPECIAL APPROPRIATIONS	30,700.00	650.00	15,617.00	0.00	15,083.00	49
4220 GOVERNING BODY	20,406.00	228.06	17,236.44	0.00	3,169.56	16
4300 FINANCE	297,812.00	21,315.98	239,202.03	0.00	58,609.97	20
4401 MUNICIPAL BLDG	40,265.00	2,956.78	34,960.85	0.00	5,304.15	13
4402 LIBRARY	7,620.00	462.35	10,863.20	0.00	-3,243.20	-43
4403 DEPOT	5,430.00	410.14	3,678.32	0.00	1,751.68	32
4404 FINANCE BLDG	9,585.00	626.72	8,446.67	0.00	1,138.33	12
4405 MAYOR MEMORIAL	500.00	27.26	233.24	0.00	266.76	53
4406 WHOLESALE GROCERY	1,225.00	0.00	1,224.00	0.00	1.00	0
4407 EXCHANGE BLDG	920.00	0.00	919.00	0.00	1.00	0
4408 AA BLDG	1,030.00	0.00	1,030.00	0.00	0.00	0
4409 PUBLIC WORKS FACILITY	40,680.00	3,618.51	29,706.85	0.00	10,973.15	27
4410 RECREATION STATION	42,585.00	5,484.05	48,330.63	0.00	-5,745.63	-13
4411 MALCOLM BLUE FARM	0.00	2,194.00	5,122.11	0.00	-5,122.11	0
4412 RAY'S MILL POND	0.00	0.00	0.00	0.00	0.00	0
4415 MAIN STREET PROPERTY	0.00	0.00	0.00	0.00	0.00	0
4420 POLICE FACILITY	40,075.00	2,887.65	25,910.83	0.00	14,164.17	35
4425 POLICE/FIRE LAND	0.00	0.00	0.00	0.00	0.00	0
5150 POLICE	2,184,445.00	147,806.98	1,465,306.35	1,531.78	717,606.87	33
5300 FIRE	1,231,870.00	84,276.09	815,931.34	1,198.07	414,740.59	34
5415 PLANNING	502,431.00	37,970.44	316,345.62	0.00	186,085.38	37
5500 P&R ADMIN	246,513.00	19,773.12	179,255.50	0.00	67,257.50	27
5510 PARK FACILITIES	19,655.00	371.40	20,313.02	25,000.00	-25,658.02	-131

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5520 PROGRAMS	32,596.00	53.30	20,043.95	220.00	12,332.05	38
5530 ATHLETICS	5,400.00	0.00	5,164.15	234.93	0.92	0
5600 STREETS & BEAUTIFICATION	732,038.00	50,621.34	543,489.19	22,796.00	165,752.81	23
5650 POWELL BILL	192,479.00	5,341.49	66,497.80	0.00	125,981.20	65
5800 SANITATION	476,185.00	37,575.95	309,957.31	686.04	165,541.65	35
5900 FINGERPRINT MACHINE	10,050.00	10,049.05	10,049.05	0.00	0.95	0
5902 RECREATION STATION	87,841.00	0.00	0.00	0.00	87,841.00	100
5903 POLICE IN-CAR CAMERAS	15,974.00	15,973.21	15,973.21	0.00	0.79	0
5905 2012-13 DURANGOS	19,812.00	0.00	0.00	0.00	19,812.00	100
5907 2012-13 TAHOES	22,888.00	0.00	0.00	0.00	22,888.00	100
5908 2013-14 DODGE CHARGERS	32,232.00	0.00	0.00	0.00	32,232.00	100
5909 2014-15 (4) POLICE VEHS	46,507.00	0.00	43,522.73	0.00	2,984.27	6
5910 KNUCKLEBOOM TRUCK	29,264.00	0.00	0.00	0.00	29,264.00	100
5911 2014 FIRE TRUCK	95,281.00	0.00	0.00	0.00	95,281.00	100
5912 2013-14 (2) TAHOES	24,324.00	0.00	24,323.28	0.00	0.72	0
5913 FIRE STN EXPANSION	64,219.00	0.00	0.00	0.00	64,219.00	100
5914 POLICE/FIRE PROPERTY	34,443.00	0.00	34,441.53	0.00	1.47	0
10 GENERAL FUND	6,768,120.00	453,305.76	4,405,101.28	51,666.82	2,311,351.90	34
WATER & SEWER FUND						
6100 WATER PRODUCTION	733,703.00	89,475.80	489,814.43	3,367.63	240,520.94	33
6200 WATER & SEWER	1,835,321.00	149,130.49	1,137,336.84	1,381.24	696,602.92	38
6300 BILLING & COLLECTIONS	95,070.00	7,361.70	69,374.81	0.00	25,695.19	27
30 WATER & SEWER FUND	2,664,094.00	245,967.99	1,696,526.08	4,748.87	962,819.05	36
	9,432,214.00	699,273.75	6,101,627.36	56,415.69	3,274,170.95	35

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TOWN OF ABERDEEN
 FEBRUARY EXPENDITURE REPORT-BY DEPT
 CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
ADMINISTRATION						
10-00-4200-020 SALARIES	201,100.00	15,431.37	130,172.51	0.00	70,927.49	35
10-00-4200-030 SOCIAL SECURITY	15,713.00	1,114.84	9,946.58	0.00	5,766.42	37
10-00-4200-045 MEDICAL INSURANCE	13,320.00	1,110.00	8,880.00	0.00	4,440.00	33
10-00-4200-046 DENTAL INSURANCE	972.00	79.02	632.16	0.00	339.84	35
10-00-4200-047 LIFE INSURANCE	603.00	53.13	425.57	0.00	177.43	29
10-00-4200-049 WELLNESS	1,600.00	25.00	743.65	0.00	856.35	54
10-00-4200-050 RETIREMENT	14,522.00	1,091.00	9,534.40	0.00	4,987.60	34
10-00-4200-051 401K RETIREMENT	10,270.00	771.58	6,774.47	0.00	3,495.53	34
10-00-4200-052 LONGEVITY	4,300.00	0.00	4,300.00	0.00	0.00	0
10-00-4200-070 WORKER'S COMP	530.00	0.00	1,064.00	0.00	-534.00	-101
10-00-4200-071 W/COMP DEDUCTIBLE	3,000.00	20.36	2,585.79	0.00	414.21	14
10-00-4200-090 UNEMPLOYMENT	3,000.00	0.00	1,222.25	0.00	1,777.75	59
10-00-4200-100 POSTAGE	3,000.00	56.09	1,831.15	0.00	1,168.85	39
10-00-4200-120 NEWSLETTER	3,800.00	0.00	2,326.00	0.00	1,474.00	39
10-00-4200-200 COMMUNICATIONS	1,500.00	180.98	1,168.01	0.00	331.99	22
10-00-4200-230 CONTRACTS/AGREEMENTS	33,000.00	589.25	24,540.05	0.00	8,459.95	26
10-00-4200-240 WELLNESS PROGRAMS	5,400.00	80.53	3,427.01	0.00	1,972.99	37
10-00-4200-250 EMPLOYEE FUNCTIONS	2,960.00	198.81	3,331.77	0.00	-371.77	-13
10-00-4200-260 ADVERTISING	500.00	0.00	0.00	0.00	500.00	100
10-00-4200-330 SUPPLIES	6,000.00	118.88	4,067.38	0.00	1,932.62	32
10-00-4200-331 SAFETY	8,000.00	0.00	1,014.35	0.00	6,985.65	87
10-00-4200-450 TRAINING/TRAVEL	5,000.00	426.84	2,613.94	0.00	2,386.06	48
10-00-4200-530 DUES/SUBSCRIPTIONS	8,000.00	646.50	9,779.50	0.00	-1,779.50	-22
10-00-4200-535 CITIZENS ACADEMY	1,500.00	0.00	1,445.06	0.00	54.94	4
10-00-4200-540 PROP/LIAB INSURANCE	250.00	0.00	217.00	0.00	33.00	13
10-00-4200-595 LEGAL SERVICES	10,000.00	717.50	4,562.50	0.00	5,437.50	54
10-00-4200-596 COMPUTER SERVICES	15,000.00	753.21	17,144.98	0.00	-2,144.98	-14
10-00-4200-740 CAPITAL OUTLAY	0.00	0.00	4,920.00	0.00	-4,920.00	0
10-00-4200-900 CHARGEOUT TO W/S	-250,000.00	-20,833.00	-166,664.00	0.00	-83,336.00	33

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TOWN OF ABERDEEN
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CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
4200 ADMINISTRATION	122,840.00	2,631.89	92,006.08	0.00	30,833.92	25

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SPECIAL APPROPRIATIONS						
10-00-4208-100 MOORE COUNTY LIBRARY SYSTEM	4,500.00	0.00	0.00	0.00	4,500.00	100
10-00-4208-300 LION'S FLAG PROJECT	2,000.00	0.00	2,000.00	0.00	0.00	0
10-00-4208-400 MALCOLM BLUE SOCIETY	1,375.00	0.00	0.00	0.00	1,375.00	100
10-00-4208-500 A&R RR PROPERTY LEASE	1,200.00	0.00	0.00	0.00	1,200.00	100
10-00-4208-700 POSTMASTER'S HOUSE	1,375.00	0.00	0.00	0.00	1,375.00	100
10-00-4208-900 ECONOMIC DEVELOPMENT	13,250.00	0.00	12,967.00	0.00	283.00	2
10-00-4208-905 ECONOMIC DEV. FUNCTIONS	2,000.00	650.00	650.00	0.00	1,350.00	68
10-00-4208-910 ECONOMIC DEV. INCENTIVES	5,000.00	0.00	0.00	0.00	5,000.00	100
4208 SPECIAL APPROPRIATIONS	30,700.00	650.00	15,617.00	0.00	15,083.00	49

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GOVERNING BODY						
10-00-4220-020 COMPENSATION	17,600.00	0.00	8,800.00	0.00	8,800.00	50
10-00-4220-030 SOCIAL SECURITY	1,346.00	0.00	673.20	0.00	672.80	50
10-00-4220-070 WORKER'S COMP	100.00	0.00	5,435.53	0.00	-5,335.53	-5,336
10-00-4220-200 COMMUNICATIONS	0.00	228.06	1,790.71	0.00	-1,790.71	0
10-00-4220-230 ELECTION	1,000.00	0.00	0.00	0.00	1,000.00	100
10-00-4220-450 TRAINING/TRAVEL	360.00	0.00	180.00	0.00	180.00	50
10-00-4220-540 PROP/LIAB INSURANCE	0.00	0.00	357.00	0.00	-357.00	0
4220 GOVERNING BODY	20,406.00	228.06	17,236.44	0.00	3,169.56	16

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FINANCE						
10-00-4300-020 SALARIES	137,800.00	9,718.72	85,022.57	0.00	52,777.43	38
10-00-4300-030 SOCIAL SECURITY	10,897.00	722.44	6,785.43	0.00	4,111.57	38
10-00-4300-045 MEDICAL INSURANCE	8,880.00	740.00	5,920.00	0.00	2,960.00	33
10-00-4300-046 DENTAL INSURANCE	648.00	52.68	421.44	0.00	226.56	35
10-00-4300-047 LIFE INSURANCE	413.00	30.50	246.11	0.00	166.89	40
10-00-4300-050 RETIREMENT	10,071.00	687.13	6,385.89	0.00	3,685.11	37
10-00-4300-051 401K RETIREMENT	7,123.00	443.92	3,968.50	0.00	3,154.50	44
10-00-4300-052 LONGEVITY	4,650.00	0.00	5,300.00	0.00	-650.00	-14
10-00-4300-070 WORKER'S COMP	220.00	0.00	158.07	0.00	61.93	28
10-00-4300-100 POSTAGE	1,300.00	56.09	382.40	0.00	917.60	71
10-00-4300-220 EQUIPMENT PURCHASE	500.00	0.00	558.29	0.00	-58.29	-12
10-00-4300-225 EQUIPMENT MAINTENANCE	2,000.00	140.25	1,417.77	0.00	582.23	29
10-00-4300-275 TAX COLLECTION FEES	61,010.00	6,344.48	62,880.85	0.00	-1,870.85	-3
10-00-4300-330 SUPPLIES	1,600.00	187.63	1,470.59	0.00	129.41	8
10-00-4300-540 PROP/LIAB INSURANCE	600.00	350.00	939.00	0.00	-339.00	-57
10-00-4300-595 PROFESSIONAL SERVICES	18,000.00	1,773.05	16,276.08	0.00	1,723.92	10
10-00-4300-596 COMPUTER SERVICES	1,100.00	69.09	5,369.04	0.00	-4,269.04	-388
10-00-4300-600 AUDIT	31,000.00	0.00	35,700.00	0.00	-4,700.00	-15
4300 FINANCE	297,812.00	21,315.98	239,202.03	0.00	58,609.97	20

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MUNICIPAL BLDG						
10-00-4401-080 CONTRACT CLEANING	6,000.00	500.00	4,000.00	0.00	2,000.00	33
10-00-4401-110 TELEPHONE	11,500.00	873.87	6,939.48	0.00	4,560.52	40
10-00-4401-130 UTILITIES	12,250.00	1,432.02	8,493.95	0.00	3,756.05	31
10-00-4401-330 SUPPLIES/MAINTENANCE	3,500.00	130.89	3,434.42	0.00	65.58	2
10-00-4401-540 PROP/LIAB INSURANCE	7,015.00	0.00	9,243.00	0.00	-2,228.00	-32
10-00-4401-740 CAPITAL OUTLAY	0.00	0.00	2,850.00	0.00	-2,850.00	0
4401 MUNICIPAL BLDG	40,265.00	2,956.78	34,960.85	0.00	5,304.15	13

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LIBRARY						
10-00-4402-080 CONTRACT CLEANING	1,500.00	125.00	1,000.00	0.00	500.00	33
10-00-4402-130 UTILITIES	2,400.00	265.98	1,624.94	0.00	775.06	32
10-00-4402-330 MAINTENANCE	500.00	71.37	2,825.26	0.00	-2,325.26	-465
10-00-4402-540 PROP/LIAB INSURANCE	3,220.00	0.00	5,413.00	0.00	-2,193.00	-68
4402 LIBRARY	7,620.00	462.35	10,863.20	0.00	-3,243.20	-43

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<u>DEPT</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>		<u>BALANCE</u>	<u>PCT</u>
10-00-4403-130 UTILITIES	3,200.00	401.31	2,088.66	0.00	1,111.34	35
10-00-4403-330 SUPPLIES/MAINTENANCE	1,000.00	8.83	361.66	0.00	638.34	64
10-00-4403-540 PROP/LIAB INSURANCE	1,230.00	0.00	1,228.00	0.00	2.00	0
4403 DEPOT	5,430.00	410.14	3,678.32	0.00	1,751.68	32

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FINANCE BLDG						
10-00-4404-080 CONTRACT CLEANING	1,800.00	150.00	1,200.00	0.00	600.00	33
10-00-4404-110 TELEPHONE	3,000.00	225.58	1,825.65	0.00	1,174.35	39
10-00-4404-130 UTILITIES	1,800.00	172.75	1,028.51	0.00	771.49	43
10-00-4404-330 MAINTENANCE	700.00	78.39	463.51	0.00	236.49	34
10-00-4404-540 PROP/LIAB INSURANCE	2,285.00	0.00	3,929.00	0.00	-1,644.00	-72
4404 FINANCE BLDG	9,585.00	626.72	8,446.67	0.00	1,138.33	12

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MAYOR MEMORIAL						
10-00-4405-130 UTILITIES	300.00	27.26	233.24	0.00	66.76	22
10-00-4405-330 SUPPLIES/MAINTENANCE	200.00	0.00	0.00	0.00	200.00	100
4405 MAYOR MEMORIAL	500.00	27.26	233.24	0.00	266.76	53

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WHOLESALE GROCERY						
10-00-4406-540 PROP/LIAB INSURANCE	1,225.00	0.00	1,224.00	0.00	1.00	0
4406 WHOLESALE GROCERY	<u>1,225.00</u>	<u>0.00</u>	<u>1,224.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0</u>

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EXCHANGE BLDG						
10-00-4407-540 PROP/LIAB INSURANCE	920.00	0.00	919.00	0.00	1.00	0
4407 EXCHANGE BLDG	920.00	0.00	919.00	0.00	1.00	0

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AA BLDG						
10-00-4408-540 PROP/LIAB INSURANCE	1,030.00	0.00	1,030.00	0.00	0.00	0
4408 AA BLDG	<u>1,030.00</u>	<u>0.00</u>	<u>1,030.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>

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PUBLIC WORKS FACILITY						
10-00-4409-110 TELEPHONE	12,000.00	969.69	7,816.15	0.00	4,183.85	35
10-00-4409-130 UTILITIES	7,400.00	1,186.61	6,010.81	0.00	1,389.19	19
10-00-4409-220 EQUIPMENT PURCHASES	750.00	0.00	0.00	0.00	750.00	100
10-00-4409-330 SUPPLIES/MAINTENANCE	14,000.00	826.38	8,457.43	0.00	5,542.57	40
10-00-4409-540 PROPLIAB INSURANCE	3,530.00	0.00	3,525.00	0.00	5.00	0
10-00-4409-595 COMPUTER SERVICES	3,000.00	635.83	3,897.46	0.00	-897.46	-30
4409 PUBLIC WORKS FACILITY	40,680.00	3,618.51	29,706.85	0.00	10,973.15	27

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RECREATION STATION						
10-00-4410-080 CONTRACT CLEANING	4,000.00	2,426.00	8,634.00	0.00	-4,634.00	-116
10-00-4410-110 TELEPHONE	8,750.00	716.21	5,769.68	0.00	2,980.32	34
10-00-4410-130 UTILITIES	20,500.00	2,108.90	14,665.68	0.00	5,834.32	28
10-00-4410-330 SUPPLIES/MAINTENANCE	2,575.00	232.94	7,541.27	0.00	-4,966.27	-193
10-00-4410-540 PROP/LIAB INSURANCE	6,760.00	0.00	7,873.00	0.00	-1,113.00	-16
10-00-4410-740 CAPITAL OUTLAY	0.00	0.00	3,847.00	0.00	-3,847.00	0
4410 RECREATION STATION	<u>42,585.00</u>	<u>5,484.05</u>	<u>48,330.63</u>	<u>0.00</u>	<u>-5,745.63</u>	<u>-13</u>

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MALCOLM BLUE FARM						
10-00-4411-110 TELEPHONE	0.00	401.06	500.73	0.00	-500.73	0
10-00-4411-130 UTILITIES	0.00	1,792.94	1,986.16	0.00	-1,986.16	0
10-00-4411-330 SUPPLIES/MAINTENANCE	0.00	0.00	1,100.02	0.00	-1,100.02	0
10-00-4411-540 PROPERTY INSURANCE	0.00	0.00	518.00	0.00	-518.00	0
10-00-4411-650 SPECIAL EVENTS	0.00	0.00	241.20	0.00	-241.20	0
10-00-4411-740 CAPITAL OUTLAY	0.00	0.00	776.00	0.00	-776.00	0
4411 MALCOLM BLUE FARM	0.00	2,194.00	5,122.11	0.00	-5,122.11	0

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POLICE FACILITY						
10-10-4420-080 CONTRACT CLEANING	4,500.00	375.00	3,000.00	0.00	1,500.00	33
10-10-4420-110 TELEPHONE	14,000.00	1,111.13	8,973.31	0.00	5,026.69	36
10-10-4420-130 UTILITIES	14,000.00	1,098.87	7,568.52	0.00	6,431.48	46
10-10-4420-330 SUPPLIES/MAINTENANCE	4,000.00	302.65	1,296.00	0.00	2,704.00	68
10-10-4420-540 PROP/LIAB INSURANCE	3,575.00	0.00	3,573.00	0.00	2.00	0
10-10-4420-740 CAPITAL OUTLAY	0.00	0.00	1,500.00	0.00	-1,500.00	0
4420 POLICE FACILITY	40,075.00	2,887.65	25,910.83	0.00	14,164.17	35

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 CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
POLICE						
10-10-5150-020 SALARIES	1,262,650.00	98,893.59	847,635.38	0.00	415,014.62	33
10-10-5150-021 PART-TIME SALARIES	15,000.00	437.04	8,915.50	0.00	6,084.50	41
10-10-5150-022 HOLIDAY PAY	44,500.00	0.00	10,153.07	0.00	34,346.93	77
10-10-5150-023 OVERTIME	13,500.00	109.23	8,286.43	0.00	5,213.57	39
10-10-5150-024 ON-CALL PAY	4,500.00	355.79	3,491.13	0.00	1,008.87	22
10-10-5150-030 SOCIAL SECURITY	103,768.00	7,380.54	66,623.34	0.00	37,144.66	36
10-10-5150-045 MEDICAL INSURANCE	134,310.00	9,610.17	81,041.74	0.00	53,268.26	40
10-10-5150-046 DENTAL INSURANCE	9,072.00	737.52	5,953.14	0.00	3,118.86	34
10-10-5150-047 LIFE INSURANCE	4,014.00	321.66	2,585.14	0.00	1,428.86	36
10-10-5150-050 RETIREMENT	97,856.00	7,066.41	62,701.33	0.00	35,154.67	36
10-10-5150-051 401K RETIREMENT	65,823.00	4,781.48	42,774.95	0.00	23,048.05	35
10-10-5150-052 LONGEVITY	16,300.00	0.00	15,900.00	0.00	400.00	2
10-10-5150-070 WORKER'S COMP	43,750.00	0.00	32,071.84	0.00	11,678.16	27
10-10-5150-075 PREEMPLOY SCREENING	700.00	500.00	1,500.00	0.00	-800.00	-114
10-10-5150-100 POSTAGE	1,000.00	56.08	344.42	0.00	655.58	66
10-10-5150-130 UTILITIES-HWY 5	1,500.00	71.34	893.39	0.00	606.61	40
10-10-5150-170 VEHICLE MAINTENANCE	25,000.00	2,065.89	17,125.58	0.00	7,874.42	31
10-10-5150-200 COMMUNICATIONS	12,150.00	758.38	7,329.45	0.00	4,820.55	40
10-10-5150-220 EQUIPMENT PURCHASE	33,732.00	994.43	21,889.93	0.00	11,842.07	35
10-10-5150-225 EQUIPMENT MAINTENANCE	24,200.00	6,196.16	12,782.39	0.00	11,417.61	47
10-10-5150-230 CONTRACTS/AGREEMENTS	0.00	0.00	9.67	0.00	-9.67	0
10-10-5150-240 SPECIAL INVESTIGATIONS	1,200.00	0.00	297.50	0.00	902.50	75
10-10-5150-250 EMPLOYEE FUNCTIONS	900.00	0.00	250.00	0.00	650.00	72
10-10-5150-310 FUEL	82,000.00	4,537.49	43,913.24	0.00	38,086.76	46
10-10-5150-330 SUPPLIES	8,000.00	6.63	2,519.69	0.00	5,480.31	69
10-10-5150-331 SAFETY	3,250.00	12.00	977.87	0.00	2,272.13	70
10-10-5150-335 EMERGENCY MANAGEMENT	500.00	0.00	62.26	0.00	437.74	88
10-10-5150-360 UNIFORMS	6,200.00	12.00	2,440.94	0.00	3,759.06	61
10-10-5150-450 TRAINING/TRAVEL	8,500.00	0.00	7,446.67	0.00	1,053.33	12

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	EXPENDITURE	EXPENDITURE	EXPENDITURE	ENCUMBRANCE	BALANCE	PCT
10-10-5150-460 CRIME PREVENTION	500.00	0.00	0.00	0.00	500.00	100
10-10-5150-475 AMMUNITION	6,500.00	0.00	2,789.70	1,531.78	2,178.52	34
10-10-5150-530 DUES/SUBSCRIPTIONS	470.00	0.00	370.00	0.00	100.00	21
10-10-5150-540 PROP/LIAB INSURANCE	6,900.00	0.00	6,812.00	0.00	88.00	1
10-10-5150-580 UNIFORM CLEANING	5,150.00	263.19	2,251.41	0.00	2,898.59	56
10-10-5150-590 DONATION DISBURSEMENTS	150.00	0.00	0.00	0.00	150.00	100
10-10-5150-595 LEGAL SERVICES	3,000.00	577.50	2,371.25	0.00	628.75	21
10-10-5150-596 COMPUTER SERVICES	9,900.00	2,062.46	12,514.85	0.00	-2,614.85	-26
10-10-5150-740 CAPITAL OUTLAY	128,000.00	0.00	130,281.15	0.00	-2,281.15	-2
5150 POLICE	2,184,445.00	147,806.98	1,465,306.35	1,531.78	717,606.87	33

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<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
FIRE						
10-10-5300-020 SALARIES	640,500.00	52,115.97	444,376.19	0.00	196,123.81	31
10-10-5300-022 HOLIDAY PAY	20,000.00	0.00	0.00	0.00	20,000.00	100
10-10-5300-024 CALL PAY	45,000.00	0.00	45,250.60	0.00	-250.60	-1
10-10-5300-030 SOCIAL SECURITY	55,049.00	3,807.58	37,231.67	0.00	17,817.33	32
10-10-5300-045 MEDICAL INSURANCE	71,040.00	6,290.00	49,149.21	0.00	21,890.79	31
10-10-5300-046 DENTAL INSURANCE	5,184.00	447.78	3,484.93	0.00	1,699.07	33
10-10-5300-047 LIFE INSURANCE	1,982.00	180.45	1,410.74	0.00	571.26	29
10-10-5300-050 RETIREMENT	47,694.00	3,684.60	32,116.53	0.00	15,577.47	33
10-10-5300-051 401K RETIREMENT	33,730.00	2,605.83	22,779.48	0.00	10,950.52	32
10-10-5300-052 LONGEVITY	14,100.00	0.00	13,800.00	0.00	300.00	2
10-10-5300-053 PENSION	4,500.00	0.00	4,170.00	0.00	330.00	7
10-10-5300-070 WORKER'S COMP	28,000.00	0.00	34,453.08	0.00	-6,453.08	-23
10-10-5300-100 POSTAGE	900.00	146.95	372.16	0.00	527.84	59
10-10-5300-110 TELEPHONE	13,150.00	1,222.38	9,805.97	0.00	3,344.03	25
10-10-5300-130 UTILITIES	21,000.00	2,703.66	14,699.52	0.00	6,300.48	30
10-10-5300-170 VEHICLE MAINTENANCE	15,000.00	1,331.75	11,683.37	0.00	3,316.63	22
10-10-5300-200 COMMUNICATIONS	5,000.00	352.11	2,842.51	0.00	2,157.49	43
10-10-5300-220 EQUIPMENT PURCHASES	19,390.00	983.59	5,635.70	1,198.07	12,556.23	65
10-10-5300-225 EQUIPMENT MAINTENANCE	6,500.00	279.20	2,901.67	0.00	3,598.33	55
10-10-5300-300 BUILDING MAINTENANCE	11,000.00	727.50	5,680.19	0.00	5,319.81	48
10-10-5300-310 FUEL	20,000.00	1,375.93	16,154.18	0.00	3,845.82	19
10-10-5300-330 SUPPLIES	8,500.00	559.32	5,283.25	0.00	3,216.75	38
10-10-5300-331 SAFETY	4,500.00	1,893.70	3,468.20	0.00	1,031.80	23
10-10-5300-332 HAZARDOUS MATERIALS	1,000.00	28.76	28.76	0.00	971.24	97
10-10-5300-335 EMERGENCY MANAGEMENT	1,500.00	0.00	222.00	0.00	1,278.00	85
10-10-5300-360 UNIFORMS	17,327.00	504.75	5,174.33	0.00	12,152.67	70
10-10-5300-365 TURNOUT GEAR	10,000.00	0.00	341.00	0.00	9,659.00	97
10-10-5300-450 TRAINING/TRAVEL	10,000.00	0.00	5,367.91	0.00	4,632.09	46
10-10-5300-451 TRAINING VOLUNTEERS	5,000.00	163.65	2,197.94	0.00	2,802.06	56

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10-10-5300-455 INSPECTIONS	3,543.00	0.00	1,177.53	0.00	2,365.47	67
10-10-5300-460 FIRE PREVENTION	3,662.00	0.00	4,317.38	0.00	-655.38	-18
10-10-5300-475 RESCUE	5,000.00	2,279.79	3,391.31	0.00	1,608.69	32
10-10-5300-530 DUES & SUBSCRIPTIONS	3,000.00	0.00	1,660.00	0.00	1,340.00	45
10-10-5300-540 PROP/LIAB INSURANCE	19,120.00	0.00	19,115.00	0.00	5.00	0
10-10-5300-580 UNIFORM CLEANING	2,500.00	222.36	1,677.45	0.00	822.55	33
10-10-5300-595 COMPUTER SERVICES	3,499.00	368.48	3,408.58	0.00	90.42	3
10-10-5300-740 CAPITAL OUTLAY	55,000.00	0.00	1,103.00	0.00	53,897.00	98
5300 FIRE	1,231,870.00	84,276.09	815,931.34	1,198.07	414,740.59	34

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PLANNING						
10-10-5415-020 SALARIES	256,600.00	21,628.53	177,761.21	0.00	78,838.79	31
10-10-5415-030 SOCIAL SECURITY	19,806.00	1,591.25	13,785.59	0.00	6,020.41	30
10-10-5415-045 MEDICAL INSURANCE	26,640.00	1,850.00	14,789.01	0.00	11,850.99	44
10-10-5415-046 DENTAL INSURANCE	1,944.00	158.04	1,264.32	0.00	679.68	35
10-10-5415-047 LIFE INSURANCE	777.00	69.17	554.73	0.00	222.27	29
10-10-5415-050 RETIREMENT	18,304.00	1,529.13	13,085.79	0.00	5,218.21	29
10-10-5415-051 401K RETIREMENT	12,945.00	1,081.42	9,323.34	0.00	3,621.66	28
10-10-5415-052 LONGEVITY	2,300.00	0.00	2,300.00	0.00	0.00	0
10-10-5415-070 WORKER'S COMP	3,500.00	0.00	2,954.89	0.00	545.11	16
10-10-5415-100 POSTAGE	1,100.00	56.09	381.62	0.00	718.38	65
10-10-5415-110 TELEPHONE	5,200.00	410.28	3,318.40	0.00	1,881.60	36
10-10-5415-120 PRINTING/COPIES	1,500.00	0.00	635.76	0.00	864.24	58
10-10-5415-170 VEHICLE MAINTENANCE	750.00	0.00	564.97	0.00	185.03	25
10-10-5415-200 COMMUNICATIONS	3,000.00	244.08	1,717.75	0.00	1,282.25	43
10-10-5415-220 EQUIPMENT PURCHASES	1,500.00	0.00	0.00	0.00	1,500.00	100
10-10-5415-225 EQUIPMENT MAINTENANCE	7,850.00	1,239.64	5,803.62	0.00	2,046.38	26
10-10-5415-260 ADVERTISING	3,500.00	0.81	1,635.21	0.00	1,864.79	53
10-10-5415-310 FUEL	4,250.00	210.39	2,281.61	0.00	1,968.39	46
10-10-5415-330 SUPPLIES	5,600.00	497.63	1,521.45	0.00	4,078.55	73
10-10-5415-331 SAFETY	150.00	0.00	74.50	0.00	75.50	50
10-10-5415-360 UNIFORMS	800.00	0.00	340.69	0.00	459.31	57
10-10-5415-440 HOMEOWNER'S RECOVERY	800.00	0.00	396.00	0.00	404.00	51
10-10-5415-450 TRAINING/TRAVEL	10,000.00	150.00	4,414.79	0.00	5,585.21	56
10-10-5415-460 CITIZEN BOARDS	1,800.00	0.00	112.50	0.00	1,687.50	94
10-10-5415-465 APPEARANCE/BEAUTIFICATION	10,000.00	0.00	3,024.22	0.00	6,975.78	70
10-10-5415-470 DOWNTOWN DEVELOPMENT	20,000.00	0.00	9,756.73	0.00	10,243.27	51
10-10-5415-530 DUES/SUBSCRIPTIONS	900.00	0.00	330.00	0.00	570.00	63
10-10-5415-540 PROP/LIAB INSURANCE	925.00	0.00	923.00	0.00	2.00	0
10-10-5415-560 MINIMUM HOUSING ENFORCE	8,000.00	0.00	0.00	0.00	8,000.00	100

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10-10-5415-595 PROFESSIONAL SERVICES	17,620.00	0.00	10,586.69	0.00	7,033.31	40
10-10-5415-596 COMPUTER SERVICES	16,750.00	1,126.48	10,384.82	0.00	6,365.18	38
10-10-5415-597 LEGAL SERVICES	37,620.00	6,127.50	22,135.75	0.00	15,484.25	41
10-10-5415-740 CAPITAL OUTLAY	0.00	0.00	186.66	0.00	-186.66	0
5415 PLANNING	502,431.00	37,970.44	316,345.62	0.00	186,085.38	37

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P&R ADMIN						
10-80-5500-020 SALARIES	154,100.00	13,613.57	114,443.90	0.00	39,656.10	26
10-80-5500-021 PART-TIME SALARIES	18,000.00	1,235.25	14,782.52	0.00	3,217.48	18
10-80-5500-030 SOCIAL SECURITY	13,211.00	1,014.60	8,919.22	0.00	4,291.78	32
10-80-5500-045 MEDICAL INSURANCE	17,760.00	1,480.00	11,184.40	0.00	6,575.60	37
10-80-5500-046 DENTAL INSURANCE	1,296.00	105.36	794.45	0.00	501.55	39
10-80-5500-047 LIFE INSURANCE	464.00	41.30	293.84	0.00	170.16	37
10-80-5500-050 RETIREMENT	10,937.00	844.94	7,561.39	0.00	3,375.61	31
10-80-5500-051 401K RETIREMENT	7,735.00	597.53	5,352.86	0.00	2,382.14	31
10-80-5500-052 LONGEVITY	600.00	0.00	700.00	0.00	-100.00	-17
10-80-5500-070 WORKER'S COMP	4,900.00	0.00	4,050.96	0.00	849.04	17
10-80-5500-100 POSTAGE	200.00	56.08	184.93	0.00	15.07	8
10-80-5500-120 PRINTING/COPIES	500.00	0.00	0.00	0.00	500.00	100
10-80-5500-170 VEHICLE MAINTENANCE	700.00	0.00	94.27	0.00	605.73	87
10-80-5500-200 COMMUNICATIONS	1,800.00	16.55	18.56	0.00	1,781.44	99
10-80-5500-220 EQUIPMENT PURCHASE	1,500.00	0.00	94.99	0.00	1,405.01	94
10-80-5500-225 EQUIP MAINTENANCE	1,800.00	153.04	1,573.66	0.00	226.34	13
10-80-5500-230 CONTRACTS/AGREEMENTS	0.00	0.00	175.00	0.00	-175.00	0
10-80-5500-260 ADVERTISING	1,050.00	0.00	865.38	0.00	184.62	18
10-80-5500-310 FUEL	450.00	42.88	719.90	0.00	-269.90	-60
10-80-5500-330 SUPPLIES	2,000.00	70.28	771.63	0.00	1,228.37	61
10-80-5500-331 SAFETY	300.00	317.50	1,003.50	0.00	-703.50	-235
10-80-5500-360 UNIFORMS-STAFF	425.00	0.00	368.00	0.00	57.00	13
10-80-5500-450 TRAINING/TRAVEL	2,800.00	0.00	1,358.66	0.00	1,441.34	51
10-80-5500-530 DUES/SUBSCRIPTIONS	445.00	0.00	914.00	0.00	-469.00	-105
10-80-5500-540 PROP/LIAB INSURANCE	1,140.00	0.00	866.00	0.00	274.00	24
10-80-5500-595 COMPUTER SERVICES	2,400.00	184.24	2,163.48	0.00	236.52	10
5500 P&R ADMIN	246,513.00	19,773.12	179,255.50	0.00	67,257.50	27

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PARK FACILITIES						
10-80-5510-130 UTILITIES	4,500.00	297.70	2,633.40	0.00	1,866.60	41
10-80-5510-170 VEHICLE MAINTENANCE	400.00	0.00	796.18	0.00	-396.18	-99
10-80-5510-220 EQUIPMENT PURCHASES	1,000.00	0.00	1,442.08	0.00	-442.08	-44
10-80-5510-225 EQUIP MAINTENANCE	1,000.00	0.00	1,067.25	0.00	-67.25	-7
10-80-5510-310 FUEL	2,000.00	46.35	1,340.77	0.00	659.23	33
10-80-5510-330 GROUNDS MAINTENANCE	10,000.00	27.35	9,277.84	0.00	722.16	7
10-80-5510-331 SAFETY	0.00	0.00	20.50	0.00	-20.50	0
10-80-5510-540 PROP/LIAB INSURANCE	755.00	0.00	754.00	0.00	1.00	0
10-80-5510-740 CAPITAL OUTLAY	0.00	0.00	2,981.00	25,000.00	-27,981.00	0
5510 PARK FACILITIES	19,655.00	371.40	20,313.02	25,000.00	-25,658.02	-131

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	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>		<u>BALANCE</u>	<u>PCT</u>
PROGRAMS						
10-80-5520-330 SUPPLIES	0.00	53.30	99.30	0.00	-99.30	0
10-80-5520-600 RECREATION PROGRAMS	7,500.00	0.00	4,726.90	0.00	2,773.10	37
10-80-5520-650 SPECIAL EVENTS	25,096.00	0.00	15,217.75	220.00	9,658.25	38
5520 PROGRAMS	32,596.00	53.30	20,043.95	220.00	12,332.05	38

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ATHLETICS						
10-80-5530-330 EQUIPMENT/SUPPLIES	1,800.00	0.00	1,230.17	0.00	569.83	32
10-80-5530-360 UNIFORMS-ATHLETICS	1,800.00	0.00	3,933.98	234.93	-2,368.91	-132
10-80-5530-595 CONTRACTED SERVICES	1,800.00	0.00	0.00	0.00	1,800.00	100
5530 ATHLETICS	5,400.00	0.00	5,164.15	234.93	0.92	0

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<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
STREETS & BEAUTIFICATION						
10-20-5600-020 SALARIES	248,825.00	19,261.53	162,800.25	0.00	86,024.75	35
10-20-5600-023 OVERTIME	0.00	0.00	89.64	0.00	-89.64	0
10-20-5600-030 SOCIAL SECURITY	19,686.00	1,407.51	12,651.57	0.00	7,034.43	36
10-20-5600-045 MEDICAL INSURANCE	35,520.00	2,960.00	23,680.00	0.00	11,840.00	33
10-20-5600-046 DENTAL INSURANCE	2,592.00	210.72	1,685.76	0.00	906.24	35
10-20-5600-047 LIFE INSURANCE	772.00	66.80	535.74	0.00	236.26	31
10-20-5600-050 RETIREMENT	18,193.00	1,361.79	12,117.41	0.00	6,075.59	33
10-20-5600-051 401K RETIREMENT	12,867.00	963.08	8,596.15	0.00	4,270.85	33
10-20-5600-052 LONGEVITY	8,500.00	0.00	8,500.00	0.00	0.00	0
10-20-5600-070 WORKER'S COMP	15,350.00	0.00	17,090.74	0.00	-1,740.74	-11
10-20-5600-130 UTILITIES-STREET LIGHTING	93,000.00	8,036.15	60,415.04	0.00	32,584.96	35
10-20-5600-135 STREET LIGHTING REIMBURSABLE	3,500.00	377.88	2,842.56	0.00	657.44	19
10-20-5600-170 VEHICLE MAINTENANCE	31,500.00	3,656.19	27,047.52	0.00	4,452.48	14
10-20-5600-200 COMMUNICATIONS	5,200.00	262.73	2,038.69	0.00	3,161.31	61
10-20-5600-220 EQUIPMENT PURCHASES	6,100.00	0.00	1,509.81	0.00	4,590.19	75
10-20-5600-225 EQUIPMENT MAINTENANCE	13,000.00	4,638.66	21,584.68	1,053.00	-9,637.68	-74
10-20-5600-310 FUEL	43,000.00	2,434.06	23,364.08	0.00	19,635.92	46
10-20-5600-320 STREET SIGNS	2,000.00	1,848.66	3,981.26	0.00	-1,981.26	-99
10-20-5600-322 STREET MAINTENANCE-NONPOWELL BILL	0.00	500.00	2,300.00	0.00	-2,300.00	0
10-20-5600-325 CHRISTMAS DECORATIONS	1,800.00	160.56	1,081.99	0.00	718.01	40
10-20-5600-330 SUPPLIES	14,000.00	596.72	4,272.85	795.00	8,932.15	64
10-20-5600-331 SAFETY	2,900.00	273.55	1,397.73	0.00	1,502.27	52
10-20-5600-335 EMERGENCY MANAGEMENT	0.00	0.00	57.36	0.00	-57.36	0
10-20-5600-360 UNIFORMS	5,000.00	742.31	4,508.44	0.00	491.56	10
10-20-5600-450 TRAINING	375.00	32.38	129.18	0.00	245.82	66
10-20-5600-540 PROP/LIAB INSURANCE	4,310.00	0.00	4,306.00	0.00	4.00	0
10-20-5600-740 CAPITAL OUTLAY	144,048.00	830.06	134,904.74	20,948.00	-11,804.74	-8
5600 STREETS & BEAUTIFICATION	732,038.00	50,621.34	543,489.19	22,796.00	165,752.81	23

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IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
POWELL BILL						
10-20-5650-230 BRIDGE MAINTENANCE	5,000.00	0.00	2,191.79	0.00	2,808.21	56
10-20-5650-232 RR CROSSING MAINTENANCE	14,800.00	0.00	14,766.28	0.00	33.72	0
10-20-5650-332 SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	0.00	5,000.00	100
10-20-5650-333 SIDEWALK INSTALLATION	20,000.00	0.00	0.00	0.00	20,000.00	100
10-20-5650-595 ENGINEERING	500.00	253.75	753.75	0.00	-253.75	-51
10-20-5650-610 STREET MAINTENANCE	10,000.00	5,087.74	48,785.98	0.00	-38,785.98	-388
10-20-5650-612 STREET RESURFACING	137,179.00	0.00	0.00	0.00	137,179.00	100
5650 POWELL BILL	192,479.00	5,341.49	66,497.80	0.00	125,981.20	65

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SANITATION						
10-30-5800-020 SALARIES	198,055.00	14,978.49	125,876.14	0.00	72,178.86	36
10-30-5800-030 SOCIAL SECURITY	15,503.00	1,104.27	9,666.14	0.00	5,836.86	38
10-30-5800-045 MEDICAL INSURANCE	31,080.00	2,852.60	20,983.62	0.00	10,096.38	32
10-30-5800-046 DENTAL INSURANCE	2,268.00	184.38	1,422.36	0.00	845.64	37
10-30-5800-047 LIFE INSURANCE	608.00	52.07	407.88	0.00	200.12	33
10-30-5800-050 RETIREMENT	14,328.00	1,058.98	9,217.76	0.00	5,110.24	36
10-30-5800-051 401K RETIREMENT	10,133.00	756.52	6,561.26	0.00	3,571.74	35
10-30-5800-052 LONGEVITY	4,600.00	0.00	4,500.00	0.00	100.00	2
10-30-5800-070 WORKER'S COMP	10,425.00	0.00	16,221.95	0.00	-5,796.95	-56
10-30-5800-170 VEHICLE MAINTENANCE	13,000.00	734.53	13,647.20	686.04	-1,333.24	-10
10-30-5800-200 COMMUNICATIONS	500.00	0.00	16.01	0.00	483.99	97
10-30-5800-220 EQUIPMENT PURCHASES	8,800.00	4,972.50	11,539.90	0.00	-2,739.90	-31
10-30-5800-225 EQUIPMENT MAINTENANCE	1,000.00	6.55	852.45	0.00	147.55	15
10-30-5800-230 CONTRACTS/AGREEMENTS	0.00	0.00	510.00	0.00	-510.00	0
10-30-5800-260 ADVERTISING	300.00	0.00	329.75	0.00	-29.75	-10
10-30-5800-310 FUEL	26,000.00	1,853.93	16,370.51	0.00	9,629.49	37
10-30-5800-330 SUPPLIES	1,700.00	36.89	229.96	0.00	1,470.04	86
10-30-5800-331 SAFETY	2,800.00	777.08	2,746.40	0.00	53.60	2
10-30-5800-360 UNIFORMS	4,200.00	491.02	3,541.10	0.00	658.90	16
10-30-5800-540 PROP/LIAB INSURANCE	4,885.00	0.00	4,881.00	0.00	4.00	0
10-30-5800-560 LANDFILL DISPOSAL FEES	97,000.00	5,873.09	54,582.73	0.00	42,417.27	44
10-30-5800-565 RECYCLING DISPOSAL FEES	25,000.00	1,843.05	1,843.05	0.00	23,156.95	93
10-30-5800-570 HAZARDOUS DISPOSAL FEES	4,000.00	0.00	4,010.14	0.00	-10.14	0
5800 SANITATION	476,185.00	37,575.95	309,957.31	686.04	165,541.65	35

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WATER PRODUCTION						
30-91-6100-020 SALARIES	113,800.00	8,996.70	76,449.18	0.00	37,350.82	33
30-91-6100-023 OVERTIME	5,000.00	511.98	3,709.34	0.00	1,290.66	26
30-91-6100-030 SOCIAL SECURITY	9,371.00	701.41	6,231.26	0.00	3,139.74	34
30-91-6100-045 MEDICAL INSURANCE	13,320.00	1,110.00	8,880.00	0.00	4,440.00	33
30-91-6100-046 DENTAL INSURANCE	972.00	79.02	632.16	0.00	339.84	35
30-91-6100-047 LIFE INSURANCE	368.00	30.25	242.78	0.00	125.22	34
30-91-6100-049 WELLNESS	250.00	50.00	328.28	0.00	-78.28	-31
30-91-6100-050 RETIREMENT	8,660.00	672.26	5,928.74	0.00	2,731.26	32
30-91-6100-051 401K RETIREMENT	6,125.00	467.84	4,182.33	0.00	1,942.67	32
30-91-6100-052 LONGEVITY	3,700.00	0.00	3,700.00	0.00	0.00	0
30-91-6100-070 WORKER'S COMP	3,700.00	0.00	4,340.34	0.00	-640.34	-17
30-91-6100-100 POSTAGE	1,000.00	56.08	256.33	0.00	743.67	74
30-91-6100-130 UTILITIES	142,000.00	14,225.65	95,710.10	0.00	46,289.90	33
30-91-6100-170 VEHICLE MAINTENANCE	5,100.00	877.43	1,999.34	0.00	3,100.66	61
30-91-6100-175 FACILITY MAINTENANCE	38,000.00	39,165.66	55,653.87	0.00	-17,653.87	-46
30-91-6100-177 SYSTEM MAINTENANCE	30,000.00	0.00	6,464.62	0.00	23,535.38	78
30-91-6100-180 WELL HEAD PROTECTION PROGRAM	1,000.00	0.00	0.00	0.00	1,000.00	100
30-91-6100-200 COMMUNICATIONS	7,591.00	43.61	430.23	0.00	7,160.77	94
30-91-6100-220 EQUIPMENT PURCHASES	4,000.00	1,483.65	4,843.10	534.37	-1,377.47	-34
30-91-6100-225 EQUIPMENT MAINTENANCE	7,000.00	1,030.83	5,350.60	0.00	1,649.40	24
30-91-6100-235 LICENSES & FEES	4,000.00	0.00	1,925.00	0.00	2,075.00	52
30-91-6100-310 FUEL	15,000.00	922.01	7,454.32	0.00	7,545.68	50
30-91-6100-330 SUPPLIES	7,000.00	0.00	3,215.80	0.00	3,784.20	54
30-91-6100-331 SAFETY	1,500.00	0.00	1,061.52	0.00	438.48	29
30-91-6100-332 TESTING	25,000.00	1,716.00	19,331.35	0.00	5,668.65	23
30-91-6100-333 CHEMICALS	96,000.00	17,122.54	65,774.55	0.00	30,225.45	31
30-91-6100-360 UNIFORMS	1,750.00	212.86	1,470.32	0.00	279.68	16
30-91-6100-450 TRAINING/TRAVEL	3,000.00	0.00	90.72	0.00	2,909.28	97
30-91-6100-480 CONTRACT REIMBURSEABLE	9,000.00	0.00	5,010.00	0.00	3,990.00	44

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30-91-6100-540 PROP/LIAB INSURANCE	17,570.00	0.00	17,862.00	0.00	-292.00	-2
30-91-6100-595 ENGINEER SERVICES	2,500.00	0.00	0.00	0.00	2,500.00	100
30-91-6100-596 CONTRACTED SERVICES	150,426.00	0.00	75,212.50	0.00	75,213.50	50
30-91-6100-597 LEGAL FEES	0.00	0.00	673.75	0.00	-673.75	0
30-91-6100-740 CAPITAL OUTLAY	0.00	0.00	5,400.00	2,833.26	-8,233.26	0
6100 WATER PRODUCTION	733,703.00	89,475.80	489,814.43	3,367.63	240,520.94	33

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WATER & SEWER						
30-91-6200-020 SALARIES	398,000.00	27,640.79	240,572.54	0.00	157,427.46	40
30-91-6200-023 OVERTIME	8,000.00	130.50	4,323.95	0.00	3,676.05	46
30-91-6200-024 ON-CALL PAY	2,000.00	45.88	415.14	0.00	1,584.86	79
30-91-6200-030 SOCIAL SECURITY	32,168.00	2,012.86	19,119.84	0.00	13,048.16	41
30-91-6200-045 MEDICAL INSURANCE	39,960.00	3,330.00	25,075.60	0.00	14,884.40	37
30-91-6200-046 DENTAL INSURANCE	2,916.00	263.40	2,023.93	0.00	892.07	31
30-91-6200-047 LIFE INSURANCE	1,262.00	104.87	809.97	0.00	452.03	36
30-91-6200-050 RETIREMENT	29,729.00	1,966.68	18,206.14	0.00	11,522.86	39
30-91-6200-051 401K RETIREMENT	21,025.00	1,390.87	12,939.10	0.00	8,085.90	38
30-91-6200-052 LONGEVITY	12,500.00	0.00	12,200.00	0.00	300.00	2
30-91-6200-070 WORKER'S COMP	9,050.00	0.00	9,666.68	0.00	-616.68	-7
30-91-6200-071 WORKER'S COMP DEDUCTIBLE	2,000.00	0.00	170.91	0.00	1,829.09	91
30-91-6200-100 POSTAGE	2,000.00	0.00	0.00	0.00	2,000.00	100
30-91-6200-130 UTILITIES	9,000.00	744.27	5,603.33	0.00	3,396.67	38
30-91-6200-170 VEHICLE MAINTENANCE	10,000.00	186.56	8,945.79	0.00	1,054.21	11
30-91-6200-171 SYSTEM MAINTENANCE	107,500.00	25.63	4,846.34	239.00	102,414.66	95
30-91-6200-175 FACILITY MAINTENANCE	14,600.00	736.00	22,541.87	0.00	-7,941.87	-54
30-91-6200-200 COMMUNICATIONS	4,700.00	569.16	4,383.97	0.00	316.03	7
30-91-6200-220 EQUIPMENT PURCHASE	5,700.00	1,095.00	2,402.70	920.00	2,377.30	42
30-91-6200-225 EQUIPMENT MAINTENANCE	10,000.00	759.28	8,941.44	0.00	1,058.56	11
30-91-6200-227 RPZ PROGRAM	2,000.00	0.00	820.00	0.00	1,180.00	59
30-91-6200-230 CONTRACTS/AGREEMENTS	3,000.00	203.84	1,673.23	0.00	1,326.77	44
30-91-6200-235 LICENSES & FEES	1,200.00	0.00	810.00	0.00	390.00	33
30-91-6200-260 ADVERTISING	280.00	0.00	296.50	0.00	-16.50	-6
30-91-6200-310 FUEL	30,000.00	1,681.00	15,384.03	0.00	14,615.97	49
30-91-6200-330 SUPPLIES	81,000.00	7,683.27	57,210.48	222.24	23,567.28	29
30-91-6200-331 SAFETY	3,500.00	95.00	4,615.54	0.00	-1,115.54	-32
30-91-6200-360 UNIFORMS	3,700.00	606.67	3,710.49	0.00	-10.49	0
30-91-6200-450 TRAINING/TRAVEL	3,200.00	24.00	2,130.81	0.00	1,069.19	33

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	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>BALANCE</u>	<u>PCT</u>
30-91-6200-540 PROP/LIAB INSURANCE	6,730.00	0.00	6,727.00	0.00	3.00	0
30-91-6200-595 ENGINEER SERVICES	3,000.00	0.00	13,500.00	0.00	-10,500.00	-350
30-91-6200-596 CONTRACT SERV. WATER TREATMENT	640,601.00	76,940.71	437,317.12	0.00	203,283.88	32
30-91-6200-597 LEGAL FEES	0.00	61.25	61.25	0.00	-61.25	0
30-91-6200-740 CAPITAL OUTLAY-WATER	10,000.00	0.00	0.00	0.00	10,000.00	100
30-91-6200-741 CAPITAL OUTLAY - SEWER	25,000.00	0.00	0.00	0.00	25,000.00	100
30-91-6200-742 CAPITAL OUTLAY-EQUIPMENT	36,000.00	0.00	23,227.15	0.00	12,772.85	35
30-91-6200-744 CAPITAL OUTLAY-CDBG	14,000.00	0.00	0.00	0.00	14,000.00	100
30-91-6200-900 ADMINISTRATIVE CHARGES	250,000.00	20,833.00	166,664.00	0.00	83,336.00	33
6200 WATER & SEWER	1,835,321.00	149,130.49	1,137,336.84	1,381.24	696,602.92	38

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BILLING & COLLECTIONS						
30-91-6300-020 SALARIES	56,100.00	5,202.80	41,064.29	0.00	15,035.71	27
30-91-6300-030 SOCIAL SECURITY	4,403.00	381.78	3,083.93	0.00	1,319.07	30
30-91-6300-045 MEDICAL INSURANCE	4,440.00	370.00	2,960.00	0.00	1,480.00	33
30-91-6300-046 DENTAL INSURANCE	324.00	26.34	210.72	0.00	113.28	35
30-91-6300-047 LIFE INSURANCE	173.00	20.79	166.57	0.00	6.43	4
30-91-6300-050 RETIREMENT	4,069.00	367.84	2,945.67	0.00	1,123.33	28
30-91-6300-051 401K RETIREMENT	2,878.00	302.16	2,667.17	0.00	210.83	7
30-91-6300-052 LONGEVITY	1,450.00	0.00	600.00	0.00	850.00	59
30-91-6300-070 WORKER'S COMP	215.00	0.00	158.09	0.00	56.91	26
30-91-6300-100 POSTAGE	7,500.00	56.09	4,142.44	0.00	3,357.56	45
30-91-6300-110 TELEPHONE	3,500.00	297.57	2,401.56	0.00	1,098.44	31
30-91-6300-120 PRINTING	3,000.00	0.00	1,407.38	0.00	1,592.62	53
30-91-6300-220 EQUIPMENT PURCHASES	500.00	0.00	0.00	0.00	500.00	100
30-91-6300-225 EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00	500.00	100
30-91-6300-260 ADVERTISING	170.00	0.00	0.00	0.00	170.00	100
30-91-6300-330 SUPPLIES	2,000.00	69.87	365.42	0.00	1,634.58	82
30-91-6300-450 TRAINING/TRAVEL	728.00	0.00	0.00	0.00	728.00	100
30-91-6300-540 PROP/LIAB INSURANCE	120.00	0.00	119.00	0.00	1.00	1
30-91-6300-570 MISCELLANEOUS	0.00	84.00	84.00	0.00	-84.00	0
30-91-6300-595 COMPUTER SERVICES	3,000.00	182.46	6,998.57	0.00	-3,998.57	-133
6300 BILLING & COLLECTIONS	95,070.00	7,361.70	69,374.81	0.00	25,695.19	27

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	<u>8,949,379.00</u>	<u>673,251.49</u>	<u>5,973,317.56</u>	<u>56,415.69</u>	<u>2,919,645.75</u>	<u>33</u>

FY 2014-2015

TOWN OF ABERDEEN
 FEBRUARY DEBT PAYMENTS REPORT
 CURRENT PERIOD: 02/01/2015 TO 02/28/2015

IDEAL REMAINING PERCENT: 34 %

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR TO DATE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u>	
	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>		<u>BALANCE</u>	<u>PCT</u>
10-60-5900-100 FINGERPRINT MACHINE-PRINCIPAL	9,406.00	9,405.67	9,405.67	0.00	0.33	0
10-60-5900-200 FINGERPRINT MACHINE-INTEREST	644.00	643.38	643.38	0.00	0.62	0
10-60-5902-100 RECREATION STATION-PRINCIPAL	66,667.00	0.00	0.00	0.00	66,667.00	100
10-60-5902-200 RECREATION STATION-INTEREST	21,174.00	0.00	0.00	0.00	21,174.00	100
10-60-5903-100 POLICE IN-CAR CAMERAS-PRINCIPAL	14,420.00	14,419.46	14,419.46	0.00	0.54	0
10-60-5903-200 POLICE IN-CAR CAMERAS-INTEREST	1,554.00	1,553.75	1,553.75	0.00	0.25	0
10-60-5905-100 2012-13 DURANGOS-PRINC	19,414.00	0.00	0.00	0.00	19,414.00	100
10-60-5905-200 2012-13 DURANGOS-INTEREST	398.00	0.00	0.00	0.00	398.00	100
10-60-5907-100 2012-13 CHEVY TAHOES-PRINCIPAL	22,583.00	0.00	0.00	0.00	22,583.00	100
10-60-5907-200 2012-13 CHEVY TAHOES-INTEREST	305.00	0.00	0.00	0.00	305.00	100
10-60-5908-100 2013-14 (3) DODGE CHARGERS-PRINC	30,246.00	0.00	0.00	0.00	30,246.00	100
10-60-5908-200 2013-14 (3) DODGE CHARGERS-INTEREST	1,986.00	0.00	0.00	0.00	1,986.00	100
10-60-5909-100 2014-15 (4) POLICE VEHICLES-PRINC	42,667.00	0.00	43,522.73	0.00	-855.73	-2
10-60-5909-200 2014-15 (4) POLICE VEHICLES-INT	3,840.00	0.00	0.00	0.00	3,840.00	100
10-60-5910-100 2012-13 KNUCKLEBOOM TRUCK-PRINC	28,012.00	0.00	0.00	0.00	28,012.00	100
10-60-5910-200 2012-13 KNUCKLEBOOM TRUCK-INT	1,252.00	0.00	0.00	0.00	1,252.00	100
10-60-5911-100 2013-14 FIRE TRUCK-PRINCIPAL	62,226.00	0.00	0.00	0.00	62,226.00	100
10-60-5911-200 2013-14 FIRE TRUCK-INTEREST	33,055.00	0.00	0.00	0.00	33,055.00	100
10-60-5912-100 2013-14 (2) TAHOES-PRINCIPAL	23,347.00	0.00	23,346.72	0.00	0.28	0
10-60-5912-200 2013-14 (2) TAHOES-INTEREST	977.00	0.00	976.56	0.00	0.44	0
10-60-5913-100 FIRE STATION EXPANSION-PRINC	22,911.00	0.00	0.00	0.00	22,911.00	100
10-60-5913-200 FIRE STATION EXPANSION-INT	41,308.00	0.00	0.00	0.00	41,308.00	100
10-60-5914-100 POLICE/FIRE LAND-PRINCIPAL	25,918.00	0.00	25,917.10	0.00	0.90	0
10-60-5914-200 POLICE/FIRE LAND-INTEREST	8,525.00	0.00	8,524.43	0.00	0.57	0
	<u>482,835.00</u>	<u>26,022.26</u>	<u>128,309.80</u>	<u>0.00</u>	<u>354,525.20</u>	<u>73</u>



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham **Department:** Planning

Contact Phone # 4517 **Date Submitted:** 3/10/15

Agenda Item Title: Conditional Use Permit CUP #15-01 for Assembling of Goods at 303 Fields Drive

Date of Board Meeting to hear this item: 3/23/2015

Board Action Requested:

New Business	<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>
Old Business	<input type="checkbox"/>	For Action at Future Meeting	<input type="checkbox"/> Date _____
Public Hearing	<input checked="" type="checkbox"/>	Informal Discussion & Public Comment	<input type="checkbox"/>
Other Business	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>

Summary of Information:

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS – March 23, 2015 – Public Hearing

Description of Conditional Use Permit Request

Applicant:

Sean Goggin,
on behalf of
Latitude Camper
Company

Sean Goggin requests a conditional use permit (CUP) for a light manufacturing facility on property located at 303 Fields Drive in Aberdeen. The proposed activity falls under the UDO Table of Permissible Uses #4.110 - Manufacturing, processing, creating or assembling of goods, merchandise and equipment – all operations conducted entirely within a fully enclosed building. The applicant seeks approval of the use, subject to final site and building plan approval by staff.

Request:

Conditional Use
Permit CU #15-01
for a Light
Manufacturing
Facility

Procedural Issues

§152-146 Table of Permissible Uses of the Town of Aberdeen Unified Development Ordinance (UDO) requires that uses in the 4.110 category receive approval by the Town Board, and a recommendation by the Planning Board, for a conditional use permit. *A recommendation is within the authorized jurisdiction of the Town Board.*

Location:

303 Fields Drive

The UDO directs in §152-54 that the Town Board shall issue a requested conditional use permit unless it concludes, based upon the information submitted, that:

Parcel ID:

00047303

1. The requested permit is not within its jurisdiction according to the Table of Permissible Uses, or
2. The application is incomplete, or
3. If completed as proposed in the application, the development will not comply with one or more requirements of this chapter. (The “chapter” in this context is the UDO).

Zoning:

C-I (Commercial/
Light Industrial)

Existing Use:

Vacant (building is
existing)

Furthermore, even if the Town Board finds that the application complies with all other provisions of this chapter, it may still deny the permit if it concludes, based upon the information submitted, that if completed as proposed, the development, more probably than not,

Prepared by:

Pamela Graham,
Planning Director

1. Will materially endanger the public health or safety, or
2. Will substantially injure the value of adjoining or abutting property, or
3. Will not be in harmony with the area in which it is to be located, or
4. Will not be in general conformity with the land-use plan, thoroughfare plan, or other plan specifically adopted by the Town Board.

Following a recommendation to the Town Board for approval or denial of an application, the item will be scheduled for a public hearing where public input can be accepted by the Town Board in advance of a final decision. The Town Board acts in a quasi-judicial capacity when considering a conditional use permit application and shall consider the recommendations of the Planning Board and staff in their decision. Though they are not bound by those recommendations, they are required to use the same criteria in formulating their decision as is used by the Planning Board in their recommendation.

Subsequent to an approved CUP, the applicant will be required to submit additional information as determined to be necessary for staff review to insure that the development has met all Federal, State and local regulations and permitting requirements, as well as any conditions attached to the CUP approval. No permits authorizing operation shall be issued until compliance with all applicable regulations and conditions has been demonstrated.

Zoning (Exhibit attached)

The property is located on Fields Drive, approximately 230 feet from its easternmost intersection with Highway 5. Fields Drive is a loop road, making two connections with the highway and providing access to the area businesses in what is known as Sandhills Business Park. The zoning in the area of Fields Drive is Commercial/Light Industrial (C-I). The C-I District is intended primarily for industries that can be operated in a relatively clean and quiet manner that will not be obnoxious to adjacent residential or business districts. The regulations of this district are designed to prohibit the use of land by heavy industry, which should be properly segregated, and to prohibit any other use that would substantially interfere with the development of industrial establishments in the district.

The attached Vicinity Zoning map shows the parcel abuts other C-I zoned properties on all sides and extending for significant distances along the Highway 5 corridor in both directions. The nearest non-C-I zoned parcel is over 800 feet to the north and is an undeveloped portion of The Pit Golf Course. The nearest residences are the townhomes at The Pit and are located over 1/4 mile away from the subject property.

Existing Site Conditions (Exhibit attached)

The existing structure on the property, currently vacant, is a one story metal building containing approximately 3,500 square feet. The parcel itself contains .923 acres. Other businesses in the park include Elite Roofing (on an adjacent parcel), Classic Signs, Blarney Stoneworks, Boles Heating & Air Supply, Ferrell Gas, and Moore Brick and Stone. McMurray Fabrics is located on Vann Place, directly behind the subject property. The property shares a +/- 35 foot wide entry drive with Elite Roofing, provides a gravel parking area to accommodate no less than eleven vehicles beside the building and a separate gravel drive on the opposite side that provides access to the rear of the property. The parcel is approximately 320 feet deep with 120 feet of road frontage. Existing parking is adequate to meet UDO requirements of one space per each employee on the major employment shift.

Description of Proposal

The applicant proposes an assembly facility related to the production of on/off road soft-top camper trailers. The anticipated activities include design, final assembly, and shipment of the product. The applicant has stated

that all the manufacturing processes will take place inside the existing structure, with shipment activities to be scheduled during daylight hours and within the boundary of the property. An existing chain link fence encloses the rear yard of the property with a lockable gate. No exterior changes to the building or additional construction activities are anticipated with the exception of signage, which will be considered under separate application. *Staff has deemed the application to be complete.*

General Conformity with Plans

The 2030 Land Development Plan Future Land Use Map adopted in 2005 identifies this project area as commercial, which is consistent with the current zoning and the existing uses in the vicinity of the property. The Plan itself addresses the type of operation proposed in this application by stating that Aberdeen had more than enough commercial space to handle future growth and that a significant need to designate future industrial properties did not exist at the time of the Plan's adoption. Staff has located no additional references in other plans adopted by the Town that would be applicable to the proposal. *The proposal is considered by staff to be in general conformity with the adopted Land Development Plan.*

Findings of Fact

The Town Board must consider the following findings of fact in their deliberations regarding conditional use permits:

1. Will the activity materially endanger public health or safety? *The application states that the company designs, manufactures and retails high quality SAE/DOT approved and compliant on/off road soft-top camper trailers. The low rate production team will design and perform final assembly and shipment of the product using industry standard processes and SAE techniques for procurement and final assembly. The facility arrangements and operating procedures will comply with current OH&S guidelines for small business manufacturers exclusive of petro-chemical activities.*
2. Will it substantially injure the value of adjoining or abutting property? *The application states that the property will facilitate a design and procurement office and final assembly and quality warehouse. All manufacturing processes will take place inside the lighted and environmentally controlled space within the internal structure of the facility. Arrangements have been made with the property owner to provide continuous improvement to the interior and exterior of the building and property. The shop equipment is maintained continuously and placed in a safety zone when not in use. Exterior shipment movements will be supervised by trained personnel in the on-load and off-load of trucks and trailers, in daylight hours within the boundaries of the property exclusive of easements. Shipping trucks and trailers will not remain longer than two hours on the property at any one time.*
3. Will it not be in harmony in the area in which it is to be located? *The application states that the company has plans for continuous upgrade and maintenance of the property to include storefront signage, area maintenance of greenery and general improvement of exterior flora. All of the schedule workflows will be conducted on the confines of the property and in the interior of the facility. Parking areas and a specific entry and exit way have been designated for the operation.*

4. Will it not be in general conformity with the Land Use Plan or other plans specifically adopted by the Board? *Staff has advised that the proposal is in general conformity with the Land Use Plan's Future Land Use Map due to the consistency of the use with the map's designation of the property for commercial uses. Staff has located no inconsistencies with other plans adopted by the Town Board.*

Recommendations and Suggested Motions

During their February 19, 2015 regular meeting, the Planning Board recommended approval with amended conditions as listed on the following page of CU #15-01. Staff recommends that the Board accept public input on the item on March 23, 2015 and render a decision at their earliest convenience. The following is a recommended format for motions to be made at that time.

- Motion 1: CU #15-01 (is/is not) complete as submitted.
- Motion 2: CU #15-01, if completed as proposed, (will comply with all/will not comply with one or more) requirements of the UDO. If not, specify the requirement.
- Motion 3: CU #15-01 (satisfies/does not satisfy) Finding #1: will not endanger public health or safety. If not, list why.
- Motion 4: CU #15-01 (satisfies/does not satisfy) Finding #2: will not substantially injure the value of adjoining or abutting property. If not, list why.
- Motion 5: CU #15-01 (satisfies/does not satisfy) Finding #3: will be in harmony with the area in which it is located. If not, list why.
- Motion 6: CU #15-01 (satisfies/does not satisfy) Finding #4: will be in general conformity with Land Use Plan or other plans specifically adopted by the Board. If not, list why.

Per UDO §152-54(c), If the Board votes that the application is not complete as submitted (Motion #1), or that the proposal will not comply with one or more requirements of the UDO if completed as proposed (Motion #2), the application may not be approved.

- Motion 7: Based on the Findings of Fact and the evidence presented, the Board of Commissioners:
- Issues denial of CU #15-01 based on the following: _____.
 - Issues approval of CU #15-01.
 - Issues approval with conditions of CU #15-01 as follows.

Recommended Conditions (Planning Board amendments to the conditions are indicated in red)

1. Conditional Use Permits (CUPs) run with the land and as such CU #15-01 applies to the entirety of the property reflected in Parcel ID #00047303. An amendment to the CUP is needed to remove property from the CUP or to make changes to the CUP. If an activity is a use by right, it is not subject to the CUP.
2. Building and Fire Inspections and Town of Aberdeen Business License are to be required prior to beginning operation, all to be coordinated through Planning and Inspections Departments.
3. Any proposed building renovations are to be approved by Town of Aberdeen Building Inspectors and shall meet all applicable codes.
4. Approval of the CUP shall not imply approval of signage. Sign permit applications consistent with the requirements of the UDO shall be reviewed and approved by the department prior to installation.
5. The operation will be required to comply with Town of Aberdeen noise regulations.
6. The operation shall be required to maintain industry standard processes according to Society of Automotive Engineers (SAE) techniques and shall comply with OH&S Guidelines for small business manufacturers exclusive of petrochemical activities.
7. All additional conditions or requirements as provided from the Town of Aberdeen Unified Development Ordinance are enforceable with regards to the proposal CU #15-01.

Enclosures: CUP Application
Vicinity Zoning Map
Vicinity Aerial Image
Aerial Image



Town of Aberdeen

Planning Department
Phone: (910) 944-7024
Fax: (910) 944-7459

For office use only:

Application No. W415-01

Date Received **RECEIVED** 2/13/15

Amount Received: \$250

FEB 13 2015

Conditional Use Application

NOTES: - DEADLINE FOR SUBMITTAL IS ONE MONTH PRIOR TO THE APPLICABLE MEETING DATE OF THE PLANNING BOARD. TOWN OF ABERDEEN
- ALL APPLICATIONS MUST BE ACCOMPANIED BY A SITE PLAN. SEE SITE PLAN APPLICATION CHECKLIST FOR REQUIRED ITEMS.

APPLICANT INFORMATION:

Applicant: Latitude Camper Company LLC, (Mr. Sean GOGGIN, GM)

Phone No. 910-420-2387 Cell No. 910-691-1537 Email: Sean@latitudecampers.com

Applicant's Address PO Box 4060, Pinehurst, NC 28374-4060

Property Owner: Ms. Ruth Hughes

Owner's Address: 1440 E. Hedgeland Way, Southern Pines, NC 28387

Property Location Address: 303 Fields Dr., Aberdeen LRK# 00047313

CONDITIONAL USE REQUEST:

A. Existing Zoning: Commercial

B. Existing land use on property: Commercial

C. Requested land use: Commercial

THE BOARD MUST MAKE THE FOLLOWING FINDINGS OF FACT IN ORDER TO APPROVE A CONDITIONAL USE PERMIT. PLEASE PROVIDE INFORMATION TO SUPPORT THE FOLLOWING STATEMENTS.

STATEMENT OF JUSTIFICATION:

1. A. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare:

See Enclosure

2. B. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish and impair property values within the neighborhood:

See Enclosure

3. C. The establishment of the conditional use will be in harmony with the area in which it is to be located and will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district:

See Enclosure

- D. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district as to cause substantial depreciation in the property values within the neighborhood:

See Enclosure

- E. Adequate utilities, access road, drainage and/or necessary facilities have or are being provided:

See Enclosure

- F. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets:

See Enclosure

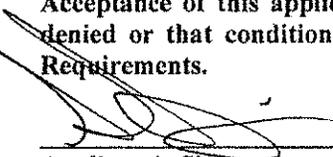
- G. The conditional use will be in general conformity with the land-use plan, thoroughfare plan, or other plan specifically adopted by the Town:

See Enclosure

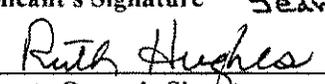
- H. The conditional use in all other respects, conforms to the applicable regulations of the district in which it is located:

See Enclosure

Acceptance of this application does not imply approval of this request. I realize that this application may be denied or that conditions may be attached to this request at assure compliance with applicable Zoning Code Requirements.


Applicant's Signature Sean Gobbin, GM

Feb 13, 2015
Date


Property Owner's Signature Ruth Hughes

Feb 13, 2015
Date

Enclosure: Statement of Justification (A-H)

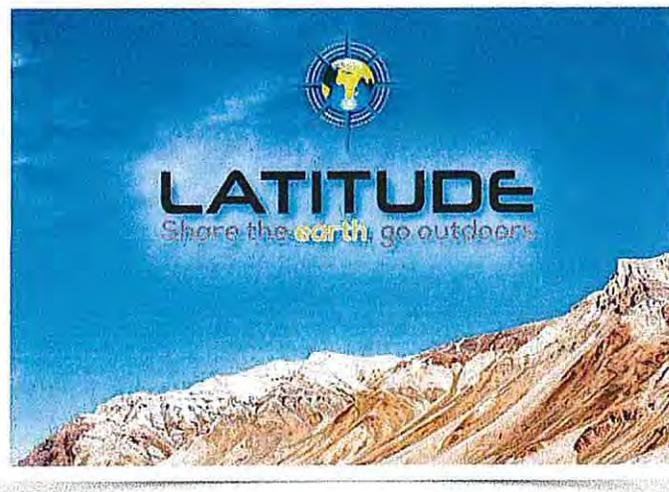
Reference: Town of Aberdeen Conditional Use Application dated Feb 13,2015

Submitted by: Latitude Camper Trailer Company LLC., General Manager.

WRT the use of the property as a lessor at 303 Fields Dr.

- A. Our Team at Latitude Camper Trailer Company designs, manufactures and retails high quality SAE/DOT approved and compliant on/off road soft-top camper trailers. Our low rate production team at our Aberdeen facility will design and perform finally assembly and shipment of our product. We use industry standard processes and SAE techniques for procurement and final assembly processes within our proposed facility. Our facility arrangements and our assembly operating procedures will comply with current OH&S guidelines for small business manufacturers exclusive of petro-chemical activities.
- B. Our leased property at 303 Fields Dr. will facilitate a design and procurement office and a finally assembly and quality warehouse. All our manufacturing processes will take place inside the lighted and environmentally controlled space within the internal structure of the facility. Our Team has arranged with the property owner to provide continuous improvement to the interior and exterior of the building and property. Our shop equipment is maintained continuously and placed in a safety zone when not in use. Exterior shipment movements will be supervised by our trained personnel in the on load and off load of trucks and trailers, in daylight hours within the boundaries of the property exclusive of easements. Shipping trucks and trailers will not remain longer than two hours on the property at any one time.
- C. Our Company has plans for continuous upgrade and maintenance of the property to include storefront signage, area maintenance of greenery and general improvement of exterior flora. All of our schedule workflows will be conducted on the confines of the property as leased and in the confines of the interior of the facility. Our planned facility has designated parking areas within the confinement of the property exclusive of easements. We have designated a specific entry and exit way for shipping on and off load.
- D. The current property on 303 Fields Dr. is an existing property within Town limits. The facility is a standard three door metal fabrication building with and walkway from a parking area, storefront, office space and a warehouse work bay. The back of the property is fenced with chain link and secured with a lock at all times. There is currently no planned use in the open space area to the rear of the property for the purpose of this permit. As mentioned above, our company and the landlord have committed to provide continuous improvement to the existing structure that will only add property value and improve appearance. No construction on the property is required or schedule during this lease agreement.
- E. Based on our inspection of the building and the property site there appears to be adequate existing drainage, proper power to the building (110, 120 and 220 3-phase), and access to the road front from the parking area and the side entry area. Our manufacturing operations will not affect or hinder these services or create excess drainage from workflows.

- F. The property has direct access within 25 meters of Fields Drive for parking and shipping loading and unloading zones. Gravel control and flora maintenance will ensure these areas are adequate for the work to be preformed. Existing areas exist at the leased property for all functions on entry and exist.
- G. Our current workflows do not exceed the boundaries of the interior building exclusive of shipping. Our processes will use existing ingress and egress to and from the property with no alteration to the land use or thoroughfare plan.
- H. Latitude Camper Company will comply with all Town regulations for land use and building code. Our values our product and the environment is our number one concern. We are corporate members of Outdoor Industry Association and Tread Lightly, Leave No Trace.



LATITUDE CAMPER COMPANY LLC.
PO BOX 4060, PINEHURST NORTH CAROLINA
28374-4060

Toll Free: 877-994-3505

www.latitudecampers.com

Latitude Camper Company is a supporter of leave no trace and outdoor solar energy.

"Veteran Owned Small Business"



Ensuring the
Growth and Success
of the Outdoor Industry.

treadlightly![®]
ON LAND AND WATER





Conditional Use Permit CU 15-01- Vicinity Aerial Image



Conditional Use Permit CU 15-01- Aerial Image



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham **Department:** Planning

Contact Phone # 4517 **Date Submitted:** 3/10/15

Agenda Item Title: UDO Text Amendment UDO #15-01 Regarding Business Signage

Date of Board Meeting to hear this item: 3/23/2015

Board Action Requested:

New Business	<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>
Old Business	<input type="checkbox"/>	For Action at Future Meeting	<input type="checkbox"/> Date _____
Public Hearing	<input checked="" type="checkbox"/>	Informal Discussion & Public Comment	<input type="checkbox"/>
Other Business	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>

Summary of Information:

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS – March 23, 2015 Public Hearing
New information will be indicated in bold type

Description of Request

Request:
UDO Text
Amendment #15-01
Regarding Business
Signage

Prepared by:
Pamela Graham,
Planning Director

Planning Staff has recognized the need for addressing two items in our sign ordinance related to “blade” style and window signage for businesses. The attached draft text amendment proposes revisions to the ordinance for consideration. Specifically, the amendment proposes the following:

1. Businesses located in areas with significant pedestrian traffic have more limited signage visibility when the sign is located on a wall or window. The pedestrian cannot see these types of signs as they approach the business, until they are nearly in front of the storefront. Situations where there are a series of multiple side-by-side businesses, such as shopping centers and downtown districts often need to catch the eyes of the public from the nearest corner or adjacent block in order to gain sufficient attention for the customer to walk to their location. Blade signs are often the solution, as they are situated perpendicular to the front wall of the building and can be seen from more vantage points than wall or window signs. Such signs typically are suspended from a bracket or awning and are less effective in areas where customers pass by in their vehicle. These types of signs are currently only permitted in Aberdeen’s historic district; the text amendment proposes to allow them as an alternative to a wall sign, but not in addition to a wall sign.



Blade Sign and Adjacent Wall Sign



Shopping Center Blade Sign

2. Signs painted on or affixed to window and door glass are allowed in the UDO, but fall under the category of Signs Authorized Without a Permit (§152-274). Such signs are limited to twenty-five (25) percent coverage of the glass area and are allowed in addition to other types of signs such as wall or freestanding signs. They are also required to allow for a clear area for visibility when placed on glass doors. The department's policy has been to require a graphic proposal of the window sign with dimensions so that staff can determine if the 25% and clear area requirements are being met. No fees are collected, however a "mock" permit is issued and the proposal is logged in our permit book for record keeping purposes. As the review and processing is identical to what is performed for other types of signage, staff is proposing that an actual permit be issued for window signs, with the standard \$75 sign permit fee. Staff wishes to also clarify the ordinance language to include vinyl adhesive type signs, which are much more common than painted signs.



Window Sign – It's not just about doggie bones anymore!

Procedural Issues

§152-322 of the Town of Aberdeen Unified Development Ordinance (UDO) requires that proposed amendments to the UDO shall be referred to the Planning Board for consideration. The Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted by the town and any other officially adopted plan that is applicable and *describe in what manner it is or is not consistent*. A comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Town Board.

In addition to the plan consistency requirement, the Planning Board must include a statement in their recommendation regarding whether the proposal is reasonable and in the public interest, *and in what manner it is or is not reasonable and in the public interest*.

Following a recommendation to the Town Board for approval or denial of an application, the item will be scheduled for a public hearing where public input can be accepted by the Town Board in advance of a final decision. The central issue to be considered regarding amendments is whether the proposed amendment advances the public health, safety or welfare. The statement included with the Town Board's decision on the

amendment shall describe whether the action is consistent with adopted plans and explaining why the Board considers the action taken to be reasonable and in the public interest. The decision is legislative in nature as opposed to quasi-judicial, and is not subject to judicial review.

Plan Consistency

The 2030 Land Development Plan includes a Goals and Actions section on page 37. Goal 1 states: “To implement a balanced strategy for well-planned and aesthetically pleasing retail sector growth and development”. In reporting citizen input during the plan’s development, strengths included shopping, good restaurants, and quality goods and services as well as the wide variety of business establishments. Opportunities mentioned in citizen responses included commercial/industrial growth, to give businesses what they need for survival, and to grow the retail base. These comments support policy making and implementation that facilitate business successes while maintaining balance and aesthetic standards. Staff has located no additional references in other plans adopted by the Town that would be applicable to the proposed amendment and considers the proposal to be consistent with applicable plans adopted by the town.

Recommendations

During their February 19, 2015 meeting, the Planning Board recommended approval as amended of UDO #15-01 by unanimous vote, **with the following comments:**

- 1. UDO #15-01 is consistent with comprehensive plans that have been adopted by the Town of Aberdeen because it conforms with Goal #1 of the 2030 Land Development Plan which states: “To implement a balanced strategy for well-planned and aesthetically pleasing retail sector growth and development”.**
- 2. UDO #15-01 is reasonable and in the public interest because of the plan consistency information provided by staff, specifically that citizen responses support policy making and implementation that facilitate business successes while maintaining balance and aesthetic standards.**

Staff recommends that the Board of Commissioners accept public input for UDO amendment #15-01 during the March 23, 2015 Public Hearing and render a decision at their earliest convenience. The following motion format is recommended.

- Motion 1:** UDO #15-01 is consistent with applicable plans that have been adopted by the Town of Aberdeen, or
- UDO #15-01 is not consistent with applicable plans that have been adopted by the Town of Aberdeen.

Indicate the applicable plan and briefly how the amendment is or is not consistent:

Motion 2: UDO #15-01 is reasonable and in the public interest, or

UDO #15-01 is not reasonable and in the public interest.

Briefly explain why the amendment is or is not reasonable and in the public interest: *(Factors may include public health and safety, character of the area and relationship of uses, applicable plans, or balancing benefits and detriments)*

Motion 3: The Board (does/does not) approve the following amendment to the Town of Aberdeen UDO:

- Amend subsection 152-217 as indicated in the attached draft text amendment

Enclosures: UDO #15-01 Text Amendment draft

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
REGARDING BUSINESS SIGNAGE**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ABERDEEN THE FOLLOWING:

Section 1. The Aberdeen Unified Development Ordinance § 152-271 is amended to add a new definition of “blade sign” and to revise the definition of “canopy sign” as follows:

(4) **Blade Sign.** A hanging sign that is suspended from a bracket attached to a building wall or hung beneath a canopy.

[The remainder of the section is renumbered accordingly.]

~~(9)(8)~~ **Canopy Sign.** A sign that is part of ~~or attached to~~ an awning or canopy over a door, window, entrance or outdoor service area.

[The remainder of the section is renumbered accordingly.]

Section 2. The Aberdeen Unified Development Ordinance § 152-274 is amended as follows:

§ 152-274. Signs Authorized Without a Permit.

The following signs shall be authorized in all zoning districts without a permit, unless otherwise required by this article:

(1) Directional and informational signs erected and maintained by public agencies and governmental bodies;

(2) Directional and informational signs erected on private property. Such signs shall not exceed six (6) square feet in display area and shall be erected strictly for direction, safety or convenience of the public, including signs which identify restrooms, parking area entrances and exits, no trespassing signs and similar signs warning of danger;

(3) Temporary real estate signs not to exceed twelve (12) square feet in area displayed on the property proposed for sale or lease;

(4) Religious institutions, schools, community centers and other public and institutional uses may erect one bulletin board not exceeding twenty (20) square feet in area for the purpose of displaying the name of the institution and related information. Such sign shall be used as wall signs and may be indirectly illuminated;

(5) Temporary construction signs which denote the architect, engineer, contractor or builder of the project or which describe the name and proposed use of the project may be placed

on the site until construction is complete. In any event, all such signs must be removed within ten (10) days of the issuance of the certificate of occupancy;

(6) Memorial plaques, cornerstones, historical tablets and similar signs ;

(7) Sandwich board signs in the B-1 Central Business District under the following conditions:

(a) Sandwich board signs shall not exceed four (4) feet in height and thirty (30) inches in width;

(b) Five (5) feet of sidewalk clearance shall be provided along one side of the sign to allow for unobstructed pedestrian access; and

(c) Sandwich board signs shall be moved to an indoor location for storage during times when the associated business is not open for customers;

(8) Temporary political signs may be placed in the right-of-way of the State highway system only in accordance with G.S. § 136-32(b)-(f). In all other locations within the Town's jurisdiction, temporary political signs may be erected on private property during periods of national, state and local elections and campaigns and are permitted under the following conditions:

(a) No sign shall be place in a public right-of-way of town-maintained streets;

(b) No signs shall be placed on public utility poles, telephone poles, street signs, or any other sign or sign support erected by a duly constituted governmental body;

(c) No sign shall be stapled, nailed or otherwise attached to a tree or other living plant;

(d) No signs shall be placed on roofs nor painted on roofs;

(e) Any sign which is determined to be a hazard or otherwise threatens the health, safety and welfare is prohibited;

(f) Portable signs shall not be allowed for political uses;

(g) Signs may be placed on private property with the consent of the property owner or their authorized agent;

(h) No more than one sign per candidate shall be permitted for each street frontage;

(i) Signs may be placed in the vicinity of a polling place for a period not exceeding twenty-four (24) hours preceding the opening of the local poles; such signs shall be removed within twenty-four (24) hours following the closing of local polls;

(j) No sign shall be larger than sixteen (16) square feet; and

(k) Signs may be displayed no sooner than sixty (60) days before any election. All political signs must be removed within forty-eight (48) hours after each election.

~~(9) Signs on interior window glass and interior door glass, provided that such signs shall be limited to twenty five (25) percent coverage of the glass area regardless of whether the signs are painted directly on the glass or paper or poster signs temporarily placed on the glass. Further, the glass area within doors shall remain clear enough that the doors may be safely used by persons of all sizes. (Amended April 9, 2012)~~

Section 3. The Aberdeen Unified Development Ordinance § 152-278 is amended as follows:

§ 152-278. Business Signs.

(A) This section shall not apply to those businesses located in either a business complex or a retail or shopping center. Signs for those uses are governed by sections 152-279 and 152-280, respectively.

(B) Business signs and name signs shall be permitted on the premises of a business in districts in which the principal use is permitted subject to the following limitations:

(1) Freestanding signs are permitted in accordance with section 152-277;

(2) Blade Signs, Wall Signs and Canopy Signs.

~~(a) Wall signs or canopy signs shall not project more than twelve (12) inches from any wall or canopy. Notwithstanding the foregoing, business signs in the Historic District may extend more than twelve (12) inches from a front wall, above the ground floor, when approved by the Historic Preservation Commission as being in character with the Historic District.~~

~~(b) If suspended from a canopy, the sign must be at least eight (8) feet above the sidewalk level and not larger than six (6) square feet in area.~~

~~(c) A business may have one (1) wall sign or one (1) canopy sign per business establishment per street frontage. Each wall sign or canopy sign may have a square footage of up to sixty (60) percent of the number of linear feet of building frontage, provided that no sign may be greater than one hundred square feet.~~

(a) A business may have one (1) blade sign, or one (1) wall sign, or one (1) canopy sign per business establishment per street frontage. The surface area of the sign does not include the area of the bracket for calculation purposes.

- (b) Blade signs suspended from a bracket attached to a building wall may project no more than four (4) feet from the building wall, shall not exceed eight (8) square feet in size, and shall have eight (8) feet or more of vertical clearance from the ground.
- (c) Blade signs suspended from a canopy shall not exceed eight (8) square feet in size and shall have eight (8) feet or more of vertical clearance.
- (d) Blade signs are limited to eight (8) square feet in size regardless of building frontage dimension.
- (e) Each wall sign or canopy sign may have a square footage of up to sixty (60) percent of the number of linear feet of building frontage, provided that no sign may be greater than one hundred square feet.
- ~~(f)(d)~~ Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district.
- ~~(g)(e)~~ No intermittent lighting effects may be utilized except for "time and temperature" devices.
- ~~(h)(f)~~ No sign shall extend above parapet walls or above roof lines of buildings without parapet walls.

(3) Window Signs. Temporary and permanent signs on interior or exterior window and door glass shall be limited to twenty-five (25) percent coverage of the glass area regardless of whether the signs are painted directly on the glass or paper, poster, or vinyl signs placed on the glass. The glass area within doors shall remain clear enough that the doors may be safely used by persons of all sizes.

~~(4)(3)~~ Signs for home occupations shall not exceed six (6) square feet in display area and shall not be illuminated.

Section 4. The Aberdeen Unified Development Ordinance § 152-280 is amended as follows:

§ 152-280. Retail Center and Shopping Center Signs.

- (A) Freestanding signs are permitted in accordance with section 152-277(D).
- (B) Wall Signs.

(1) No more than one wall, or blade, or canopy sign per business may be displayed in a retail center or shopping center, provided that only businesses with a separate individual outside entrance serving the general public may have a wall, or blade, or canopy sign

separate from signs serving the entire center. However, if a retail center or shopping center has two (2) adjacent streets such that a building is facing one street like all other buildings in the shopping center and one side of the building is facing the other street, then an additional wall sign may be placed on that side. In this case, the side wall sign will be limited to one-third (1/3) of the square footage allowed for the sign on the building front, not to exceed one hundred square feet.

(2) Businesses may have a wall or canopy sign with an area equal to eight (8) percent of the square footage of the building facade occupied by the business. The building facade equals the linear feet of building frontage occupied by the business multiplied by the height of the building where the business is located. In any event, a wall or canopy sign authorized by this subsection shall not have an area of more than four-hundred square feet.

~~(3) Any business sign suspended from a canopy must be at least eight (8) feet above the sidewalk level and not larger than six (6) square feet in area~~

(3) Blade signs suspended from a bracket attached to a building wall may project no more than four (4) feet from the building wall, shall not exceed eight (8) square feet in size, and shall have eight (8) feet or more of vertical clearance from the ground. The surface area of the sign does not include the area of the bracket for calculation purposes.

(4) Blade signs suspended from a canopy shall not exceed eight (8) square feet in size and shall have eight (8) feet or more of vertical clearance. The surface area of the sign does not include the area of the bracket for calculation purposes.

(5) Blade signs are limited to eight (8) square feet in size regardless of building frontage dimension.

~~(4)(6)~~ Display lighting shall be shielded so as to prevent a direct view of the light source from a residence in a residential district.

~~(5)(7)~~ No intermittent lighting effects may be utilized except for "time and temperature" devices.

~~(6)(8)~~ No sign shall extend above parapet walls or above roof lines of buildings without parapet walls.

(C) Nonconforming Outparcels. In no case shall an outparcel be considered as a retail center or separate shopping center. Outparcels of retail centers or shopping centers existing as of the date of adoption of this section, September 9, 1991, regardless of the number of businesses on those parcels, are not considered part of the retail center or shopping center and thus are not subject to those uniform signage regulations. However, outparcels of retail centers or shopping centers developed or expanded after the aforementioned date are required to conform to the signage regulations applicable to retail centers or shopping centers.

Section 5. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

Section 6. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of _____, 2015.

Ayes: _____

Noes: _____

Absent or Excused: _____

Dated: _____

Robert A. Farrell, Mayor

Attest:

Regina M. Rosy, Town Clerk



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: Daniel Martin **Department:** Planning

Contact Phone # 944-4506 **Date Submitted:** 3/16/15

Agenda Item Title: Closeout Public Hearing for the 2011 Small Business and Entrepreneurial Assistance (SBEA) Program

Work Session - Board Action (date of meeting should be filled in on line) :	
Information Only _____	
Public Hearing _____	
Approval at work session - immediate action _____	
Regular Board Meeting - Board Action (date of meeting should be filled in on line):	
New Business _____	Information Only _____
Old Business _____	Consent Agenda _____
Public Hearing <u>3/23/15</u>	Informal Discussion & Public Comment _____
Other Business _____	

Summary of Information:

Public Hearing for the closeout of the 2011 SBEA grant program.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS – March 23, 2015 Regular Meeting

Background

Request:
To Conduct a
Public Hearing

The purpose of this item is to conduct a public hearing for the closeout of the 2011 Small Business and Entrepreneurial Assistance (SBEA) Program at the March 23, 2015 regular Board meeting as part of all Community Development Block Grant (CDBG) requirements.

Prepared by:
Daniel Martin,
Community /
Downtown
Development
Planner

The town received \$225,000 and assisted two local businesses: Davenport's Galaxy Grocery and Blues Crossing Barbershop. Dollars were used to provide machinery/equipment as well as renovations for both. In return for the funding for improvements, both business owners committed to hiring 9 full-time employees (8 for Davenport's Galaxy Grocery and 1 for Blue's Crossing Barbershop). Full-time Equivalent (FTE) calculations were allowed so that part-time employees who met the criteria could be included in the calculation. Using the FTE option, the total employee count exceeded the minimum requirement.

The town partnered with Sandhills Community College's Small Business Center to conduct 16 seminars and were provided at no charge to those who attended; classes were funded by the "planning" portion of the grant. The seminars were targeted not only to small business owners and entrepreneurs but to anybody wanting to learn more about topics such as: social media, communications, finance, grant writing, and more.

Recommendation

This is a recommendation for board to allow staff to conduct a Public Hearing for the March 23rd, regular board meeting related to the closeout of the 2011 SBEA CDBG program.



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham **Department:** Planning

Contact Phone # 4517 **Date Submitted:** 3/19/15

Agenda Item Title: Request by McKee Homes for Minor Modification on Lots 184 and 188 at Legacy Lakes

Date of Board Meeting to hear this item: 3/23/2015

Board Action Requested:	
New Business <input type="checkbox"/>	Information Only <input type="checkbox"/>
Old Business <input type="checkbox"/>	For Action at Future Meeting <input type="checkbox"/> Date <u> </u>
Public Hearing <input type="checkbox"/>	Informal Discussion & Public Comment <input type="checkbox"/>
Other Business <input type="checkbox"/>	Consent Agenda <input type="checkbox"/>

Summary of Information:
Staff report is attached.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



MEMORANDUM TO THE BOARD OF COMMISSIONERS – March 23, 2015 Regular Meeting

Description of Request

Request:

Minor Modification
to Conditional Use
Permit CU #07-04

Requested by:

McKee Homes,
LLC

Prepared by:

Pamela Graham,
Planning Director

In February the Board approved a minor modification request for McKee Homes for Lot 183 that authorized the redrawing of the corner lot boundary line and relinquished 688 square feet of right-of-way. The resulting survey prepared by McKee's engineer included a sliver of right-of-way on the adjoining lot (184) that would also be given over to the lot, comprising twenty (20) square feet above and beyond the 688 square feet already approved.

Additionally, McKee has discovered a similar condition on the corner lot at the end of the block containing Lots 183 and 184 has requested a modification for this lot as well (Lot 188). The amount of right-of-way that would be relinquished for this lot is calculated at 803 square feet. Therefore, the current request would be for a minor modification to the conditional use permit, specifically for lot line alterations for Lots 184 and 188 that constitute a total of 823 square feet of right-of-way acreage that will be relinquished and incorporated into the lots.

Staff has requested that McKee Homes review the final plat approved by the Board for Conditional Use Permit CU #07-04 to determine if there are additional needs for minor modifications and bring any remaining requests to the Board in a single action if possible.

§152-65 of the UDO provides for the permit issuing authority to approve minor design modifications or changes in permits. Minor design modifications or changes are defined as those that have no *substantial* impact on neighboring properties, the general public, or those intended to occupy or use the proposed development, but where the impact is considered to be *discernible*. Staff has determined the proposed change to be discernible but insubstantial, and is requesting a decision from the Board on approval of the modification.

Staff Recommendation

Staff recommends that the Board approve the request for a minor modification to CU #07-04 as illustrated in the attached surveys and descriptions provided by Averette Engineering and subject to the following requirements:

1. Unless provided for as a part of this or previous modification, all other requirements of CU #07-04 must be met, including those shown on the approved plans.
2. Unless provided for as a part of this modification, all requirements of the Aberdeen Zoning Ordinance in effect at the time of the project approval, except those already amended by the approval of CU #07-04 or subsequently approved modification, shall be complied with.
3. Any approval of this modification request shall be limited to Lots 184 and 188 and shall not be applied to additional property without the expressed approval of the Board of Commissioners.

Enclosures: GIS Image of Legacy Lakes street block containing Lots 183-188
Preliminary Survey for Lot 184, Averette Engineering
Legal Description of property to be conveyed to Lot 184, Averette Engineering
Preliminary Survey for Lot 188, Averette Engineering
Legal Description of property to be conveyed to Lot 188, Averette Engineering



MOULTRIE LN

181

20080622

188

20080629

189

20080630

187

20080628

186

20080627

162

20080603

185

20080626

182

20080623

184

20080625

183

20080624

LEGACY LAKES WAY

LAKE RD

597

20080598

20080599

20080600

20080601

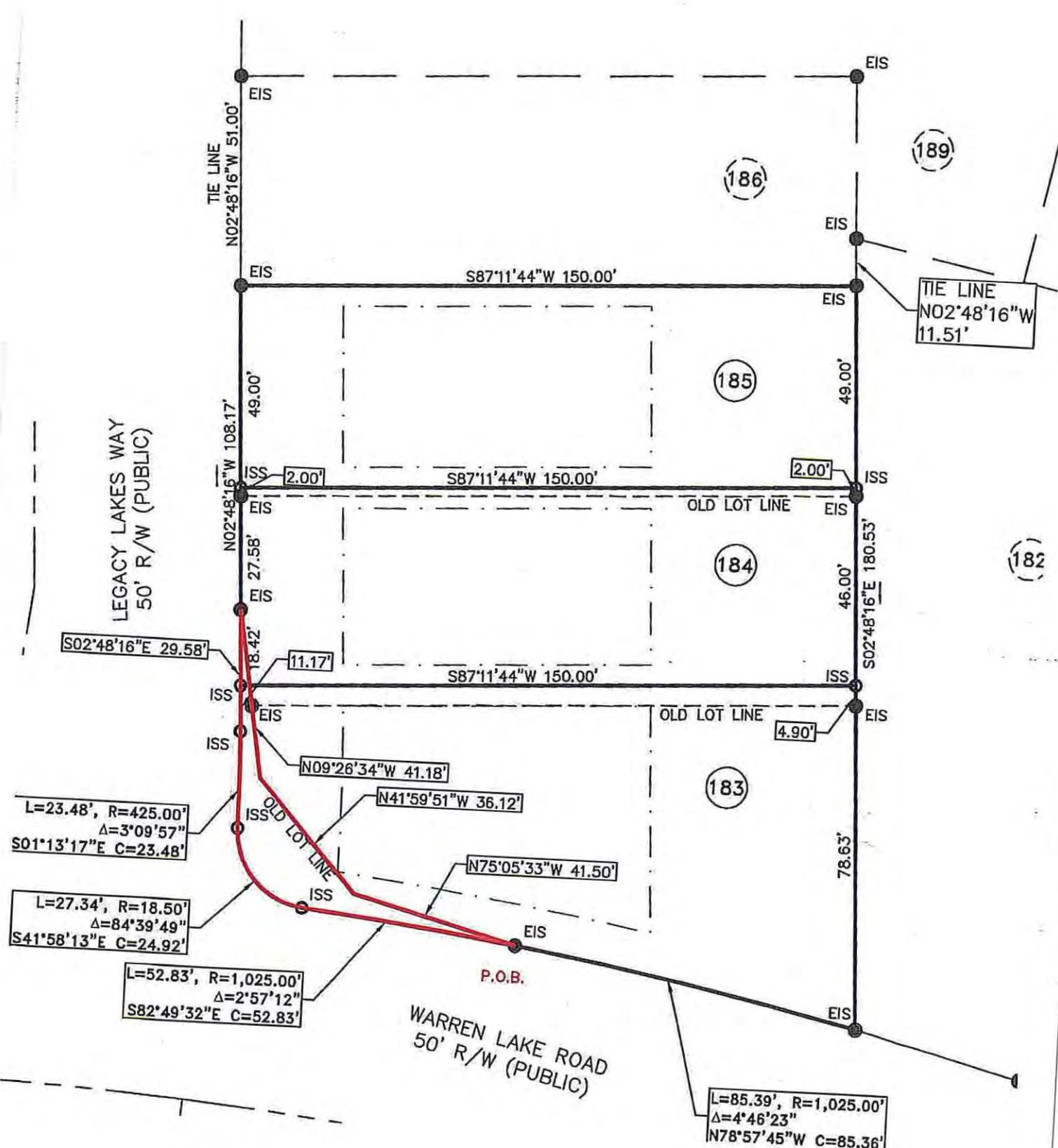


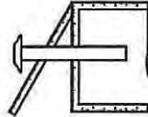
EXHIBIT A

Averette Engineering Co., P. A.

CIVIL ENGINEERING • LAND SURVEYING • PLANNING

Address:

712 E. Lake Ridge Road
Raeford, NC 28376



Phone: (910) 488-5656
Fax: (910) 488-0181
Web: www.averette-eng.com
License: C-0146

March 3, 2015

Legacy Lakes Property
20 SF
Portion of Legacy Lakes Way
Plat Cabinet 14, Slide 410
Town of Aberdeen
Moore County, North Carolina

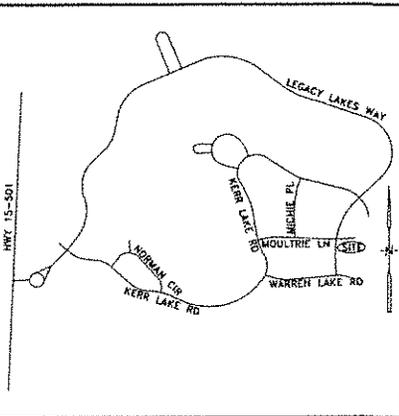
BEGINNING at a point in the eastern margin of Legacy Lakes Way (50' R/W Public), said point being North 09 degrees 26 minutes 34 seconds West 4.93' from the northwest corner of lot 183 and the southwest corner of lot 184 as recorded in Plat Cabinet 14, Slide 410, Moore County Registry; thence with the eastern margin of Legacy Lakes Way and the eastern margin of lot 184 North 09 degrees 26 minutes 34 seconds West 18.54 feet to a point, thence a new line South 02 degrees 48 minutes 16 seconds East 18.42 feet to a point, thence North 87 degrees 11 minutes 44 seconds East 2.14 feet to the point and place of BEGINNING and containing 20 square feet more or less and also being a portion of Legacy Lakes. The above described deed description is subject to any easements and right-of-ways of record.

The above description was prepared by Michael D. Averette, Professional Land Surveyor, License L-3352 of Averette Engineering Co., P.A. Raeford, North Carolina from deeds and plats of record.

It is noted by drafting attorney that the property conveyed hereby is being simultaneously recombined into Lot 184 of Legacy Lakes per plat recorded in Plat Cabinet _____, Slide _____, aforesaid Registry.



Michael D. Averette



VICINITY MAP (NTS)

GENERAL NOTES

1. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
2. IRON STAKES SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
3. 0.57 ACRES TOTAL, BEY COORDINATE COMPUTATION
4. SURVEYED: MARCH 2015
5. P.L.N. 8470050105 P.L.N. 8470050105, P.L.N. 8470050105
6. REFERENCES: P.C. 14, SLIDE 410, DB 4104, PG 257
7. PROPERTY SUBJECT TO EASEMENTS OF RECORD. NO TITLE SEARCH PERFORMED ON PROPERTY.
8. NON-CONFORMING STRUCTURES HAVE NOT BEEN CREATED BY THIS SUBDIVISION.
9. ZONING: R-20 CU #05-04
10. SUBJECT TO ALL EASEMENTS, RIGHT-OF-WAY, STREETS, AND ASSESSMENTS, IF ANY, AS THE SAME MAY APPEAR OF RECORD IN THE OFFICE OF THE REGISTER OF DEEDS, CLERK OF COURT, TOWN OR COUNTY TAX OFFICES OR WHICH MAY HAVE BEEN ACQUIRED PRESRIPTIVE USE.
11. SANITARY SEWER AND WATER TO BE PROVIDED BY TOWN OF ABERDEEN.

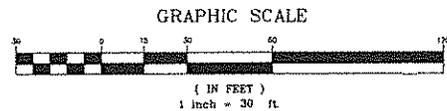
* DEED BOOK _____ PAGE _____
 ** DEED BOOK _____ PAGE _____

STATE OF NORTH CAROLINA
 COUNTY OF MOORE
 I, PAMELA GRAHAM REVIEW OFFICER OF MOORE COUNTY,
 CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS
 AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

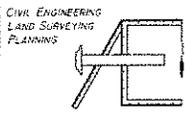
REVIEW OFFICER _____ DATE _____

CERTIFICATE OF APPROVAL FOR RECORDING
 I HERBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON
 HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS
 OF THE TOWN OF ABERDEEN, NORTH CAROLINA AND THAT THIS
 PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF
 THE REGISTER OF DEEDS OF MOORE COUNTY.

DATE _____ ZONING ADMINISTRATOR
 ABERDEEN, NORTH CAROLINA



Averette Engineering Co., P.A.



Civil Engineering
 Land Surveying
 Planning
 Address:
 712 E. Lake Ridge Road
 Raleigh, NC 27676
 Phone: (910) 388-5056
 Fax: (910) 488-0181

Established 1970 Web: www.averette-eng.com

- LEGEND
- PROPERTY LINE - SURVEYED
 - PROPERTY LINE - NOT SURVEYED
 - RIGHT OF WAY LINE
 - BUILDING SETBACK LINE
 - EIS - EXISTING IRON STAKE
 - EIP - EXISTING IRON PIPE
 - RSS - RAILROAD SPIKE
 - ISS - IRON STAKE SET
 - ECM - EXISTING CONCRETE MONUMENT
 - P.K. N&L
 - D.R. DEED BOOK
 - M.B. MAP BOOK
 - P.G. PAGE
 - R/W RIGHT OF WAY

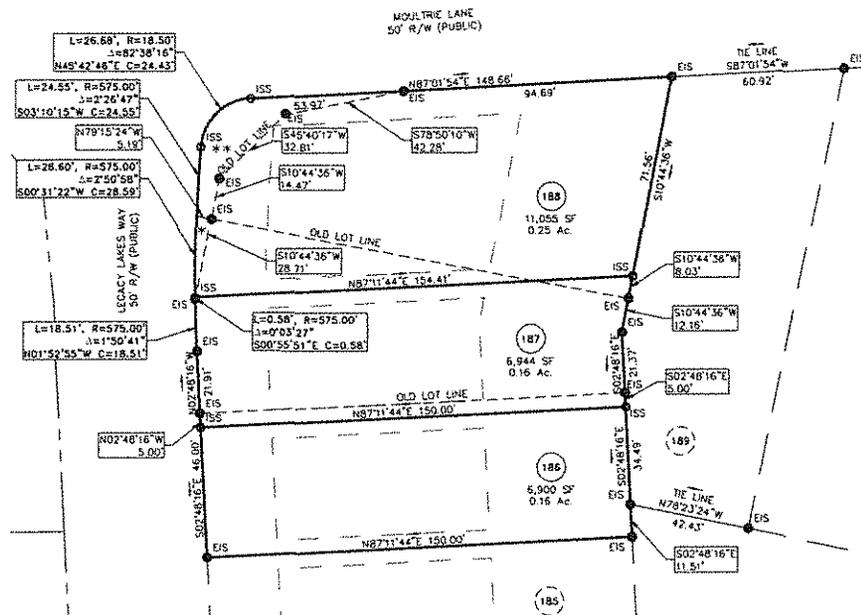


NORTH CAROLINA
 MOORE COUNTY
 I, MICHAEL D. AVERETTE, PLS NO. 3352 CERTIFY THAT THIS MAP WAS
 DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY
 SUPERVISION RECORDED IN PLAT CABINET IS, SLIDE 410, THAT THE RATIO OF
 PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1/10,000;
 THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROWN LINES; THAT
 THIS SURVEY IS A RECONCILIATION OF EXISTING PARCELS OF LAND
 WITHIN AN AREA OF MOORE COUNTY THAT HAS AN ORDINANCE
 THAT REGULATES PARCELS OF LAND; THAT THIS MAP MEETS THE
 REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND
 SURVEYING IN NORTH CAROLINA (21 NCAC 56.1000). THAT THIS
 MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.
 WITNESS MY HAND AND SEAL THIS 10TH DAY OF MARCH, 2015.

Michael D. Averette
 MICHAEL D. AVERETTE, PLS NO. 3352

"THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THE LAND SHOWN
 ON THE PLAT IS WITHIN THE SUBDIVISION REGULATION JURISDICTION
 OF MOORE COUNTY AND THAT THIS PLAT AND ALLOTMENT IS MY
 FREE ACT AND DEED AND THAT I DO HEREBY DEDICATE TO PUBLIC
 USE STREETS AND EASEMENTS FOREVER ALL AREAS SHOWN OR
 INDICATED ON SAID PLAT."

OWNER (S)
 MFV-FC PORTFOLIO LLC
 13869 BALLANTYNE CORPORATE PLACE, SUITE 130
 CHARLOTTE, NC 28277



REVISION OF LOT 186-188
 FINAL PLAT FOR
 LEGACY LAKES
 PHASE 1 MAP 5

PROPERTY OF: McKEE HOMES, LLC &
 MFV-FC PORTFOLIO LLC
 SANDHILLS TOWNSHIP
 TOWN OF ABERDEEN NORTH CAROLINA
 MOORE COUNTY

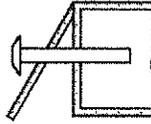
DRAWN BY: MDA	PROJECT: McKee Homes
CHECKED BY: CDA	DWG NAME: Legacy Lakes.dwg
DATE: 03/10/15	SHEET 1 of 1

Averette Engineering Co., P. A.

CIVIL ENGINEERING • LAND SURVEYING • PLANNING

Address:

712 E. Lake Ridge Road
Raeford, NC 28376



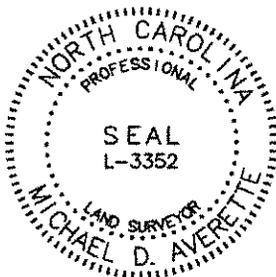
Phone: (910) 488-5656
Fax: (910) 488-0181
Web: www.averette-eng.com
License: C-0146

March 10, 2015

Legacy Lakes Property
725 SF
Portion of Legacy Lakes Way & Moultrie Lane
Plat Cabinet 14, Slide 410
Town of Aberdeen
Moore County, North Carolina

BEGINNING at a point in the southern margin of Moultrie Lane (50' R/W Public), said point being South 87 degrees 01 minutes 54 seconds West 94.69' from the northeast corner of lot 188 and the northwest corner of lot 189 as recorded in Plat Cabinet 14, Slide 410, Moore County Registry; thence with the southern margin of Moultrie Lane and the northern margin of lot 188 **South 78 degrees 50 minutes 10 seconds West 42.28 feet** to a point, thence **South 45 degrees 40 minutes 17 seconds West 32.81 feet** to a point in the eastern margin of Legacy Lakes Way (50' R/W Public), thence continuing with the eastern margin of Legacy Lakes Way and the western margin of lot 188 **South 10 degrees 44 minutes 36 seconds West 14.47 feet** to a point, said point being the southwest corner of lot 188 and the northwest corner of lot 187 as recorded in Plat Cabinet 14, Slide 410, Moore County Registry, thence a new line **North 79 degrees 15 minutes 24 seconds West 5.19 feet** to a point, thence along the arc or a curve to the right with the following curve data, **Radius = 575.00 feet, Length = 24.55 feet, Chord Bearing = North 03 degrees 10 minutes 55 seconds East and Chord Distance = 24.55 feet** to a point, thence along the arc or a curve to the right with the following curve data, **Radius = 18.50 feet, Length = 26.88 feet, Chord Bearing = North 45 degrees 42 minutes 46 seconds East and Chord Distance = 24.43 feet** to a point, thence **North 87 degrees 01 minutes 54 seconds East 53.97 feet** to the point and place of BEGINNING and containing 725 square feet more or less and also being a portion of Legacy Lakes Way and Moultrie Lane. The above described deed description is subject to any easements and right-of-ways of record.

The above description was prepared by Michael D. Averette, Professional Land Surveyor, License L-3352 of Averette Engineering Co., P.A. Raeford, North Carolina from deeds and plats of record.



Michael D. Averette



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: Beth F. Wentland **Department:** Finance

Contact Phone # 910-944-4502 **Date Submitted:** 3/19/2015

Agenda Item Title: Budget Amendment

Work Session - Board Action (date of meeting should be filled in on line) :
Information Only _____
Public Hearing _____
Approval at work session - immediate action _____

Regular Board Meeting - Board Action (date of meeting should be filled in on line):
New Business _____ Information Only _____
Old Business _____ Consent Agenda _____
Public Hearing _____ Informal Discussion & Public Comment _____
Other Business _____

Summary of Information:
Attached please find a budget amendment that is ready for the Board's approval. This amendment is for a \$5,000 fund balance appropriation in the General Fund to cover the Town's contractual commitment to the CWMTF Greenway Project.

Thank you.
Beth

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):

**Town of Aberdeen
Budget Amendment
in the General Fund**

BE IT HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS FOR THE TOWN OF
ABERDEEN, that the following shall be amended to the Fiscal Year 2014-2015 General Fund Budget:

Account Name	Account Number	Current Budget Appropriation	Adjustment	Amended Budget Appropriation
Transfer-Out to Greenway Project	10.00.4208.916	\$ -	\$ 5,000	\$ 5,000
Fund Balance-Appropriated	10.00.3990.900	\$ -	\$ 5,000	\$ 5,000

To appropriate in the budget for the town's commitment to the Greenway Project.

Duly adopted this the 23rd day of March, while in regular session.

Robert A. Farrell
Town Mayor

Attest:

Regina Rosy
Town Clerk



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: Beth F. Wentland **Department:** Finance

Contact Phone # 910-944-4502 **Date Submitted:** 3/19/2015

Agenda Item Title: Audit Contract and Separate Audit Engagement Letter-Ready for Board Approval

Work Session - Board Action (date of meeting should be filled in on line) :
Information Only _____
Public Hearing _____
Approval at work session – immediate action _____

Regular Board Meeting – Board Action (date of meeting should be filled in on line):
New Business _____ **Information Only** _____
Old Business _____ **Consent Agenda** _____
Public Hearing _____ **Informal Discussion & Public Comment** _____
Other Business _____

Summary of Information:

Attached please find the standard audit contract from Dixon Hughes Goodman LLP for the upcoming FY 2014-2015 audit. I am requesting the Board's approval so that the auditors can proceed with sending contract to LGC for approval.

There is one additional auditing service that we will receive (required this year by the State) that is estimated to = a separate cost of \$12,000. This additional service is to perform employee census data testing regarding our retirement benefits with LGERS. This additional service is a separate engagement letter from DHG that I also request that the Board approve since it does require an approval signature (mayor). Thanks, Beth

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):

CONTRACT TO AUDIT ACCOUNTS

Town of Aberdeen

Of _____

Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 17th day of March, 2015,Auditor: Dixon Hughes Goodman LLP Auditor Mailing Address: _____130 Turnberry Way, Pinehurst, North Carolina 28374 Hereinafter referred to as The Auditorand Board of Commissioners (Governing Board (s)) of _____Town of Aberdeen : hereinafter referred to as the Governmental Unit (s), agree as follows:
Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Contract to Audit Accounts (cont.) Town of Aberdeen

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@nctreasurer.com. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [*For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards*] \$2,750

Audit \$12,740 plus compliance work for Single Audit, if applicable, and application of risk based audit procedures at our standard hourly rate of \$145-\$150/hr.

Preparation of the annual financial statements \$2,750 plus GASB 34 conversion at our standard hourly rate of \$145-\$150/hr.
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is \$ 25,875 ** NA if no interim billing
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Contract to Audit Accounts (cont.) Town of Aberdeen

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/lfn/formsinstructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment. **See attachment**
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Contract to Audit Accounts (cont.) Town of Aberdeen
Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Dixon Hughes Goodman LLP
Name of Audit Firm

By John Frank
Authorized Audit firm representative name: Type or print


Signature of authorized audit firm representative

john.frank@dhgllp.com
Email Address of Audit Firm:

Date 3/17/15

Governmental Unit Signatures:

By Robert A. Farrell
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date _____

By _____
DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date _____

Unit Signatures (continued):

By N/A
Chair of Audit Committee - Type or print name

N/A **
Signature of Audit Committee Chairperson

Date N/A
** If Governmental Unit has no audit committee, this section should be marked "N/A."

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Beth Wentland
Governmental Unit Finance Officer: Type or print name


Finance Officer Signature

bwentland@townofaberdeen.net
Email Address of Finance Officer

Date 3/23/2015
(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date – Primary Government

Board Approval Date - DPCU

March 17, 2015

Town of Aberdeen
P.O. Box 785
Aberdeen, NC 28315

We are pleased to confirm our understanding of the services we are to provide for The Town of Aberdeen (the "Town") for the year ended June 30, 2015. This attachment to item 17, "Contract to Audit Accounts" (LGC-205) is intended to further clarify certain provisions of the Contract.

AUDIT SERVICES

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town as of and for the year ended June 30, 2015.

AUDIT OBJECTIVES

The objective of our audit is the expression of opinions as to whether the Town's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* ("OMB Circular A-133") and the *State Single Audit Implementation Act*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance; and, OMB Circular A-133 and the *State Single Audit Implementation Act* in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133; and the *State Single Audit*

Implementation Act, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133 and the *State Single Audit Implementation Act*, and other procedures we consider necessary to enable us to express such an opinion. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

AUDIT PROCEDURES – GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the Town's attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters. Because of the importance of management's written or verbal representations to an effective audit, you agree to release Dixon Hughes Goodman LLP and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

AUDIT PROCEDURES – INTERNAL CONTROLS

Our audit includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly we will express no such opinion. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under auditing standards generally

accepted in the United States of America, *Government Auditing Standards*, OMB Circular A-133 and the *State Single Audit Implementation Act*.

As required by OMB Circular A-133 and the *State Single Audit Implementation Act*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and the *State Single Audit Implementation Act*.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 and the *State Single Audit Implementation Act* require that we also plan and perform the audit to obtain reasonable assurance about whether the Town has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our reports on compliance issued pursuant to OMB Circular A-133 and the *State Single Audit Implementation Act*.

MANAGEMENT'S RESPONSIBILITIES

Management is responsible for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town and the respective changes in financial position and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. The responsibility for the financial statements and all representations contained therein remains with management and those charged with governance, which includes officers and directors of the Town. Management is also responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters. You also agree to provide us with any additional information that we may request from management for the purpose

of the audit as well as unrestricted access to any person within the Town from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design, implementation and maintenance of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws and regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. As required by OMB Circular A-133 and the *State Single Audit Implementation Act*, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a Summary Schedule of Prior Audit Findings and a Corrective Action Plan if necessary.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit Objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

We understand that the Town's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

REQUIRED SUPPLEMENTARY INFORMATION

Our audit is for the purpose of forming an opinion on the financial statements taken as a whole. Accounting principles generally accepted in the United States ("GAAP") provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Law Enforcement Officers' Special Separation Allowance – Schedule of Funding Progress
3. Law Enforcement Officers' Special Separation Allowance – Schedule of Employer Contributions
4. Other Postemployment Benefits – Schedule of Funding Progress
5. Other Postemployment Benefits – Schedule of Employer Contributions

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

The Town's management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

SUPPLEMENTARY INFORMATION

We understand that the following supplementary information other than RSI will accompany the basic financial statements:

1. Combining non-major and fiduciary fund statements
2. Budgetary schedules for all funds required to adopt a budget other than the General Fund and annually adopted major special revenue funds
3. Schedule of Ad Valorem Taxes Receivable
4. Analysis of Current Tax Levy
5. Schedule of Expenditures of Federal and State Awards, if applicable

Such information is presented for the purpose of additional analysis of the financial statements and is not a required part of the basic financial statements. The Town's management is responsible for the fair presentation of the supplementary information. We will subject the supplementary information to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves in accordance with auditing standards generally accepted in the United States of America.

Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Our responsibility is to report whether such information is fairly stated in all material aspects in relation to the basic financial statements taken as a whole. You agree to include our report on the supplementary information other than RSI in any document that contains, and indicates that we have reported on, the supplementary information other than RSI. You also agree to include the audited financial statements with any presentation of the supplementary information other than RSI that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information other than RSI no later than the date the supplementary information other than RSI is issued with our report thereon.

MANAGEMENT'S RESPONSIBILITY FOR NONATTEST SERVICES

You agree to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge and/or experience. You are responsible

for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services. You are responsible for designing, implementing, and maintaining internal controls.

We will provide the following nonattest services:

- We will assist with preparation of your financial statements, Schedule of Expenditures of Federal and State Awards, and related notes.
- We will advise management about appropriate accounting principles and their application and will assist in preparation of the Town's basic financial statements. The responsibility for the basic financial statements and all representations contained therein remains with management, which includes members of the governing board.
- At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide to management the required electronic copy of the financial reporting package (including the basic financial statements, Schedule of Expenditures of Federal and State Awards, auditors' reports on internal controls and compliance, Schedule of Findings and Questioned Costs, Corrective Action Plan (if required) and a Summary Schedule of Prior Audit Findings (if required) along with the Data Collection Form) to be uploaded on the federal clearinghouse's website.
- At the conclusion of the engagement, we will upload the audited financial statements and compliance reports on the North Carolina State Treasurer's website.
- We will compile financial statement data for inclusion in the Annual Financial Information Report (AFIR).

You are responsible for evaluating the adequacy and results of the above nonattest services performed and accepting responsibility for the results of such services. This includes your review and approval of all adjustments we may propose to the accounting records of the Town or its financial statements as a result of these services.

USE OF FINANCIAL STATEMENTS

If the Town's financial statements are to be included in a client prepared document, other than the Town's *Comprehensive Annual Financial Report*, which includes other information, the Town should notify us of the nature of the document and allow us to read such document prior to submitting the document to others. An example of another document would be an official statement in connection with a public debt offering.

AUDIT ADMINISTRATION, FEES AND OTHER

In connection with providing our professional services, we may engage the assistance of outside service providers. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we are responsible for the adequate oversight of all services provided by the third-party service provider and for ensuring that all services are performed with competence and due professional care.

The audit documentation for this engagement is the property of Dixon Hughes Goodman LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office or North Carolina Office of the State Auditor pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Dixon Hughes Goodman LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

This engagement is limited to the services outlined above. We will perform all services in accordance with applicable professional standards.

John Frank is the engagement partner and is responsible for supervising the engagement and signing the report of authorizing another individual to sign. We plan to begin our audit work on September 14, 2015.

Our fee for these services and any additional services is detailed in the "Contract to Audit Accounts" (LGC-205) dated March 17, 2015 between the Town of Aberdeen and Dixon Hughes Goodman, LLP. Our fee is based on the assumption there will be no significant bookkeeping assistance required or significant changes in the Town's operations including (but not limited to): issuance of new debt; new construction projects; creation of new funds; new or "State Mandated" major programs required to be tested for Single Audit; or additional procedures required in response to the discovery of fraud. We will issue contract addendums for additional fees related to any bookkeeping or changes mentioned above. The additional fees will be billed at our standard hourly rates depending on the experience level of the individuals performing the work.

Many of our clients choose to communicate with us by email, and we may use email in connection with this engagement unless you direct us otherwise. We will use reasonable precautions to protect your confidential information, but we have no obligation to employ any measures that you do not regularly employ in protecting your confidential information. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot guarantee or warrant that e-mail from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement or the disclosure or communication of confidential or proprietary information arising therefrom (hereinafter collectively referred to as "Email Interruption"). You agree that we shall have no liability for any loss or damage to any person or entity resulting from related to any Email Interruption, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, and you hereby forever release us from any such liability and shall indemnify us from any claim related thereto.

This agreement and any claim arising out of the services provided shall be governed by the laws of the state of North Carolina, exclusive of its conflict of laws rules. The parties agree that any action between them related to or arising out of this engagement shall be brought only in the state or federal courts of North Carolina.

Whenever possible, each provision of this agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision hereof shall be ineffective, or invalid, such ineffectiveness or invalidity shall be only to the extent of such prohibition or invalidity, without invalidating the remainder of the provision or the remaining provisions of this agreement, which shall otherwise remain in full force and effect. The agreements of the Town of Aberdeen and Dixon Hughes Goodman LLP contained in the Contract to Audit Accounts and this attachment shall survive the completion or termination of this engagement.

Town of Aberdeen
March 17, 2015
Page 8

Summer scheduling is very tight and travel accommodations are difficult to change, therefore, a rescheduling fee of 10% may be charged if fieldwork has to be rescheduled within 1 month of the rescheduled starting date. In the event we need to reschedule we will try to accommodate your needs, however, due to other client commitments, we cannot guarantee a timetable that will allow us to complete the audit by the deadline stated in the Contract to Audit Accounts. Progress billings will be submitted to the North Carolina Office of the State Treasurer for approval and then mailed to you. All invoices are payable upon presentation.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Aberdeen and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and the Contract to Audit Accounts and return it to us.

Very truly yours,

Dixon Hughes Goodman LLP

ACKNOWLEDGED:

This letter correctly sets forth the understanding of the Town of Aberdeen.

By: _____ Date: _____
Mayor

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Beth F. Wentland
Finance Officer

Town of Aberdeen

Appendix A

The following is a list of additional items that may result in additional fees that are variable in nature and thus are not included in the audit figure presented in Item 9 of the contract:

1. Any Federal or State award required to be audited as a major program for the year ended June 30, 2015, that was not audited as a major program during the three preceding fiscal years or is required to be audited due to the auditee not being considered low risk will be billed at our standard hourly rates as set forth in Item 9 of the contract.
2. Prior to commencement of audit fieldwork we will provide the finance department with a detailed list of schedules required to facilitate the audit. Schedules not prepared by your personnel, for which we must then prepare, will be billed for additionally at our standard hourly rates as set forth in Item 9 of the contract.
3. In addition to the fees reflected in Item 9 of the contract, we will bill separately for confirmation postage, travel, report production and other reasonable out-of-pocket expenses.
4. Preparation of the Data Collection form, if applicable.
5. Preparation of your Schedule of Federal and State financial assistance, if applicable.
6. Preparation of the Annual Financial Information Report (AFIR).

_____ Robert A. Farrell

BFW Beth F. Wentland

JF John Frank



A Professional Accounting Corporation
Associated Offices in Principal Cities of the United States
www.pncpa.com

System Review Report

To the Partners of Dixon Hughes Goodman LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 28, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards*; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations Service Organizations Control (SOC) 1 and 2 engagements.

In our opinion, the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 28, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dixon Hughes Goodman LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
August 15, 2014

Beth Wentland

From: Sharon Edmundson <Sharon.Edmundson@nctreasurer.com>
Sent: Monday, February 09, 2015 4:42 PM
To: Sharon Edmundson
Cc: Preeta Nayak
Subject: LGERS Pension Attest on 2014 Calendar Year Pension Census Data

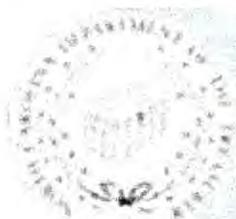
Local Government Finance Officers and your Auditors:

This email serves to notify you that your unit of government has been selected in the attest sample as part of the Office of State Auditor's work on auditing LGERS for purposes of complying with GASB Statements 67 and 68. Much more information will be emailed to you in the next few weeks but we know that many of you are in the process of finalizing contract arrangements and beginning audit planning for the year so we wanted to get this information out to you.

This will be the second year we have used this approach in the work necessary for Statements 67 and 68. All auditors and units that were in the group selected last year viewed this work as a separate engagement, apart from the annual audit contract. We do not have a template agreement for this work and instead ask that you forward your engagement letters to us for this work. We will need to approve the attest document and sign off on invoices prior to units making payment on them, just as we do for other audit work.

Again, more information will be forthcoming, including more detailed guidance and a sample attest report.

Sharon G. Edmundson, MPA, CPA
Director, Fiscal Management Section
State and Local Government Finance Division
Phone: (919) 807-2380
Fax: (919) 807-2398
sharon.edmundson@nctreasurer.com
<http://www.nctreasurer.com>
Find us on Facebook 



DEPARTMENT OF STATE TREASURER

Janet Cowell, State Treasurer of North Carolina
325 N. Salisbury St. | Raleigh, NC 27603-1385

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law. It may be subject to monitoring and disclosed to third parties, including law enforcement personnel, by an authorized state official.
IMPORTANT: When sending confidential or sensitive information, encryption should be used.

Beth Wentland

From: Sharon Edmundson <Sharon.Edmundson@nctreasurer.com>
Sent: Monday, February 09, 2015 4:47 PM
To: Sharon Edmundson
Cc: Preeta Nayak
Subject: RE: LGERS Pension Attest on 2014 Calendar Year Pension Census Data

My apologies – I neglected to include the list of units that have been tapped this year:

Town of Spindale
Town of Yadkinville
Town of Stallings
Coastal Regional Solid Waste Mngt Auth
Town of Sunset Beach
Garner Fire Dept
Land-Of-Sky Regional Council
Town of Farmville
Centralina Council of Governments
Town of Louisburg
Camden County
Martin-Tyrrell-Washington District Health Department
Town of Aberdeen
Yancey County
Town of Oak Island
City of Roanoke Rapids
Brunswick County Dept of Social Services
Winston-Salem Housing Authority
Hertford County
Town of Carrboro
CoastalCare
City of Washington
Transylvania County
Sampson County
City of Goldsboro
Halifax County
City of New Bern
City of Hickory
Town of Chapel Hill
City of Wilson
City of Wilmington
City of High Point
Gaston County
City of Fayetteville
City of Raleigh
City of Charlotte

March 12, 2015

Town of Aberdeen
Aberdeen, North Carolina

We are pleased to confirm our understanding of the services we are to provide for the Town of Aberdeen (the "Town").

We will examine the Town's employee census data and related underlying payroll records to determine the employee census data provided to the Teachers and State Employees' Retirement System ("TSERS") for the year ended December 31, 2014 is materially correct. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether the Town's employee census data is in compliance with the criteria set forth in the TSERS' Employer Manual (revised January 2014). If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement.

Our report to be submitted is not intended to be a legal opinion on the Town's compliance.

Our engagement will not include a detailed inspection of every employee and cannot be relied on to disclose all material errors, fraud, or other violations of laws or regulations, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other violations of laws or regulations that come to our attention, unless clearly inconsequential.

Our examination will include obtaining an understanding of internal controls used by the Town sufficient to assess the risks of material misstatement of eligible employee census information submitted to the Department of State Treasurer's Retirement Systems Division (the "State") and to design the nature, timing, and extent of further substantive procedures, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over employee census information submitted to the State. Accordingly we will express no such opinion. This examination is not designed to provide assurance on internal control or to identify deficiencies in internal control.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information.

At the end of the engagement, we will require a representation letter from management that will include, among other items, management's assertion as to the completeness and accuracy of the employee census data reported to the State for the year ended December 31, 2014.

Management is responsible for making all employee census data and related payroll information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with access to all information of which management is aware that is relevant to the TSERS. You also agree to provide us with any additional information that we may request from management for the purpose of this examination as well as unrestricted access to any person within the Town from whom we determine it necessary to obtain additional evidence. Your responsibilities include adjusting employee census data that may have been previously submitted in error.

Management is responsible for assuming all management responsibilities and for overseeing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee this examination and for evaluating the adequacy and results of this examination and accepting responsibility for them.

John Frank is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our examination in June 2015 and issue our report by the required October 16, 2015 deadline specified by the Office of the State Auditor.

Our fees for this engagement will be billed at our standard hourly rates. You will also be billed for out-of-pocket and travel expenses. Preliminary estimates at our standard rates equate to a fee of approximately \$12,000. A more precise estimate cannot be determined due to the uncertainty caused by the newness of this request by the Office of the State Auditor.

Our invoices for this engagement are subject to approval by the Fiscal Management Section of the State Treasurer's Office and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

DIXON HUGHES GOODMAN LLP

Dixon Hughes Goodman LLP

ACKNOWLEDGED:

This letter correctly sets forth the understanding of the services to be performed for the Town of Aberdeen.

Approved:

By: _____ Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.





TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: P Graham Department: Planning

Contact Phone # 4517 Date Submitted: 3/10/15

Agenda Item Title: Appearance & Beautification Commission Review and Comments on Ray's Mill Park Sign Proposal

Date of Board Meeting to hear this item: 3/23/2015

Board Action Requested:

New Business	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>
Old Business	<input type="checkbox"/>	For Action at Future Meeting	<input type="checkbox"/> Date _____
Public Hearing	<input type="checkbox"/>	Informal Discussion & Public Comment	<input type="checkbox"/>
Other Business	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>

Summary of Information:

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):



Agenda Item # _____
Town of Aberdeen Planning & Inspections Department
115 N. Poplar Street PO Box 785
Aberdeen, NC 28315
(910) 944-7024

MEMORANDUM TO THE BOARD OF COMMISSIONERS – March 23, 2015 Regular Meeting

Request:
To Accept a
Recommendation
by the Appearance
& Beautification
Commission
Regarding Sign
Proposals for
Ray's Mill Park

Prepared by:
Pamela Graham,
Planning Director

Background

The Appearance & Beautification Commission, at the request of the Board of Commissioners, has reviewed the proposals for signage at Ray's Mill Park and offers the following recommendation and comments.

Four proposals have been offered by Sandhill Signs and are shown on the attached graphic. Option 3 was selected and ultimately received a unanimous vote for recommendation to the Board of Commissioners. The discussion related to this decision included:

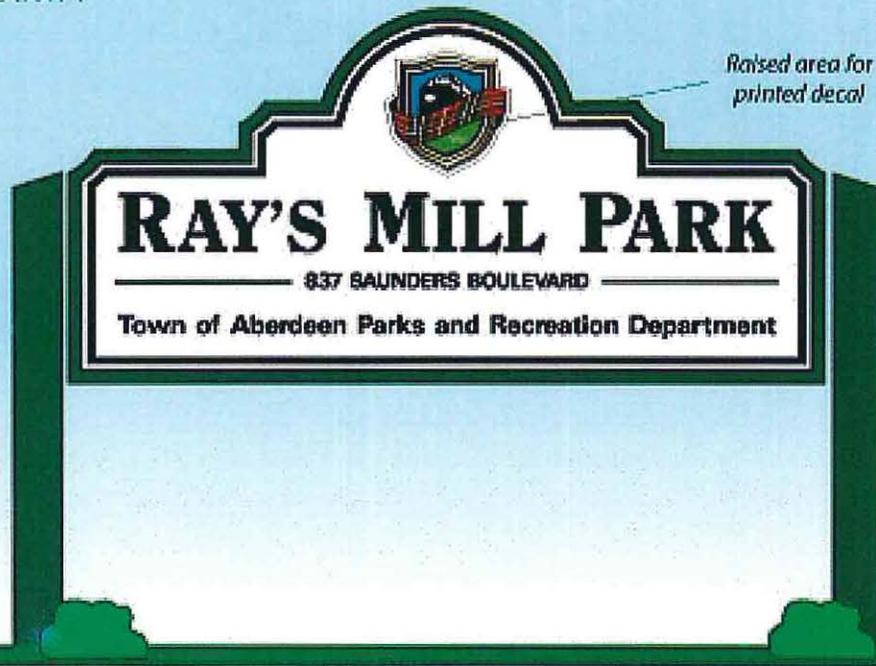
- The color scheme reflected in options 2, 3, and 4 were in line with the Gateway Signage, which was preferred;
- The form (shape) of the signs in options 3 and 4 was similar to the Gateway Signage, which was preferred;
- Option 3 features sign posts along the sides of the sign face, rather than beneath the sign, which was preferred.

Recommendation

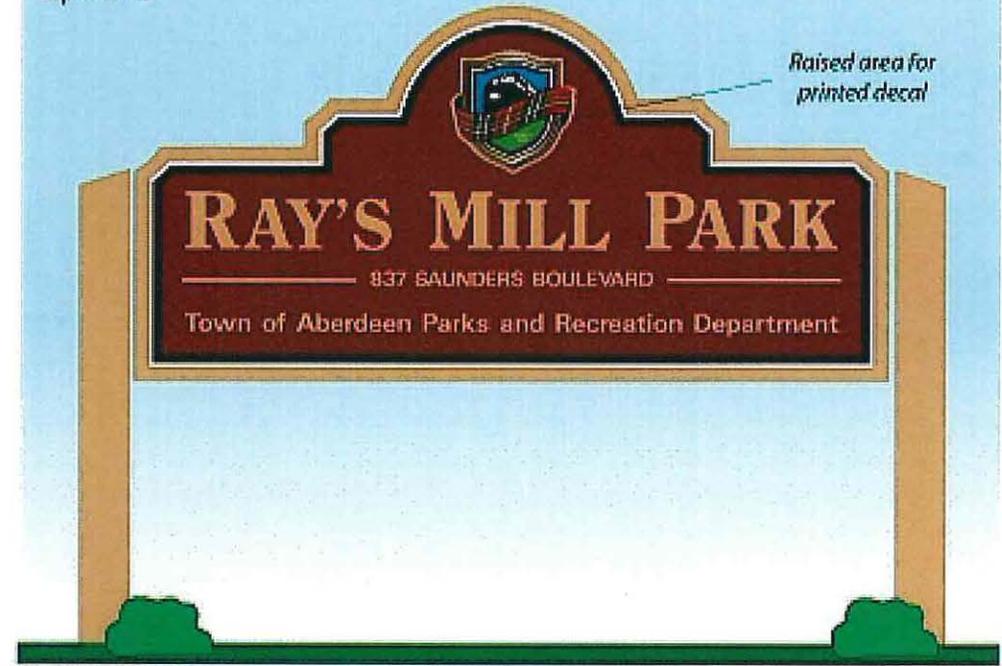
The Appearance & Beautification Commission recommends Option 3 of the four options provided for the Ray's Mill Park Sign.

Enclosure: Ray's Mill Park Sign Proposals – Options 1 - 4

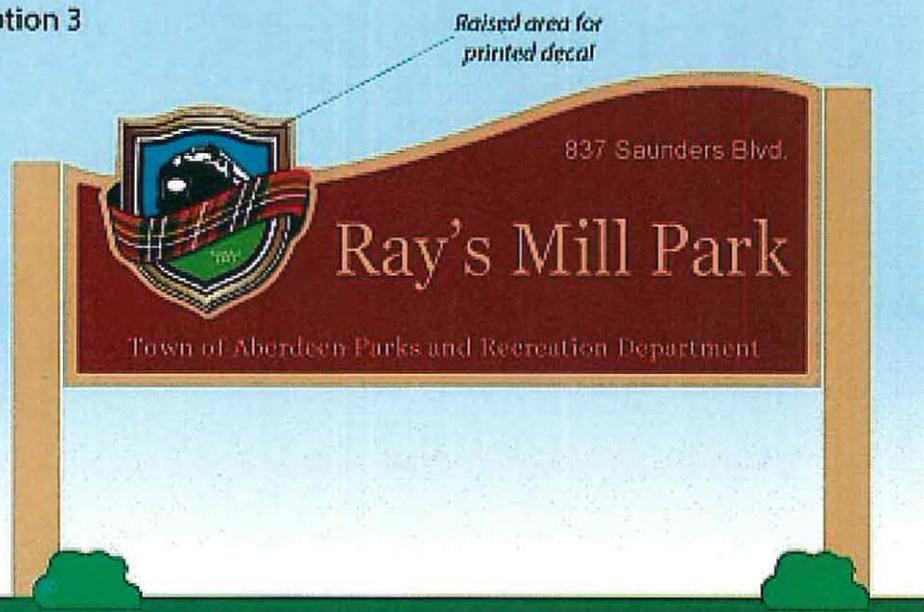
option 1



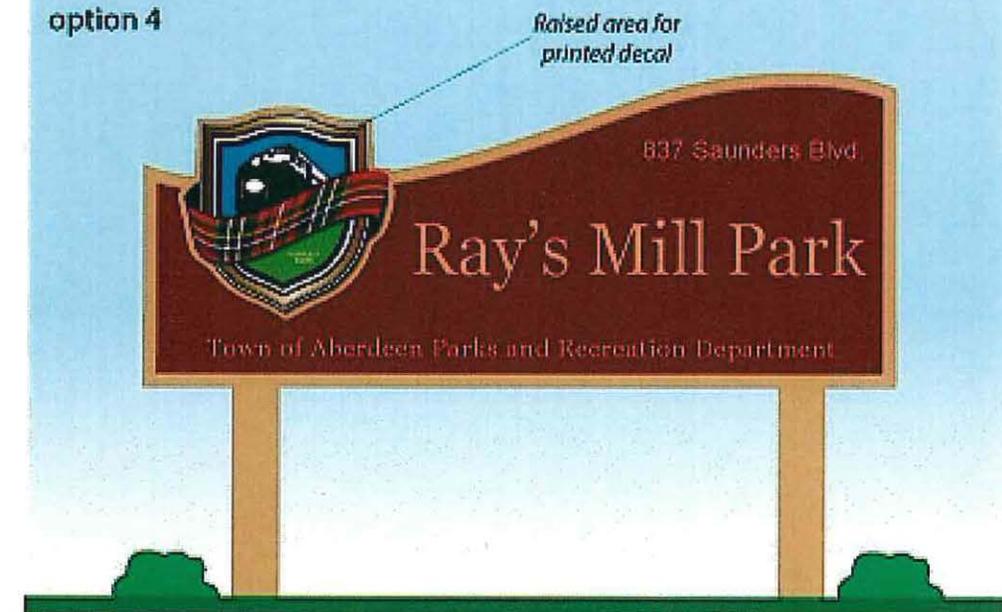
option 2



option 3



option 4



Ray's Mill Park Sign Option Pricing

Options 1 & 2 (36' x 60')

Single Sided - \$1,675 + \$235 for posts

Double Sided - \$2,125 + \$235 for posts

Options 3 & 4 (25' x 60')

Single Sided - \$1,095 + \$235 for posts

Double Sided - \$1,550 + \$235 for posts



TOWN OF ABERDEEN AGENDA ITEM ACTION REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Aberdeen Board agenda. One (1) form per agenda item.

Submitted By: Daniel Martin **Department:** Planning

Contact Phone # 910.944.4506 **Date Submitted:** 3/16/15

Agenda Item Title: Grants Update Presentation

Work Session - Board Action (date of meeting should be filled in on line) :
Information Only _____
Public Hearing _____
Approval at work session - immediate action _____

Regular Board Meeting - Board Action (date of meeting should be filled in on line):
New Business _____ Information Only _____
Old Business _____ Consent Agenda _____
Public Hearing _____ Informal Discussion & Public Comment _____
Other Business _____

Summary of Information:

The purpose of this item is to update the board on all "off schedule" grants managed by the Planning Dept.

Special requests (i.e. Needs to be first on the agenda due to schedule of guest, etc.):

Town of Aberdeen Planning Department-Related Grants Status Updates

**ABERDEEN BOARD OF COMMISSIONERS
Regular Board Meeting
Monday, March 23rd, 2015**

Grant Status Summary

- All grants are “on schedule” with an exception for the following four:
 - #07-D-2451 (ITPP – Sewer Improvements)
 - #2013-125-60501-118 (Project Huggies)
 - #12-C-2438 (2012 SBEA)
 - #2013-088-60501-118 (Meridian Expansion Project)

#07-D-2451 / CDBG (ITPP – Sewer Improvements)

- Close-out date: 1/31/2016
- Award Amount: \$243,000

<u>Activity</u>	<u>Performance</u>
❖ Sewer	On Schedule
❖ Administration	On Schedule
❖ Job Creation	Off Schedule

*15 full-time jobs have been created since the first progress report meeting was conducted in July 2014 (8 months). Pactiv must create an additional 22 full-time jobs by August 1st in order meet program requirements (4 months).

#2013-125-60501-118 / Building Reuse (Project Huggies)

- Close-out date: 2/27/2016
- Award amount: \$175,000

<u>Activity</u>	<u>Performance</u>
❖ Building Reuse costs	On Schedule
❖ Job Creation	Off Schedule

*15 full-time jobs have been created since the first progress report meeting was conducted in July 2014 (8 months). Pactiv must create an additional 22 full-time jobs by August 1st in order meet program requirements (4 months).

12-C-2438 (2012 SBEA)

- Close-out date: 6/30/2016
- Award amount: \$225,000

<u>Activity</u>	<u>Performance</u>
❖ Administration	On Schedule
❖ Planning	On Schedule
❖ Machinery & Equipment	Off Schedule
❖ Commercial Rehab	Off Schedule
❖ Job Creation	Off Schedule

*Since the budget amendment was executed in August 2014, \$7,644.75 have been requisitioned.

#2013-088-60501-118 (Meridian Expansion Project)

- Close-out date: 12/5/2015
- Award amount: \$150,000

<u>Activity</u>	<u>Performance</u>
❖ Building Reuse costs	Off Schedule
❖ Job Creation	Off Schedule