

TOWN OF INDIAN TRAIL
CASH MANAGEMENT POLICY

This Cash Management Policy is being established in order to develop a cash management plan for the Town of Indian Trail. Objectives of this plan are to:

1. Link long-term financial planning with short-term daily operations and decision making.
2. Increase the amount of idle moneys invested.
3. Generate non-tax revenues through increased investment earnings.
4. Ensure safety and liquidity of the Town's moneys.
5. To comply with the North Carolina Budget and Fiscal Control Act and the policies of the North Carolina Local Government Commission (the "LGC").

This plan will address five areas: cash receipts, cash disbursements, banking relations, investments, and monitoring and reporting on the plan.

In addition to establishing this Cash Management Plan, the Finance Director will implement internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, or imprudent actions by employees and officers of the Town. The Finance Director will ensure, whenever possible, separation of duties for handling public funds and assets.

Plan Administration

The Finance Director, with the advice and assistance of the Town Manager, Town Auditors and Town Council is charged with developing and implementing a uniform Town plan to carry out the cash management policy for the entire Town. This Town policy outlines the policies, duties, responsibilities and requirements for cash management within the Town on a broad basis.

The Town's Independent Auditors, as part of the annual financial audit, will determine if the Town is in compliance with the Cash Management Plan approved by Council.

Cash Management Over Receipts:

The objectives of cash management over receipts are to use diligence in collecting funds owed to the Town, to provide internal control over cash and cash equivalents and to expedite the movement of moneys collected into interest bearing accounts. The official depositories/banks shall be approved by the Council of the Town of Indian Trail. To accomplish these objectives, all plans adopted will include these rules:

1. Except as otherwise provided by law, all funds belonging to the Town and received by an employee of the Town in the normal course of their employment shall be deposited as follows:
 - a. Deposits are to be made daily into an official depository pursuant to G.S. 159-32.
 - b. Maintain sufficient records of trust/escrow requirements for moneys received for specific beneficiaries/developments for which the Town has a duty to deposit to an official depository/bank.
2. Checks received and deposited which are returned for insufficient funds will receive prompt action in collection of good funds.
3. Adjustments or corrections for overpayment will be made after the moneys are deposited. It is seldom necessary to return a check written incorrectly. Employees will not delay in depositing moneys of this type. Refunds necessary from errors shall be made by Town check through cash disbursements.
4. No official or employee shall have the authority to cash a check payable to the Town. This does not include replenishment of Petty Cash or the Cash fund with limits of \$250 and \$350, respectively.
5. No official or employee shall have the authority to open a bank account in the name of the Town or any of its departments using public funds without prior approval of the Town Council or Town Manager and Finance Director.
6. All public funds shall follow the daily deposit guidelines.
7. The Finance Director, or the Director's appropriate designee, shall conduct at least two random or risk based internal audits of cash receipting location per fiscal year.

Billing

Applications and reports to the state or federal government for reimbursement or claims are to be filed promptly. All department heads who administer programs that receive money from other governments are to meet with the Finance Director to establish a cash flow/Town reimbursement schedule for these moneys.

For tax billing, the objective shall be to reduce the processing time so payments will be received at the earliest date possible. A late payment charge will be assessed to all delinquent accounts as follows:

January – Due to the increased activity of this month and allowing for sufficient time and receipt of properly postmarked mail, the Town Tax Collector will decide on which date to apply interest as taxes must be postmarked by January 5th. Otherwise, delinquent interest will be charged as of the 1st day of each month.

The Town Council directs the Tax Collector to advertise delinquent taxes on real property for failure to pay during March of each year.

Analysis of Receipting Function

The Finance Director will meet with each department head that is responsible for a revenue source of the Town to review the billing, collecting, depositing and reporting procedures.

Collateralization for deposits shall be in accordance with title 20, Chapter 7 of North Carolina Administrative Code. All deposits for the Town shall be fully protected through deposit insurance and eligible collateralization securities. For all deposits held in financial institutions which utilize the Pooling Method for collateralization, the Finance Director shall maintain all necessary documentation to show that the responsibility of monitoring collateral levels in now with the State Treasurer.

All deposits of the Town are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the Federal depository insurance coverage level are collateralized with securities held by the Town's agents in the Town's name. Under the Pooling Method, which is a collateral pool, all deposits in excess of FDIC Insurance Coverage are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town, these deposits are considered to be held by the Town's agents in its name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering these deposits. The State Treasurer does not confirm this information with the Town or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method.

The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G. S. 159-30(d).

Certificates of deposit purchased by the Town shall be delivered to the Finance Director. The Finance Director and Town Manager shall ensure proper diversification of the investment portfolio in order to minimize risks brought on by economic and market changes. The Finance Director and Town Manager shall constantly monitor the investment portfolio and make adjustments as necessary by comparing market and book value of securities held by the Town. The Finance Director and Town Manager will examine opportunities to sell securities to realize gain or to liquidate securities to avoid loss.

The Finance Director shall review the cash position of the Town and decide, along with the Town Manager, what moneys can be invested for certain periods of time. If investments are to be made, the Finance Director will start a process whether through bidding or collection of necessary information for the Town as follows:

1. Approved financial institutions shall be contacted requesting bids/information on time deposits. All information shall be with interest rates quoted on 360/365 day basis. All information shall be delivered to the Finance Director along with the certificate.

2. For other eligible investment vehicles, the Finance Director and/or Town Manager shall solicit offers from banks, savings and loans or primary security dealers. Any investments purchased shall be from firms located with offices in North Carolina. The Finance Director and Town Manager shall review the various offers and determine which investment vehicles are appropriate, considering rate, maturity and safety of the investment. For securities purchased by the Town, The Finance Director and/or Town Manager shall instruct the seller that securities purchased by the Town are to be delivered to the Town.

Forecasting Cash Flows

The Finance Director for the Town, or the Director's appropriate designee, shall monitor cash requirements. The objective shall be to ensure that sufficient funds will be available to meet the Town's commitments and that the timing and amount of excess funds are known so as to properly identify the amount of money available for investment.

Cash Disbursements

The objective of this section of the Town's Cash Management Plan is to retain moneys for investment until the agreed upon contractual date of payment unless early payment provides a benefit to the Town.

The Finance Director shall appropriate and expend the Town's moneys pursuant to G.S. 159-28(b) to create the maximum amount of funds available for investments. The Finance Director shall pay the obligations of the Town when due. The Town's purchase order system will be used for payments. All payments to one vendor will be consolidated when paid from a single fund.

Dual signatures are required for all Town checks. Currently electronic and facsimile signatures are not approved by the Town.

The Finance Director, or the Director's appropriate designee, shall make payroll deposits monthly to all employees. Payroll deposits shall be authorized by time sheets kept by employee and signed by supervisor. No payroll deposit will be issued without proper documentation in the Human Resources and Payroll departments and approved budgetary authority. The Finance Director, or the Director's appropriate designee, shall submit all payroll deductions and reports to the proper agencies in a timely manner.

Banking Relations

The objective of this section of the plan is designed to help the Finance Director develop and implement procedures to create mutually beneficial banking relations with local financial institutions.

Analysis

The Finance Director and Town Manager shall determine which financial institutions qualify to be the Town's depository based upon published reports and other procedures deemed appropriate.

Request For Proposal For Banking Services

Those financial institutions which are deemed to qualify to be the Town's depository shall receive an RFP. The RFP shall require information on what services can be provided to the Town and the cost associated with the services. RFP's shall be compared and selection of the official depository recommended to the Town Council. The Town will maintain bank accounts necessary and prudent to conduct Town business. The Town Council will designate the Town's official depository. The Finance Director and Town Manager shall sign for the Town a three to five year contract with the selected depository establishing the banking services, costs, and conditions which might necessitate termination of the contract.

Investments

Town policy is to invest public funds in a manner which will provide the highest investment return with maximum security while meeting daily cash flow requirements of the Town and conforming to all State statutes governing the investment of idle funds.

This investment policy applies to all financial assets of the Town except authorized petty cash, trust/escrow funds and debt proceeds.

The standard of prudence to be used by authorized staff shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under then prevailing circumstances, which person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Authorized staff acting in accordance with procedures in this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Staff is relieved of responsibility only if they report any deviations from expectations in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

G.S. 159-25(a)(6) delegates management responsibility for the investment program to the Finance Director. This investment policy requires the Finance Director consult with the Town Manger or Town Auditors for investments under \$750,000. Investment over this amount should be approved by Town Council prior to investing.

The Finance Director will establish and maintain procedures for the operation of the investment program which are consistent with this policy. Such procedures will include delegation of authority to persons responsible for investment transactions except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish and maintain a system of controls to regulate the activities of subordinates.

In the absence of the Finance Director and those to which he or she has delegated investment authority, the Town Manager is authorized to execute investment activities.

The Town's objectives in managing the investment portfolio, in order of priority, are safety, liquidity, and yield.

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. To best

mitigate against credit risk (the risk of loss due to failure of the security issuer) diversification is required. To best mitigate against interest rate risk (the risk that changes in interest rates will adversely affect the market value of a security and that the security will have to be liquidated and the loss realized) the second objective, adequate liquidity, must be met.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating and debt service cash requirements that may be reasonably anticipated. The portfolio will be structured so that securities mature concurrent with cash needs (static liquidity), with securities with an active secondary market (dynamic liquidity), and with deposits and investments in highly liquid money market and mutual fund accounts.

Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary, economic and interest rate cycles, taking into account investment risk constraints and liquidity needs.

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 to the Town Manager any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or 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 individuals with whom business is conducted on behalf of the Town.

The Town is empowered by N. C. G. S. 159-30(c) to invest in certain types of investments. The Council approves the use of the following investment types:

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 Services.
3. Obligations of the State of North Carolina.
4. Bonds and notes of any North Carolina local government or public authority that is rated "AA" or better by at least two of the nationally recognized ratings services or that carries any "AAA" insured rating.
5. Fully collateralized deposits at interest or certificates of deposit with any bank, savings and loan association or trust company that utilizes the Pooling Method of collateralization.
6. Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service, which rates the particular obligation.
7. Bankers' acceptance of a commercial bank or its holding company provided that the 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 investment of the fund is limited to those qualifying for investment under G. S. 150-30(c) and that said fund is certified by the LGC. (The only such certified fund is the North Carolina Capital Management Trust.)
9. Evidence of ownership of, or fractional undivided interest 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 (STRIPS or zero coupon securities).
10. Guaranteed investment contracts utilizing repurchase agreements but only for the investment of debt proceeds which are to be collateralized at 105% and marked to market on a daily basis.

Prohibited Forms of Authorized Investments

Any investment not specifically noted in the policy above is prohibited until such investment is approved by the Town Council in a regular or special town council meeting.

Diversification

1. Every effort will be made to diversify Investments by security type and by institution.
2. The total investment in certificates of deposit shall not exceed \$1,500,000 with a single financial institution.
3. With the exception of United States treasury securities and the North Carolina Capital Management Trust, no more than 30% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.
4. The Finance Director is responsible for monitoring compliance with the above restrictions. If a violation occurs, the Finance Director shall report such to the Town Manager and to the Council along with a plan to address the violation.

Selection of Securities

The Finance Director and Town Manager together will determine which investments shall be purchased and sold and the desired maturity date(s) that are in the best interest of the Town. The selection of an investment will involve the evaluation of, but not limited to, the following factors: cash flow projections and requirements; current market conditions; and overall portfolio balance and makeup.

Policy Considerations

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 in this policy.

Monitoring and Reporting

The objective of this section is to devise a systematic reporting schedule to the Town Manager and Council and to provide a schedule for the systematic review of the plan itself to make necessary amendments and changes.

The Finance Director for the Town of Indian Trail shall maintain records of the status of investments. These records will be available to the Town Manager and Council at all times.

The Finance Director, or the Director's appropriate designee, shall submit the LGC-203, Report of Cash Balance, to the Secretary of the Local Government Commission pursuant to G.S. 159-33 and 33.1 on a semi-annual basis. This information shall also be reported to the Town Manager and Council at the next scheduled meeting after each report has been submitted to the LGC.

The Finance Director shall report to the Town Manger and Council any changes in bank services. The Finance Director shall report the issuance of the Request For Proposals for banking services (RFP) and recommendations for selections of an official depository.

Every three years the plan shall be reviewed by the Finance Director. The Finance Director shall report to the Town Manager and Council any amendments necessary to the plan, any procedural changes made and any recommendations to enhance the Cash Management Plan.

ADOPTED THIS 27TH DAY OF JANUARY 2015.



MICHAEL L. ALVAREZ, MAYOR



Peggy Piontek, Town Clerk

STATE OF NORTH CAROLINA)
)
TOWN OF INDIAN TRAIL)

ORDINANCE #O150127-207

AN ORDINANCE AMENDING CHAPTER 1710, TREES AND SHRUBS, OF THE UNIFIED DEVELOPMENT ORDINANCE (UDO), RELATED TO THE USE AND TYPES OF PERMITTED TREES AND SHRUBS IN RESIDENTIAL AND COMMERCIAL USES WITHIN INDIAN TRAIL, NC.

WHEREAS, the Town is the applicant for ZT2014-004 requesting to amend Chapter 1710 Trees and Shrubs, to outline the planting strip requirements needed for mature tree growth of street trees as well as to provide mature tree spread, additional invasive species', more variety of options in the tree selection process and general housekeeping changes; and

WHEREAS, this Zoning Text Amendment was duly noticed in compliance with North Carolina General Statutes; and

WHEREAS, a public meeting was held by the Planning Board on November 18, 2014 to consider this Zoning Text Amendment; and

WHEREAS, the Planning Board found the proposed Zoning Text Amendment is consistent with the following goals of the Comprehensive Plan:

- **Natural Environment Goal 4:** This Amendment provides for more variety in the tree selection process and encourages trees to grow to mature height and spread.
- **Infrastructure Goal 2:** This Amendment helps minimize infrastructure damage to town roads through the use of planting bed spaces to support mature growth.

WHEREAS, the request for this Zoning Text Amendment is a reasonable request and is in the public interest because it promotes the goals of the adopted Comprehensive Plan in the areas of natural environment and infrastructure.

WHEREAS, after making the draft findings the Planning Board unanimously approved the motion to transmit a recommendation to approve to the Town Council; and

WHEREAS, the Town Council held a public hearing on January 27, 2015 to consider said request and recommendation of approval from the Planning Board; and

WHEREAS, the Town Council concurred with the Planning Board's consistency findings and hereby endorses said findings; and

NOW THEREFORE, IT SHALL BE ORDAINED by the Town Council of the Town of Indian Trail, North Carolina hereby takes the following action:

Section 1 – Approves ZT2014-004 Zoning Text Amendment, outlined in Attachment 1 in this Ordinance, thereby granting the Zoning Text Amendment to update the Trees and Shrubs list outlined in UDO Chapter 1710.

Section 2 – This ordinance shall be effective immediately upon adoption.

SO ORDAINED THIS 27th DAY OF JANUARY, 2015

THE TOWN COUNCIL OF INDIAN TRAIL

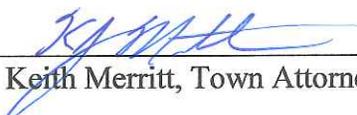


Michael I. Alvarez, Mayor

Attest:

Peggy Piontek, Town Clerk

APPROVED AS TO FORM:



Keith Merritt, Town Attorney

ATTACHMENT 1

Chapter 1710. Appendix 1: Trees and Shrubs

****This is not an inclusive list. Other species that can grow in cold hardiness zone 7b and/or are otherwise not listed on NCDOT's or the USDA'S invasive species list are permitted upon review and approval of Staff.**

Recommended Trees and Shrubs and List of Invasive Species

Common Name	Latin Name	Mature Height And Spread (feet)
LARGE MATURING DECIDUOUS TREES		
Ash, Green¹	Fraxinus* pennsylvanica	50-60; 25-30
Baldcypress	Taxodium distichum	50-70; 20-30
Birch, River	Betula nigra	40-70; 40-60
Hackberry, Common	Celtis occidentalis	40-60; 40-60
Hackberry, Sugar	Celtis laevigata	60-80; 60-80
Ginkgo	Ginkgo biloba	50-80; 50-80
Maple, Red	Acer rubrum	40-60; 25-40
Maple, Sugar	Acer saccharum	60-75; 40-50
Oak, Laurel	Quercus hemisphaerica (laurifolia)	50-75; 40
Oak, Northern Red	Quercus rubra	60-70; 45-60
Oak, Pin	Quercus palustris	50-70; 40
Oak, Sawtooth²	Quercus acutissima	40-60; 40-60
Oak, Shumard	Quercus shumardii	50-75; 40
Oak, Southern Red	Quercus falcata	70-80; 50-60
Oak, Water	Quercus nigra	50-80; 50-80
Oak, White	Quercus alba	50-80; 50-80
Oak, Willow	Quercus phellos	40-80; 40
Pagoda Tree, Japanese	Sophora japonica	50-60; 40-60
Poplar, Tulip	Liriodendron tulipifera	70-90; 30-50
Sycamore, American	Platanus occidentalis	75-100; 75-100
Willow, White	Salix alba	75-90; 50-70
Zelkova, Japanese²	Zelkova serrata	50-80; 50-75
MEDIUM MATURING DECIDUOUS TREES		
Black Gum/Tupelo	Nyssa sylvatica	30-50; 20-30
Carolina Silverbell	Halesia tetraptera	30-40; 20-35
Dogwood, Flowering	Cornus florida	15-35; 20-35
Dogwood, Kousa	Cornus kousa	20-35; 15-25
Redbud, Eastern	Cercis canadensis	20-30; 15-30
Hornbeam, European	Carpinus betulus 'fastigiata'	40; 25-35
Katsura Tree	Cercidiphyllum japonicum	40-60; 25-30
Magnolia, Saucer	Magnolia soulangiana	20-30; 20-25

¹ Species with many varieties.

² Species may become invasive and should be planted with care.

Common Name	Latin Name	Mature Height And Spread (feet)
SMALL MATURING DECIDUOUS TREES		
Chastetree	<i>Vitex negundo</i>	15-20; 15
Cherry, Japanese	<i>Prunus serrulata</i>	15-25; 15-25
Cherry, Yoshino	<i>Prunus x yedoensis</i>	30-45; 25-40
Cherry-Laurel, Carolina	<i>Prunus caroliniana</i>	20-40; 15-25
Crabapple, Flowering	<i>Malus</i> spp.	7-25; 15
Higan Cherry, Japanese Weeping	<i>Prunus subhirtella</i>	20-30; 15-25
Crape Myrtle	<i>Lagerstoemia indica</i>	15-25; 15
Hawthorn	<i>Crataegus</i> sp.	15-30; 25
Magnolia, Sweetbay	<i>Magnolia virginiana</i>	10-20, some var. larger; 10-20
Magnolia, Star	<i>Magnolia stellata</i>	15-20; 10-15
Maple, Amur	<i>Acer ginnala</i>	15-20; 20
Maple, Hedge	<i>Acer campestre</i>	20-30; 20-30
Maple, Japanese	<i>Acer palmatum</i>	15-25; 20
Serviceberry	<i>Amelanchier</i> sp.	10-20; 8-15
Smoketree	<i>Cotinus coggyria</i>	10-15; 10-15
LARGE MATURING DECIDUOUS SHRUBS		
Althea	<i>Hibiscus syriacus</i>	8-12; 6-10
Burkwood Viburnum	<i>Viburnum X burkwoodii</i>	8-10; 6-8
Common Fig Tree	<i>Ficus Carica</i>	10-20; 10-20
Common/Fragrant Lilac	<i>Syringa vulgaris</i>	10-12; 6-8
Common Witch-hazel	<i>Hamamelis virginiana</i>	15-30; 15-20
Doublefile Viburnum	<i>Viburnum plicatum</i>	8-10; 10
Fringetree	<i>Chinonanthus virginicus</i>	12-20; 8-12
Possumhaw	<i>Ilex decidua</i>	10-15; 3-10
Silverberry	<i>Eleagnus commutata</i>	10-12; 10
EVERGREENS		
Cherry-Laurel, Carolina	<i>Prunus caroliniana</i>	40; 15-25
Eastern Red Cedar	<i>Juniperus virginiana</i>	40-50; 8-20
Holly, American	<i>Ilex opaca</i>	30-50; 15-25
Holly, Chinese (Tree Form)	<i>Ilex cornuta</i>	15-25; 15-25
Holly, Foster	<i>Ilex X attenuata</i> 'fosteri'	20-30; 8-12
Holly, Hume	<i>Ilex opaca</i> 'Hume #2'	30-50; 15-20
Holly, Nellie R. Stevens	<i>Ilex X</i> 'Nellie R Stevens'	15-25; 10-15
Holly, Savannah	<i>Ilex X attenuate</i> 'Savannah'	25-35; 6-10
Holly, Yaupon	<i>Ilex vomitoria</i>	15-20; 15-20
Loquat	<i>Eriobotrya japonica</i>	10-30; 15
Magnolia, Southern	<i>Magnolia grandiflora</i>	60-80; 30-40
Myrtle, Wax	<i>Myrica cerifera</i>	15-25; 15-25
Pine, Loblolly	<i>Pinus taeda</i>	60-90; 25-35
Pine, Shortleaf	<i>Pinus echinata</i>	80-100; 30-50
Spruce, Norway	<i>Picea abies</i>	40-60; 25-30

1. This is a species with many varieties.

2. Species may become invasive and should be planted with care.

RECOMMENDED TREES FOR PARKING LOTS AND PAVED AREAS

Common Name	Latin Name	Mature Height and Spread(feet)
Maple, Hedge	<i>Acer campestre</i>	20-30; 20-30
Maple, Amur¹	<i>Acer ginnala</i>	15-20; 20
European Hornbeam	<i>Carpinus betulus 'fastigiata'</i>	40-60; 15-30
Katsuratree	<i>Cercidiphyllum japonicum</i>	40-60; 30
Cornelian Cherry	<i>Cornus mas</i>	20-25; 15-20
Cockspur Hawthorne	<i>Crataegus crusgalli</i>	25; 25
Cypress, Arizona	<i>Cupressus glabra</i>	40-50; 25-30
Ash, Green²	<i>Fraxinus pennsylvanica</i>	50-60; 25
Ginkgo	<i>Ginkgo biloba</i>	50-80; 25-40
Honeylocust	<i>Gleditsia triacanthos</i>	40-80; 30-40
Holly, Foster	<i>Ilex X attenuate 'fosteri'</i>	20-30; 8-12
Holly, Savannah	<i>Ilex X attenuate</i>	30-45; 6-10
Juniper, Chinese	<i>Juniperus chinensis</i>	Many varieties, variable heights and spreads
Juniper, Rocky Mountain	<i>Juniperus scopulorum</i>	30-40; 10-15
Eastern Red Cedar	<i>Juniperus virginiana</i>	40-50; 8-20
Goldenraintree	<i>Koelreuteria paniculata</i>	30-40; 30-40
Japanese Crape Myrtle	<i>Lagerstroemia fauriei</i>	30; 30
Magnolia, Southern	<i>Magnolia grandiflora</i>	60-80; 30-40
Magnolia, Sweetbay	<i>Magnolia virginiana</i>	10-20; 10-20
Crabapple, Siberian	<i>Malus baccata</i>	25-35; 15-25
Crabapple, Japanese Flowering	<i>Malus floribunda</i>	18-25; 15-25
Hophornbeam, American	<i>Ostrya virginiana</i>	25-40; 20-30
Persian, Parrotia	<i>Parrotia persica</i>	25-40; 15-30
Pistache, Chinese	<i>Pistacia chinensis</i>	25-40; 25-35
Oak, Sawtooth²	<i>Quercus acutissima</i>	40-60; 40-60
Oak, Scarlet	<i>Quercus coccinea</i>	60-80; 40-60
Oak, Overcup	<i>Quercus lyrata</i>	45-70; 30-50
Oak, Swamp Chestnut	<i>Quercus michauxii</i>	60-80; 45
Oak, Chinese Evergreen	<i>Quercus myrsinifolia</i>	20-40; 30-40
Oak, English	<i>Quercus robur</i>	50-70; 40-60
Oak, Pin	<i>Quercus palustris</i>	50-70; 40

¹ Species may become invasive and should be planted with care.

² Native species.

<u>Common Name</u>	<u>Latin Name</u>	<u>Mature Height And Spread (feet)</u>
Japanese Pagodatree	Sophora japonica	50; 40-60
Pondcypress	Taxodium ascendens	50-60; 10-15
Arborvitae, Eastern	Thuja-orientalis	40-60; 10-20
Arborvitae/Red Cedar, Western	Thuja plicata	50-60; 15-20
Elm, Lacebark	Ulmus parvifolia	25-40; 40-50
Chaste Tree	Vitex agnu-castus	20; 20
Japanese Zelkova¹	Zelkova serrata	50-80; 50-75

1. Species may become invasive and should be planted with care.
2. Indicates native species.

STREET TREES

Common Name Latin Name Mature Height and Spread (Feet)

LARGE MATURING DECIDUOUS TREES OVER 40 FEET TALL

Minimum 8 feet planting strip required (As measured inside of the curb/natural space)

DECIDUOUS TREES

Ash, Green¹	Fraxinus* pennsylvanica	50-60; 25
Baldcypress	Taxodium distichum	50-70; 20-30
Birch, River	Betula nigra	40-70; 40-60
Eastern Red Cedar¹	Juniperus virginiana	40-50; 8-20
Ginkgo, 'Princeton Sentry'	Ginkgo, biloba 'Princeton sentry'	45; 15-35
Hackberry, Sugar	Celtis laevigata	60-75; 50-65
Honeylocust	Gleditsia triacanthos	40-80; 30-40
Japanese Pagodatree	Sophora japonica	50-80; 50-80
Japanese Zelkova²	Zelkova serrata	50-60; 45-50
Maple, Red	Acer rubrum	70-80; 30-40
Maple, Sugar	Acer saccharum	60-75; 40-50
Oak, Southern Red	Quercus falcata	60-80; 60-70
Oak, Willow¹	Quercus phellos	40-60; 30-40
Poplar, Tulip	Liriodendron tulipefera	70-80; 30-40
Redwood, Dawn	Metasequoia glyptostroboides	70-100; 15-25

MEDIUM MATURING DECIDUOUS TREES UP TO 40 FEET TALL

Minimum 6 feet planting strip required (As measured from the inside of the curb/natural space)

Black Gum/Tupelo¹	Nyssa sylvatica	30-50; 20-30
Carolina Silverbell¹	Halesia tetraptera	30-40; 20-35
Chinese Pistache	Pistacia chinensis	25-40; 25-35
Elm, Lacebark	Ulmus parvifolia	25-40; 40-50
Dogwood, Kousa	Cornus kousa	20-35; 15-25
Hawthorn, Green	Crataegus viridis 'Winter King'	25-35; 25-35

¹ Native species.

² Species may become invasive and should be planted with care.

Holly, Nellie R. Stevens	Ilex X 'Nellie R. Stevens'	15-25; 10-15
Holly, Savannah	Ilex X attenuate 'Savannah'	25-35; 6-10
Hornbeam, European	Carpinus betulus 'fastigiata'	35-40; 15-30 (This is an upright, semi-maturing variety ideal
Oak, Chinese Evergreen	Quercus myrsinifolia	20-30; 20-30
Common Name	Latin Name	Mature Height and Spread (Feet)

SMALL MATURING DECIDUOUS TREES UNDER 30 FEET TALL

Minimum 4 feet or more planting strip required (As measured from the inside of the curb/natural space)

Common/Fragrant Lilac	Syringa vulgaris, also reticulata	10-12-15; 8-12
Crabapple, Japanese Flowering	Malus floribunda	7-25; 15
Crapemyrtle, Common	Lagerstroemia indica and potentially others upon prior approval	15-30; 15
Dogwood, Pagoda	Cornus alterniflora	20-30; 20-30
Fringtree¹	Chionanthus virginicus	12-20; 8-12
Fringtree, Chinese	Chionanthus retusus	15-25; 10-20
Hornbeam, American	Carpinus caroliniana	20-30; 15-20
Magnolia, Little Gem	Magnolia grandiflora 'Little Gem'	20-30; 10
Magnolia, Saucer	Magnolia X soulangiana	20-25; 20-25
Maple, Amur	Acer ginnala	15-20; 20
Maple, Hedge	Acer campestre	20-30; 20-30
Maple, Trident	Acer buergerianum	20-30; 20-30
Redbud, Chinese	Cercis chinensis	10-30; 10-30
Redbud, Eastern¹	Cercis canadensis	20-30; 15-30
Serviceberry¹	Amelanchier spp.	10-20; 8-15
Wax Myrtle	Myrica cerifera	15-25; 20-25

1. Indicates native species.

2. Species may become invasive and should be planted with care.

3. Additional tree species may be proposed for consideration by Town staff with a recommendation by a licensed arborist, landscape architect, or other qualified tree expert documenting why the species is appropriate within the planted space.

Street tree planting spaces of less than 4-ft in width may generally be appropriate for use as a grass strip, shrub area, and/or the planting of appropriate small understory/flowering trees.

**INVASIVE OR EXOTIC SPECIES IN NORTH CAROLINA: SEVERE THREAT
(SHOULD NOT BE PLANTED)**

COMMON NAME	LATIN NAME
Tree of Heaven	<i>Ailanthus altissima</i>
Mimosa, Silktree	<i>Albizia julibrissen</i>
Oriental Bittersweet	<i>Calatrust orbiculatus</i>
Pampas Grass	<i>Cortaderia selloana</i>
Russian Olive	<i>Eleagnus angustifolia</i>
Autumn Olive	<i>Eleagnus umbellata</i>
Sericea, bushclover	<i>Lespedeza cuneata</i>
Chinese Privet	<i>Ligustrum sinense</i>
Japanese Honeysuckle	<i>Lonicera japonica</i>
Leatherleaf Mahonia	<i>Mahonia bealei</i>
Chinese Silvergrass	<i>Miscanthus sinensis</i>
Japanese Stillgrass	<i>Microstegium</i>
Sacred bamboo	<i>Nandina domestica</i>
Princess Tree	<i>Paulownia tomentosa</i>
Multiflora rose	<i>Rosa multiflora</i>
Japanese Spiraea	<i>Spiraea japonica</i>
Periwinkle, Vinca	<i>Vinca</i> spp.

SIGNIFICANT THREAT (SHOULD NOT BE PLANTED ADJACENT TO NATIVE FOREST)

COMMON NAME	LATIN NAME
Burning Bush	<i>Euonymus alata</i>
Winter Creeper	<i>Euonymus fortunei</i>
English Ivy	<i>Hereda helix</i>
Japanese Privet	<i>Ligustrum japonicum</i>
Common Privet	<i>Ligustrum vulgare</i>
White Mulberry	<i>Morus alba</i>
Bradford Pear	<i>Pyrus calleryana</i>
Chanticleer Pear	<i>Pyrus calleryana</i>
Chinese Wisteria	<i>Wisteria sinensis</i>
Japanese Wisteria	<i>Wisteria floribunda</i>

Pruning Standards

Pruning Standards: The ANSI pruning standards have been drafted to address pruning specifications across all geographic areas. Knowledge of the growth of tree species within a given environment may alter how the recommendations are interpreted. The following information is designed to help readers understand exactly what will be accomplished in a pruning operation.

Branch Specifications	Branch Size	Minimum or maximum diameter size of branches to be removed should be specified
Pruning Objectives	Hazard Reduction Pruning	Recommended when the objective is to reduce the danger caused by visibly defined hazards. E.g. Removing dead limbs hanging over a park bench.
	Maintenance Pruning	Recommended when the primary objective is to maintain or improve tree health.
Pruning Types	Crown Clearing	Selective removal of dead, dying or diseased branches, weak branches or water sprouts.
	Crown Thinning	Selective removal to increase light penetration, air movement, and to reduce weight.
	Crown raising	Removal of lower branches to provide clearance.
	Crown reduction or shaping	Pruning to decrease height and/or spread of a tree. Amount dependent on tree species.
	Vista Pruning	Selective thinning of framework limbs or specific areas of crown to allow views from specific spots.
	Crown restoration	Designed to improve structure, form, and appearance of trees that have been severely headed, vandalized, or storm damaged.

Caliper to Height Ratios for Deciduous Trees

Caliper in inches	Standard Shade Trees	Slow Growing Trees		Small Upright
	Average Range	Maximum	Minimum	Average Range
				2 to 3
5/16				3 to 4
7/16				4 to 5
9/16				5 to 6
11/16				6 to 8
7/8				
1/2 to 3/4	5 to 6	8	3.5	
3/4 to 1	6 to 8	10	4	
1 to 1 1/4	8 to 10	11	5.5	
1 1/4 to 1 1/2	8 to 10	12	5.5	
1 1/2 to 1 3/4	10 to 12	14	6.5	
1 3/4 to 2	10 to 12	14	6.5	
2 to 2 1/2	12 to 14	16	8	
2 1/2 to 3	12 to 14	16	8	
3 to 3 1/2	14 to 16	18	9.5	
3 1/2 to 4	14 to 16	18	9.5	
4 to 5	16 to 18	22	10.5	

Caliper in inches	Standard Shade Trees	Slow Growing Trees		Small Upright
	Average Range	Maximum	Minimum	Average Range
5 to 6	18 and up	26	12	

Height to Spread Ratios for Coniferous Nursery Trees

Height in Inches	Spread Range in Inches
12 to 15	8 to 12
15 to 18	9 to 15
18 to 24	12 to 18
24 to 30	15 to 21
30 to 36	18 to 24
36 to 48	21 to 30
48 to 60	30 to 36
60 to 77	36 to 48

Equation 1: Height to Spread ratio should be no less than 2:1.

STATE OF NORTH CAROLINA
TOWN OF INDIAN TRAIL

RESOLUTION #R140127-1

A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF INDIAN TRAIL FOR FISCAL YEARS 2014/2015-2017/2018

WHEREAS, capital planning and budgeting is central to delivery of essential services, economic development, transportation, communication and management of quality of life; and

WHEREAS, much of what is accomplished by a local government depends on a sound long-term investment in facilities, infrastructure and equipment; and

WHEREAS, some capital projects and items require the issuance of debt that results in annual operating debt service payments, as well as additional annual operating costs; and

WHEREAS, these costs should be considered when determining which capital projects and items the Town of Indian Trail will pursue; and

NOW THEREFOR, be it resolved by the Town Council of the Town of Indian Trail, North Carolina that the Capital Improvement Program for the Fiscal Years of 2014/2015-2017/2018 is hereby adopted; and

BE IT FURTHER RESOLVED that adoption of this Capital Improvement Program does not constitute approval of the projects listed therein. Each project will be evaluated individually and approval or disapproval given based on the merits of the project. The Town Council directs Town Staff to use the adopted document as a guide for proceeding with the implementation of projects detailed in fiscal years 2014/2015.

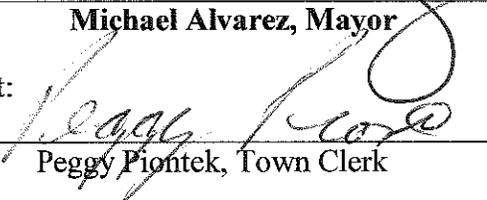
SO RESOLVED THIS 27th DAY OF JANUARY, 2015

TOWN COUNCIL OF INDIAN TRAIL NORTH CAROLINA



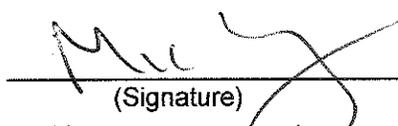
Michael Alvarez, Mayor

Attest:



Peggy Piontek, Town Clerk

**N.C. Parks and Recreation Trust Fund (PARTF)
2014-15 Basic Facts and Assurances**

Local Government Name: Town of Indian Trail	County: Union
Federal Employer I.D. Number: 56-1108235	
Local Government's Contact Person for the Grant: Name: Mr. Jason Tryon Title: Assistant Parks & Recreation Director Organization: Town of Indian Trail Address: 100 Navajo Trail City/State/Zip: Indian Trail, NC 28079 Telephone: 704-821-4207 E-mail: Jtryon@Admin.Indiantrail.org	Local Government Manager: Name: Mr. Joseph Fivas Title: Town Manager Address: 130 Blythe Dr. City/State/Zip: Indian Trail, NC 28079 Telephone: 704-821-5401 E-mail: TownManager@Admin.Indiantrail.org
Chief Elected Official: Name: Mr. Michael Alvarez Title: Mayor Address: 130 Blythe Dr. City/State/Zip: Indian Trail, NC 28079	Type of project: <input type="checkbox"/> Acquisition <input checked="" type="checkbox"/> Development <input type="checkbox"/> Acquisition and Development
Site Control: <input checked="" type="checkbox"/> Owned by local government <input type="checkbox"/> Owned by school board <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement	Costs rounded to nearest dollar: PARTF funds requested: \$ <u>312,800.00</u> Local government's matching funds: \$ <u>156,400.00</u> Total cost of project \$ <u>156,400.00</u>
Recreation Resources Service (RRS) regional consultant: LuAnn Bryan	
Short title of project: Crooked Creek Park	
Provide a brief description of the project: Crooked Creek Park is a new park currently under construction in Indian Trail. The first phase will include four baseball/softball fields, a playground, a dog park and a concession/scorers tour. With PARTF assistance the town would like to construct an outdoor fully accessible fitness park, Carolina Thread Trail extension, sensory water attraction (splash pad) and a 9-Hole disc golf course. The Town of Indian Trail continues to establish itself as an expanding community with an increasing number of young families moving in the Town. As of December 2013, Indian Trail is the largest city in Union County and the 23rd largest city in the state of North Carolina.	
<p align="center">Approval by local governing board: (The local governing board must approve this certification.)</p> <p>I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period.</p> <p align="right">Date Adopted: <u>January 27, 2015</u></p>	
Chief Elected Official:  (Signature)	Mayor Michael L. Alvarez, (Print or Type Name and Title)
(For applications sponsored by two or more local governments, or a local government and school administrative unit, one copy of this form must be completed and signed by each applicant. One of the local governments must be identified as the primary sponsor in the "Applicant" section at the top of this page.)	

