



Town of Archer Lodge

AGENDA

Work Session Meeting

Monday, October 16, 2017 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

Page

1. WELCOME/CALL TO ORDER:

2. ORDER OF BUSINESS:

- 2 2.a. June 30, 2017 Final Financials ~ Kim Batten
 [6.30.17 Final Summary All Funds](#)
- 3 - 5 2.b. September 30, 2017 Financials ~ Kim Batten
 [SEPTEMBER 2017 & FYTD](#)
- 6 2.c. Tentative 2018 Meeting Schedule
 [AL2017-11-6a Resolution Adopting 2018 Meeting Schedule](#)
- 7 - 8 2.d. Tentative 2018 Holiday Schedule
 [2018 State Holiday Schedule & AL2017-11-6a Resolution Adopting 2018 Holiday Schedule](#)
- 9 - 11 2.e. Repeal Archer Lodge, NC Code of Ordinances Section 26-1 Annual Christmas parade ~ Attorney Hewett
 Ordinance(s): AL2015-02 (original) & AL2016-10-1 (amendment)
 [Annual Christmas Parade Code](#)
- 2.f. Rules of Procedures for Council & Planning Board ~ Mayor Gordon

3. GENERAL UPDATES:

- 3.a. Planning Board appointment for vacant seat due to resignation of Joel Pace to be effective January 1, 2018
- 12 3.b. Endorsing SEAS Resolution# AL2017-04-03 & CAMPO progress ~ Mayor Gordon
 [AL2017-04-03 Resolution Endorsing the SEAS DRAFT](#)

4. ADJOURNMENT:



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
JUNE 30, 2017**

FINAL

GENERAL FUND 10				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	548,565.00	0.00	553,555.66	100.91%
SALES TAXES	111,010.00	0.00	127,436.00	114.80%
FRANCHISE TAXES	148,500.00	0.00	156,375.18	105.30%
BEER & WINE TAXES/JO CO ABC DIST	41,000.00	0.00	48,423.21	118.11%
PERMITS AND FEES	7,500.00	0.00	8,715.00	116.20%
FEE IN LIEU OF RECREATION	12,000.00	0.00	12,000.00	100.00%
PEG CHANNEL SUPPORT	55,600.00	0.00	55,172.40	99.23%
MISCELLANEOUS REVENUES	2,101.00	0.00	1,909.74	90.90%
INVESTMENT EARNINGS	5,000.00	0.00	5,128.98	102.58%
FUND BALANCE APPROPRIATION	190,363.00	0.00	0.00	0.00%
TOTALS	1,121,639.00	0.00	968,716.17	86.37%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	37,355.00	0.00	29,747.17	79.63%
ADMINISTRATION	203,249.00	0.00	172,952.26	85.09%
JO CO TAX COLLECTION FEES	13,900.00	0.00	14,163.18	101.89%
LEGAL	19,500.00	0.00	10,712.50	54.94%
PROPERTY TAXES	130.00	0.00	111.85	86.04%
PUBLIC BUILDINGS	100,053.00	0.00	93,337.56	93.29%
PEG MEDIA PARTNERS	55,600.00	0.00	55,172.40	99.23%
PUBLIC SAFETY	238,000.00	0.00	190,344.60	79.98%
TRANSPORTATION-PUBLIC WORKS	46,884.00	0.00	6,978.58	14.88%
PLANNING & ZONING	92,130.00	0.00	86,613.47	94.01%
CULTURAL & RECREATION	64,000.00	0.00	58,805.00	91.88%
DEBT SERVICES	45,838.00	0.00	45,836.66	100.00%
TRANSFER TO CAP RESERVE	50,000.00	0.00	50,000.00	100.00%
TRANSFER TO PARK RESERVE	155,000.00	0.00	148,202.13	95.61%
TOTALS	1,121,639.00	0.00	962,977.36	85.85%
Y-T-D GENERAL FUND INCREASE (DECREASE)		0.00	5,738.81	

CAPITAL RESERVE FUND 30				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,825.00	225.18	1,951.23	106.92%
TRANSFER FROM GEN FUND 10	50,000.00	0.00	50,000.00	100.00%
TOTALS	51,825.00	225.18	51,951.23	100.24%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	51,825.00	0.00	0.00	0.00%
TOTALS	51,825.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		225.18	51,951.23	

PARK RESERVE FUND 31				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	475.00	0.00	550.06	115.80%
TRANSFER FROM GEN FUND 10	155,000.00	0.00	148,202.13	95.61%
TOTALS	155,475.00	0.00	148,752.19	95.68%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	155,475.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	0.00%
TOTALS	155,475.00	0.00	0.00	0.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		0.00	148,752.19	


Kim P. Batten
FINANCE MANAGER

General	\$ 5,738.81
Cap Reserve	\$ 51,951.23
Park Reserve	\$ 148,752.19
Fund Balance	\$ 206,442.23



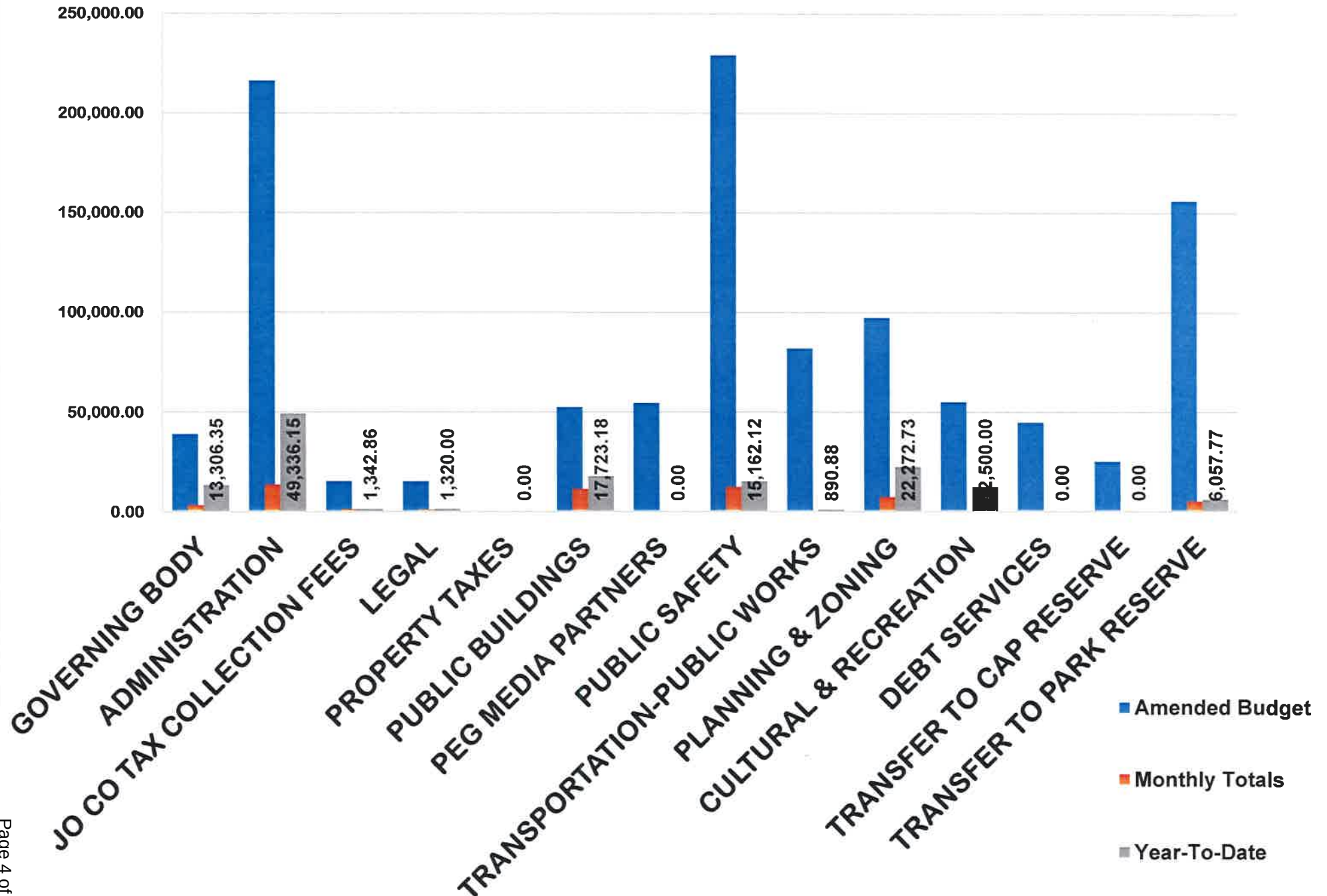
**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
SEPTEMBER 30, 2017**

GENERAL FUND				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	563,500.00	33,430.20	48,471.08	8.60%
SALES TAXES	111,510.00	14,880.05	14,880.05	13.34%
FRANCHISE TAXES	148,500.00	(1,282.66)	(1,282.66)	-0.86%
ALCOHOL BEV TAXES/JO CO ABC DIST	40,000.00	0.00	3,253.68	8.13%
PERMITS AND FEES	2,500.00	75.00	445.00	17.80%
FEE IN LIEU OF RECREATION	20,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	54,400.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	275.00	0.00	25.01	9.09%
INVESTMENT EARNINGS	5,000.00	687.68	2,063.86	41.28%
CAPITAL RESERVE TRANSFER IN	45,000.00	0.00	0.00	0.00%
FY17/18 PARK GRANT PROCEEDS	50,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	40,000.00	0.00	0.00	0.00%
	1,080,685.00	47,790.27	67,856.02	6.28%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	38,760.00	3,040.79	13,306.35	34.33%
ADMINISTRATION	216,079.00	13,285.64	49,336.15	22.83%
JO CO TAX COLLECTION FEES	15,200.00	876.59	1,342.86	8.83%
LEGAL	15,000.00	742.50	1,320.00	8.80%
PROPERTY TAXES	130.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	52,392.00	11,098.96	17,723.18	33.83%
PEG MEDIA PARTNERS	54,400.00	0.00	0.00	0.00%
PUBLIC SAFETY	229,000.00	12,058.51	15,162.12	6.62%
TRANSPORTATION-PUBLIC WORKS	81,800.00	0.00	890.88	1.09%
PLANNING & ZONING	97,223.00	6,983.06	22,272.73	22.91%
CULTURAL & RECREATION	55,000.00	0.00	12,500.00	22.73%
DEBT SERVICES	44,701.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	25,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	156,000.00	4,882.74	6,057.77	3.88%
	1,080,685.00	52,968.79	139,912.04	12.95%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(5,178.52)	(72,056.02)	

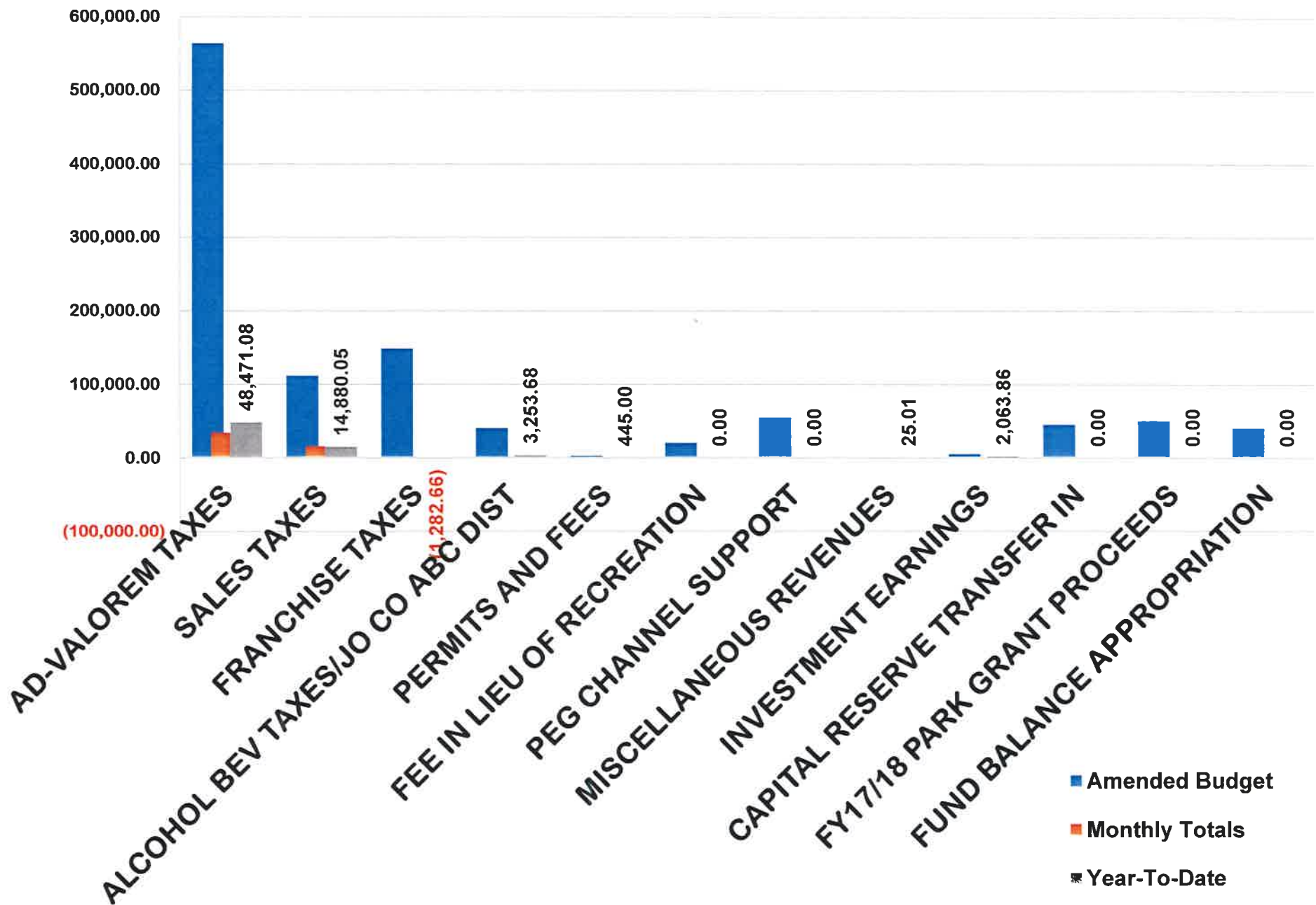
Kim P. Batten
FINANCE MANAGER

Kim P. Batten

FY 2018 BUDGET VS. ACTUAL EXPENDITURES



FY 2018 BUDGET VS. ACTUAL REVENUES



**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE
2018 TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Archer Lodge Town Council meetings are held the **first and third Monday of the month** at 6:30 p.m. in the Town Hall Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

TOWN OF ARCHER LODGE 2018 CALENDAR TOWN COUNCIL MEETINGS		
MONTH	REGULAR SESSION	WORK SESSION
January	* Tuesday, January 02, 2018	* Tuesday, January 16, 2018
February	Monday, February 5, 2018	Monday, February 19, 2018
March	Monday, March 5, 2018	Monday, March 19, 2018
April	Monday, April 2, 2018	Monday, April 16, 2018
May	Monday, May 7, 2018	Monday, May 21, 2018
June	Monday, June 4, 2018	Monday, June 18, 2018
July	Monday, July 09, 2018	Monday, July 16, 2018
August	Monday, August 6, 2018	Monday, August 20, 2018
September	* Tuesday, September 4, 2018	Monday, September 17, 2018
October	Monday, October 1, 2018	Monday, October 15, 2018
November	Monday, November 5, 2018	Monday, November 19, 2018
December	Monday, December 3, 2018	Monday, December 17, 2018

NOW THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2018 Town Council Meeting Schedule as presented.

**DULY ADOPTED ON THIS 6TH DAY OF NOVEMBER 2017
WHILE IN REGULAR SESSION.**

ATTEST:

Michael A. Gordon
Mayor

Kim P. Batten
Town Clerk



State Human Resources

PAT McCrory
Governor

C. NEAL ALEXANDER, JR.
Director, State Human Resources

To: Agency Heads and Chancellors

From: C. Neal Alexander, Jr.

Date: August 15, 2016

Subject: 2018 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2018.

New Year's Day	January 1, 2018	Monday
Martin Luther King, Jr. Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday and Friday
Christmas	December 24, 25 & 26 2018	Monday, Tuesday & Wednesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operations; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

Nothing Compares

An Equal Opportunity Employer
State of North Carolina | Office of State Human Resources
116 West Jones Street | 1331 Mail Service Center | Raleigh, NC 27699-1331
oshr.nc.gov | 919 807 4800 T | 919 715 9750

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2018 HOLIDAY SCHEDULE**

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2018 Holiday Schedule was retrieved from the State of North Carolina website https://files.nc.gov/ncoshr/documents/files/2018_Holiday_Schedule.pdf

2018 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2018	Monday
Martin Luther King Jr's Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday & Friday
Christmas	December 24, 25 & 26, 2018	Monday, Tuesday & Wednesday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2018 Holiday Schedule as presented.

**DULY ADOPTED ON THIS 6TH DAY OF NOVEMBER 2017
WHILE IN REGULAR SESSION.**

ATTEST:

Michael A. Gordon
Mayor

Kim P. Batten
Town Clerk

Sec. 26-1. - Annual Christmas parade.

In accordance with G.S. 20-169, the annual Christmas parade is approved by the Archer Lodge town council and is to be held annually on the first Sunday following the Thanksgiving holiday at a time determined by the council.

(Ord. No. AL2015-02, 10-12-2015; Ord. No. AL2016-10-1, 10-17-2016)

**TOWN OF ARCHER LODGE
ORDINANCE ON ANNUAL CHRISTMAS PARADE**

WHEREAS, on November 29, 2015, The Town of Archer Lodge will conduct its annual Christmas Parade within the municipal town limits; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) requires for any municipal sponsored event impacting normal traffic flow, that an ordinance be passed approving the special event and a copy of the ordinance shall be forwarded to NCDOT; and

WHEREAS, this ordinance confirms that the Town of Archer Lodge is responsible for all aspects of the event, including safety and traffic related issues.

NOW THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council:

In accordance with N.C.G.S. §20-169, the annual Christmas Parade is approved by the Archer Lodge Town Council.

DULY ADOPTED THIS 12th day of October 2015 while in regular session.

 (SEAL)
Michael A. Gordon, Mayor

ATTEST:  (SEAL)
Kim P. Batten, Town Clerk



COPY

ORDINANCE # AL2016-10-1
AMENDED ORDINANCE # AL2015-02

**AMENDMENT TO ORDINANCE ON
THE ANNUAL CHRISTMAS PARADE
FOR THE TOWN OF ARCHER LODGE**

WHEREAS, on October 12, 2015, The Town of Archer Lodge adopted an ordinance that specified the date for the annual Christmas Parade within the municipal town limits; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) requires for any municipal sponsored event impacting normal traffic flow, that an ordinance be passed approving the special event and a copy of the ordinance shall be forwarded to NCDOT; and;

WHEREAS, the Town of Archer Lodge has determined that it will continue the annual Christmas Parade; and

WHEREAS, this ordinance confirms that the Town of Archer Lodge is responsible for all aspects of the event, including safety and traffic related issues.

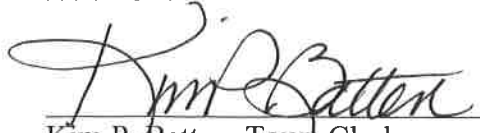
NOW THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council:

In accordance with N.C.G.S. §20-169, the annual Christmas Parade is approved by the Archer Lodge Town Council and is to be held annually on the first Sunday following the Thanksgiving holiday at a time determined by Council.

**DULY ADOPTED THIS 17th DAY OF OCTOBER 2016
WHILE IN REGULAR SESSION.**

 (SEAL)
Michael A. Gordon, Mayor

ATTEST:

 (SEAL)
Kim P. Batten, Town Clerk



**RESOLUTION ENDORSING THE SOUTHEAST AREA STUDY
BY THE TOWN OF ARCHER LODGE**

WHEREAS, the Town of Archer Lodge is an active member of the Capital Area Metropolitan Planning Organization (CAMPO) with representation on the Executive Board and Technical Coordinating Committee; and

WHEREAS, CAMPO is completing the Southeast Area Study, building on the work completed through the Southwest Area Study and Northeast Area Study, a regional comprehensive transportation planning initiative covering portions of Wake and Johnston Counties, and eleven municipalities, including the Town of Archer Lodge; and

WHEREAS, the Southeast Area Study will inform CAMPO's next Metropolitan Transportation Plan update; and

WHEREAS, the Southeast Area Study includes Hot Spot studies of the towns of Archer Lodge, Garner, and Smithfield targeting specific transportation issues in each community and offering recommendations and resources local decision-makers may use to better transportation and community goals; and

WHEREAS, during preparation of the Southeast Area Study that members of the Archer Lodge Town Council, the Planning Board, community residents, and the planning staff participated in public forums and provided feedback about local and regional transportation needs to CAMPO and its consulting team; and

WHEREAS, the Archer Lodge Planning Board at its meeting held March 15, 2017 unanimously passed a motion advising the Archer Lodge Town Council of its endorsement of the Southeast Area Study; and

NOW, THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council that it endorses the Southeast Area Study to the Executive Board of CAMPO and this Resolution expresses the appreciation of the Mayor and Town Council for the additional Hot Spot study and the recommendations and resources it provides to the Town of Archer Lodge.

DULY ADOPTED BY UNANIMOUS VOTE THIS 3rd DAY OF APRIL 2017.

Michael A. Gordon, Mayor

ATTEST:

Kim P. Batten, Town Clerk