



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, November 14, 2016 @ 6:30 PM
Council Chambers

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Call to Order & Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

4. CONSENT AGENDA:

- 4 - 12 4.a. Approval of Minutes:
Work Session Minutes - 06 September 2016
Regular Council Minutes - 12 September 2016
[Work Session - 06 Sep 2016 - DRAFT](#)
[Regular Council - 12 Sep 2016 - DRAFT](#)
- 13 - 14 4.b. Approval to Accept the Resignation of R. Carlton Vinson as Council
Member on the Archer Lodge Town Council effective October 17, 2016
[Carlton Vinson's Resignation Letter from Archer Lodge Town Council](#)
- 15 - 18 4.c. Approval of 2017 Edmunds & Associates' MCSJ Financial Software
Support & License Agreement
[2017 Edmunds & Associates' MCSJ Financial Software Support &
License Agreement](#)
- 19 4.d. Approval of the Resolution Authorizing the Mayor to Declare Surplus
Property
[AL2016-11-14a Resolution Authorizing the Mayor to Declare Surplus
Property](#)

- 20 4.e. Approval of the Resolution Adopting the 2017 Holiday Schedule
[AL2016-11-14b Resolution Adopting the 2017 Holiday Schedule](#)
- 21 4.f. Approval of the Resolution Adopting the 2017 Town Council Meeting Schedule
• Note: Changes for 2017
• Regular Council Meeting - 1st Monday of Month unless Holiday Observance
• Work Session Meeting - 3rd Monday of Month unless Holiday Observance
[AL2016-11-14c Resolution Adopting the 2017 Town Council Meeting Schedule](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 5.a. 2018 Budget Planning Session February 2017
- 5.b. Process to Fill Vacancy on Archer Lodge Town Council
- 22 - 29 5.c. Consideration of An Ordinance for Abandoned, Junked and Nuisance Vehicles in the Town of Archer Lodge (Ordinance# AL2016-11-1)
[AL2016-11-1 Junk Car Ordinance DRAFT](#)

6. TOWN ATTORNEY'S REPORT:

7. ADMINISTRATIVE CONSULTANT'S REPORT:

8. FINANCIAL/TOWN CLERK'S REPORT:

- 30 - 32 8.a. Statement of Revenues & Expenditures Ending 10/31/2016
[OCTOBER 2016 & FYTD](#)
- 33 8.b. International Institute of Municipal Clerk (IIMC) Certification Course through UNC School of Government completed October 28, 2016
[2016 IIMC Certificate of Completion](#)

9. PLANNING/ZONING REPORT:

10. VETERAN'S COMMITTEE REPORT:

11. MAYOR'S REPORT:

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

13. ADJOURNMENT:



Work Session - Minutes Tuesday, September 6, 2016

COUNCIL PRESENT:

Mayor Gordon
Mayor Pro Tem Mulhollem (arrived @ 7:39 pm)
Council Member Castleberry
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

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

COUNCIL ABSENT:

Council Member Vinson

MEDIA PRESENT:

1 WELCOME/CALL TO ORDER:

- a. Mayor Gordon called the meeting to order at 6:39 p.m. in Archer Lodge Town Hall located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present.

2 ORDER OF BUSINESS:

- a. **Veteran's Memorial Payout & Municipal Administration Course acceptance requires Budget Amendment (BA 2017 02) ~ Kim Batten**

Ms. Batten told all present that Andy had redesigned the Town's website and citizens can access agendas/meetings from that site. The Veteran's Memorial Committee now has their own 501(c)(3) and have opened their own checking account with Mike Mulhollem and Mark Jackson sharing the duties as Treasurer. The town issued a check to ALVM for approximately \$30,057 as a payout. The budget did not include this expenditure nor did the budget include the Municipal Administration course that the Town approved for Ms. Batten to attend starting in September. Therefore, Budget Amendment (BA 2017 02) will address these unexpected expenditures. With no further discussion, the Budget Amendment will be in the consent agenda for the Council Meeting on September 12, 2016. All agreed.

-
- b. **Discuss Nuisance Abatement Codes ~ Bob Clark**

Mr. Clark shared a slideshow demonstrating nuisance problems and began the Nuisance Abatement Code discussion with the following:

1) At the Council Planning Session last February, an overview of topics that related to junk cars, nuisance abatement, noise and others were presented by Bob Clark & Don Belk. The council discussed, that within this fiscal year, they would like to move forward with some of these types of codes. Mr. Clark noted that extra time has been put into this years' staffing contract to help with these types of activities.

2) Staff's first efforts are voluntary compliance with courtesy letters regarding codes. Educating citizens about the Code Enforcement Program is important.

Some citizens have complied after receiving letters.

3) A draft ordinance on abandoned, junked and nuisance vehicles was provided with the agenda and Mr. Clark would like to receive council feedback regarding the draft. Mr. Clark stated that the town can move forward with other nuisance items by the first of the year. Mayor asked Council to review and provide comments by next Monday night's meeting on 9/12/16 for the draft ordinance attached and on others nuisances.

4) Mr. Clark also mentioned having contracts/agreements in place for wrecker and landscaping services since the town doesn't have a public works department to handle nuisance abatement issues. The idea is for property owners to handle their nuisance problems and will deal directly with the vendor cleaning up the nuisance problem and not the town.

c. Extension of Parking Lot Expansion Contract ~ C.L. Gobble

Mr. Gobble explained that the parking lot expansion contract was awarded to J. M. Daniels Construction with a 60-day completion date of September 5, 2016 with penalties exceeding that date. Mr. Gobble asked the board to approve a 30-day extension on the contract and would like this to be placed on the consent agenda for the Monday, September 12, 2016 council meeting granting the contractor a 30-day extension. He noted that the contractor began work today and a decision was made to keep the soil being removed for the parking lot expansion for later use.

d. Annexation Information ~ C.L. Gobble

Mr. Gobble stated that when the town was formed, the town had no extraterritorial jurisdiction. Often towns and developers negotiate annexation for several reasons. He noted that currently Archer Lodge does not have items or "tools" to entice developers to join the town. Discussion followed regarding the County's \$400 per lot fee-in-lieu of recreation and the town's \$1000 per lot fee-in-lieu of recreation fee. Mr. Gobble suggested adopting a policy for Annexation by petition because Archer Lodge would benefit with extra residential ad valorem taxes as well as increasing population which directly increases state shared revenues. Council agreed for a policy to be considered on the agenda for the council meeting Monday, September 12, 2016.

e. Draft Cash Management & Investment Policy Discussion & Draft Resolution ~ Kim Batten

Ms. Batten included an excerpt from the Department of State Treasurer Local Government Commission's Policy Manual for Local Governments on Cash and Investments to share with the board. Currently, the Town's central depository is with First Citizens and public monies in the checking account are not earning interest. After contacting First Citizens, Ms. Batten learned there isn't a contract with them; therefore, she developed and distributed an RFP for Banking Services to six banking institutions in the area and their proposals must be submitted back to the town by the end of the month. Ms. Batten suggested investing idle funds in a better way to earn the best interest and the LGC endorses the North Carolina Capital Management Trust (NCCMT). She stated that many local governments invest monies with them. She referred Council to a Cash Management and Investment Policy Draft as well as a Draft Resolution to Adopt this policy. Discussion followed and Mayor Gordon suggested changing the policy to require both the Finance Officer and the Finance Manager to make decisions regarding investing idle funds on behalf of the town and Council agreed. Ms. Batten clarified the change and the Resolution Adopting the Cash Management & Investment Policy will be

included in the consent agenda for the council meeting on Monday, September 12, 2016.

3 GENERAL UPDATES:

a. VC3 (Email Migration Update) ~ Kim Batten

Ms. Batten mentioned that VC3 is currently working to migrate to Office 365. Our email passwords have changed and you'll want to update all devices. Also, she stated to test for sending and receiving emails. Ms. Batten handed out instructions on the email migration.

b. NCDOT Road Safety Improvements ~ Bob Clark

Mr. Clark mentioned that Jerry Page, the project manager for DOT, provided him with an email updating the safety improvements project for the Town. NCDOT has received the surveyors reports and plans are being developed for the Buffalo Road/Covered Bridge Road/Archer Lodge Road/South Murphrey Road. August 2018 is the expected date for construction to begin.

c. 2015 Municipal Population Estimate ~ Mayor Gordon

Mayor Gordon shared with Council that as of July 2015, Archer Lodge's estimated population was 4,695. He noted that each municipality receives from the State of North Carolina's Office of State Budget and Management a population estimate for permanent resident population and this estimate is used for the purpose of distributing state-shared revenues to municipalities.

4 ADJOURNMENT:

a. Having no further business, Mayor adjourned the meeting at 8:17 p.m.

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, September 12, 2016

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

Council Member Wilson

MEDIA PRESENT:

1. WELCOME/CALL TO ORDER:

a) Call to Order & Invocation

Mayor Gordon called the meeting to order at 6:32 p.m. in the Archer Lodge Town Hall located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present. Mayor Pro-Tem offered the invocation.

b) Pledge of Allegiance

Mayor Gordon led in the pledge of allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved By: Council Member Jackson
Seconded By: Mayor Pro-Tem Mulhollem

Agenda Approved

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

a) Mr. Fred Foreman of Zebulon, NC addressed council with his desire to organize a community walk called "Unite the Community" in Archer Lodge. He inquired about permits.

4. CONSENT AGENDA:

a) Approval of Minutes: Work Session Minutes - 01 August 2016 Regular Council Minutes - 08 August 2016

b) **Approval of BA 2017 02**

BA 2017 02 appears as follows:

BA 2017 02

Town of Archer Lodge
Budget Amendment
Fiscal Year Ending

June 30, 2017

Budget Amendment
Date
Fund

BA 2017 02
12-Sep-16

General Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Fund Balance Appropriated	10-3990-0000	160,816.00	30,057.00	190,873.00
Total Increase (Decrease) in Revenues			<u>30,057.00</u>	
Expenditures:				
Training & Meetings (Admin)	10-4120-3110	3,500.00	5,000.00	8,500.00
Contracted Services-Administration	10-4120-3550	50,000.00	(5,000.00)	45,000.00
Veteran's Memorial	10-4190-5200		30,057.00	30,057.00
Total Increase (Decrease) in Expenditures			<u>\$ 30,057.00</u>	
			<u>\$ -</u>	

Justification for Budget Amendment:

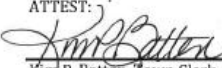
To appropriate or reappropriate unanticipated revenues and expenditures:


1. Veteran's Memorial Committee pay-out to become independent of town

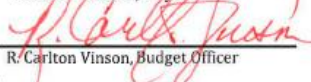
2. Acceptance into Municipal Admin Course - UNC SOG


Adopted this 12th day of September 2016

ATTEST:


Kim P. Batten, Town Clerk


Michael A. Gordon, Mayor


R. Carlton Vinson, Budget Officer



c) **Approval of 30 Day Contract Extension with J.M. Daniels for Parking Lot Expansion Project**

d) **Approval of a Resolution Adopting a Cash Management and Investment Policy for the Town of Archer Lodge (Resolution# AL2016-09-12)**

Resolution# AL216-09-12 appears as follows:

SEPTEMBER 12, 2016

REGULAR COUNCIL MEETING

Page 8 of 33

Page 2 of 6

**RESOLUTION ADOPTING A CASH MANAGEMENT AND
INVESTMENT POLICY FOR THE TOWN OF ARCHER LODGE**

WHEREAS, it is the desire of the Archer Lodge Town Council to use all of public funds of the Town of Archer Lodge (hereafter the "Town") in a most efficient and effective manner;

WHEREAS, it is the responsibility of the Finance Officer and/or Finance Manager, who is appointed by and serves at the pleasure of the Archer Lodge Town Council, to supervise the investment of idle funds of the Town;

WHEREAS, First Citizens Bank, KS Bank, Inc. and NC Capital Management Trust (NCCMT) are currently authorized and approved to provide and do provide investment services to the Town;

WHEREAS, the Archer Lodge Town Council has found and determined that the first and foremost objective in the investment of public funds is the safety and preservation of principal; that the second important objective is the maintenance of sufficiently liquid investments to meet all operating requirements that may be reasonably anticipated; and the final objective is obtaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity requirements; and

WHEREAS, the Archer Lodge Town Council has found and determined that the aforesaid objectives and the sound, efficient and professional investment of public funds can be best achieved by the adoption of a written policy statement;

NOW, THEREFORE, BE IT RESOLVED, that the Archer Lodge Town Council hereby resolves and agrees that:

Section 1. The Cash Management and Investment Policy, attached and made apart hereof, is hereby approved and adopted.

Section 2. The Finance Officer and/or Finance Manager is hereby authorized and directed to review the qualifications of all financial institutions, depositories and broker-dealers providing investment services to the Town to determine compliance with the requirements of the Cash Management and Investment Policy.

Section 3. All employees of the Town are hereby directed to implement the Cash Management and Investment Policy as adopted and the provisions of this resolution, and the willful or continued failure to do so is sufficient cause for immediate dismissal from employment with the Town.

Section 4. This resolution shall take effect immediately upon its passage.



Adopted this 12th day of September 2016.


Michael A. Gordon, Mayor

ATTEST:

Kim Batten, Town Clerk

Moved By: Council Member Vinson
Seconded By: Mayor Pro Tem Mulhollem

Consent Agenda Approved

CARRIED UNANIMOUSLY

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **Discussion to Amend the Town of Archer Lodge Schedule of Fees & Penalties adopted June 13, 2016 with the Budget Ordinance requiring a Budget Amendment (BA 2017 03)**

Mayor Gordon announced that this item was discussed at the Work Session on September 6, 2016. Ms. Batten reminded Council that Budget Amendment (BA 2017 03) was amending the Planning/Zoning portion of the Fee Schedule and appears as follows:

BA 2017 03

Town of Archer Lodge
Budget Amendment - Schedule of Fees & Penalties
Fiscal Year Ending June 30, 2017

Budget Amendment
Date

BA 2017 03
12-Sep-16

Justification for Budget Amendment - Schedule of Fees & Penalties


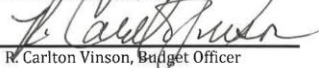
The Town of Archer Lodge Schedule of Fees & Penalties for Fiscal Year 2016/2017 were adopted with the Budget Ordinance on June 13, 2016 and is being amended to include a Planning/Zoning Open Space Fee for Fee-in-Lieu of Recreation for Subdivisions Outside Town Limits upon Petition for Annexation.

Cover Page of the Schedule of Fees & Penalties and Page 2 accompany this Amendment Page.

Adopted this 12th day of September 2016

ATTEST:

Kim P. Batten, Town Clerk


Michael A. Gordon, Mayor

R. Carlton Vinson, Budget Officer



TOWN OF ARCHER LODGE

SCHEDULE OF
FEES & PENALTIES



FISCAL YEAR 2016/2017
Amended September 12, 2016

PLANNING & ZONING

Rezoning Fees	
Less than 3 Acres	\$ 375.00
3.01-6.00 Acres	\$ 625.00
6.01 + Acres	\$ 1,250.00 +\$ 20.00/acre
Land Use	
Special Use Permits/Conditional Use Permits	\$ 250.00
Zoning Permit --- Single-Family Residential construction & manufactured home	\$ 65.00
Zoning Compliance/Zoning Certification Letter	\$ 20.00
Zoning Permit --- Accessory Structures and residential additions	\$ 20.00
Zoning Permit for a Home Occupation	\$ 65.00
Non-Residential Fees	
Construction Value Less Than \$50,000	\$ 125.00
\$50,001 - \$100,000	\$ 250.00
\$100,001 - \$150,000	\$ 500.00
\$150,001 +	1/2 of 1% of construction cost with a maximum of \$ 2,500.00 (\$ 750.00 min)
Subdivision Review	
1-4 lots (minor)	\$ 250.00 + \$ 5.00/lot
Family Exception-Exemption (private road certification/disclosure) 5-10 lots	\$ 250.00 + \$ 5.00/lot
5+ Lots (Major)	\$1,000.00 + \$ 20.00/lot
Open Space	
Fee-in-Lieu of Recreation (Subdivision inside Town Limits)	\$1,000.00/lot
Fee-in-Lieu of Recreation (Subdivision outside Town Limits upon Petition for Annexation)	\$ 400.00/lot (Equivalent to Johnston County)
Exempt Subdivision Review	
Creation of Lots for Heirs/Estate Map (Exempt Certification)	\$ 65.00
Recombination (Exempt Certification)	\$ 65.00

Moved By: Council Member Vinson
Seconded By: Council Member Jackson

BA 2017 03 Approved

CARRIED UNANIMOUSLY

6. **TOWN ATTORNEY'S REPORT:**

- a) No report.

7. **ADMINISTRATIVE CONSULTANT'S REPORT:**

- a) Mr. Gobble reported that the parking lot paving should be finished next week and will settle for a week before the top coat and lines are added. Also, he, along with the Mayor, will proceed with ordering the storage building.

8. **FINANCIAL/TOWN CLERK'S REPORT:**

a) **Financial Summary Ending 8/31/2016**

Ms. Batten noted that revenues for August are always low and the payout to the Veteran's Memorial Committee has been completed. No unexpected expenditures and revenues should increase as we get closer to the end of the year.

b) **UNC School of Government Course Updates & Email Migration Update**

Ms. Batten mentioned that she will be out of the office the rest of this week for Week 1 of the Municipal Administration Course at UNC School of Government. Lisa Barnes will be filling in during her absence. Also, Ms. Batten

stated that she had completed 3 of 4 weeks in the Clerk Certification Course and the 4th and final week is in October. VC3 has completed the email migration and Andy has updated the town's website.

9. PLANNING/ZONING REPORT:

- a) No report from Mr. Clark. However, Mr. Gobble mentioned speed limits within town limits. Discussion followed. Mr. Gobble and Mr. Clark may address the speed limits in an ordinance package forthcoming.
-

10. VETERAN'S COMMITTEE REPORT:

- a) Mr. Purvis reported the following:
1. Group met August 23, 2016
 2. Opened new checking account
 3. The last biscuit sale proceeds were \$1,970 before expenses (biggest sale)
 4. Brochure is getting updated
 5. Letter is being created to solicit Donations
 6. Next biscuit sale will be Friday, Sept. 16, 2016
 7. Tent will be set-up at Clayton Harvest Festival on Sept. 17, 2016 & Boy Scouts will join and sell t-shirts
 8. Looking ways to increase Brick sales by sending out letters
 9. Next meeting is September 27, 2016
-

11. MAYOR'S REPORT:

- a) The Town of Clayton has hired a new Animal Control Officer, Ms. Amber Butler. She has been sworn in and will try to attend one of the October meetings.
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12. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) Council Member Castleberry mentioned that he and others in the county have sent letters of support for Mr. Chris Harper who is applying for Wildlife Game Warden.
- b) Council Member Jackson reminded everyone of the 9/11 event that happened 15 years ago yesterday.
-

13. ADJOURNMENT:

- a) No Further Business

Moved By: Council Member Vinson
Seconded By: Mayor Pro Tem Mulhollem

Meeting Adjourned

CARRIED UNANIMOUSLY

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk



Town of Archer Lodge

14094 Buffalo Road
Clayton, NC 27527
919.359.9727

Mayor:
Mike Gordon

Town Council:
Matt Mulhollem
Mayor Pro-Tem
Clyde Castleberry
Mark Jackson
Carlton Vinson
Mark Wilson

October 17, 2016

To My Fellow Citizens of Archer Lodge:

After ten years of total dedication to our community, tonight will be my last as a member of the Archer Lodge Town Council. The parting is difficult, but the decision to do so was an easy one. Growing up in our community taught me the value of hard work, taught me about character and personal responsibility and what the term community was all about.

Wherever I traveled after high school and college, when asked where I was from, my answer was never Clayton ... or Wendell! It was always ... and proudly ... "Archer Lodge!" — though that often meant a lengthy description of just exactly where in the world Archer Lodge was. And no matter where life's journey took me, I always knew that I would return here to the community that provided the foundation for who I was and what I would become. I was never more happy than the day I finally moved back here.

So when I walked out of an "Elvis" concert at the fire department ten years ago and into a conversation regarding the future of our community and the potential loss of our identity, I was unaware of just what role I would play in determining our destiny. I only knew that I **WOULD** be a part of whatever needed to be done.

During the incorporation process, as a small business owner trying to gain a foothold, I was often faced with decisions as to where to dedicate my time — my business or our incorporation efforts. There was never once a hesitation as to which I would choose. And while those choices may not have been the most healthy for my business, faced with a similar situation today I would do things exactly the same way.

Now, nearly ten years after that initial conversation and seven years after we successfully incorporated, I stand at a similar crossroads — between the most fantastic business opportunity I could ever have imagined and continuing to serve the town. If I could continue do both I would, however the travel and time required in this new opportunity would leave me in a position where I would not do proper justice to either. This time, the Lord is leading me down a different path.



Nothing I have ever been involved with means more to me than what we as a community accomplished here. No one can ever take away what our incorporation committee did during those three years. In the seven years since we became an official town, we have achieved more than I ever dreamed. As a result the future of this community is not only guaranteed, it is guaranteed to be successful.

I am not leaving Archer Lodge. In fact this opportunity will eventually put me in a position to be here even more than I have recently. Nevertheless, I still am and will always be working on behalf of our town.

To those with whom I have served, it has been a incredible pleasure. To the Archer Lodge community, it has truly been an honor. Thank you for allowing me to give back just a little of what you have given to me in my life!

Respectfully and Most Sincerely Yours,

A handwritten signature in black ink, reading 'R. Carlton Vinson'. The signature is fluid and cursive, with a large 'R' and a long, sweeping underline.

R. Carlton Vinson
Council, Town of Archer Lodge

October 2016

Dear Client:

Thank you for selecting Edmunds & Associates, the industry leader in commitment to innovation, support services, R&D investment and client/staff education.

Regardless of whether you are a calendar or fiscal year entity, all support and license agreements are due January 3, 2017 and cover the period of January 1, 2017 through December 31, 2017.

- All attached agreements must be signed and returned prior to December 31, 2016 to avoid delays in providing support.
- If you purchased your system sometime in calendar year 2016, your support agreements have been pro-rated to the date of purchase to account for your one year of free support. If your system was purchased in 2015, and this year there is an increase, it's because your 2016 support agreement was pro-rated.
- The software support license agreement is mandatory and must be entered into for you to receive software support, system enhancements, mandated changes and updates.
- In 2017 there will be a major MCSJ Software release to version 4.1, more information is available on our website.
- Cloud based MCSJ 4.1 is available, please contact us to discuss options
- Mobile Apps: Meter Reading, Requisitions, Meter Management, Work Orders, Inspections, Code Enforcement, Permits, Violations, Rentals & Attendance Management

Please forward a purchase order in the amount of the enclosed invoice(s) with a signed copy of the enclosed agreements. Edmunds & Associates greatly appreciates the opportunity to serve your organization.

Best regards,

Edmunds & Associates, Inc.

301A Tilton Road
Northfield, NJ 08225
P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com

2017 MCSJ Software Support & License Agreement

To receive continued Application Software Support and MCSJ System upgrades from Edmunds & Associates, Inc. (E&A), you must enter into this agreement.

1. Any defects in the E&A Application Software as determined by E&A will be corrected at no cost to the user provided the said defect is not the result of misuse, operator error, or is beyond the original requirements of the system specifications.
2. E&A is responsible for providing software support under this agreement only for its proprietary application software. This includes all MCSJ licensed products. Support for third party products, i.e.; Microsoft Office, UCAARS, etc. are not covered under this agreement and all phone or on-site support is a billable service. Our minimum hourly rate is \$150 with at least one-half hour billable.
3. E&A proprietary end user documentation, faq's, helpful hints, video tutorials and such are for client use only and not to be distributed.
4. Standard telephone support will be available from 8:00am to 5:00 pm EST, Monday through Friday excluding holidays.
5. Each user of E&A MCSJ software is required to have a high-speed connection. E&A will provide support, enhancements and instruction for our application software via the Internet. Lack of compliance that requires an on site visit is billable at the rate of \$ 150 per hour for each person and travel expenses.
6. E&A's liability, damages or remedy on any claim shall not exceed the original cost of the E&A MCSJ software system. In no event shall E&A be held liable for consequential, incidental, indirect, special, punitive or exemplary damages, for loss, damage or expense directly or indirectly arising from the client's inability to use our products.
7. No action arising from use of E&A's MCSJ software systems may be commenced more than 3 months after the basis for such claim could reasonably have been discovered.
8. E&A reserves the right to withdraw without penalty any E&A application software package from coverage at our sole discretion upon thirty (30) days notice.
9. This agreement must be signed and returned by December 31, 2016 for continued support. The effective date of this agreement is January 1, 2017 through December 31, 2017.

Client: TOWN OF ARCHER LODGE

Authorized Representative: _____
Signature Date

Printed Name: _____

100616

301A Tilton Road
Northfield, NJ 08225
P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com

2017 Annual Support Maintenance Services

Client Support Services

- Phone support with priority resolution escalation
- E&A is staffed with Certified Finance Officers & Tax Collectors
- Remote desktop access for support inquiries & resolution
- E-mail & chat for support inquiries
- Technical issue resolution for MCSJ software operation
- MCSJ report printing resolution
- Client voting for Software Enhancements in “The Voice” community forum
- Software system enhancements at no additional cost
- State mandated changes at no additional cost
- Federal mandated changes at no additional cost

Software Updates, New Products & Development

- Major MCSJ Upgrade to Version 4.1
- Cloud based MCSJ 4.1
- Resident Self Service & Employee Self Service Portal Enhancements
- Mobile Apps: Meter Reading, Requisitions, Meter Management, Work Orders, Permits, Inspections, Code Enforcement, Violations, Rentals & Attendance Management

Client Support Website Access

- Knowledge base & FAQ's
- Helpful hints
- Video tutorials
- User forums
- Software system & technical documentation

Client Services

- More than 200 webinars/video tutorials every year
- E-mail alerts & notification of statutory changes
- End of year documentation and procedures
- FAQ automated responses
- Periodic notifications of quarterly and/or yearly tasks
- Newsletter subscription
- User group virtual webinar meetings at no cost
- 24/7 access to downloadable system patches and updates

2017 Minimum Recommended Back-up Procedures

Edmunds & Associates strongly recommends the installation of a back-up in the fileserver, utilizing third party back-up software in addition to any cloud back up. The fileserver should have a high speed Internet connection. If this is not possible, a pc on the network with a high-speed connection will suffice.

If you do not install as recommended we will not be able to view the or restore files remotely. This would result in an unnecessary delay restoring files if we do not have remote access. All on site visits and phone consultations will be billable at our current hourly rate of \$ 150 per hour regardless of hardware maintenance coverage.

As a reminder we would like to review the minimum suggested back up procedures.

- ✓ Daily back-up of data files. Five different tapes/flash drives should be used, one for each day of the week.
- ✓ Tapes/flash drives should be rotated and stored off site on a daily basis.
- ✓ Complete MCSJ/SBx/UAX system back up should be done at least weekly.
- ✓ Monthly back-up tapes/flash drives should be archived for at least 3 months.
- ✓ Tapes/flash drives must be tested at least every 30 days to verify MCSJ is being successfully backed up. These test restores must be done to alternate locations, not in your live MCSJ location.

The MCSJ applications verify that Edmunds data files have been successfully backed up every 3 days. It is the responsibility of each client to insure other files/databases, such as PDF's and word processing are being properly backed up.

Client name: TOWN OF ARCHER LODGE Date: _____

Employee signature: Kim P. Batten

Printed name: KIM P. BATTEN

Please make a copy for your records and distribute as necessary.

Please sign and fax back to 609-645-3111.

**RESOLUTION AUTHORIZING THE MAYOR
TO DECLARE SURPLUS PROPERTY
FOR THE TOWN OF ARCHER LODGE**

WHEREAS, the Town Council of the Town of Archer Lodge, North Carolina desires from time to time to declare surplus and dispose of certain Town-owned property; and

WHEREAS, at certain times these items are of little or no monetary value, therefore negating the need for Town Council's individual review and approval.

NOW, THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council that the Mayor is authorized to declare items with a value less than \$1,000 per item as surplus, and sell or dispose by any means allowable to include, but not limited to, donation to a nonprofit organization, private negotiated sale, or destruction.

BE IT FURTHER RESOLVED that the Mayor shall report the result of the sale of these items at the next regular meeting of the Town Council following the sale.

**DULY ADOPTED ON THIS 14th DAY OF NOVEMBER 2016
WHILE IN REGULAR SESSION**

Michael A. Gordon
Mayor

ATTEST:

Kim P. Batten
Town Clerk

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE 2017 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 2017 Holiday Schedule was retrieved from the State of North Carolina website <http://www.osp.state.nc.us/holsched.htm>

2017 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 2, 2017	Monday
Martin Luther King Jr's Birthday	January 16, 2017	Monday
Good Friday	April 14, 2017	Friday
Memorial Day	May 29, 2017	Monday
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Veteran's Day	November 10, 2017	Friday
Thanksgiving	November 23 & 24, 2017	Thursday & Friday
Christmas	December 25, 26 & 27, 2017	Monday, Tuesday & Wednesday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2017 Holiday Schedule as presented.

**DULY ADOPTED ON THIS 14TH DAY OF NOVEMBER 2016
WHILE IN REGULAR SESSION.**

ATTEST:

Michael A. Gordon
Mayor

Kim P. Batten
Town Clerk

**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE
2017 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		
2017 CALENDAR		
TOWN COUNCIL MEETINGS		
MONTH	REGULAR SESSION	WORK SESSION
January	* Tuesday, January 03, 2017	* Tuesday, January 17, 2017
February	Monday, February 6, 2017	Monday, February 20, 2017
March	Monday, March 6, 2017	Monday, March 20, 2017
April	Monday, April 3, 2017	Monday, April 17, 2017
May	Monday, May 1, 2017	Monday, May 15, 2017
June	Monday, June 5, 2017	Monday, June 19, 2017
July	Monday, July 10, 2017	Monday, July 17, 2017
August	Monday, August 7, 2017	Monday, August 21, 2017
September	* Tuesday, September 5, 2017	Monday, September 18, 2017
October	Monday, October 2, 2017	Monday, October 16, 2017
November	Monday, November 6, 2017	Monday, November 20, 2017
December	Monday, December 4, 2017	Monday, December 18, 2017

NOW THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2017 Town Council Meeting Schedule as presented.

**DULY ADOPTED ON THIS 14TH DAY OF NOVEMBER 2016
WHILE IN REGULAR SESSION.**

ATTEST:

Michael A. Gordon
Mayor

Kim P. Batten
Town Clerk

**AN ORDINANCE FOR
ABANDONED, JUNKED AND NUISANCE VEHICLES IN
THE TOWN OF ARCHER LODGE**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina:

Part 1. That the Abandoned, Junked and Nuisance Vehicle Ordinance for the Town of Archer Lodge is hereby established and written to read as follows:

“ABANDONED, JUNKED AND NUISANCE VEHICLES

Section 1. Administration.

The authority responsible for public safety and the Code Administrator of the Town shall be responsible for the administration and enforcement of this Ordinance. The public safety authority shall be responsible for administering the removal and disposition of vehicles determined to be "abandoned" on the public streets and highways within the Town. The Code Administrator shall be responsible for administering the removal and disposal of "abandoned", "nuisance" and "junked" motor vehicles located on private property and on property owned by the Town. The Town may, on an annual or other basis, contract with private tow truck operators or towing businesses to remove, store, and dispose of abandoned vehicles, nuisance vehicles, and junked motor vehicles in compliance with this Ordinance and applicable State laws. Nothing in this Ordinance shall be construed to limit the legal authority or powers of officers of the public safety authority and the Fire Department in enforcing other laws or in otherwise carrying out their duties.

State law reference—City authority for removal and disposal of junked and abandoned motor vehicles, G.S. 160A-303. City authority for regulation of abandonment of junked motor vehicles, G.S. 160A-303.2.

Section 2. Definitions.

For the purpose of this Ordinance, certain words and terms are defined as herein indicated:

(a) Abandoned vehicle: As authorized and defined in G.S. 160A-303, an abandoned vehicle is one that:

- (1) Is left upon a public street or highway in violation of a law or ordinance prohibiting parking; or
- (2) Is left upon a public street or highway for longer than seven (7) days; or
- (3) Is left upon property owned or operated by the Town for longer than twenty- four (24) hours; or
- (4) Is left upon private property without the consent of the owner, occupant, or lessee thereof for longer than two (2) hours.

(b) Authorized Official: The supervisory employee of the public safety authority or the Town Code Administrator, respectively, designated to order the removal of vehicles under the provisions of this Ordinance.

(c) Motor vehicle or vehicle: All machines designed or intended to travel over land or water by self-propulsion or while attached to any self-propelled vehicle.

(d) Junked motor vehicle: As authorized and defined in G.S. 160A-303.2, the term junked motor vehicle means a vehicle that does not display a current license plate lawfully upon that vehicle and that:

- (1) Is partially dismantled or wrecked; or
- (2) Cannot be self-propelled or move in the manner in which it originally was intended to move; or
- (3) Is more than five (5) years old and appears to be worth less than five hundred dollars (\$500.00).

(e) Nuisance vehicle: A vehicle on public or private property that is determined and declared to be a health or safety hazard, a public nuisance, and unlawful, including a vehicle found to be:

- (1) A breeding ground or harbor for mosquitoes, other insects, rats or other pests; or
- (2) A point of heavy growth of weeds or other noxious vegetation which exceeds eight (8) inches in height; or
- (3) In a condition allowing the collection of pools or ponds of water; or
- (4) A concentration of quantities of gasoline, oil, or other flammable or explosive materials as evidenced by odor; or
- (5) An area of confinement which cannot be operated from the inside, such as, but not limited to, trunks or hoods; or
- (6) So situated or located that there is a danger of it falling or turning over; or
- (7) A collection of garbage, food waste, animal waste, or any other rotten or putrescent matter of any kind; or
- (8) One which has sharp parts thereof which are jagged or contain sharp edges of metal or glass;
- (9) Any other vehicle specifically declared a health and safety hazard and a public

nuisance by the Town Council.

Section 3. Abandoned vehicle unlawful, removal authorized.

- (a) It shall be unlawful for the registered owner or person entitled to possession of a vehicle to cause or allow such vehicle to be abandoned as the term is defined herein.
- (b) Upon investigation, the authorized officials of the Town may determine that a vehicle is an abandoned vehicle and order the vehicle removed.

Section 4. Nuisance vehicle unlawful, removal authorized.

- (a) It shall be unlawful for the registered owner or person entitled to possession of a motor vehicle, or for the owner, lessee, or occupant of the real property upon which the vehicle is located to leave or allow the vehicle to remain on the property after it has been declared a nuisance vehicle.
- (b) Upon investigation, the Code Administrator may determine and declare that a vehicle is a health or safety hazard and a nuisance vehicle as defined above, and order the vehicle removed.

Section 5. Junked motor vehicle regulated, removal authorized.

- (a) It shall be unlawful for the registered owner or person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to leave or allow the vehicle to remain on the property after the vehicle has been ordered removed.
- (b) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of private property. A single, permitted junked motor vehicle must strictly comply with the location and concealment requirements of this section.
- (c) It shall be unlawful for the owner, person entitled to the possession of a junked motor vehicle, or for the owner, lessee, or occupant of the real property upon which a junked motor vehicle is located to fail to comply with the location requirements or the concealment requirements of this Ordinance.
- (d) Subject to the provisions of subsection (e), the Town Code Administrator or public safety authority may order the removal of a junked motor vehicle found in violation of this Ordinance to a storage garage or area. No such vehicle shall be removed from private property without the written request

of the owner, lessee, or occupant of the premises unless the Town Code Administrator finds in writing that the aesthetic benefits of removing the vehicle outweigh the burdens imposed on the private property owner. Such finding shall be based on a balancing of the monetary loss of the apparent owner against the corresponding gain to the public by promoting or enhancing community, neighborhood, or area appearance. The following, among other relevant factors, may be considered:

- (1) Protection of property values;
 - (2) Promotion of tourism and other economic development opportunities;
 - (3) Indirect protection of public health and safety;
 - (4) Preservation of the character and integrity of the community; and
 - (5) Promotion of the comfort, happiness and emotional stability of the area residents.
- (e) Permitted concealment or enclosure of junked motor vehicles:
- (1) One junked motor vehicle, in its entirety, may be located in the rear yard, as defined in the Town Zoning Ordinance, provided the junked motor vehicle is entirely concealed from public view from a public street and/or abutting premises by an acceptable covering for not more than sixty (60) calendar days. ~~Junked motor vehicles kept on the premises more than sixty (60) calendar days shall be kept inside a completely enclosed building.~~ The Town Code Administrator has the authority to determine whether any junked motor vehicle is adequately concealed as required by this provision. The covering must remain in good repair and must not be allowed to deteriorate.
 - (2) Any one or more junked motor vehicles kept for a period exceeding sixty (60) calendar days shall be kept within a completely enclosed building, as defined in the Town Zoning Ordinance.

Section 6. Removal of abandoned, nuisance, or junked motor vehicles; pre-towing notice requirements.

Except as set forth in Section 7 below, an abandoned, nuisance, or junked motor vehicle which is to be removed shall be towed only after notice to the registered owner or person entitled to possession of the vehicle. In the case of a nuisance vehicle or a junked motor vehicle, if the names and addresses of the registered owner or person entitled to the possession of the vehicle, or the owner, lessee, or occupant of the real property upon which the vehicle is located can be ascertained in the exercise of reasonable diligence, the notice shall be given by first class mail. The person who mails the notice(s) shall retain a written record to show the name(s) and address(s) to whom and to which mailed, and the date mailed. If such names and addresses cannot be ascertained or if the vehicle to be removed is an abandoned motor vehicle, notice shall be given by affixing on the

windshield or some other conspicuous place on the vehicle a notice indicating that the vehicle will be removed by the Town on a specified date (no sooner than seven (7) days after the notice is affixed). The notice shall state that the vehicle will be removed by the Town on a specified date, no sooner than seven days after the notice is mailed or affixed, unless the vehicle is moved by the owner or legal possessor prior to that time.

With respect to abandoned vehicles on private property, nuisance vehicles and junked vehicles to which notice is required to be given, if the registered owner or person entitled to possession does not remove the vehicle but chooses to appeal the determination that the vehicle is abandoned, a nuisance vehicle or in the case of a junked motor vehicle that the aesthetic benefits of removing the vehicle outweigh the burdens, such appeal shall be made to the Board of Adjustment in writing, heard at the next regularly scheduled meeting of the Board of Adjustment, and further proceedings to remove the vehicle shall be stayed until the appeal is heard and decided.

Section 7. Exceptions to prior notice requirement.

The requirement that notice be given prior to the removal of an abandoned, nuisance, or junked motor vehicle may, as determined by the authorized official, be omitted in those circumstances where there is a special need for prompt action to eliminate traffic obstructions or to otherwise maintain and protect the public safety and welfare. Such findings shall, in all cases, be entered by the authorized official in the appropriate daily records. Circumstances justifying the removal of vehicles without prior notice include:

(a) Vehicles abandoned on the streets. For vehicles left on the public streets and highways, the Town Council hereby determines that the immediate removal of such vehicles may be warranted when they are:

- (1) Obstructing traffic.
- (2) Parked in violation of an ordinance prohibiting or restricting parking.
- (3) Parked in a no-stopping or standing zone.
- (4) Parked in loading zones.
- (5) Parked in bus zones, or
- (6) Parked in violation of temporary parking restrictions.

(b) Other abandoned or nuisance vehicles. With respect to abandoned or nuisance vehicle left on town-owned property other than the streets or highways, and on private property, such vehicles may be removed without giving prior notice only in those circumstances where the authorized official finds a special need for prompt action to protect and maintain the public health, safety, and welfare. By way of illustration and not of limitation, such circumstances include vehicles blocking or obstructing ingress or egress to businesses and residences, vehicles parked in such location or manner as to pose a traffic hazard, and vehicles causing

damage to public or private property.

Section 8. Removal of vehicles; post-towing notice requirements.

Any abandoned, nuisance, or junked motor vehicle which has been ordered removed may, as directed by the Town, be removed to a storage garage or area by a tow truck operator or towing business contracted to perform such services for the Town. Whenever such a vehicle is removed, the authorized Town official shall immediately notify the last known registered owner of the vehicle with such notice to include the following;

- (1) The description of the removed vehicle;
- (2) The location where the vehicle is stored;
- (3) The violation with which the owner is charged, if any;
- (4) The procedure the owner must follow to redeem the vehicle; and
- (5) The procedure the owner must follow to request a probable cause hearing on the removal.

The Town shall attempt to give notice to the vehicle owner by telephone; however, whether or not the owner is reached by telephone, written notice, indicating the information set forth in subsections (1) through (5) above, shall also be mailed to the registered owner's last known address, unless this notice is waived in writing by the vehicle owner or his agent.

If the vehicle is registered in North Carolina, notice shall be given within twenty-four (24) hours. If the vehicle is not registered in the State, notice shall be given to the registered owner within seventy-two (72) hours from the removal of the vehicle.

Whenever an abandoned, nuisance, or junked motor vehicle is removed, and such vehicle has no valid registration or registration plates, the authorized Town official shall make reasonable efforts, including checking the vehicle identification number to determine the last known registered owner of the vehicle and to notify him of the information set forth in subsections (1) through (5) above.

Section 9. Right to probable cause hearing before sale or final disposition of vehicle.

After the removal of an abandoned vehicle, nuisance vehicle, or junked motor vehicle, the owner or any person entitled to possession is entitled to a hearing for the purpose of determining if probable cause existed for removing the vehicle. A request for hearing must be filed in writing with the county magistrate designated by the chief district court judge to receive such hearing requests. The Magistrate will set the hearing within seventy-two (72) hours of receipt of the request, and the hearing will be conducted in accordance with the provisions of G.S. 20-219.11, as amended.

Section 10. Redemption of vehicle during proceedings.

At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of the removed vehicle by paying the towing fees, including any storage charges, or by posting a bond for double the amount of such fees and charges to the tow truck operator or towing business having custody of the removed vehicle. Upon regaining possession of a vehicle, the owner or person entitled to the possession of the vehicle shall not allow or engage in further violations of this Ordinance.

Section 11. Sale and disposition of unclaimed vehicle.

Any abandoned, nuisance, or junked motor vehicle which is not claimed by the owner or other party entitled to possession will be disposed of by the tow truck operator or towing business having custody of the vehicle. Disposition of such a vehicle shall be carried out in coordination with the Town and in accordance with Article 1 of Chapter 44A of the North Carolina General Statutes.

Section 12. Conditions on removal of vehicles from private property.

As a general policy, the Town will not remove a vehicle from private property if the owner, occupant or lessee of such property could have the vehicle removed under applicable State law procedures. In no case, will a vehicle be removed by the Town from private property without a written request of the owner, occupant or lessee, except in those cases where the vehicle is a nuisance vehicle or is a junked motor vehicle which has been ordered removed by the Town Code Administrator. The Town may require any person requesting the removal of an abandoned, nuisance, or junked motor vehicle from private property to indemnify the Town against any loss, expense or liability incurred because of the removal, storage, or sale thereof.

Section 13. Protection against criminal or civil liability.

No person shall be held to answer in any civil or criminal action to any owner or other person legally entitled to the possession of an abandoned, nuisance, or junked motor vehicle, for disposing of such vehicle as provided in this Ordinance.

Section 14. Exceptions.

Nothing in this Ordinance shall apply to any vehicle: (1) which is located in a bona fide "automobile graveyard" or "junkyard" as defined in N.C.G.S. 136-143, in accordance with the "Junkyard Control Act", N.C.G.S. 136-141, et seq., (2) which is in an enclosed building, (3) which is on the premises of a business enterprise being operated in a lawful place and manner, or (4) which is in an appropriate storage place or depository maintained in a lawful place and manner by the Town.

Section 15. Unlawful removal of impounded vehicle.

It shall be unlawful for any person to remove or attempt to remove from any storage facility designated by the Town, any vehicle which has been impounded pursuant to the provision of this Ordinance unless and until all towing and impoundment fees which are due, or bond in lieu of such fees, have been paid.

Section 16. Alternative Remedies.

Nothing in this Ordinance nor any of its provisions shall be construed to impair or limit in any way the power of the Town to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise nor shall enforcement of one remedy provided herein prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. In addition to the remedies provided for herein, any violation of the terms of this Ordinance shall subject the violator to the penalties and remedies, either criminal or civil or both, as set forth in the General Penalties Ordinance of the Town of Archer Lodge.”

Part 2. All ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Part 3. This Ordinance shall become effective upon its adoption by the Town Council of the Town of Archer Lodge, North Carolina.

DULY ADOPTED this the ____ day of ____, 2016 with an effective date of ____, 2017
WHILE IN REGULAR SESSION.

TOWN OF ARCHER LODGE

_____(SEAL)
Michael A. Gordon, Mayor

ATTEST:

_____(SEAL)
Kim P. Batten, Town Clerk

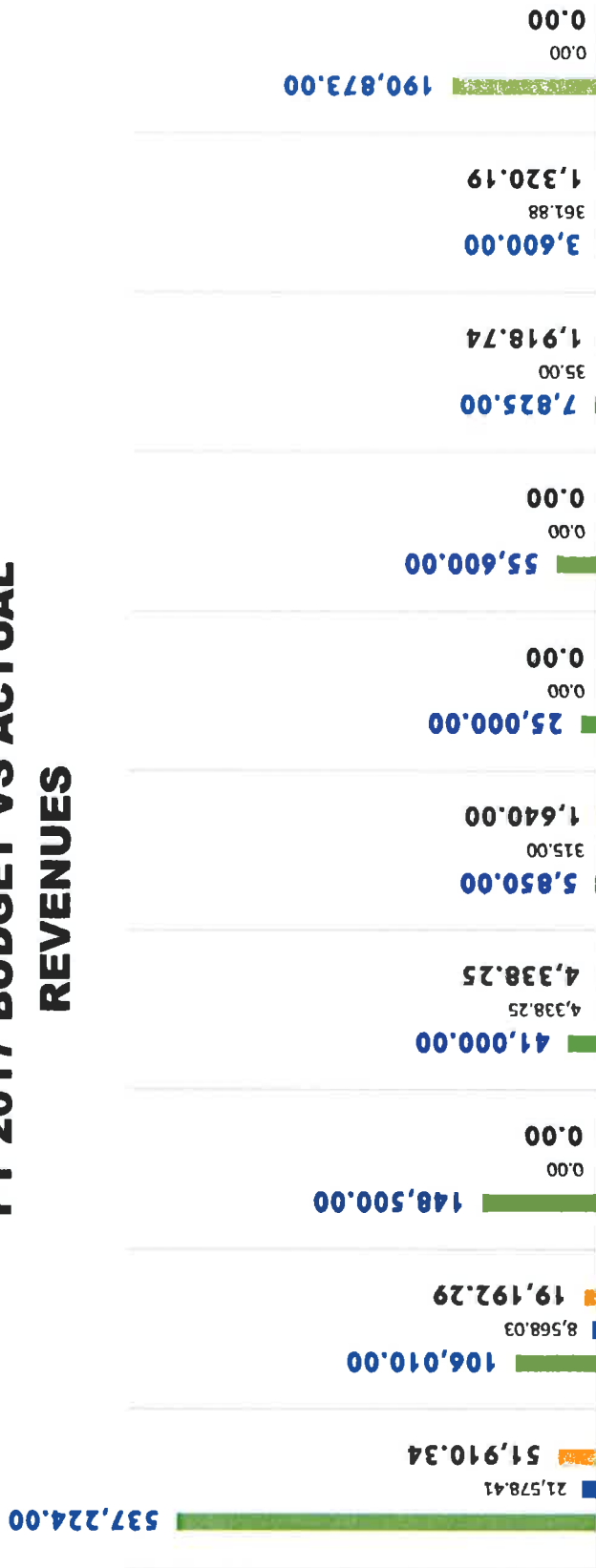


**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
OCTOBER 31, 2016**

GENERAL FUND				
REVENUES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	537,224.00	21,578.41	51,910.34	9.66%
SALES TAXES	106,010.00	8,568.03	19,192.29	18.10%
FRANCHISE TAXES	148,500.00	0.00	0.00	0.00%
BEER & WINE TAXES/JO CO ABC DIST	41,000.00	4,338.25	4,338.25	10.58%
PERMITS AND FEES	5,850.00	315.00	1,640.00	28.03%
FEE IN LIEU OF RECREATION	25,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	55,600.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	7,825.00	35.00	1,918.74	24.52%
INVESTMENT EARNINGS	3,600.00	361.88	1,320.19	36.67%
FUND BALANCE APPROPRIATION	190,873.00	0.00	0.00	0.00%
	1,121,482.00	35,196.57	80,319.81	7.16%
EXPENDITURES	BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	37,355.00	879.39	14,455.27	38.70%
ADMINISTRATION	200,227.00	12,727.79	63,562.50	31.75%
JO CO TAX COLLECTION FEES	13,900.00	392.16	1,015.27	7.30%
LEGAL	19,500.00	618.75	1,897.50	9.73%
PROPERTY TAXES	130.00	0.00	38.68	29.75%
PUBLIC BUILDINGS	100,053.00	1,687.46	44,327.33	44.30%
PEG MEDIA PARTNERS	55,600.00	0.00	0.00	0.00%
PUBLIC SAFETY	238,000.00	7,577.36	18,248.62	7.67%
TRANSPORTATION-PUBLIC WORKS	46,884.00	0.00	1,436.40	3.06%
PLANNING & ZONING	92,130.00	7,972.17	29,785.49	32.33%
CULTURAL & RECREATION	64,000.00	13,750.00	27,500.00	42.97%
DEBT SERVICES	45,838.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	50,000.00	0.00	0.00	0.00%
TRANSFER TO PARK RESERVE	157,865.00	3,176.00	63,431.93	40.18%
	1,121,482.00	48,781.08	265,698.99	23.69%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(13,584.51)	(185,379.18)	


FINANCE MANAGER

FY 2017 BUDGET VS ACTUAL REVENUES



AD-VALOREM TAXES
SALES TAXES
FRANCHISE TAXES
BEER & WINE TAXES/JO CO ABC DIST
PERMITS AND FEES
FEE IN LIEU OF RECREATION
MISCELLANEOUS REVENUES
INVESTMENT EARNINGS
FUND BALANCE APPROPRIATION

Amended Budget
Month Activity
Actual To Date

FY 2017 BUDGET VS. ACTUAL EXPENDITURES



Kimberly Parrish Batten

having attended the course of instruction in

2016 IIMC Clerks Certification Course

is awarded this certificate

October 28, 2016

Michael Smith

Dean, School of Government

CHB

Faculty, School of Government