



Special Meeting - Budget Presentation - Minutes Tuesday, May 23, 2017

COUNCIL PRESENT:

Mayor Gordon
Mayor Pro Tem Mulhollem
Council Member Castleberry
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Kim P. Batten, Finance Manager/Town Clerk
Bob Clark, Planning/Zoning Administrator

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

- a) Mayor Gordon called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.

2. RECOGNITION/PRESENTATION:

- a) Budget Presentation for Fiscal Year Ending June 30, 2018 ~
Matthew B. Mulhollem, Budget Officer/Mayor Pro Tem
Kim P. Batten, Finance Manager/Town Clerk
C.L. Gobble - Administrative Consultant

Budget Officer/Mayor Pro Tem Mulhollem began the presentation with reading his Budget Message and appears as follows:



TOWN OF ARCHER LODGE
14094 Buffalo Road
Clayton, NC 27527
Office: 919-359-9727
Fax: 919-359-3333

Mayor:
Michael A. Gordon

Council Members:
Matthew B. Mulhollem
Mayor Pro Tem
Teresa M. Bruton
Clyde B. Castleberry
J. Mark Jackson
Mark B. Wilson

**Annual Budget Message
2017-2018 Fiscal Year Budget**

**To: Honorable Mayor and Members of the Town Council
Town of Archer Lodge, North Carolina**

From: Matthew B. Mulhollem, Budget Officer/Mayor Pro Tem

Date: May 23, 2017

Presented herein for your review and consideration is the proposed budget for fiscal year 2017-2018. This budget is the result of diligent review of the stated goals and desires of fellow council members and a review of our ability to fund those goals with limited revenues.

As you review the total budgeted expenditures, keep in mind that much of the budget consists of pass through monies as well as monies already prioritized by the Archer Lodge Governing Body. A few specific allocations are as follows: Archer Lodge Fire Department \$200,000, Archer Lodge Community Center for recreational services \$50,000, and Park Reserve Fund \$106,000. The Town's policy of designating Capital Reserve funds for future needs remains.

The town's assessed valuation for real and personal property is \$249,490,555 and for motor vehicles is \$41,089,625. Assuming a 98% tax collection rate by the Johnston County Tax Administrator and reflecting our tax rate of \$0.20/\$100 valuation, ad valorem revenues for real and personal property would equate to \$485,000 and revenues for motor vehicles would equate to \$78,000 for a conservative total with penalties and interest of \$563,500. State shared and local revenues attribute to 45.32% of the proposed budget or \$467,185.

Based on our annual planning session held earlier this year, this budget includes several new initiatives and continues others. Park land and recreational needs remain a priority while \$0.03/\$0.20 tax rate is designated for the Park Reserve Fund. One new position, Administrative Support Specialist/Deputy Clerk is included. A study for potential sewer services, an Engineering Alternative Analysis (EAA), is included, which will be the first step in considering commercial growth in Archer Lodge. Funding is included to support efforts by the NC Department of Transportation to improve safety at the intersection of Archer Lodge Road and Buffalo Road which potentially include sidewalks and curbing. Outdoor banners, seasonal or not, as previously shared with council are included as well as modifications to Town Hall and architectural design fees for expanding Town Hall.

The total budget is \$1,030,685 which represents a slight decrease (.477%) from the 2016-2017 adopted budget. Also, this budget maintains the current tax rate of \$0.20/\$100 valuation. As required, the budget is balanced and was prepared in accordance with N.C. General Statute 159-11. As budget officer for the Town of Archer Lodge, I recognize the diligent efforts provided by the Finance Manager/Town Clerk, Kim P. Batten, in the budget process along with the Administrative Consultant, C.L. Gobble. It is my pleasure to present to you the Town of Archer Lodge 2017-2018 Annual Budget and look forward to another productive year as we sustain our traditional values.

Respectfully submitted,

**Matthew B. Mulhollem
Budget Officer/Mayor Pro Tem**

Following the reading of the Budget Message, Budget Officer/Mayor Pro Tem Mulhollem shared the Budget Highlights Presentation for Fiscal Year 2017/2018 with the Town Council and appears as follows:



Archer Lodge
North

Budget Highlight

Fiscal Year
2017~2018

**Fiscal Year
2017~2018**

February, 2017
Budget
Planning
Considerations

**One Additional
Full-Time
Employee**

Park Development Grant Possibilities

Town Hall Expansion Plan Step 1

**Engineering
Alternative
Analysis (EAA)
Sewer Study**

Outdoor Welcome Seasonal Banners

Update Personnel Policy & Pay Plan

**Website Design
& Social Media
In-House**

Projected Revenues



Archer Lodge Tax Rate Unchanged
Estimated Ad Valorem Tax Revenues
\$563, 500 / \$281,750 designated

Archer Lodge Fire Dept	0.07	35%
Park Reserve Fund	0.03	15%
Town of Archer Lodge	<u>0.10</u>	<u>50%</u>
TOTAL	0.20	100%

Changes to Schedule of Fees & Penalties 2017~2018

CODE ENFORCEMENT CITATIONS

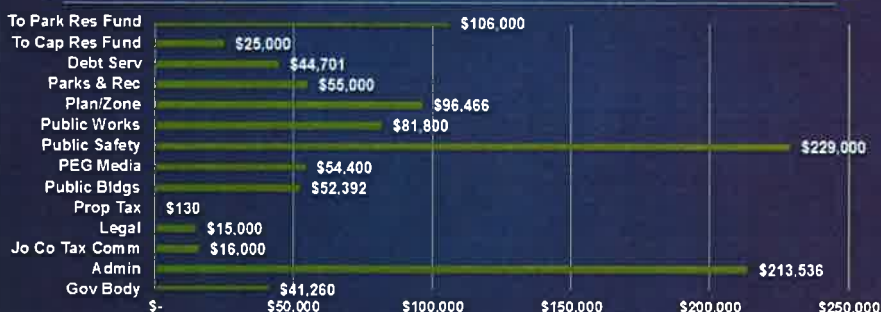
ZONING ORDINANCE	FEE
Per Chapters 14 - 18 of Zoning, Subdivision, Site Plan, Design Standards and Signs Ordinance	
1 st , 2 nd & Subsequent Civil Citation (per day)	\$ 150.00/offense
Plus, Investigative Costs above \$ 500.00;	Actual Costs
Plus, Clean-up Fee	\$ 25.00
PUBLIC NUISANCE CONDITIONS, PRIVATE PROPERTY ORDINANCES	FEE
1 st Civil Citation	\$ 25.00
2 nd Civil Citation & Subsequent	\$ 75.00



Land Use	
Special Use Permits/Conditional Use Permits	\$ 250.00
Zoning Permit - Single-Family Residential construction & manufactured home	\$ 75.00
Zoning Compliance/Zoning Certification Letter	\$ 25.00
Zoning Permit - Accessory Structures and residential additions	\$ 25.00
Zoning Permit for a Home Occupation	\$ 75.00

Exempt Subdivision Review	
Creation of Lots for Heirs/Estate Map (Exempt Certification)	\$ 75.00
Recombination (Exempt Certification)	\$ 75.00

Projected Expenditures



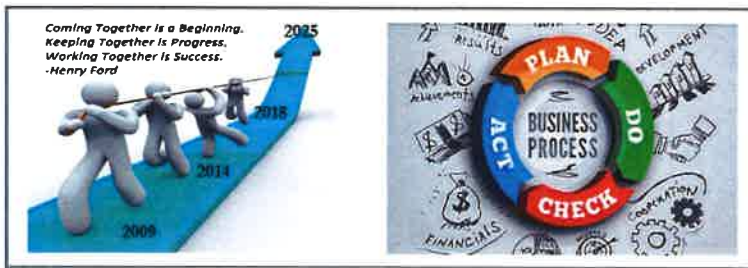
New Full-Time Position: Administrative Support Specialist / Deputy Clerk

- Support for Governing Body, Administration, Planning/Zoning Dept & Information Technology
- Clerk for Planning Board - Meeting Agendas, Minutes on iCompass Clerk Software
- Salary/Benefits - 70% Admin Dept & 30% Planning/Zoning Dept
- Oversees Conversion to Municipal Website Design & Manages Website/Social Media in house for Liability reasons
- Obtain/Manage Historical Information on Town Formation to Digital Format
- Cover Town Hall in absence of Finance Manager/Town Clerk & replaces current Part-Time Staff

Budget In Conclusion

ARCHER LODGE'S TOOL BOX





ADDITIONAL COMMENTS



Town of Archer Lodge

The Best Corner of the World



Budget Officer/Mayor Pro Tem Mulhollem acknowledged the efforts of C.L. Gobble, Kim Batten, and Teresa Bruton along with the financial software displaying information for past fiscal years. Ms. Batten offered explanation to the worksheets appearing in the Budget books. Discussion followed. Mayor Gordon suggested members review budget books and should there be any questions or concerns, please contact Budget Officer/Mayor Pro Tem Mulhollem, Mr. Gobble, or Ms. Batten prior to the Public Hearing to get answers. Also, he thanked all persons involved in the FY2017/2018 Budget process.

Public Hearing on Proposed Annual Budget for FY 2018 set for Monday, June 5, 2017 at the Regular Council meeting.

3. ADJOURNMENT:

- a) **Having no further business, Mayor Gordon adjourned the meeting at 7:33 p.m.**

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



MAY 23, 2017

SPECIAL MEETING - BUDGET
PRESENTATION MEETING