



# Town of Archer Lodge

## AGENDA

### Work Session Meeting

**Tuesday, September 6, 2016 @ 6:30 PM  
Council Chambers**

---

Page

#### 1. WELCOME/CALL TO ORDER:

#### 2. ORDER OF BUSINESS:

2           2.a. Veteran's Memorial Payout & Municipal Administration Course acceptance requires Budget Amendment (BA 2017 02  
[BA 2017 02](#)

3 - 11       2.b. Discuss Nuisance Abatement Codes ~ Bob Clark  
[Work Session Presentation Memo 9-1-16](#)  
[Draft Ordinance - Abandoned, Junked and Nuisance Vehicles](#)

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

              2.d. Annexation Information ~ C.L. Gobble

12 - 28      2.e. **Draft** Cash Management & Investment Policy Discussion &  
**Draft** Resolution ~ Kim Batten  
[Excerpt from LGC Policy Manual for Local Governments](#)  
[Cash Management and Investment Policy - DRAFT](#)  
[AL2016-09-12 Resolution Adopting a Cash Management and](#)  
[Investment Policy-DRAFT](#)

#### 3. GENERAL UPDATES:

29       3.a. VC3 (Email Migration Update) ~ Kim Batten

          3.b. NC DOT Road Safety Improvements ~ Bob Clark  
[NCDOT Road Safety Improvement Update 8-31-16](#)

30       3.c. 2015 Municipal Population Estimate ~ Mayor Gordon  
[2015 Municipal Population Estimates](#)

#### 4. ADJOURNMENT:

**BA 2017 02**

**Town of Archer Lodge**  
**Budget Amendment**  
**Fiscal Year Ending**

**June 30, 2017**

| <b>Budget Amendment</b>                          |                |                     |            | <b>BA 2017 02</b>          |
|--|----------------|---------------------|------------|----------------------------|
| <b>Date</b>                                      |                |                     |            | <b>12-Sep-16</b>           |
| <b>Fund</b>                                      |                | <b>General Fund</b> |            |                            |
| Account  | Account Number | Budget              | Amendment  | Amended Budget             |
| <b>Revenues:</b>                                 |                |                     |            |                            |
| Fund Balance Appropriated                        | 10-3990-0000   | 160,816.00          | 30,057.00  | 190,873.00                 |
| <b>Total Increase (Decrease) in Revenues</b>     |                |                     |            | <b><u>30,057.00</u></b>    |
| <b>Expenditures:</b>                             |                |                     |            |                            |
| 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                  |
| <b>Total Increase (Decrease) in Expenditures</b> |                |                     |            | <b><u>\$ 30,057.00</u></b> |
|  |                |                     |            | <b><u>\$ -</u></b>         |

**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:

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

R. Carlton Vinson, Budget Officer



**MEMO**

**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*  
 Clyde B. Castleberry  
 J. Mark Jackson  
 R. Carlton Vinson  
 Mark B. Wilson

**DATE:** September 1, 2016

**TO:** Mayor and Town Council

**FROM:** Bob Clark, AICP  
  
 Planning and Zoning Administrator

**SUBJECT:** Work Session Presentation -- Junk Vehicles, Nuisances, and related Codes

During the March Council Planning Session, I presented an overview of some of the potential nuisance abatement and related codes the town may consider as the town continues to grow. As you know, the staff has been employing use of courtesy letters to property owners about nuisances. We have had some success with this approach, yet some nuisance situations remain.

At your upcoming September 6 work session I will briefly review the types of nuisances these codes may address (i.e., junk vehicles, trash/rubbish, abandoned buildings, noise, burning trash, chickens, etc.) and the potential means the town may employ to implement them.

Attached is a draft ordinance covering junked, abandoned and nuisance vehicles for some initial feedback.

**Draft ORDINANCE #2016-09-1 for discussion purposes only**

**ABANDONED, JUNKED AND NUISANCE VEHICLES  
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 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.

**ADOPTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**ATTEST**

**SEAL**

\_\_\_\_\_  
Mayor Mike Gordon

\_\_\_\_\_  
Town Clerk Kim P. Batten



## Department of State Treasurer – Policy Manual for Local Governments

### Section 30: Cash and Investments

#### Part IV – Authorized Investments Pursuant to G.S. 159-30

##### 9. Bankers' Acceptances of a Commercial Bank

These are eligible if, and provided that, the bank or its holding company is either incorporated in North Carolina or has the highest long-term debt rating of at least one nationally recognized rating service and does not bear a rating below the highest by any such service as provided by G.S. 159-30(c)(7).

A bankers' acceptance is a time draft often arising in international trade that is drawn by a commercial firm on a bank. When "accepted" by the bank, the accepting bank is irrevocably guaranteeing the availability of funds at its maturity. Bankers' acceptances, or BAs, are generally issued in large denominations, typically mature in 30 to 180 days, and are priced on a discount basis similar to Treasury bills.

##### 10. Mutual Fund for Local Governments Certified by the LGC

The only mutual fund certified by the Local Government Commission and authorized under G.S. 159-30(c)(8) is the North Carolina Capital Management Trust (the "NCCMT"). The NCCMT is offered exclusively to the following entities of the state of North Carolina: local governments and public authorities (as defined in G.S. 159-7); school administrative units; local ABC boards; community colleges; and public hospitals. The NCCMT is registered with and regulated by the SEC and has been rated AAAm by Standard & Poor's for many years. It should be remembered that amounts placed in the fund are investments in the form of shares of the NCCMT; they are not deposits, are not insured and are not subject to the collateralization requirements. The NCCMT offers units two professionally managed portfolios, the Cash Portfolio and the Term Portfolio. These two portfolios provide local governments with safe, liquid, convenient, and diversified investment alternatives with competitive yields. They are briefly described below.

Before investing with the NCCMT, the finance officer should carefully review the current prospectus for each fund, its annual report and the statement of additional information which more fully describes the investment objective, principal investment strategies, principal investment risks, fund performance, funds investments at the report date, investment policies and limitations, and other important information.

###### a. Cash Portfolio

The investment objective of the cash portfolio is to obtain as high a level of current income as is consistent with the preservation of capital and liquidity, and to maintain a constant net asset value of \$1.00 per share. The portfolio is designed to provide units with a liquid cash option and to accommodate frequent trading. Its investment strategies include investing in money market instruments permitted under G.S. 159-30; investing in money market securities of domestic issuers rated in the highest category by a nationally recognized rating service, U.S. Government securities, and repurchase agreements; and generally maintaining a dollar-weighted average maturity of 60 days or less. The mix of investments in the portfolio will vary from time to time and will reflect the fund managers' current assessment of market and economic conditions.

###### b. Term Portfolio

The investment objective of the term portfolio is to obtain as high a level of current income as is consistent with the preservation of capital. Its investment strategies



## Department of State Treasurer – Policy Manual for Local Governments

### Section 30: Cash and Investments

#### Part IV – Authorized Investments Pursuant to G.S. 159-30

include investing in obligations of the U.S. Government, its agencies or instrumentalities, obligations fully guaranteed by the U.S. Government, obligations of the State of North Carolina, bonds and notes of any North Carolina local government or public authority, and high grade money market instruments permitted under G.S § 159-30; investing in securities rated in the three highest categories by at least one nationally recognized rating service, or if unrated, determined to be of equivalent quality; and managing the fund so it generally reacts to changes in interest rates similar to government bonds. Although maturities may extend to seven years, the average maturity of the fund is usually less than one year. Longer maturities may produce higher yields but also greater price volatility. The Term Portfolio is not designed for and is not suitable for short-term investment.

#### 11. Commingled Investment Pools

As authorized by G.S. 159-30(c)(9) and G.S. 159-30(c)(10) and to the extent permitted by regulations issued by the State Treasurer, units can invest in a commingled investment pool established and administered by the State Treasurer pursuant to G.S. 147-69.3, and one established by interlocal agreement by two or more units of local government pursuant to G.S. 160A-460 through G.S. 160A-464, if the investments of the pool are limited to those qualifying for investment under G.S. 159-30(c). It should be noted that GASBS No. 31 has specific requirements for reporting for external investment pools, i.e. investment pools in which other legally separate entities may invest.

#### 12. Treasury Instruments Which Have the Coupon Stripped from the Security

G.S. 159-30(c)(11) authorized investment in these securities, which are known as STRIPS (Separate Trading of Registered Interest and Principal of Securities) and are offered at a deep discount to the purchaser. Market participants create zero coupon bonds (or “zeros”) by separating the interest and principal components of a Treasury note, bond, or TIPS. Short-term zeros are essentially similar to Treasury bills, although they are not as marketable, and usually trade at prices inferior to other discount securities. While STRIPS or zeros remove reinvestment risk, the most important aspect is that they are extremely volatile and therefore carry a high degree of market risk.

#### 13. Repurchase Agreements

Repurchase agreements (or “Repos”) are transactions in which a local unit (buyer) transfers cash to a broker-dealer or financial institution (seller); the seller transfers securities to the trustee for the unit and promises later to repay the cash plus interest in exchange for the same securities.

Repos are specifically authorized by G.S. 159-30(c)(12), which requires the following:

- a. Repurchase agreements are limited to either direct obligations of the United States or obligations whose principal and interest are guaranteed by the United States.
- b. The agreement must be with a broker or dealer recognized by the Federal Reserve Bank as a primary dealer or with a commercial bank, trust company or national banking association the deposits of which are insured by the FDIC.
- c. The obligations that are subject to the repurchase agreement must be delivered to the local government or to a financial institution acting as trustee for the local government. The financial institution serving as trustee must be a third party. In

# Town of Archer Lodge

## Cash Management and Investment Policy

### I. Governing Authority

#### Legality

The cash management and investment programs of the Town of Archer Lodge (hereafter the "Town") shall be operated in conformance with federal, North Carolina, and other legal requirements, including provisions of the North Carolina General Statutes (hereafter "G.S."), specifically The Local Government Budget and Fiscal Control Act (the "LGBFCA"), primarily G.S. 159-30 – Investment of idle funds; G.S. 159-31 – Selection of depository, deposits to be secured; and G.S. 159-32 – Daily deposits; and the related statutes.

### II. Scope

This policy applies to the management of cash and investment of all funds, excluding petty cash accounts.

### III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

#### 1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

##### a. Credit Risk

The Town will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy,
- Pre-qualifying the financial institutions, broker-dealers, intermediaries, and advisers with which the Town will do business in accordance with Section V, and
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

##### b. Interest Rate Risk

The Town will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- Investing operating funds primarily in shorter-term securities and deposits or The North Carolina Capital Management Trust and limiting the average

maturity of the portfolio in accordance with this policy (see section VIII).

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in a mutual fund for local government investment approved in accordance with G.S. 159-30(c) (8).

3. Yield

The cash management portfolio of the Town shall be designed with the objective of regularly meeting or exceeding a performance benchmark, which could be the average return on three-month U.S. Treasury bills, The North Carolina Capital Management Trust, or the average rate on Fed funds, whichever is higher. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.

The primary objectives, in priority order, of the cash management activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the cash management program and, accordingly, the activities shall be undertaken in a manner that seeks to ensure the safety of funds on deposit and the preservation of capital.

2. Liquidity

The Finance Officer/Finance Manager shall prepare adequate forecasts of anticipated cash receipts and disbursements to permit the identification of the liquidity needs of the Town.

3. Yield

The cash management activities shall support the investment activities by maximizing the funds available for investment by assuring that amounts due to the Town are promptly collected, that funds received are properly accounted for and deposited daily in an official depository, and that disbursements are properly controlled.

#### IV. Standards of Care

1. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial and investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

2. Delegation of Authority

Authority to manage cash and the investment program is granted to the Finance Officer/Finance Manager and derived from G.S. 159-30. The Finance Officer/Finance Manager shall act in accordance with established written procedures and internal controls for the management of cash and the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery versus payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral and depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Officer/Finance Manager. The Finance Officer/Finance Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**V. Authorized Financial Institutions, Depositories, and Broker-Dealers**

1. Authorized Financial Institutions, Depositories, and Broker-Dealers

A list will be maintained of financial institutions and depositories authorized by resolution of the Mayor and Council pursuant to G.S. 159-31 to act as its official depositories and to provide banking services. In addition, a list will be maintained of security broker-dealers authorized by resolution of the Mayor and Council to provide investment services and selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

All financial institutions, depositories and broker-dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines,
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties),
- Proof of state registration,
- Completed broker-dealer questionnaire (not applicable to Certificate of Deposit counterparties),
- Certification of having read and understood and agreeing to comply with this investment policy of the Town, and
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions, depositories and broker-dealers will be conducted by the Finance Officer/Finance Manager.

**VI. Safekeeping and Custody**

1. Delivery versus Payment

All trades of marketable securities will be executed by delivery versus payment ("DVP") to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

To reduce custodial credit risk or the risk that in the event of failure of a counterparty the unit will not be able to recover the value of collateral securities or then collateral securities in possession of a third party, securities will be held by an independent third-party custodian selected by the Town as evidenced by safekeeping receipts in the name of and for the benefit of the Town. The custodian shall be a trust department with an account with a Federal Reserve Bank and authorized to act as trustee in North Carolina. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards (SAS) No. 70 – Service Organizations).

Certificated securities are to be avoided where possible. Any certificated securities shall be registered in the name of the Town and held in the custody of the Finance Officer/Finance Manager.

3. Internal Controls

The Finance Officer/Finance Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the evaluation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion,
- Separation of transaction authority from accounting and recordkeeping,
- Prompt reconciliation of accounts,
- Custodial safekeeping requirements,
- Avoidance of physical delivery securities,
- Clear delegation of authority to subordinate staff members,
- Proper training and supervision of subordinate staff members,
- Written confirmation of transactions for investments and wire transfers,
- Dual authorizations of wire transfers, and
- Development of a wire transfer agreement with the lead bank and third-party custodian.

Accordingly, the Finance Officer/Finance Manager shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the annual independent audit of the Town.

4. Deposit and Investment Risk

In establishing internal controls, consideration should be given to the risk and disclosure requirements of Governmental Accounting Standards Board (GASB) Statement No. 40 – “Deposit and Investment Risk Disclosures”.

## VII. Suitable and Authorized Investments

1. Investment Types

Only the investments authorized by G.S. 159-30 will be permitted by this policy.

2. Collateralization

As required by G.S. 159-31 (b) - Selection of depository; deposits to be secured, full collateralization will be required on all funds on deposit or deposited at interest. The Finance Officer/Finance Manager is to notify the depository at the time a new deposit account is opened or a certificate of deposit is purchased that the account is a public deposit account subject to the collateralization requirements.

3. Repurchase Agreements

Repurchase agreements shall be consistent with G.S. 159-30(c) (12).

## VIII. Investment Parameters

1. Diversification

To reduce credit risk, the investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), and
- Limiting investment in securities that have higher credit risks.

To reduce interest rate risk, the investments shall be diversified by:

- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as a mutual fund for local government investment certified by the Local Government Commission pursuant to G.S. 159-30(c)(8), currently The North Carolina Capital Management Trust.

2. Maximum Maturities

To the extent possible, the Town shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. The Town shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Mayor and Council prior to the investment.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as The North Carolina Capital Management Trust or FDIC insured money market deposit accounts to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## IX. Reporting

1. Methods

The Finance Officer/Finance Manager shall prepare a monthly financial report and should be provided to the Mayor and Council.

2. Statutorily Required Reports

The Finance Officer/Finance Manager shall prepare and timely file the following reports:

- A “Notification of Public Deposit” on form INV-91 with each depository and provide a copy to the State Treasurer as of June 30 of each year;
- The semi-annual reports on form LGC 203 required to be filed with the Local Government Commission pursuant to G.S. 159-33 – Semiannual report on status of deposits and investments;
- The Annual Financial Information Report (“AFIR”) required to be filed with the Local Government Commission pursuant to G.S. 159-33.1 – Semiannual report of financial information; and
- Such other reports from time to time, may be required.

2. Performance Standards

The cash management portfolio of the Town shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, selected from the average return on three-month U.S. Treasury bills, The North Carolina Capital Management Trust or the average rate of Fed funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio’s rate of return.

3. Marking to Market

The market value of the portfolio shall be obtained from an independent source monthly and a statement of the market value of the portfolio shall be issued monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

In defining market value, consideration should be given to the requirements of Governmental Accounting Standards Board (GASB) Statement No. 31 – *“Accounting and Financial Reporting for Certain Investments and for External Investment Pools”* as amended.

## X. Policy Considerations

1. Exemption

Any investment not in compliance with G.S. 159-30 shall be sold in accordance with the provisions of G.S. 159-33.

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Review

This policy may be reviewed on an annual basis. Any changes must be approved by the Finance Officer/Finance Manager and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

## XI. Approval and Amendment of Cash Management and Investment Policy

The cash management and investment policy and any amendments shall be formally approved and adopted by resolution of the Mayor and Council of the Town.

## **XII. List of Attachments**

The following documents are attached to this policy:

- G.S. 159-30 – Investment of idle funds,
- G.S. 159-31 – Selection of depository; deposits to be secured,
- G.S. 159-33 – Semiannual report on status of deposits and investments,
- G.S. 159-33.1 – Semiannual report of financial information

## **XIII. Other Documentation**

Current versions of the following documents shall be maintained and available for inspection and reference:

- NC Department of State Treasurer - Financial Operations Division publication, "Collateralization of Public Deposits in North Carolina"
- NC Department of State Treasurer, Policy Statement 30 – Cash and Investments,

Policy adopted by resolution dated:                   September 12, 2016

### **§ 159-30. Investment of idle funds.**

(a) A local government or public authority may deposit at interest or invest all or part of the cash balance of any fund. The finance officer shall manage investments subject to whatever restrictions and directions the governing board may impose. The finance officer shall have the power to purchase, sell, and exchange securities on behalf of the governing board. The investment program shall be so managed that investments and deposits can be converted into cash when needed.

(b) Moneys may be deposited at interest in any bank, savings and loan association, or trust company in this State in the form of certificates of deposit or such other forms of time deposit as the Commission may approve. Investment deposits, including investment deposits of a mutual fund for local government investment established under subdivision (c)(8) of this section, shall be secured as provided in G.S. 159-31(b).

(b1) In addition to deposits authorized by subsection (b) of this section, the finance officer may deposit any portion of idle funds in accordance with all of the following conditions:

- (1) The funds are initially deposited through a bank or savings and loan association that is an official depository and that is selected by the finance officer.
- (2) The selected bank or savings and loan association arranges for the redeposit of funds in deposit accounts of the local government or public authority in one or more federally insured banks or savings and loan associations wherever located, provided that no funds shall be deposited in a bank or savings and loan association that at the time holds other deposits from the local government or public authority.
- (3) The full amount of principal and any accrued interest of each deposit account are covered by federal deposit insurance.
- (4) The selected bank or savings and loan association acts as custodian for the local government or public authority with respect to the deposit in the local government's or public authority's account.
- (5) On the same date that the local government or public authority funds are redeposited, the selected bank or savings and loan association receives an amount of federally insured deposits from customers of other financial institutions wherever located equal to or greater than the amount of the funds invested by the local government or public authority through the selected bank or savings and loan association.

(c) Moneys may be invested in the following classes of securities, and no others:

- (1) Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.
- (2) Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, Fannie Mae, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration, the United States Postal Service.
- (3) Obligations of the State of North Carolina.
- (4) Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the secretary may impose.
- (5) Savings certificates issued by any savings and loan association organized under the laws of the State of North Carolina or by any federal savings and loan association having its principal office in North Carolina; provided that

any principal amount of such certificate in excess of the amount insured by the federal government or any agency thereof, or by a mutual deposit guaranty association authorized by the Commissioner of Banks of the Department of Commerce of the State of North Carolina, be fully collateralized.

- (6) Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligation.
- (7) Bills of exchange or time drafts drawn on and accepted by a commercial bank and eligible for use as collateral by member banks in borrowing from a federal reserve bank, provided that the accepting bank or its holding company is either (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.
- (8) Participating shares in a mutual fund for local government investment; provided that the investments of the fund are limited to those qualifying for investment under this subsection (c) and that said fund is certified by the Local Government Commission. The Local Government Commission shall have the authority to issue rules and regulations concerning the establishment and qualifications of any mutual fund for local government investment.
- (9) A commingled investment pool established and administered by the State Treasurer pursuant to G.S. 147-69.3.
- (10) A commingled investment pool established by interlocal agreement by two or more units of local government pursuant to G.S. 160A-460 through G.S. 160A-464, if the investments of the pool are limited to those qualifying for investment under this subsection (c).
- (11) Evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian.
- (12) Repurchase agreements with respect to either direct obligations of the United States or obligations the principal of and the interest on which are guaranteed by the United States if entered into with a broker or dealer, as defined by the Securities Exchange Act of 1934, which is a dealer recognized as a primary dealer by a Federal Reserve Bank, or any commercial bank, trust company or national banking association, the deposits of which are insured by the Federal Deposit Insurance Corporation or any successor thereof if:
  - a. Such obligations that are subject to such repurchase agreement are delivered (in physical or in book entry form) to the local government or public authority, or any financial institution serving either as trustee for the local government or public authority or as fiscal agent for the local government or public authority or are supported by a

safekeeping receipt issued by a depository satisfactory to the local government or public authority, provided that such repurchase agreement must provide that the value of the underlying obligations shall be maintained at a current market value, calculated at least daily, of not less than one hundred percent (100%) of the repurchase price, and, provided further, that the financial institution serving either as trustee or as fiscal agent for the local government or public authority holding the obligations subject to the repurchase agreement hereunder or the depository issuing the safekeeping receipt shall not be the provider of the repurchase agreement;

- b. A valid and perfected first security interest in the obligations which are the subject of such repurchase agreement has been granted to the local government or public authority or its assignee or book entry procedures, conforming, to the extent practicable, with federal regulations and satisfactory to the local government or public authority have been established for the benefit of the local government or public authority or its assignee;
- c. Such securities are free and clear of any adverse third party claims; and
- d. Such repurchase agreement is in a form satisfactory to the local government or public authority.

(13) In connection with funds held by or on behalf of a local government or public authority, which funds are subject to the arbitrage and rebate provisions of the Internal Revenue Code of 1986, as amended, participating shares in tax-exempt mutual funds, to the extent such participation, in whole or in part, is not subject to such rebate provisions, and taxable mutual funds, to the extent such fund provides services in connection with the calculation of arbitrage rebate requirements under federal income tax law; provided, the investments of any such fund are limited to those bearing one of the two highest ratings of at least one nationally recognized rating service and not bearing a rating below one of the two highest ratings by any nationally recognized rating service which rates the particular fund.

(d) Investment securities may be bought, sold, and traded by private negotiation, and local governments and public authorities may pay all incidental costs thereof and all reasonable costs of administering the investment and deposit program. Securities and deposit certificates shall be in the custody of the finance officer who shall be responsible for their safekeeping and for keeping accurate investment accounts and records.

(e) Interest earned on deposits and investments shall be credited to the fund whose cash is deposited or invested. Cash of several funds may be combined for deposit or investment if not otherwise prohibited by law; and when such joint deposits or investments are made, interest earned shall be prorated and credited to the various funds on the basis of the amounts thereof invested, figured according to an average periodic balance or some other sound accounting principle. Interest earned on the deposit or investment of bond funds shall be deemed a part of the bond proceeds.

(f) Registered securities acquired for investment may be released from registration and transferred by signature of the finance officer.

(g) A local government, public authority, an entity eligible to participate in the Local Government Employee's Retirement System, or a local school administrative unit may make

contributions to a Local Government Other Post-Employment Benefits Trust established pursuant to G.S. 159-30.1.

(h) A unit of local government employing local law enforcement officers may make contributions to the Local Government Law Enforcement Special Separation Allowance Fund established in G.S. 147-69.5. (1957, c. 864, s. 1; 1967, c. 798, ss. 1, 2; 1969, c. 862; 1971, c. 780, s. 1; 1973, c. 474, ss. 24, 25; 1975, c. 481; 1977, c. 575; 1979, c. 717, s. 2; 1981, c. 445, ss. 1-3; 1983, c. 158, ss. 1, 2; 1987, c. 672, s. 1; 1989, c. 76, s. 31; c. 751, s. 7(46); 1991 (Reg. Sess., 1992), c. 959, s. 77; c. 1007, s. 40; 1993, c. 553, s. 55; 2001-193, s. 16; 2001-487, s. 14(o); 2005-394, s. 2; 2007-384, ss. 4, 9; 2010-175, s. 1; 2013-305, s. 1.)

**§ 159-31. Selection of depository; deposits to be secured.**

(a) The governing board of each local government and public authority shall designate as its official depositories one or more banks, savings and loan associations, or trust companies in this State or, with the written permission of the secretary, a national bank located in another state. In addition, a unit or public authority, with the written permission of the secretary, may designate a state bank or trust company located in another state as an official depository for the purpose of acting as fiscal agent for the unit or public authority. The names and addresses of the depositories shall be reported to the secretary. It shall be unlawful for any public moneys to be deposited in any place, bank, or trust company other than an official depository, except as permitted by G.S. 159-30(b); however, public moneys may be deposited in official depositories in Negotiable Order of Withdrawal (NOW) accounts.

(b) The amount of funds on deposit in an official depository or deposited at interest pursuant to G.S. 159-30(b) shall be secured by deposit insurance, surety bonds, letters of credit issued by a Federal Home Loan Bank, or investment securities of such nature, in a sufficient amount to protect the local government or public authority on account of deposit of funds made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured in accordance with this subsection, no public officer or employee may be held liable for any losses sustained by a local government or public authority because of the default or insolvency of the depository. No security is required for the protection of funds remitted to and received by a bank, savings and loan association, or trust company acting as fiscal agent for the payment of principal and interest on bonds or notes, when the funds are remitted no more than 60 days prior to the maturity date. (1927, c. 146, s. 19; 1929, c. 37; 1931, c. 60, s. 32; c. 296, s. 7; 1935, c. 375, s. 1; 1939, c. 129, s. 1; c. 134; 1953, c. 675, s. 28; 1955, cc. 698, 724; 1971, c. 780, s. 1; 1973, c. 474, s. 26; 1979, c. 637, s. 1; 1981, c. 447, s. 2; 1983, c. 158, s. 3; 1999-74, s. 1.)

**§ 159-33. Semiannual reports on status of deposits and investments.**

Each officer having custody of any funds of any local government or public authority shall report to the secretary of the Local Government Commission on January 1 and July 1 of each year (or such other dates as he may prescribe) the amounts of funds then in his custody, the amounts of deposits of such funds in depositories, and a list of all investment securities and time deposits held by the local government or public authority. In like manner, each bank or trust company acting as the official depository of any unit of local government or public authority may be required to report to the secretary a description of the surety bonds or investment securities securing such public deposits. If the secretary finds at any time that any funds of any unit or authority are not properly deposited or secured, or are invested in securities not eligible for investment, he shall notify the officer or depository in charge of the funds of the failure to comply with law or applicable regulations of the Commission. Upon such notification, the officer or depository shall comply with the law or regulations within 30 days, except as to the sale of securities not eligible for investment which shall be sold within nine months at a price to be approved by the secretary. The Commission may extend the time for sale of ineligible securities, but no one extension may cover a period of more than one year. (1931, c. 60, s. 33; 1971, c. 780, s. 1; 1979, c. 637, s. 2.)

**§ 159-33.1. Semiannual reports of financial information.**

The finance officer of each unit and public authority shall submit to the secretary on January 1 and July 1 of each year (or such other dates as the secretary may prescribe) a statement of financial information concerning the unit or public authority. The secretary may prescribe the information to be included in the statement and may prescribe the form of the statement. (1973, c. 474, s. 28.)

---

**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 12<sup>th</sup> day of September 2016.**

---

Michael A. Gordon, Mayor

ATTEST:

---

Kim P. Batten, Town Clerk

**RE: Activity update Archer Lodge road safety projects**

Date 08/31/2016 04:00:21 PM MDT)

From "Page, Jerry P" <jpage@ncdo1.gov>

To bob.clark@townoffarcherlodge.com

Cc Mike Gordon <mike.gordon@townoffarcherlodge.com>

CL Gobble <cl.gobble@townoffarcherlodge.com>

"don.belk" <don.belk@townoffarcherlodge.com>

Hey Bob,

Sorry so long to get back with you. I remember us talking but don't specifically remember the description of the projects we talked about. I know we have a couple on Covered Bridge Road and a couple on Buffalo Road.

Were these the projects below? Let me know. Thanks.

Jpp

**Division Project List**

| County   | TIP      | Description  | R/W Date | Let Date | Contract # | FA Type        | Project No  | PE WBS      | PE Funds Authorized | R/W WBS | R/W Funds Authorized | Const Funds WBS Authorized | Utilities Lead | Project Lead | Project Status                          |
|----------|----------|--|----------|----------|------------|----------------|-------------|-------------|---------------------|---------|----------------------|----------------------------|----------------|--------------|---|
| JOHNSTON | W-5601DP | SR 1003 (BUFFALO ROAD) BETWEEN SR 1702 (ARCHER LODGE ROAD) AND THE WAKE COUNTY LINE (PORTION OF SECTION WITHIN ARCHER LODGE TOWN LIMITS, REMAINDER IN JOHNSTON COUNTY) SAFETY IMPROVEMENTS | 10/2016  | 04/2017  | DM         | HSIP-1003(146) | 50138.1.121 | \$20,000.00 |                     |         |                      |                            | Johnson        | Ethridge     | Surveys received, plans being developed |
| JOHNSTON | W-5601DR | SR 1700 (COVERED BRIDGE ROAD) BETWEEN 0.1 MILE EAST AND 0.1MILE WEST OF SR 1003 (BUFFALO ROAD) SAFETY IMPROVEMENTS MP: 6.600 - 6.860   | 08/2017  | 08/2018  | DM         | HSIP-1700(020) | 50138.1.123 | \$65,000.00 |                     |         |                      |                            | Johnson        | Ethridge     | Surveys requested, use PEF              |
| JOHNSTON | W-5601DS | SR 1700 (COVERED BRIDGE ROAD) BETWEEN 0.1 MILE WEST OF SR 1703 (SOUTH MURPHY ROAD) AND 250' EAST OF SR 1702 (ARCHER LODGE ROAD) SAFETY IMPROVEMENTS MP: 6.390 - 6.600                      | 08/2017  | 08/2018  | DM         | HSIP-1700(019) | 50138.1.124 | \$75,000.00 |                     |         |                      |                            | Johnson        | Ethridge     | Surveys requested, use PEF              |
| JOHNSTON | W-5601HO | SR 1003 (BUFFALO ROAD) BETWEEN SR 1716 (LAKE WENDELL ROAD) AND SR 2638 (LAKE WENDELL ROAD), SAFETY IMPROVEMENTS  | 07/2017  | 07/2018  | DM         | HSIP-1003(149) | 50138.1.224 | \$55,000.00 |                     |         |                      |                            | Johnson        | Ethridge     | Surveys requested                       |

-----Original Message-----

From: bob.clark@townoffarcherlodge.com [mailto:bob.clark@townoffarcherlodge.com]

Sent: Wednesday, August 24, 2016 4:38 PM

To: Page, Jerry P

Cc: Mike Gordon; CL Gobble; don.belk

Subject: Activity update Archer Lodge road safety projects

Hi Jerry,

I hope things are going well. We spoke by phone several months ago about the two projects you had just then been assigned to program for road and intersection safety improvements in Archer Lodge. It looks like the location surveying has been completed. I would appreciate an opportunity to meet with you for a briefing on the preliminary plans and projected milestones. The Town is interested in seeing these projects progress and planning for future complementary pedestrian and bicycle improvements. There is also interest by town officials in how the intersection design at Covered Bridge Rd. and Buffalo Rd. will affect Barnes Store and other properties.

I am in the area on these upcoming dates and wonder if a time on one of them would work for a possible meeting at your office? August 29, 31; Sept. 12, 19, 20, 26, 28

I appreciate your time and consideration and look forward to hearing from you at your earliest convenience.

Thanks,

Bob Clark, AICP  
Planning and Zoning Administrator  
Town of Archer Lodge, NC  
252-560-3738 mobile

# 3.b.



RECEIVED

AUG 31 2016

TOWN OF ARCHER LODGE

BY: Lisa B

*put copy in Bob's box as well*

ANDREW T. HEATH  
STATE BUDGET DIRECTOR

PAT MCCRORY  
GOVERNOR

STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT

25AUG2016

MEMORANDUM

TO: Municipal Official

FROM: Anca Grozav  
Assistant State Budget Officer, Demographic and Economic Analysis Section  
Office of State Budget and Management

SUBJECT: Preliminary 2015 Municipal Population Estimates

The purpose of this memo is to give you a chance to preview the Certified Estimate of the July 1, 2015 permanent resident population of your municipality. This estimate is used for the purpose of distributing state-shared revenues to municipalities and will be featured in the Municipal Estimates section of the OSBM State Demographics website; to view go to [www.osbm.nc.gov](http://www.osbm.nc.gov) and select Facts & Figures and then select Demographics.

Archer Lodge, Johnston County

July 1, 2015 Certified Population Estimate: 4,695

If you have questions or comments concerning this information, wish help in interpreting the estimates, or would like clarification of the methods used in preparing the estimates, please contact me (20320 Mail Service Center, Raleigh, NC, 27699-0320. Telephone 919/807-4740).

DEADLINE FOR REVIEW: September 9, 2016

Mailing address:  
20320 Mail Service Center  
Raleigh, NC 27699-0320

[www.osbm.state.nc.us](http://www.osbm.state.nc.us)  
919-807-4700 \*\* FAX: 919-733-0640  
An EEO/AA Employer

Office location:  
5200 Administration Building  
116 West Jones Street