



Town of Archer Lodge

AGENDA

Work Session Meeting

Monday, December 18, 2017 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

Page

1. WELCOME/CALL TO ORDER:

2. ORDER OF BUSINESS:

- | | |
|-------|--|
| 2 - 5 | 2.a. November 30, 2017 Financials & Year-to-Date Comparisons (FY17 & FY18) ~ Kim Batten
NOVEMBER 2017 & FYTD
YTD COMP 11.30.17 |
| 6 - 7 | 2.b. Town of Archer Lodge & Veterans Memorial Committee Agreement Discussion ~ Attorney Hewett
Agreement with Veterans Memorial Committee DRAFT |
| 8 | 2.c. Board of Adjustment Alternates from Council ~ Attorney Hewett
AL2017-10-2 Ordinance Amending Board of Adjustment Ordinance markup |

3. GENERAL UPDATES:

- 3.a. Web Design Search Update ~ Kim Batten
- 3.b. Direct Deposit Available for Payroll ~ Kim Batten
- 3.c. Budget Planning Session Update ~ Mayor Gordon
- 3.d. Town of Archer Lodge Information ~ Mayor Gordon

4. ADJOURNMENT:



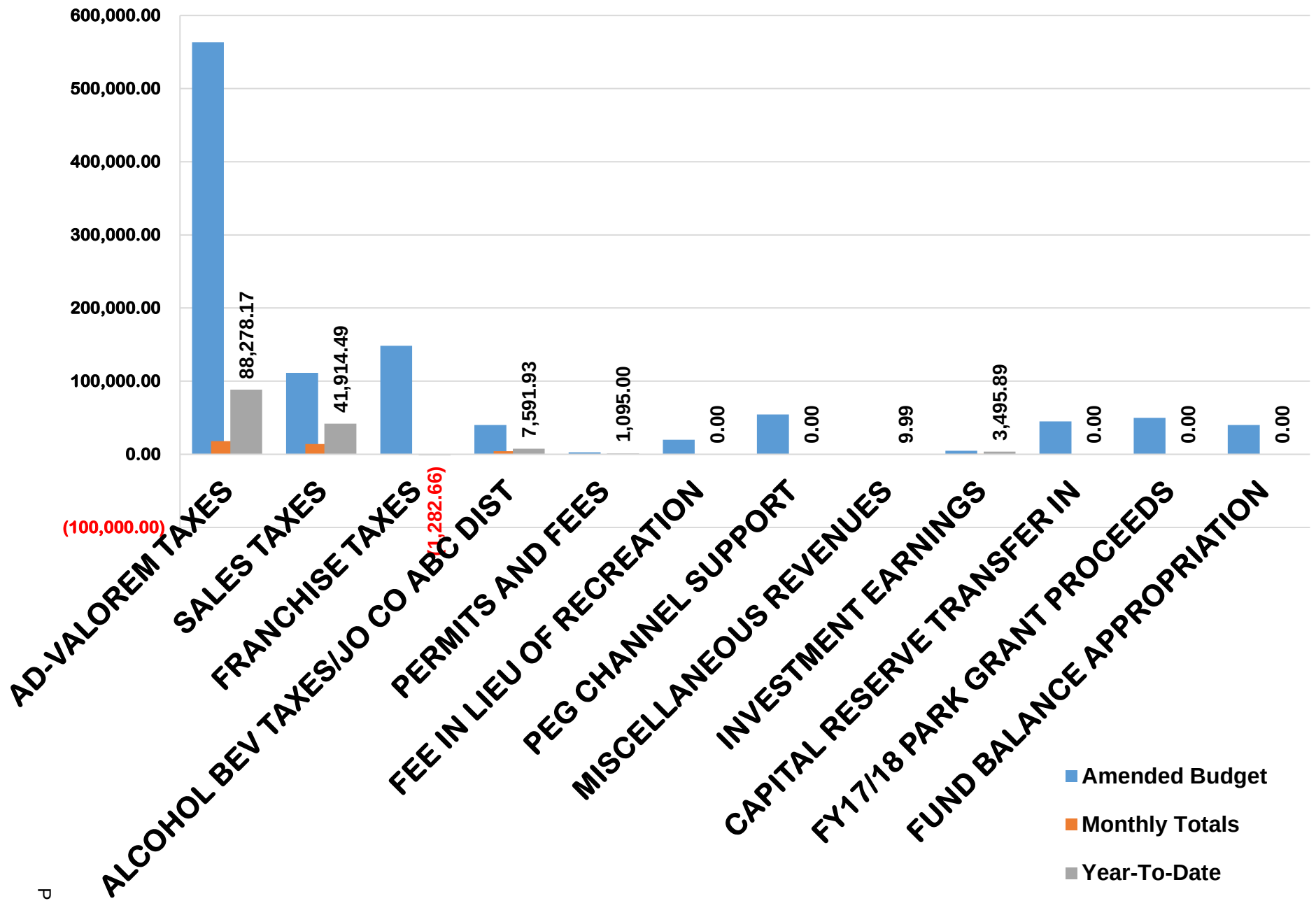
**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
NOVEMBER 30, 2017**

GENERAL FUND				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	563,500.00	18,107.08	88,278.17	15.67%
SALES TAXES	111,510.00	13,928.43	41,914.49	37.59%
FRANCHISE TAXES	148,500.00	0.00	(1,282.66)	-0.86%
ALCOHOL BEV TAXES/JO CO ABC DIST	40,000.00	4,338.25	7,591.93	18.98%
PERMITS AND FEES	2,600.00	25.00	1,095.00	42.12%
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	175.00	4.99	9.99	5.71%
INVESTMENT EARNINGS	5,000.00	717.43	3,495.89	69.92%
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	37,121.18	141,102.81	13.06%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	38,760.00	3,054.13	17,433.12	44.98%
ADMINISTRATION	216,079.00	18,868.46	82,197.01	38.04%
JO CO TAX COLLECTION FEES	15,200.00	417.17	2,334.58	15.36%
LEGAL	15,000.00	1,237.50	4,248.75	28.33%
PROPERTY TAXES	130.00	0.00	31.65	24.35%
PUBLIC BUILDINGS	52,392.00	991.07	21,153.72	40.38%
PEG MEDIA PARTNERS	54,400.00	0.00	0.00	0.00%
PUBLIC SAFETY	229,000.00	6,378.72	29,168.77	12.74%
TRANSPORTATION-PUBLIC WORKS	81,800.00	6,245.84	8,027.60	9.81%
PLANNING & ZONING	97,223.00	7,083.98	36,066.70	37.10%
CULTURAL & RECREATION	55,000.00	0.00	25,000.00	45.45%
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	2,653.48	11,880.06	7.62%
	1,080,685.00	46,930.35	237,541.96	21.98%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(9,809.17)	(96,439.15)	

Kim P. Batten
FINANCE MANAGER

Kim P. Batten

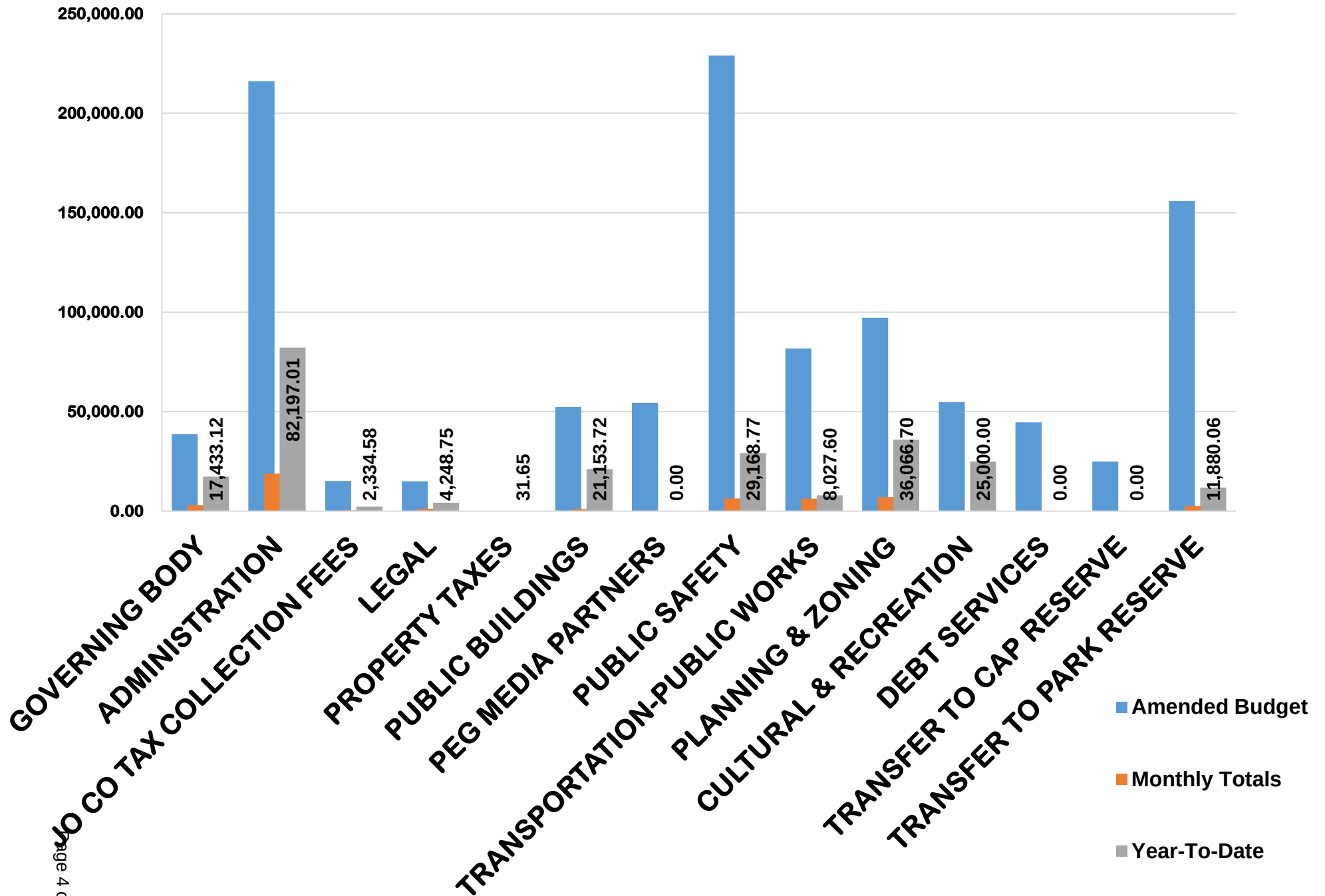
FY 2018 BUDGET VS. ACTUAL REVENUES



(100,000.00)

(1,282.66)

FY 2018 BUDGET VS. ACTUAL EXPENDITURES





TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FISCAL YEAR COMPARISON FOR PERIOD ENDING NOVEMBER 30

GENERAL FUND			
REVENUES	Nov-17	Nov-16	DIFFERENCE
AD-VALOREM TAXES	88,278.17	75,437.62	12,840.55
SALES TAXES	41,914.49	29,673.67	12,240.82
FRANCHISE TAXES	(1,282.66)	0.00	(1,282.66)
ALCOHOL BEV TAXES/JO CO ABC DIST	7,591.93	4,338.25	3,253.68
PERMITS AND FEES	1,095.00	1,790.00	(695.00)
FEE IN LIEU OF RECREATION	0.00	0.00	0.00
PEG CHANNEL SUPPORT	0.00	0.00	0.00
MISCELLANEOUS REVENUES	9.99	1,923.74	(1,913.75)
INVESTMENT EARNINGS	3,495.89	1,669.93	1,825.96
CAPITAL RESERVE TRANSFER IN	0.00	0.00	0.00
FY17/18 PARK GRANT PROCEEDS	0.00	0.00	0.00
FUND BALANCE APPROPRIATION	0.00	0.00	0.00
	141,102.81	114,833.21	26,269.60
EXPENDITURES	Nov-17	Nov-16	DIFFERENCE
GOVERNING BODY	17,433.12	15,545.02	1,888.10
ADMINISTRATION	82,197.01	75,255.08	6,941.93
JO CO TAX COLLECTION FEES	2,334.58	1,460.05	874.53
LEGAL	4,248.75	2,805.00	1,443.75
PROPERTY TAXES	31.65	38.68	(7.03)
PUBLIC BUILDINGS	21,153.72	77,268.95	(56,115.23)
PEG MEDIA PARTNERS	0.00	0.00	0.00
PUBLIC SAFETY	29,168.77	26,628.40	2,540.37
TRANSPORTATION-PUBLIC WORKS	8,027.60	2,394.00	5,633.60
PLANNING & ZONING	36,066.70	36,023.18	43.52
CULTURAL & RECREATION	25,000.00	27,500.00	(2,500.00)
DEBT SERVICES	0.00	0.00	0.00
TRANSFER TO CAP RESERVE	0.00	0.00	0.00
TRANSFER TO PARK RESERVE	11,880.06	66,891.37	(55,011.31)
	237,541.96	331,809.73	(94,267.77)
Y-T-D INCREASE (DECREASE)	(96,439.15)	(216,976.52)	120,537.37

Kim P. Batten
FINANCE MANAGER

Kim P. Batten

**NORTH CAROLINA
JOHNSTON COUNTY**

AGREEMENT

THIS AGREEMENT ("Agreement") is entered into between the TOWN OF ARCHER LODGE, a municipal corporation ("Town"), of Johnston County, North Carolina and the ARCHER LODGE VETERAN'S MEMORIAL COMMITTEE, INC. (the "ALVMC") of Johnston County, North Carolina.

STATEMENT OF PURPOSE:

- A. WHEREAS, the Town has dedicated an area on Town property for construction of a public veteran's memorial for the citizens of Archer Lodge; and
- B. WHEREAS the ALVMC has been formed to raise money and sponsor events to help pay for the construction of the memorial and to oversee the layout and design of the memorial; and
- C. WHEREAS after the memorial is constructed, the ALVMC has agreed to assist the Town with the upkeep and maintenance of the memorial.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. Services to be Provided and Responsibilities. During the term of this Agreement, and after the construction of the memorial is complete, the ALVMC agrees to help upkeep and maintain the memorial, to and including, but not limited to: grass and weed management and keeping the memorial clean and presentable.
- 2. Term. Unless otherwise terminated, this Agreement shall be for one (1) year following the date of execution of this Agreement and renewed automatically without action for an additional one (1) year term. Notwithstanding the foregoing, this Agreement may be terminated for any reason by either party upon 60 days notice and upon such termination this Agreement shall become null and void.
- 3. Payment. If any public funds are budgeted to the ALVMC for the memorial, the ALVMC shall provide annual accountings for all funds received by the Town and be subject to review by the Town auditor, which includes the right to inspect and review any financial records kept and maintained by the ALVMC.
- 4. Entire Agreement. This Agreement expresses, embodies and supersedes all previous understandings, agreements, and commitments, whether written or oral, between the parties with respect to the subject matter hereof and to fully and finally set forth the entire agreement between the parties. This agreement is not part of any separate field lease agreement between the parties.

5. Insurance. The Town shall provide insurance for the memorial.
6. Governing Law. The laws of the State of North Carolina shall govern this Agreement.
7. Modification. The provisions of this Agreement may not be amended, deleted, or modified in whole or in part without the express written consent of all parties to this Agreement, which will be executed with the same formality as this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be made and entered into as of the date and year first above written.

TOWN OF ARCHER LODGE:

By: _____ (SEAL)
Michael A. Gordon, Mayor

Date: _____

ARCHER LODGE VETERAN'S MEMORIAL COMMITTEE, INC.

By: _____ (SEAL)
Michael O. Mulhollem, Co-Chairman

By: _____ (SEAL)
Sandra Freeman, Co-Chairman

Date: _____

**AN ORDINANCE TO AMEND THE ARCHER LODGE TOWN CODE, PART II,
CHAPTER 2, ARTICLE II, DIVISION 2, SECTION 2-40 (a)**

Be it ordained by the Archer Lodge Town Council as follows:

Part II, Chapter 2, Article II, Division 2, entitled "Board of Adjustment," is hereby amended to read as follows:

Section 2-40. APPOINTMENT AND TERMS.

- a) The Town has five (5) members that serve on the Planning Board. Until this Ordinance is amended, the Planning Board shall also serve as the Board of Adjustment. Two appointed members of the Town Council shall serve on the Board of Adjustment as alternate members. Said alternate members shall have all the powers as regular members and may fill in for regular members as needed in meetings.

DULY ADOPTED THIS, THE 2ND DAY OF OCTOBER, 2017.

TOWN OF ARCHER LODGE

(SEAL)



Michael A. Gordon, Mayor



ATTEST:



Kim P. Batten, Town Clerk