



Town of Archer Lodge

AGENDA

Work Session Meeting

Monday, October 15, 2018 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

Page

1. WELCOME/CALL TO ORDER:

2. ORDER OF BUSINESS:

2 - 5 2.a. National League of Cities (NLC) Service Line Warranty Program
 ~ Mark Wilson

[Service Line Warranty Program](#)

6 - 7 2.b. **DRAFT** PARTF Schedule by Susan Hatchell
 Landscape Architecture, PLLC ~ CL Gobble

[DRAFT Project Schedule v10.12.18](#)

3. GENERAL UPDATES:

8 - 10 3.a. September 30, 2018 Financials & Year-to-Date Comparison
 (FY18 & FY19) ~ Kim Batten

[SEPTEMBER 2018 - ALL FUNDS](#)

[YTD COMP 09.30.18](#)

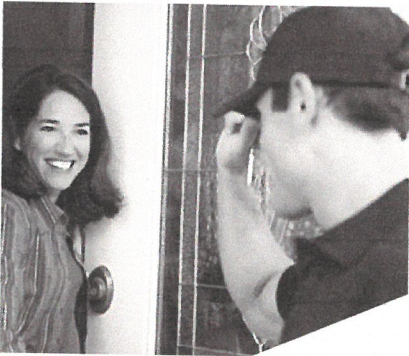
3.b. Discuss Rescheduling Site Visit to Newly Purchased Property

4. ADJOURNMENT:

WHY CHOOSE

to partner with the

NLC Service Line Warranty Program?



- ▲ At no cost to the city, the Program offers affordable protection for in-home plumbing and external water and sewer lines that will cover the cost of repairing leaks, breaks and clogs.
- ▲ The program features generous coverage amounts, and there is never a service fee or deductible. There are no annual or lifetime limits — just peace of mind for the homeowner.
- ▲ Contractors dispatched to the homeowner's residence undergo a rigorous background check before being accepted into the network.
- ▲ Contractors are local to the community to help keep money in the local economy.

The NLC Service Line Warranty Program is administered by Utility Service Partners (USP), a HomeServe Company



- ▲ Maintained a customer satisfaction rating of greater than **98%** for more than a decade.
- ▲ **9 of 10** surveyed customers have recommended the program to friends, family and neighbors.
- ▲ Over **97%** of submitted claims are approved.
- ▲ We served over **1.2 million customers** who needed repairs in just the last 3 years.
- ▲ Partnered with **over 500** municipalities and utilities across North America.

WHY SHOULD OUR CITY offer this program?



Because aging infrastructure impacts private lines, too.

Nationwide a water main breaks every two minutes. The same elements that cause those failures also exist on your residents' private lines: age of lines, deteriorating pipe material, freezing and thawing, ground shifting.*

This program provides an optional — proactive — solution to a problem that is bound to strike your residents at some point in time.



Homeowners believe service line repairs are the city's responsibility.

When private service lines break or leak, many homeowners call the city first and are often surprised — and frustrated — to learn that the city can't help.

Educational marketing about homeowners' responsibility for service lines is a key component of the program.



An unexpected repair expense can be hard on a budget — and peace of mind.

Studies show that most Americans do not have enough savings to cover an emergency repair cost that could be from hundreds to as much as \$3,500 or more. In addition, many can be overwhelmed by having to find a trustworthy contractor.

The program provides affordable repair plans backed by vetted, local-area contractors, keeping dollars in the local economy.

NLC Service Line Warranty Program
Town of Archer Lodge, NC
Term Sheet
July 19, 2018
(Term Sheet valid for 90 days)

I. Initial Term. Three years

II. License Fee. \$0.50 per Product for each month that a Product is in force for a Residential Property Owner (and for which payment is received by Company), aggregated and paid annually, for:

- a. Town logo on letterhead, advertising, billing, and marketing materials
- b. Signature by Town official

III. Products.

- a. External water service line warranty (initially, \$5.75 per month)
- b. External sewer/septic line warranty (initially, \$7.75 per month)
- c. Interior plumbing and drainage warranty (initially, \$9.99 per month)

Company may adjust the foregoing Product fees; provided, that any such adjustment shall not exceed \$.50 per month in any 12-month period, unless otherwise agreed by the Parties in writing.

IV. Scope of Coverage.

- a. External water service line warranty:
 - Homeowner responsibility: From the meter and/or curb box to the external wall of the home.
 - Covers well service lines if applicable.
- b. External sewer/septic line warranty:
 - Homeowner responsibility: From the exit point of the home to the main.
 - Covers septic lines if applicable.
- c. Interior plumbing and drainage warranty:
 - Water supply pipes and drainage pipes within the interior of the home.

V. Marketing Campaigns. Company shall have the right to conduct up to three campaigns per year, comprised of up to six mailings and such other channels as may be mutually agreed. Initially, Company anticipates offering the Interior plumbing and drainage warranty Product via in-bound channels only.

To Whom It May Concern:

Approximately 7 years ago, the City of Hendersonville, NC made the excellent decision to partner with the NLC Service Line Warranty Program to offer affordable water and sewer repair service plans to our customers. Prior to that, we were finding that many customers were upset when they called us with a water or sewer line issue because they were unaware of their responsibility for those lines, and were then faced with an unexpected headache and expense. We wanted to offer an optional program that would educate homeowners about this responsibility so, regardless of whether or not it was purchased, residents would at least be informed and not confronted with an unexpected and potentially-costly repair.

We selected the program after a comprehensive request for proposal and vetting process. The program, which has been adopted by over 500 municipalities, offers excellent coverage and is very affordable.

Moving forward with the program has turned out to be an excellent decision. After 7 years since the launch, we've had 3,253 residents purchase 3,863 service plans. These plans have saved our residents nearly \$400,000 in repair expenses during this time, and they have been satisfied with the level of service delivered by the program. We have also received feedback from customers who have not chosen to purchase the warranty but appreciate the information.

This program has been extremely positive for City homeowners and I would highly recommended that you partner with the program to offer this important protection to your residents. If you need further information about our experience with the program, please do not hesitate to contact me at jposs@hvlnc.gov or 828-233-3230.

Sincerely,

Jeremy Poss, GISP

Technology and Metering Manager

Water & Sewer Dept.

City of Hendersonville, NC

DRAFT Archer Lodge PARTF Schedule

September 27, 2018

- | | |
|--|------------------------------------|
| Task 1: Project Kick off | Completed by October 19, 2018 |
| Site Visit and Analysis | |
| One Meeting | |
|
Task 2: Site Master Plan Concept |
Completed by November 16, 2018 |
| Site concept | |
| Site Analysis | |
| Environmental Review | |
| Preliminary Cost Estimate | |
| One Meeting to review | |
|
Task 3: Public Input Session |
Completed by February 8, 2019 |
| One session to present concept to the public | |
| Conduct and prepare minutes | |
|
Task 4: Prepare Site Master Plan Document |
Completed by March 8, 2019 |
| Rendered site plan | |
| Colored plan for PARTF | |
| Site Master Plan Document | |
| Cost Estimate and Vicinity Map | |
| One meeting | |
|
Task 5: Present to Parks Board and Council |
Completed by March 29, 2019 |
| Present to Park Board | |
| Present to Council | |
| (Minutes by others) | |
|
Task 6: Preparation of PARTF Application |
Completed by April 12, 2019 |
| By SHLA: | |
| Checklist | |
| Description and Justification | |
| Project Costs | |
| Systemwide Plan (previously completed) | |
| Recreation Needs Survey (previously completed) | |
| Site Plan and Vicinity Map | |
| Environmental Review | |
| Scoring System | |
| Site Specific Master Plan | |
| Documentation (public involvement) | |

By TOAL:

- Applicant's Basic Facts and Assurances
- Sources of Matching Funds
- Attorney's Proof of Site Control
- Legal Description of Land
- Presentations to two or more civic groups
- Capital Improvement Plan for Parks
- Local Board Minutes showing adoption of the planning documents
- AND Local Minutes showing adoption of the PARTF Application

Task 7: Grant Packaging

Completed by May 1, 2019

Final grant assembly, packaging and delivery



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH ENDING SEPTEMBER 30, 2018

GENERAL FUND 10				
<i>REVENUES</i>	ADMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	654,600.00	37,817.84	57,258.14	8.75%
SALES TAXES	164,010.00	17,518.51	17,518.51	10.68%
FRANCHISE TAXES	155,000.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	45,000.00	0.00	2,169.12	4.82%
PERMITS AND FEES	3,100.00	125.00	600.00	19.35%
FEE IN LIEU OF RECREATION	20,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	52,000.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	50.00	5.00	10.00	20.00%
INVESTMENT EARNINGS	12,000.00	1,694.01	5,230.34	43.59%
PARK LAND GRANTS-NCDNCR	100,000.00	0.00	0.00	0.00%
TRANSFER IN FROM CAP RES FUND	25,000.00	0.00	0.00	0.00%
TRANSFER IN FROM PARK RES FUND	202,049.00	0.00	202,049.00	100.00%
FUND BALANCE APPROPRIATION	46,250.00	0.00	0.00	0.00%
TOTALS	1,479,059.00	57,160.36	284,835.11	19.26%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	37,320.00	4,898.31	15,216.91	40.77%
ADMINISTRATION	248,730.00	12,274.29	54,701.35	21.99%
JO CO TAX COLLECTION FEES	18,000.00	989.74	1,575.04	8.75%
LEGAL	15,000.00	1,320.00	2,062.50	13.75%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	74,040.00	7,605.27	19,512.81	26.35%
PEG MEDIA PARTNERS	52,000.00	0.00	0.00	0.00%
PUBLIC SAFETY	290,500.00	15,185.47	19,411.92	6.68%
TRANSPORTATION-PUBLIC WORKS	66,500.00	8,721.31	9,744.41	14.65%
PLANNING & ZONING	98,905.00	7,124.77	23,414.21	23.67%
CULTURAL & RECREATION	291,250.00	0.00	228,750.00	78.54%
DEBT SERVICES	50,714.00	3,494.87	5,965.34	11.76%
TRANSFER TO CAP RESERVE	25,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	211,000.00	5,135.19	6,740.29	3.19%
TOTALS	1,479,059.00	66,749.22	387,094.78	26.17%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(9,588.86)	(102,259.67)	

CAPITAL RESERVE FUND 30				
<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	5,000.00	657.80	2,059.33	41.19%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	30,000.00	657.80	2,059.33	6.86%

<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	30,000.00	0.00	0.00	0.00%
TOTALS	30,000.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		657.80	2,059.33	

PARK RESERVE FUND 31				
<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,500.00	122.98	673.37	26.93%
TRANSFER FROM GEN FUND 10	211,000.00	5,135.19	6,740.29	3.19%
FUND BALANCE APPROPRIATED	202,049.00	0.00	0.00	0.00%
TOTALS	415,549.00	5,258.17	7,413.66	1.78%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	213,500.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	202,049.00	0.00	202,049.00	0.00%
TOTALS	415,549.00	0.00	202,049.00	48.62%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		5,258.17	(194,635.34)	

TOWN HALL EXPANSION PROJECT FUND 40				
<i>REVENUES</i>	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
PROCEEDS OF INSTALLMENT LOAN	405,000.00	0.00	0.00	0.00%
TRANSFER FROM GEN FUND 10	45,000.00	0.00	0.00	0.00%
TOTALS	450,000.00	0.00	0.00	0.00%

<i>EXPENDITURES</i>	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
CONTRACTED SERVICES	420,000.00	0.00	0.00	0.00%
SMALL EQUIPMENT & FURNISHINGS	30,000.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	450,000.00	0.00	0.00	0.00%
Y-T-D EXPAN PROJECT FUND INCREASE(DECREASE)		0.00	0.00	



Kim P. Batten

FINANCE OFFICER



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING SEPTEMBER 30TH**

GENERAL FUND				
REVENUES		Sep-18	Sep-17	DIFFERENCE
	AD-VALOREM TAXES	57,258.14	48,471.08	8,787.06
	SALES TAXES	17,518.51	14,880.05	2,638.46
	FRANCHISE TAXES	0.00	(1,282.66)	1,282.66
	ALCOHOL BEV TAXES/JO CO ABC DIST	2,169.12	3,253.68	(1,084.56)
	PERMITS AND FEES	600.00	445.00	155.00
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS REVENUES	10.00	25.01	(15.01)
	INVESTMENT EARNINGS	5,230.34	2,063.86	3,166.48
	PARK LAND GRANTS-NCDNCR	0.00	0.00	0.00
	TRANSFER IN FROM CAPITAL RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE	202,049.00	0.00	202,049.00
	FUND BALANCE APPROPRIATION	0.00	0.00	0.00
		284,835.11	67,856.02	216,979.09
EXPENDITURES		Sep-18	Sep-17	DIFFERENCE
	GOVERNING BODY	15,216.91	13,306.35	1,910.56
	ADMINISTRATION	54,701.35	49,336.15	5,365.20
	JO CO TAX COLLECTION FEES	1,575.04	1,342.86	232.18
	LEGAL	2,062.50	1,320.00	742.50
	PROPERTY TAXES	0.00	0.00	0.00
	PUBLIC BUILDINGS	19,512.81	17,723.18	1,789.63
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	19,411.92	15,162.12	4,249.80
	TRANSPORTATION-PUBLIC WORKS	9,744.41	890.88	8,853.53
	PLANNING & ZONING	23,414.21	22,272.73	1,141.48
	CULTURAL & RECREATION	228,750.00	12,500.00	216,250.00
	DEBT SERVICES	5,965.34	0.00	5,965.34
	TRANSFER TO CAP RESERVE	0.00	0.00	0.00
	TRANSFER TO PARK RESERVE	6,740.29	6,057.77	682.52
		387,094.78	139,912.04	247,182.74
Y-T-D INCREASE (DECREASE)		(102,259.67)	(72,056.02)	(30,203.65)

Kim P. Batten

FINANCE OFFICER