



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**January 21, 2020**  
**6:30 pm in the Council Chambers**  
**Agenda**

- I. **Call to Order-** Mayor Montgomery
  - A. Pledge of Allegiance
  - B. Moment of Silence
  - C. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of minutes from the December 17, 2019 Regular meeting
  - B. Approval & Sealing of the December 17, 2019 Closed Session minutes
  - C. Approval of Annual Regular Town Council meeting schedule
  - D. Resolution Adopting the Code of Ethics recommended by the Government Finance Officers Association (GFOA)
  - E. Analysis of financial position of the Town of Jamestown
  - F. Analysis of financial position of the Jamestown Park & Golf Course
- III. **Public Comment**
- IV. **Old Business-**
  - A. Consideration of approval of Rules and Procedure for the Town Council- Kenny Cole, Town Manager
  - B. Update on Sidewalk Projects- Paul Blanchard, Public Services Director
  - C. **Public Hearing**
    - I. Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts"-
      - a. Consideration of approval/denial of text amendment
      - b. Consideration of approval of Consistency/Inconsistency Statement
- V. **New Business-**
  - A. Annual Fire Department Report-Derek Carson, Division Chief Pinecroft Sedgefield Fire Department
  - B. Annual Law Enforcement Report- Captain Holder, Guilford County Sheriff's Department
  - C. Jamestown Park & Golf Course Quarterly Report- Ross Sanderlin, Golf Course Manager
  - D. Jamestown Park & Golf Course Greens Report- John Crowe, Golf Maintenance Superintendent
  - E. Request to set the date for the Town Council Budget Retreat- Kenny Cole, Town Manager
  - F. Discussion of the possibility of receiving quarterly reports from contracted agencies-Kenny Cole, Town Manager
  - G. Appointment of Piedmont Triad Regional Council (PTRC) Delegate & Alternate- Kenny Cole, Town Manager
  - H. Appointment of Transportation Advisory Committee (TAC) Representative and Alternate for the High Point Metropolitan Planning Organization (HPMPO)-Kenny Cole, Town Manager
  - I. Appointment of Council Representative to Planning Board- Mayor Montgomery
  - J. Appointment of Council Representative to Parks & Rec Committee- Mayor Montgomery
- VI. **Member/Committee Reports-**
  - A. Manager Report- Kenny Cole, Town Manager
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session Per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege**

**Working Agenda for the January 21, 2020 Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order. Mayor Montgomery to present introduction for the meeting.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	<b>II. Consent Agenda</b>		
6:35 pm	A. Approval of minutes from the December 17 <sup>th</sup> Regular meeting B. Approval & Sealing of the December 17 <sup>th</sup> Closed minutes C. Approval of Annual Regular Town Council Meeting Schedule D. Resolution Adopting the Code of Ethics recommended by GFOA E. Analysis of financial position of the Town F. Analysis of financial position of the Jamestown Park & GC		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit.
6:50 pm	<b>IV. Old Business</b>		
6:50 pm	A. Consideration of approval of Rules and Procedure for the Town Council	Call on K. Cole	Cole to give an overview of the updated Rules and Procedures for the Town Council. Council Member makes a motion to approve/amend/deny the Rules of Procedure. Council Member makes a second to the motion. Then vote.
7:00 pm	B. Update on Sidewalk Projects	Call on P. Blanchard	Blanchard to give Council an update on the ongoing sidewalk projects.
7:05 pm	<b>C. Public Hearing</b>		
7:05 pm	1. P.H. to consider a text amendment to the LDO to add a new zoning district PUD to Article 8 "Zoning Districts"	Call on M. Johnson	Johnson to present his staff report on the text amendment to the LDO to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts" Mayor Montgomery to call Sarah Glanville, Planning Board Chair, forward to give the Planning Board's recommendation on the text amendment. Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the text amendment. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the text amendment to the LDO to add "Planned Unit Development" to Article 8 "Zoning Districts." Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion that the text amendment is consistent/inconsistent with the Land Development Ordinance (LDO) Council Member makes a second to the motion. Then vote.
7:35 pm	<b>V. New Business</b>		
7:35 pm	A. Annual Fire Department Report	Call on Derek Carson	Carson to present the annual fire department report to Council on behalf of Pineroft Sedgefield Fire Department.
7:45 pm	B. Annual Law Enforcement Report	Call on Captain Holder	Holder to present the annual law enforcement report to Council on behalf of the Guilford County Sheriff's Department.
7:55 pm	C. Jamestown Park & Golf Course Quarterly Report	Call on R. Sanderlin	Sanderlin to present his quarterly report to Council.
8:00 pm	D. Jamestown Park & Golf Course Greens Report	Call on J. Crowe	Crowe to present a report on the upkeep of the greens at the Jamestown Park and Golf Course to Council.
8:15 pm	E. Request to set the date for the Town Council Budget Retreat	Call on K. Cole	Cole to request that Council set a date, time, and location for the Town Council Budget Retreat. Council Member makes a motion to set a date, time, and location for the Town Council Budget Retreat. Council Member makes a second to the motion. Then vote.
8:25 pm	F. Discussion of potential quarterly reports from contracted agencies	Call on K. Cole	Cole to discuss the possibility of receiving quarterly reports from
8:35 pm	G. Appointment of PTRC Delegate and Alternate	Call on K. Cole	Cole to request that Council appoint a Delegate and Alternate to the Piedmont Triad Regional Council. Council Member makes a motion to appoint _____ as a Delegate & _____ as an Alternate to the PTRC for a two-year term. Council Member makes a second to the motion. Then vote.

8:40 pm	H. Appointment of TAC Representative and Alt.	Call on K. Cole	Cole to request that Council appoint a Delegate and Alternate to the Transportation Advisory Committee (TAC) and that Blanchard be reappointed to the Technical Coordinating Committee (TCC). Council Member makes a motion to appoint _____ as a Delegate and _____ as an Alternate to the TAC and to reappoint Blanchard to the TCC. Council Member makes a second to the motion. Then vote.
8:45 pm	I. Appointment of Council Rep to the Planning Board	Mayor Montgomery	Mayor Montgomery to appoint a Council Member to be the Representative to the Planning Board. Council Member makes a motion to appoint _____ to be the Representative to the Planning Board. Council Member makes a second to the motion. Then vote.
8:50 pm	J. Appointment of Council Rep to Parks & Rec Committee	Mayor Montgomery	Mayor Montgomery to appoint a Council Member to be the Representative to the Parks & Rec Committee. Council Member makes a motion to appoint _____ to be the Representative to the Parks & Rec Committee. Council Member makes a second to the motion. Then vote.
8:55 pm	<b>VI. Member/Committee Reports</b>		
8:55 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council
9:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give an update on any Committees they serve on.
9:05 pm	<b>VII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
9:20 pm	<b>VIII. Other Business</b>		
9:20 pm	<b>IX. Closed Session</b>		Council Member makes a motion to go into Closed Session per General Statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege. Council Member makes a second to the motion. Then Vote. After Closed Session, Council Member makes a motion to return to open session. Council Member makes a second to the motion. Then vote.
9:30 pm	<b>X. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the December 17, 2019 Regular meeting

**AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

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**SUMMARY:**

Minutes from the December 17th Regular Town Council meeting.

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**ATTACHMENTS:** Minutes from the December 17, 2019 Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the minutes from the December 17th Town Council meeting

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:** N/A

**DRAFT**

**Regular Meeting of the Town Council  
December 17, 2019  
6:00 pm in the Council Chambers  
Minutes & General Account**

**Council Members Present:** Mayor Montgomery, Council Members Nixon, Wolfe, Capes, & Rayborn

**Staff Present:** Kenny Cole, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, & Beth Koonce, Town Attorney

**Visitors Present:** Lawrence Straughn, Katherine Stamey, Jeff Greeson, Sharen Apple, Greg Apple, Tammy Salyards, Rich Salyards & Carol Brooks

**Call to Order-** Mayor Montgomery called the meeting to order.

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Cole requested to add item "X. Closed Session per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege."

Council Member Capes made a motion to approve the agenda with the requested change. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the November 19, 2019 Regular meeting
- Approval & Sealing of the November 19, 2019 Closed Session minutes
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Resolution declaring Carter Bank as an Official Depository

Council Member Wolfe made a motion to approve the consent agenda as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution declaring Carter Bank an Official Depository)

**Public Comment-** Nobody signed up.

**Old Business-**

- Discussion of the 2020 Town Council Retreat- Cole requested that Council set a location for the upcoming Town Council Retreat. He also briefly discussed the agenda for the meeting.

Council Member Wolfe made a motion to hold the Town Council Retreat on January 10<sup>th</sup> at Pennybyrn, located at 109 Penny Road in High Point, at 9:00 am. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of contract for Benchmark Planning to begin work on the Comprehensive Plan Update- Johnson stated that the contract with Benchmark CMR, Inc. had been included in the Council's packet. He added that Benchmark had been selected to provide consulting services in order to update the Town's Comprehensive Plan. Johnson noted that the proposed fee for the services in fiscal year 2019/2020 would be \$75,000. He said that the remaining fee of \$75,250 would hopefully be included in the budget for fiscal year 2020/2021. He stated that Gallman had pre-audited the contract and asked Council if they had any questions.

Council Member Wolfe stated that the cost of the update was higher than had been estimated in the CIP. Johnson explained that the higher fees had resulted from some of the new legislative requirements for municipal ordinances that had been passed by the General Assembly.

Council Member Wolfe made a motion to approve the contract with Benchmark for the Comprehensive Plan update. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Discussion of Unsealing Closed Session Minutes- Koonce stated that she had met with the Mayor, Town Manager, and Town Clerk to review the closed session minutes a few weeks ago. She noted that the group had determined that it would not be appropriate to unseal any of the closed session minutes. Koonce said that the majority of the minutes from the closed sessions related to personnel matters and past litigation. She added that the minutes were reviewed annually and that it may be possible to unseal some of them in the future.

**Recess-** Mayor Montgomery called for a five minute recess.

Mayor Montgomery called the meeting back to order.

**New Business-**

- Oath of Office Swearing-In Ceremony for the newly elected Mayor & Council- Former Council Member Georgia Nixon administered the Oath of Office to the newly elected Mayor and Council.

(Oaths of Office for Mayor Montgomery and Council Members Wolfe, Rayborn, Capes, & Straughn)

- Appointment of Mayor Pro Tem- Mayor Montgomery requested nominations for the position of Mayor Pro Tem.

Council Member Rayborn made a motion to appoint Council Member Wolfe as Mayor Pro Tem. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Resolution honoring Georgia S. Nixon- Mayor Montgomery presented a resolution to former Council Member Georgia Nixon for her many years of service on the Town Council.

(Resolution honoring Georgia S. Nixon)



- Resolution honoring the retirement of Jeff Greeson, Public Services Operations Manager- Mayor Montgomery requested that Council Member Wolfe present the resolution to Jeff Greeson. Council Member Wolfe presented the resolution to Jeff Greeson and congratulated him on his retirement.

(Resolution honoring the retirement of Jeff Greeson)

Mayor Montgomery stated that a citizen, who wished to remain anonymous, bought a plaque for Greeson in order to thank him for his dedication to the Town of Jamestown. Mayor Montgomery presented the plaque to Greeson and wished him the best in his future endeavors.

**Manager/Committee Reports-**

- Manager Report- Cole presented his monthly Manager’s Report to Council. He updated Council on the ongoing sidewalk projects and the sign that would be placed at Flowers Bakery. He also highlighted that Marcy Newton, Golf Pro Assistant, had been inducted into the Davidson County Sports Hall of Fame.
- Council Member Committee Reports-
  - Council Member Straughn distributed some information about the ongoing Part 150 activities that were being discussed by the Piedmont Triad Airport Authority.

**Public Comment-** Nobody signed up.

**Other Business-** Mayor Montgomery stated that the last Christmas on Main event would be held on December 18<sup>th</sup>. She also added that Jeff Greeson’s retirement party would take place in the Civic Center at Town Hall on Wednesday afternoon.

**Closed Session Per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege-** Council Member Wolfe made a motion to go into closed session per general statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Wolfe made a motion to resume open session. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

**Adjournment-** Council Member Wolfe made a motion to adjourn. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:56 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval & Sealing of the December 17th Closed Session Minutes

**AGENDA ITEM #:** II-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

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**SUMMARY:**

The Town Council went into Closed Session at the December 17th Town Council meeting per General Statutes 143-318.11(a)(3) to discuss matters related to attorney client privilege. Staff is requesting the approval and sealing of the minutes from the December 17th Closed Session.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the approval of the consent agenda.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/amend the consent agenda.

**FOLLOW UP ACTION NEEDED:**



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of Annual Regular Town Council meeting schedule

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

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**SUMMARY:**

The Town Council must approve its Regular Meeting schedule annually. The meetings will be held on the third Tuesday of every month at 6:30 pm (with the exception of the 6:00 pm meeting in December). The meeting dates are listed on the attachment.

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**ATTACHMENTS:** Town Council Regular Meeting Schedule

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the approval of the Town Council Regular meeting schedule for 2020

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve the Town Council Regular meeting schedule for 2020.

**FOLLOW UP ACTION NEEDED:** N/A

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*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Town of Jamestown  
Town Council Regular Meeting Schedule for 2020**

- February 18, 2020 at 6:30 pm
- March 17, 2020 at 6:30 pm
- April 21, 2020 at 6:30 pm
- May 19, 2020 at 6:30 pm
- June 16, 2020 at 6:30 pm
- July 21, 2020 at 6:30 pm
- August 18, 2020 at 6:30 pm
- September 15, 2020 at 6:30 pm
- October 20, 2020 at 6:30 pm
- November 17, 2020 at 6:30 pm
- December 15, 2020 at 6:00 pm
- January 19, 2020 at 6:30 pm

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Abstract - Code of Ethics

**AGENDA ITEM #:** II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Galiman

**SUMMARY:**

The Government Finance Officers Association (GFOA), of which the Town is a member, has come up with a new "value based Code of Ethics" for the Finance Department. GFOA is encouraging all Finance departments to adopt this policy and to display it in our Town to demonstrate our commitment to ethical behavior.

**ATTACHMENTS:** Resolution adopting the Code of Ethics recommended by the GFOA and Code of Ethics

**RECOMMENDATION/ACTION NEEDED:** Approve the resolution adopting the new Code of Ethics.

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Approve the resolution adopting the new Code of Ethics for the Finance Department.

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION ADOPTING THE CODE OF ETHICS RECOMMENDED BY THE GOVERNMENT  
FINANCE OFFICERS ASSOCIATION**

**WHEREAS**, public service is a special trust in which the finance office plays an important role;  
and

**WHEREAS**, the finance office has stewardship over citizens' shared financial resources; and

**WHEREAS**, those resources make possible the services that are essential to the safety, livability,  
and vitality of our communities; and

**WHEREAS**, Government Finance Officers Association (GFOA) members have a deep and abiding  
desire to show that they are worthy of the trust that has been bestowed upon them;

**WHEREAS**, the GFOA has developed a new code of ethics for public servants after a year of  
research; and

**WHEREAS**, the GFOA has encouraged all municipalities to adopt the new code of ethics in order  
to reaffirm the dedication of public servants to holding integrity and honesty above all else.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Jamestown that the  
Code of Ethics recommended by the GFOA is hereby adopted.

Adopted this the 21<sup>st</sup> day of January, 2020.

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S. Lynn Montgomery, Mayor

ATTEST:

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Katie M. Weiner, Town Clerk



# Code of Ethics

Public service is a special trust. The finance office plays an important role in the public service. The finance office has stewardship over citizens' financial resources. These resources make possible the services that are essential to the safety, livability, and vitality of our communities.

We, the government finance officers of the United States and Canada, have a deep and abiding desire to show that we are worthy of the trust that has been bestowed upon us. We strive to show it to the citizens of the communities we serve and to their elected representatives. We strive to remain the values that drive our work as public servants.

Trust is an asset as important as any that can be found on our balance sheets. But how can we maintain and grow this asset? This GFOA Code shows us how to live these values. It recognizes that people are imperfect and that we are all subject to biases that can challenge ethical behavior. The Code asks the members of government finance offices to confront these challenges in order to serve our communities to the best of our abilities.

## INTEGRITY AND HONESTY

Integrity and honesty are the foundation on which trustworthiness is built. I, as a member of a public finance office, am in a unique position where influence over the allocation of limited resources and the fiscal future of my community requires the highest standard of integrity and honesty. If people can believe what I say, I act in accordance with my deepest values, I put principle ahead of my own ego, and I do the right thing even when it is difficult.

### *How I Show Integrity and Honesty*

- A. Manage public finances honestly and transparently.** I will: *exercise prudence in the management of public funds; disclose the information for local officials and the public to understand the financial condition of their community; uphold the letter and the spirit of the law; avoid conflicts of interest; refuse gifts or favors that could be perceived to influence my professional duties; and not seek personal gain in conduct of the public business.* I will develop the policies, procedures, and systems necessary to ensure honest and transparent financial management in my government.
- B. Stand for my values.** Integrity is the integration of my values with my behavior. I will define the values that drive how I conduct financial management in service to my community and be prepared to give voice to those values when faced with pressure to do the wrong thing. I will also be prepared to give voice to those values when I see others conducting themselves in a way that is detrimental to the future of the community I serve.
- C. Be open to new ideas.** Openness is essential to integrity. Openness means I am willing to admit that I may not always be right. I am willing to consider new information or ideas – they could prove essential to the continued safety, livability, and vitality of my community.

## PRODUCING RESULTS FOR MY COMMUNITY

Public finance offices have an important job. Doing that job well honors the trust the public has placed in me. When I show I am well informed and knowledgeable and can produce the results my community expects, I build trust.

### *How I Produce Results for My Community*

- A. Do high-quality work.** When I produce results that meet the needs of my local government, I gain the confidence of the public and my colleagues.
- B. Hone my expertise.** Continually refining my knowledge, skills, and abilities assures people that I can produce results for my community now and in the future.
- C. Exercise good judgment.** Judgment is the application of my knowledge, skills, and abilities. Sound judgment requires testing my intentions, motivations, and exercising constant self-awareness. By paying attention to the effect that conflicting demands, pressing deadlines, and other factors may have on my decision-making, I am more likely to choose in the best interest of the community I serve rather than my own personal interests.

## TREATING PEOPLE FAIRLY

Local governments depend on trusting relationships between people. If people feel unfairly treated, relationships break down, and citizens may withdraw their support from my local government. This makes it more difficult for my local government to maintain a strong financial foundation. Therefore, I treat people fairly and develop processes and procedures that are fair.

### *How We Treat People Fairly*

- A. Respect the rights of others.** Public finance offices are in a position of power. When using that power, the rights of other people must be respected. This includes providing equal treatment and opposing discrimination, harassment, or other unfair practices.
- B. Develop processes and procedures that are fair.** When employees and citizens believe that decisions are fact based and take all concerns into consideration, they are more likely to support those decisions – even if a decision is not in favor of their preferred outcome.

## DIVERSITY AND INCLUSION

Communities across the country are constantly changing. Embracing diversity and fostering inclusiveness helps finance offices cultivate organizational policies that reflect the communities they serve. When people feel included, they will see that I am concerned for their wellbeing, and that I am worthy of their trust.

### *How We Value Diversity and Foster Inclusion*

- A. Provide people with opportunities to be part of decisions that impact them.** Public finance decisions often have big implications for people outside the finance office. If these people are part of the decision-making process, they are more likely to feel fairly treated and thereby regard the finance office as trustworthy.
- B. Support equity in service provision.** Local government services are critical to the lives of our citizens. Finance offices, because of their resource allocation role, can impact the quality of services and how and where services are provided. I commit to valuing diversity within my organization and within my community, recognizing my own biases, and calling out unfair discrimination of any kind.

## RELIABILITY AND CONSISTENCY

When others can count on me, I prove my trustworthiness. When I consistently apply my standards – especially to myself – I honor my commitment to the community I serve and make it easier to do the right thing even when faced with challenging circumstances.

### *How We Show Reliability and Consistency*

- A. Develop strong financial policies.** Financial policies provide the “rules of the road” and a standard of performance against which my community can judge its finances.
- B. Produce reliable information.** People rely on information produced by the finance office to make important decisions for the community. The information should be accurate and free of material misstatements or omissions. It should also be objective and free from personal biases.
- C. Provide timely information.** Set clear expectations for when work will be accomplished and live up to those expectations. Timely financial information allows decisions that rely on that information to also be timely.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis as of December 31, 2019

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

### SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of December 31, 2019, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for December 2019 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

We received approximately 90% of the Guilford County approved budget amount of \$55,500 for our library. Upon inquiring why they did not send the entire amount, they replied that they calculated some allocation and will send the remainder in another quarter.

There have been some repairs made to the fire department building, as well as Town Hall. There will be more repair work upcoming.

The stormwater inventory project is still in process. Repairs were also made to the concession building at the park - necessary due to water damage. We did receive insurance proceeds for the majority of this work.

**ATTACHMENTS:** 3 Page Summary & Detail to Actual Report December 2019

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None



Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of December 31, 2019

Petty Cash	\$	1,350
Operating Cash		2,016,471
Certificates of Deposit		3,018,620
Money Market Accounts - operating		770,859
North Carolina Capital Management Trust		<u>9,947,506</u>
	\$	<u>15,754,806</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	745,518
Cash reserved by Powell Bill for street improvements		369,328
General Capital Reserve Fund		138,839
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,587
Water Sewer Capital Reserve Fund		<u>1,099,824</u>
	\$	<u>2,475,031</u>

Cash by Fund:

General	\$	5,173,204
General Capital Reserve Fund		138,839
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,587
Water/Sewer		8,475,899
Randleman Reservoir		745,518
Water/Sewer Capital Reserve Fund		<u>1,099,824</u>
	\$	<u>15,754,806</u>

Cash by Bank:

NCCMT	\$	9,947,506
Pinnacle Bank		4,016,471
First Bank		1,527,379
Wells Fargo		3,789
BB & T		<u>258,311</u>
	\$	<u>15,753,456</u>

**Town of Jamestown  
 Financial Summary Report  
 Debt Balances  
 as of December 31, 2019**

<b>Installment Purchase Debt:</b>	<b>Balance at 12/31/2019</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 119,152	12/1/2023	2023/2024
Leaf truck, financed in 2017	121,808	12/1/2023	2023/2024
Sanitation truck, financed in 2015	8,928	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>533,345</u>	11/3/2027	2027/2028
	<u>\$ 783,233</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 399,985</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of December 31, 2019

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	2,720,587	71,977	1,753,168	7,573	696
% of budget received	44%	74%	30%	6%	0%
% of budget, excluding appropriated fund balance, received	52%	74%	43%	18%	0%
Expenditures (and transfers)	2,163,326	20,094	1,184,855	61,119	-
% of budget expended	35%	21%	26%	50%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	60,000	-	193,591		
% of budget received	3%	0%	29%		
Life to Date Expenditures	59,065	-	73,003		
% of budget expended	3%	0%	11%		

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 12 / 19

Page: 1 of 5  
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10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	61,743.16	1,525,550.37	2,004,000.00	478,449.63	76 %
3101 Interest on Ad Valorem Taxes	0.59	288.00	3,000.00	2,712.00	10 %
3102 Tax and Tag revenue	18,942.37	72,842.76	193,000.00	120,157.24	38 %
3103 Interest on Tax and Tag Revenues	129.50	537.54	1,250.00	712.46	43 %
3230 SALES AND USE TAX	59,565.13	183,735.89	650,000.00	466,264.11	28 %
3250 Solid Waste Disposal Tax	0.00	1,638.64	2,500.00	861.36	66 %
3256 ELECTRICITY SALES TAX	60,576.38	63,124.02	200,000.00	136,875.98	32 %
3257 TELECOMMUNICATIONS SALES TAX	9,868.91	9,174.60	45,000.00	35,825.40	20 %
3258 PIPED NATURAL GAS SALES TAX	1,920.76	2,413.03	16,000.00	13,586.97	15 %
3261 VIDEO PROGRAMMING TAX	11,918.34	10,566.73	40,000.00	29,433.27	26 %
3310 FEDERAL GRANTS	0.00	0.00	138,000.00	138,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	49,981.00	49,981.00	55,500.00	5,519.00	90 %
3313 Local Grants	0.00	0.00	10,000.00	10,000.00	0 %
3316 POWELL BILL	55,446.79	110,893.59	108,000.00	-2,893.59	103 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	18,000.00	18,000.00	0 %
3325 ABC DISTRIBUTION	0.00	25,000.00	50,000.00	25,000.00	50 %
3341 Telecommunications Planning Fees	0.00	0.00	5,000.00	5,000.00	0 %
3343 REVIEW FEES	475.00	3,971.00	7,500.00	3,529.00	53 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	50.00	200.00	150.00	25 %
3346 CELL TOWER RENTAL FEES	4,085.73	22,948.65	80,000.00	57,051.35	29 %
3348 REFUSE COLLECTION FEES	13,640.00	81,930.00	259,000.00	177,070.00	32 %
3600 GREEN FEES	16,745.00	238,459.67	515,000.00	276,540.33	46 %
3610 MECHANICAL CART RENTALS	8,660.00	122,876.00	270,000.00	147,124.00	46 %
3620 PULL CART RENTALS	29.00	116.00	300.00	184.00	39 %
3650 DRIVING RANGE	1,343.00	20,860.00	50,000.00	29,140.00	42 %
3660 GOLF SHOP CONCESSIONS SALES	2,858.08	45,917.78	90,000.00	44,082.22	51 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,000.00	2,000.00	0 %
3665 Golf Special Orders - Sales	0.00	2,057.42	5,000.00	2,942.58	41 %
3675 Golf Clubhouse Rental Fees	970.00	5,390.00	12,000.00	6,610.00	45 %
3831 INVESTMENT EARNINGS	5,560.93	42,493.45	75,000.00	32,506.55	57 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	2,050.00	0.00	-2,050.00	** %
3834 CIVIC CENTER RENTAL FEES	0.00	325.00	1,000.00	675.00	33 %
3835 SALES OF FIXED ASSETS	0.00	123.00	0.00	-123.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	2,581.08	23,234.98	50,000.00	26,765.02	46 %
3837 SHELTER RENTALS	0.00	1,750.00	3,000.00	1,250.00	58 %
3838 Building lease revenue	3,600.00	4,101.00	5,120.00	1,019.00	80 %
3839 MISCELLANEOUS REVENUES	65.55	514.22	500.00	-14.22	103 %
3840 Rental Golf Sets	100.00	1,365.00	1,200.00	-165.00	114 %
3841 Ball Field Rentals	4,700.00	5,847.95	11,000.00	5,152.05	53 %
3910 Insurance Recoveries	0.00	18,365.68	17,478.18	-887.50	105 %
3920 Issuance of installment purchase financing	0.00	0.00	145,680.00	145,680.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	20,094.00	60,000.00	59,906.00	25 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	996,368.50	996,368.50	0 %
<b>Account Group Total:</b>	<b>395,506.30</b>	<b>2,720,586.97</b>	<b>6,216,696.68</b>	<b>3,496,109.71</b>	<b>44 %</b>
<b>Fund Total:</b>	<b>395,506.30</b>	<b>2,720,586.97</b>	<b>6,216,696.68</b>	<b>3,496,109.71</b>	<b>44 %</b>

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 12 / 19

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Report ID: B100B

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
4100 GOVERNING BODY EXPENDITURES						
1019 PROFESSIONAL SERVICES	2,200.00	10,356.65	17,550.00	27,906.65	28,000.00	93.35
2100 DEPARTMENT SUPPLIES	614.15	1,018.05	10.00	1,028.05	2,000.00	971.95
2200 FOOD AND PROVISIONS	580.35	1,027.29	0.00	1,027.29	1,500.00	472.71
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
3100 TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	970.00	0.00	970.00	1,500.00	530.00
3200 COMMUNICATIONS	0.00	240.00	0.00	240.00	169.50	-70.50
3700 ADVERTISING	0.00	166.50	0.00	166.50	500.00	333.50
3800 DATA PROCESSING SERVICES	68.05	319.10	380.90	700.00	700.00	0.00
3950 DUES AND SUBSCRIPTIONS	0.00	1,956.00	0.00	1,956.00	2,500.00	544.00
3955 Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970 ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980 MISCELLANEOUS EXPENSE	0.00	102.98	0.00	102.98	250.00	147.02
4912 Sheriff off-duty for non-profit	742.08	742.08	0.00	742.08	2,126.50	1,384.42
4990 OTHER CONTRACTED SERVICES	0.00	0.00	800.00	800.00	800.00	0.00
6900 Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910 LIBRARY GRANT	63,461.22	95,511.00	0.00	95,511.00	117,500.00	21,989.00
6920 HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6930 YMCA GRANT	0.00	0.00	0.00	0.00	20,254.00	20,254.00
6945 JYL Grant	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	200.00	200.00
<b>Account Total:</b>	<b>67,665.85</b>	<b>112,409.65</b>	<b>18,740.90</b>	<b>131,150.55</b>	<b>200,500.00</b>	<b>69,349.45</b>
4200 ADMINISTRATION EXPENDITURES						
1000 SALARIES AND WAGES	19,594.00	126,503.00	0.00	126,503.00	256,500.00	129,997.00
1003 LONGEVITY PAY	3,938.00	3,938.00	0.00	3,938.00	4,000.00	62.00
1009 FICA EXPENSE	1,752.91	9,578.60	0.00	9,578.60	20,000.00	10,421.40
1010 RETIREMENT EXPENSE	2,075.17	11,527.43	0.00	11,527.43	23,200.00	11,672.57
1011 HEALTH INSURANCE EXPENSE	2,088.99	12,533.86	0.00	12,533.86	25,200.00	12,666.14
1012 FLEX ADMINISTRATION FEES	97.56	145.56	54.44	200.00	200.00	0.00
1013 RETIREE HEALTH INSURANCE EXPENSE	521.93	3,149.35	0.00	3,149.35	10,800.00	7,650.65
1014 WORKER'S COMPENSATION	0.00	618.30	0.00	618.30	900.00	281.70
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016 Wellness Program Expenditures	36.00	216.00	0.00	216.00	500.00	284.00
1017 401K EXPENSE	840.54	5,463.51	0.00	5,463.51	11,300.00	5,836.49
1019 PROFESSIONAL SERVICES <i>audit</i>	2,775.00	11,100.00	0.00	11,100.00	11,100.00	0.00
2100 DEPARTMENT SUPPLIES	69.32	479.36	0.00	479.36	1,700.00	1,220.64
2200 FOOD AND PROVISIONS	329.55	399.82	0.00	399.82	750.00	350.18
2600 OFFICE SUPPLIES	0.00	233.91	0.00	233.91	2,500.00	2,266.09
2900 ASSETS NOT CAPITALIZED <i>VCA upgrade, laptop</i>	2,925.35	2,925.35	0.00	2,925.35	3,500.00	574.65
3100 TRAVEL	0.00	1,197.25	0.00	1,197.25	4,000.00	2,802.75
3150 CONFERENCE FEES AND SCHOOLS	510.00	1,670.00	0.00	1,670.00	8,000.00	6,330.00
3200 COMMUNICATIONS	796.52	3,284.53	2,788.29	6,072.82	8,760.00	2,687.18
3400 PRINTING	0.00	64.50	0.00	64.50	500.00	435.50
3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800 DATA PROCESSING SERVICES	747.55	3,881.95	11,118.05	15,000.00	15,000.00	0.00
3950 DUES AND SUBSCRIPTIONS	237.50	6,063.61	792.00	6,855.61	9,000.00	2,144.39
3960 BANK AND MERCHANT FEES	0.00	900.96	0.00	900.96	1,000.00	99.04
3980 MISCELLANEOUS EXPENSE	0.00	357.57	0.00	357.57	500.00	142.43

① Includes funds from Guilford County + Jamestown

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 12 / 19

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10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4300 EQUIPMENT RENTAL	184.48	1,033.26	1,411.74	2,445.00	3,000.00	555.00
4400 SERVICE & MAINTENANCE CONTRACTS	0.00	5,622.17	379.24	6,001.41	11,000.00	4,998.59
4500 INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990 OTHER CONTRACTED SERVICES	560.69	14,792.13	902.82	15,694.95	26,000.00	10,305.05
6820 First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>	<b>40,081.06</b>	<b>227,679.98</b>	<b>20,446.58</b>	<b>248,126.56</b>	<b>464,460.00</b>	<b>216,333.44</b>
4900 PLANNING DEPARTMENT EXPENDITURES						
1000 SALARIES AND WAGES	6,918.00	44,900.50	0.00	44,900.50	90,000.00	45,099.50
1003 LONGEVITY PAY	2,248.00	2,248.00	0.00	2,248.00	2,250.00	2.00
1009 FICA EXPENSE	650.64	3,291.43	0.00	3,291.43	7,000.00	3,708.57
1010 RETIREMENT EXPENSE	825.86	4,248.12	0.00	4,248.12	8,500.00	4,251.88
1011 HEALTH INSURANCE EXPENSE	696.33	4,177.98	0.00	4,177.98	8,400.00	4,222.02
1012 FLEX ADMINISTRATION FEES	48.78	72.78	37.22	110.00	110.00	0.00
1014 WORKER'S COMPENSATION	0.00	123.66	0.00	123.66	200.00	76.34
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016 Wellness Program Expenditures	12.00	72.00	0.00	72.00	144.00	72.00
1017 401K EXPENSE	311.28	2,023.32	0.00	2,023.32	4,100.00	2,076.68
2100 DEPARTMENT SUPPLIES	32.67	407.28	0.00	407.28	750.00	342.72
2200 FOOD AND PROVISIONS	10.50	215.43	0.00	215.43	750.00	534.57
2500 VEHICLE SUPPLIES	4.36	49.00	0.00	49.00	300.00	251.00
2520 FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2900 ASSETS NOT CAPITALIZED	0.00	1,499.50	0.50	1,500.00	1,500.00	0.00
3100 TRAVEL	0.00	735.88	0.00	735.88	2,000.00	1,264.12
3150 CONFERENCE FEES AND SCHOOLS	40.00	1,300.00	0.00	1,300.00	2,500.00	1,200.00
3200 COMMUNICATIONS	166.37	1,011.98	814.01	1,825.99	2,600.00	774.01
3400 PRINTING	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3500 REPAIRS AND MAINTENANCE	0.00	145.00	0.00	145.00	250.00	105.00
3700 ADVERTISING	0.00	523.50	0.00	523.50	3,000.00	2,476.50
3800 DATA PROCESSING SERVICES	266.43	1,383.57	2,116.43	3,500.00	3,500.00	0.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	200.00	0.00
3950 DUES AND SUBSCRIPTIONS	815.00	1,733.00	0.00	1,733.00	2,000.00	267.00
3980 MISCELLANEOUS EXPENSE	0.00	19.50	0.00	19.50	356.00	336.50
4400 SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	400.00	400.00
4500 INSURANCE AND BONDING	0.00	239.48	0.00	239.48	300.00	60.52
4990 OTHER CONTRACTED SERVICES	0.00	350.00	0.00	350.00	77,000.00	76,650.00
4991 Telecommunications Contracted	0.00	0.00	0.00	0.00	5,000.00	5,000.00
4995 ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820 First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>	<b>13,046.22</b>	<b>70,770.91</b>	<b>4,168.16</b>	<b>74,939.07</b>	<b>228,810.00</b>	<b>153,870.93</b>
5000 BUILDING & GROUNDS EXPENDITURES						
2100 DEPARTMENT SUPPLIES	346.15	2,716.65	1,129.40	3,846.05	7,000.00	3,153.95
2140 SEED and SOD	0.00	420.00	0.00	420.00	500.00	80.00
2141 CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142 FERTILIZER AND LIME	0.00	273.25	0.00	273.25	500.00	226.75
2144 MULCH & PINE NEEDLES	0.00	1,593.60	66.40	1,660.00	2,500.00	840.00
2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	84.43	0.00	84.43	3,500.00	3,415.57



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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	② 3,404.65	3,869.87	0.00	3,869.87	13,500.00	9,630.13
3200	COMMUNICATIONS	188.08	862.41	1,059.65	1,922.06	2,000.00	77.94
3300	UTILITIES	2,311.97	9,555.71	3,605.55	13,162.26	28,000.00	14,837.74
3350	Water Utilities	72.08	210.08	0.00	210.08	400.00	189.92
3500	REPAIRS AND MAINTENANCE	③ 2,070.00	2,580.85	1,292.00	3,872.85	17,500.00	13,627.15
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	96.01	0.00	96.01	165.00	68.99
4400	SERVICE & MAINTENANCE CONTRACTS	950.00	17,589.07	11,700.00	29,289.07	32,000.00	2,710.93
4500	INSURANCE AND BONDING	0.00	19,956.96	0.00	19,956.96	25,000.00	5,043.04
4990	OTHER CONTRACTED SERVICES	0.00	1,393.75	2,055.00	3,448.75	15,000.00	11,551.25
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	5,000.00	5,000.00	43,000.00	38,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	9,791.00	0.00	9,791.00	40,000.00	30,209.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	335.00	335.00
<b>Account Total:</b>		<b>9,342.93</b>	<b>70,993.64</b>	<b>25,909.00</b>	<b>96,902.64</b>	<b>232,400.00</b>	<b>135,497.36</b>
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	82,427.50	0.00	82,427.50	369,500.00	297,072.50
4911	Sheriff Off Duty - Town events	0.00	2,447.52	0.00	2,447.52	2,500.00	52.48
4920	ANIMAL CONTROL CONTRACT	0.00	2,809.00	0.00	2,809.00	11,250.00	8,441.00
<b>Account Total:</b>		<b>0.00</b>	<b>87,684.02</b>	<b>0.00</b>	<b>87,684.02</b>	<b>383,250.00</b>	<b>295,565.98</b>
5300 FIRE EXPENSES							
3956	Fire Inspection Fees	0.00	3,823.50	0.00	3,823.50	6,000.00	2,176.50
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	141,298.46	423,895.38	0.00	423,895.38	565,194.00	141,298.62
5500	CAPITAL OUTLAY EQUIPMENT	0.00	4,826.91	173.09	5,000.00	12,000.00	7,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>141,298.46</b>	<b>432,545.79</b>	<b>173.09</b>	<b>432,718.88</b>	<b>584,394.00</b>	<b>151,675.12</b>
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	24.99	255.20	0.00	255.20	6,000.00	5,744.80
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	242.34	852.83	1,000.00	1,852.83	5,000.00	3,147.17
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	13,113.73	0.00	13,113.73	26,000.00	12,886.27
3300	UTILITIES	6,555.74	39,389.55	0.00	39,389.55	115,000.00	75,610.45
3500	REPAIRS AND MAINTENANCE	100.73	4,910.19	0.00	4,910.19	10,000.00	5,089.81
3700	ADVERTISING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,055.00	195.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	957.93	0.00	957.93	1,200.00	242.07
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	5,605.00	0.00
4990	OTHER CONTRACTED SERVICES	④ 2,135.00	11,586.00	29,439.00	41,025.00	44,174.00	3,149.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	145,680.00	145,680.00	147,000.00	1,320.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	6,311.00	0.00	6,311.00	6,350.00	39.00
5700	CAPITAL OUTLAY - LAND AND	0.00	1,920.00	8,080.00	10,000.00	250,900.00	240,900.00
<b>Account Total:</b>		<b>9,058.80</b>	<b>85,761.43</b>	<b>184,199.00</b>	<b>269,960.43</b>	<b>631,384.00</b>	<b>361,423.57</b>

② Sponsored benches, etc

③ Repairs - Fire Dept building + Town Hall

④ Stormwater Utility Inventory Project

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01/07/20  
09:10:45

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 12 / 19

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Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	87,847.94	87,847.94	194,000.00	106,152.06
<b>Account Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>87,847.94</b>	<b>87,847.94</b>	<b>197,000.00</b>	<b>109,152.06</b>
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	7,312.00	46,097.62	0.00	46,097.62	98,000.00	51,902.38
1003	LONGEVITY PAY	1,069.00	1,069.00	0.00	1,069.00	1,100.00	31.00
1009	FICA EXPENSE	623.79	3,493.95	0.00	3,493.95	7,500.00	4,006.05
1010	RETIREMENT EXPENSE	757.38	4,263.21	0.00	4,263.21	9,300.00	5,036.79
1011	HEALTH INSURANCE EXPENSE	2,088.99	12,533.94	0.00	12,533.94	25,200.00	12,666.06
1012	FLEX ADMINISTRATION FEES	48.78	72.78	327.22	400.00	400.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	691.78	4,150.68	0.00	4,150.68	10,800.00	6,649.32
1014	WORKER'S COMPENSATION	0.00	6,678.25	0.00	6,678.25	12,000.00	5,321.75
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	750.00
1016	Wellness Program Expenditures	36.00	216.00	0.00	216.00	432.00	216.00
1017	401K EXPENSE	329.06	2,134.36	0.00	2,134.36	4,300.00	2,165.64
2100	DEPARTMENT SUPPLIES	134.99	1,011.94	22.00	1,033.94	13,200.00	12,166.06
2200	FOOD AND PROVISIONS	31.50	31.50	0.00	31.50	100.00	68.50
2500	VEHICLE SUPPLIES	49.50	2,454.59	0.00	2,454.59	8,500.00	6,045.41
2520	FUELS - GAS & OIL	1,660.19	7,945.99	11,979.35	19,925.34	20,000.00	74.66
3200	COMMUNICATIONS	101.02	340.05	269.95	610.00	1,000.00	390.00
3400	PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500	REPAIRS AND MAINTENANCE	0.00	366.00	0.00	366.00	5,000.00	4,634.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	106.00	392.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	3,665.85	21,479.35	38,520.65	60,000.00	60,000.00	0.00
3945	Recycle Fees	8,100.00	48,600.00	48,600.00	97,200.00	97,200.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	68.00	68.00
4500	INSURANCE AND BONDING	0.00	1,436.90	0.00	1,436.90	1,800.00	363.10
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,950.00	1,950.00
<b>Account Total:</b>		<b>26,699.83</b>	<b>164,484.11</b>	<b>100,311.17</b>	<b>264,595.28</b>	<b>379,800.00</b>	<b>115,204.72</b>
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	7,350.80	47,735.44	0.00	47,735.44	100,000.00	52,264.56
1003	LONGEVITY PAY	1,714.00	1,714.00	0.00	1,714.00	2,100.00	386.00
1009	FICA EXPENSE	692.02	3,755.50	0.00	3,755.50	8,000.00	4,244.50
1010	RETIREMENT EXPENSE	746.91	3,997.20	0.00	3,997.20	8,400.00	4,402.80
1011	HEALTH INSURANCE EXPENSE	1,392.66	8,349.35	0.00	8,349.35	16,800.00	8,450.65
1012	FLEX ADMINISTRATION FEES	48.78	72.78	127.22	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	0.00	2,782.37	0.00	2,782.37	4,500.00	1,717.63
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1016	Wellness Program Expenditures	24.00	143.89	0.00	143.89	288.00	144.11
1017	401K EXPENSE	294.80	1,908.20	0.00	1,908.20	4,000.00	2,091.80
2100	DEPARTMENT SUPPLIES	213.80	4,693.49	9.00	4,702.49	8,000.00	3,297.51
2140	SEED and SOD	0.00	280.00	0.00	280.00	1,500.00	1,220.00
2141	CHEMICALS	0.00	92.00	0.00	92.00	4,000.00	3,908.00
2142	FERTILIZER AND LIME	0.00	791.50	0.00	791.50	4,000.00	3,208.50
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
2144	MULCH & PINE NEEDLES	0.00	1,518.90	348.60	1,867.50	7,000.00	5,132.50
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	25.00	25.00	0.00	25.00	50.00	25.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1,116.89	0.00	1,116.89	6,100.00	4,983.11
2500	VEHICLE SUPPLIES	0.00	236.96	0.00	236.96	500.00	263.04
2520	FUELS - GAS & OIL	0.00	805.80	0.00	805.80	5,000.00	4,194.20
2550	EQUIPMENT SUPPLIES	0.00	598.56	0.00	598.56	4,000.00	3,401.44
2600	OFFICE SUPPLIES	0.00	50.17	0.00	50.17	300.00	249.83
2900	ASSETS NOT CAPITALIZED	0.00	3,497.49	0.00	3,497.49	6,000.00	2,502.51
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	115.00	0.00	115.00	1,000.00	885.00
3200	COMMUNICATIONS	175.33	649.41	688.10	1,337.51	2,000.00	662.49
3300	UTILITIES	1,471.44	4,819.57	0.00	4,819.57	14,500.00	9,680.43
3350	Water Utilities	27.36	115.99	0.00	115.99	650.00	534.01
3400	PRINTING	0.00	0.00	0.00	0.00	250.00	250.00
3500	REPAIRS AND MAINTENANCE	13.60	88.60	975.00	1,063.60	2,500.00	1,436.40
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	0.00	0.00	200.00	200.00	200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	8.74	0.00	8.74	300.00	291.26
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	500.00	325.00
3980	MISCELLANEOUS EXPENSE	0.00	79.00	0.00	79.00	212.00	133.00
3981	Special Events	0.00	6,858.53	750.00	7,608.53	13,000.00	5,391.47
4300	EQUIPMENT RENTAL	320.42	2,259.02	1,747.06	4,006.08	4,055.00	48.92
4400	SERVICE & MAINTENANCE CONTRACTS	185.00	1,376.68	1,110.00	2,486.68	2,700.00	213.32
4500	INSURANCE AND BONDING	0.00	1,596.56	0.00	1,596.56	2,000.00	403.44
4990	OTHER CONTRACTED SERVICES	11,508.62	26,578.97	12,718.86	39,297.83	48,986.18	9,688.35
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	9,800.00	9,800.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	7,450.00	0.00	7,450.00	7,450.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	945.00	945.00
<b>Account Total:</b>		<b>26,204.54</b>	<b>136,336.56</b>	<b>19,173.84</b>	<b>155,510.40</b>	<b>305,586.18</b>	<b>150,075.78</b>
6300 GOLF COURSE MAINTENANCE							
1000	SALARIES AND WAGES	23,455.19	158,681.51	0.00	158,681.51	318,000.00	159,318.49
1003	LONGEVITY PAY	6,354.00	6,354.00	0.00	6,354.00	6,400.00	46.00
1009	FICA EXPENSE	2,225.71	12,219.15	0.00	12,219.15	24,500.00	12,280.85
1010	RETIREMENT EXPENSE	2,607.60	13,804.29	0.00	13,804.29	27,500.00	13,695.71
1011	HEALTH INSURANCE EXPENSE	4,177.98	25,074.41	0.00	25,074.41	50,400.00	25,325.59
1012	FLEX ADMINISTRATION FEES	48.78	72.78	227.22	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	129.38	776.28	0.00	776.28	10,800.00	10,023.72
1014	WORKER'S COMPENSATION	0.00	3,664.73	0.00	3,664.73	8,000.00	4,335.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	72.00	432.11	0.00	432.11	864.00	431.89
1017	401K EXPENSE	1,015.36	6,600.82	0.00	6,600.82	13,400.00	6,799.18
2100	DEPARTMENT SUPPLIES	780.15	3,888.05	287.81	4,175.86	8,500.00	4,324.14
2140	SEED and SOD	0.00	961.32	0.00	961.32	3,500.00	2,538.68
2141	CHEMICALS	5,875.87	21,512.05	0.00	21,512.05	35,000.00	13,487.95
2142	FERTILIZER AND LIME	458.84	8,286.90	0.00	8,286.90	29,500.00	21,213.10
2143	IRRIGATION SUPPLIES	393.79	2,365.24	100.00	2,465.24	7,000.00	4,534.76
2145	TOPSOIL (Sand)	0.00	3,322.49	0.00	3,322.49	15,000.00	11,677.51
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	100.00	100.00	0.00	100.00	200.00	100.00
2400	CONSTRUCTION & REPAIR SUPPLIES	131.20	152.35	0.00	152.35	5,000.00	4,847.65

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5 Concession building repairs

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10 GENERAL FUND

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
2500	VEHICLE SUPPLIES	44.59	64.58	0.00	64.58	1,500.00	1,435.42
2520	FUELS - GAS & OIL	1,464.82	10,048.90	12,050.76	22,099.66	22,000.00	-99.66
2550	EQUIPMENT SUPPLIES	515.07	7,004.48	2,150.00	9,154.48	15,500.00	6,345.52
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3100	TRAVEL	616.95	616.95	0.00	616.95	1,000.00	383.05
3150	CONFERENCE FEES AND SCHOOLS	0.00	1,090.00	0.00	1,090.00	1,500.00	410.00
3200	COMMUNICATIONS	554.27	2,059.61	2,357.55	4,417.16	5,700.00	1,282.84
3300	UTILITIES	1,405.88	8,489.28	1,582.31	10,071.59	19,000.00	8,928.41
3350	Water Utilities	27.36	115.99	0.00	115.99	650.00	534.01
3500	REPAIRS AND MAINTENANCE	356.93	386.93	0.00	386.93	6,500.00	6,113.07
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	67.82	351.64	848.36	1,200.00	1,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	406.00	794.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	777.55	822.45	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	0.00	805.39	0.00	805.39	2,200.00	1,394.61
3980	MISCELLANEOUS EXPENSE	0.00	82.53	0.00	82.53	500.00	417.47
4300	EQUIPMENT RENTAL	4,792.38	28,327.19	32,439.84	60,767.03	60,000.00	-767.03
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	0.00	9,940.34	0.00	9,940.34	12,000.00	2,059.66
4950	LAB TESTING	0.00	0.00	0.00	0.00	400.00	400.00
4990	OTHER CONTRACTED SERVICES	0.00	218.70	950.00	1,168.70	5,000.00	3,831.30
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	2,200.00	2,200.00	533,500.00	531,300.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,136.00	3,136.00
<b>Account Total:</b>		<b>57,671.92</b>	<b>339,054.54</b>	<b>56,810.30</b>	<b>395,864.84</b>	<b>1,323,650.00</b>	<b>927,785.16</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	13,938.48	105,159.49	0.00	105,159.49	206,000.00	100,840.51
1003	LONGEVITY PAY	1,872.00	1,872.00	0.00	1,872.00	1,900.00	28.00
1009	FICA EXPENSE	1,222.07	8,237.97	0.00	8,237.97	16,000.00	7,762.03
1010	RETIREMENT EXPENSE	1,069.74	5,891.80	0.00	5,891.80	12,000.00	6,108.20
1011	HEALTH INSURANCE EXPENSE	2,088.99	12,533.94	0.00	12,533.94	25,200.00	12,666.06
1012	FLEX ADMINISTRATION FEES	0.00	0.00	55.00	55.00	55.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	606.12	0.00	606.12	10,800.00	10,193.88
1014	WORKER'S COMPENSATION	0.00	1,236.69	0.00	1,236.69	2,000.00	763.31
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	36.00	216.00	0.00	216.00	432.00	216.00
1017	401K EXPENSE	431.92	2,807.48	0.00	2,807.48	5,700.00	2,892.52
2100	DEPARTMENT SUPPLIES	424.75	3,186.44	1,432.57	4,619.01	9,500.00	4,880.99
2101	Grill Supplies	24.40	1,343.19	4,122.88	5,466.07	7,500.00	2,033.93
2156	RANGE SUPPLIES	0.00	2,625.00	0.00	2,625.00	5,000.00	2,375.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	52.50	52.50	0.00	52.50	350.00	297.50
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	78.35	0.00	78.35	1,000.00	921.65
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	67.04	226.52	0.00	226.52	1,000.00	773.48
2700	GOLF INVENTORY FOR RESALE	733.80	19,937.22	1,704.41	21,641.63	38,000.00	16,358.37
2705	Golf Special Orders - Purchases	0.00	1,644.08	0.00	1,644.08	6,000.00	4,355.92
2710	CONCESSION INVENTORY RESALE	214.20	15,342.18	14,686.98	30,029.16	49,000.00	18,970.84

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01/07/20  
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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 12 / 19

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Report ID: E100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2715	Food purchased not in inventory	306.14	5,309.52	7,590.73	12,900.25	22,000.00	9,099.75
2900	ASSETS NOT CAPITALIZED	0.00	987.58	0.00	987.58	2,500.00	1,512.42
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	275.00	0.00	275.00	1,000.00	725.00
3200	COMMUNICATIONS	896.39	4,736.29	4,800.82	9,537.11	11,000.00	1,462.89
3300	UTILITIES	1,050.98	6,574.13	1,854.16	8,428.29	13,500.00	5,071.71
3350	Water Utilities	27.36	116.00	0.00	116.00	500.00	384.00
3400	PRINTING	0.00	49.00	0.00	49.00	500.00	451.00
3500	REPAIRS AND MAINTENANCE	0.00	689.58	0.00	689.58	4,000.00	3,310.42
3700	ADVERTISING	60.40	457.40	362.60	820.00	15,000.00	14,180.00
3800	DATA PROCESSING SERVICES	543.88	2,810.05	4,689.95	7,500.00	7,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	390.00	1,610.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	723.53	776.47	1,500.00	3,600.00	2,100.00
3950	DUES AND SUBSCRIPTIONS	0.00	429.00	0.00	429.00	800.00	371.00
3955	Permit Fees	0.00	120.00	0.00	120.00	200.00	80.00
3960	BANK AND MERCHANT FEES	636.31	8,621.34	7,878.66	16,500.00	22,000.00	5,500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	146.81	880.86	1,381.78	2,262.64	2,500.00	237.36
4310	GOLF CART RENTALS	5,327.28	31,963.68	31,963.68	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	0.00	8,190.80	0.00	8,190.80	20,000.00	11,809.20
4400	SERVICE & MAINTENANCE CONTRACTS	535.68	6,966.40	5,758.08	12,724.48	16,000.00	3,275.52
4500	INSURANCE AND BONDING	0.00	9,930.84	0.00	9,930.84	12,000.00	2,069.16
4990	OTHER CONTRACTED SERVICES	475.00	675.50	1,500.00	2,175.50	3,000.00	824.50
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,000.00	24,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,068.00	2,068.00
<b>Account Total:</b>		<b>32,182.12</b>	<b>273,893.47</b>	<b>92,168.77</b>	<b>366,062.24</b>	<b>651,255.00</b>	<b>285,192.76</b>
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	23,154.58	79,509.58	0.00	79,509.58	177,000.00	97,490.42
7200	DEBT INTEREST PAYMENTS	1,698.04	10,282.83	0.00	10,282.83	24,200.00	13,917.17
<b>Account Total:</b>		<b>24,852.62</b>	<b>89,792.41</b>	<b>0.00</b>	<b>89,792.41</b>	<b>201,200.00</b>	<b>111,407.59</b>
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	54,388.41	71,919.22	0.00	71,919.22	433,007.50	361,088.28
<b>Account Total:</b>		<b>54,388.41</b>	<b>71,919.22</b>	<b>0.00</b>	<b>71,919.22</b>	<b>433,007.50</b>	<b>361,088.28</b>
<b>Account Group Total:</b>		<b>502,492.76</b>	<b>2,163,325.73</b>	<b>609,748.75</b>	<b>2,773,074.48</b>	<b>6,216,696.68</b>	<b>3,443,622.20</b>
<b>Fund Total:</b>		<b>502,492.76</b>	<b>2,163,325.73</b>	<b>609,748.75</b>	<b>2,773,074.48</b>	<b>6,216,696.68</b>	<b>3,443,622.20</b>

debt payments on 2 garbage trucks +  
1 leaf truck

24 tax collections transferred to General  
Capital Reserve fund

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	9.45	57.52	150.00	92.48	68 %
3991 TRANSFER FROM GENERAL FUND	54,368.41	71,919.22	97,000.00	25,080.78	74 %
<b>Account Group Total:</b>	<b>54,397.86</b>	<b>71,976.74</b>	<b>97,150.00</b>	<b>25,173.26</b>	<b>74 %</b>
<b>Fund Total:</b>	<b>54,397.86</b>	<b>71,976.74</b>	<b>97,150.00</b>	<b>25,173.26</b>	<b>74 %</b>



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Budget vs. Actual Report  
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1) General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	20,094.00	0.00	20,094.00	80,000.00	59,906.00
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	17,150.00	17,150.00
	<b>Account Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>20,094.00</b>	<b>0.00</b>	<b>20,094.00</b>	<b>97,150.00</b>	<b>77,056.00</b>

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TOWN OF JAMESTOWN, NC  
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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3345 INSPECTION AND PERMIT FEES	103.71	585.04	3,000.00	2,413.96	20 %
3710 UTILITY CHARGE - WATER	65,333.68	482,510.42	905,000.00	422,489.58	53 %
3720 UTILITY CHARGE - SEWER	104,785.28	1,116,291.06	2,900,000.00	1,783,708.94	36 %
3741 Meter Fee	0.00	300.00	500.00	200.00	60 %
3742 System Development Fees to be transferred	0.00	3,000.00	0.00	-3,000.00	** %
3743 System Administration/Installation Fee	0.00	100.00	100.00	0.00	100 %
3745 Connection Fees - Water and Sewer	750.00	4,750.00	10,000.00	5,250.00	48 %
3750 NONPAYMENT / RECONNECTION FEES	1,000.00	7,600.00	10,000.00	2,400.00	76 %
3755 Return Check Fees	50.00	175.00	500.00	325.00	35 %
3760 LATE FEES	2,360.00	12,580.00	22,000.00	9,420.00	57 %
3765 CREDIT CARD ADMINISTRATION FEES	53.21	418.34	700.00	281.66	60 %
3831 INVESTMENT EARNINGS	8,836.70	63,697.83	125,000.00	61,302.17	51 %
3839 MISCELLANEOUS REVENUES	0.00	40.80	500.00	459.20	8 %
3957 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	61,118.66	123,000.00	61,881.34	50 %
3992 NET POSITION APPROPRIATED	0.00	0.00	408,305.00	408,305.00	0 %
<b>Account Group Total:</b>	<b>183,270.58</b>	<b>1,753,168.15</b>	<b>4,508,605.00</b>	<b>2,755,436.85</b>	<b>39 %</b>
<b>Fund Total:</b>	<b>183,270.58</b>	<b>1,753,168.15</b>	<b>4,508,605.00</b>	<b>2,755,436.85</b>	<b>39 %</b>

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	45,726.66	288,246.02	0.00	288,246.02	580,000.00	291,753.98
1003	LONGEVITY PAY	13,628.00	13,628.00	0.00	13,628.00	13,500.00	-128.00
1009	FICA EXPENSE	4,582.44	23,099.02	0.00	23,099.02	46,000.00	22,900.98
1010	RETIREMENT EXPENSE	5,246.54	26,507.03	0.00	26,507.03	53,000.00	26,492.97
1011	HEALTH INSURANCE EXPENSE	6,963.30	41,779.80	0.00	41,779.80	84,000.00	42,220.20
1012	FLEX ADMINISTRATION FEES	146.33	218.33	581.67	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	509.90	0.00	509.90	16,200.00	15,690.10
1014	WORKER'S COMPENSATION	0.00	9,789.00	0.00	9,789.00	15,000.00	5,211.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1016	Wellness Program Expenditures	120.00	720.00	0.00	720.00	1,440.00	720.00
1017	401K EXPENSE	1,973.34	12,487.47	0.00	12,487.47	26,000.00	13,512.53
1019	PROFESSIONAL SERVICES <i>audit</i>	2,775.00	11,100.00	0.00	11,100.00	11,100.00	0.00
2100	DEPARTMENT SUPPLIES	577.18	15,428.99	1,020.59	16,449.58	30,000.00	13,550.42
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	167.40	260.36	0.00	260.36	1,000.00	739.64
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1.67	0.00	1.67	15,000.00	14,998.33
2500	VEHICLE SUPPLIES	36.72	2,302.34	500.00	2,802.34	7,500.00	4,697.66
2520	FUELS - GAS & OIL	1,186.55	7,281.65	13,912.55	21,194.20	22,000.00	805.80
2550	EQUIPMENT SUPPLIES	107.72	1,813.02	0.00	1,813.02	5,000.00	3,186.98
2600	OFFICE SUPPLIES	0.00	136.23	0.00	136.23	2,000.00	1,863.77
2750	PURCHASE OF WATER	20,392.03	105,390.26	230,648.89	336,039.15	350,000.00	13,960.85
2755	Water Transmission Fees	1,647.00	8,235.00	0.00	8,235.00	26,000.00	17,765.00
2900	ASSETS NOT CAPITALIZED	2,064.00	12,561.50	0.00	12,561.50	15,000.00	2,438.50
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	2,750.00	0.00	2,750.00	5,000.00	2,250.00
3200	COMMUNICATIONS	3,346.05	13,803.14	16,491.85	30,294.99	32,300.00	2,005.01
3300	UTILITIES	823.69	4,347.28	1,553.97	5,901.25	15,000.00	9,098.75
3350	Water Utilities	14.80	40.40	0.00	40.40	500.00	459.60
3400	PRINTING	504.28	2,039.41	2,825.09	4,864.50	7,000.00	2,135.50
3500	REPAIRS AND MAINTENANCE	625.60	3,282.87	850.00	4,132.87	30,000.00	25,867.13
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,507.79	6,791.38	11,208.62	18,000.00	18,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	123.00	1,877.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	1,136.20	0.00	1,136.20	1,000.00	-136.20
3950	DUES AND SUBSCRIPTIONS	312.50	1,155.01	0.00	1,155.01	2,500.00	1,344.99
3955	Permit Fees	0.00	2,907.50	0.00	2,907.50	4,000.00	1,092.50
3960	BANK AND MERCHANT FEES	1,052.52	6,709.13	3,820.63	10,529.76	11,000.00	470.24
3980	MISCELLANEOUS EXPENSE	0.00	666.39	0.00	666.39	1,500.00	833.61
4300	EQUIPMENT RENTAL	184.49	1,033.29	1,411.71	2,445.00	3,500.00	1,055.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,950.00	27,836.01	14,554.26	42,390.27	50,000.00	7,609.73
4500	INSURANCE AND BONDING	0.00	38,213.02	0.00	38,213.02	45,000.00	6,786.98
4950	LAB TESTING	419.00	1,478.00	7,522.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	217,934.81	0.00	217,934.81	900,000.00	682,065.19
4990	OTHER CONTRACTED SERVICES	176.67	4,426.09	6,944.52	11,370.61	150,000.00	138,629.39
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	37,590.26	0.00	37,590.26	78,000.00	40,409.74
5500	CAPITAL OUTLAY EQUIPMENT	0.00	93,732.85	178,667.00	272,399.85	350,000.00	77,600.15
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	500,000.00	495,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	241,200.00	241,200.00

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	44,175.60	0.00	44,175.60	45,000.00	824.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.66	0.00	61,118.66	123,000.00	61,881.34
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	25,001.66	0.00	25,001.66	50,005.00	25,003.34
7200	DEBT INTEREST PAYMENTS	0.00	5,067.22	0.00	5,067.22	10,000.00	4,932.78
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	427,000.00	427,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	8,560.00	8,560.00
<b>Account Total:</b>		<b>118,257.60</b>	<b>1,184,854.77</b>	<b>500,390.35</b>	<b>1,685,245.12</b>	<b>4,508,605.00</b>	<b>2,823,359.88</b>
<b>Account Group Total:</b>		<b>118,257.60</b>	<b>1,184,854.77</b>	<b>500,390.35</b>	<b>1,685,245.12</b>	<b>4,508,605.00</b>	<b>2,823,359.88</b>
<b>Fund Total:</b>		<b>118,257.60</b>	<b>1,184,854.77</b>	<b>500,390.35</b>	<b>1,685,245.12</b>	<b>4,508,605.00</b>	<b>2,823,359.88</b>

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	1,110.66	7,572.83	14,000.00	6,427.17	54 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	27,000.00	27,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
<b>Account Group Total:</b>	<b>1,110.66</b>	<b>7,572.83</b>	<b>123,000.00</b>	<b>115,427.17</b>	<b>6 %</b>
<b>Fund Total:</b>	<b>1,110.66</b>	<b>7,572.83</b>	<b>123,000.00</b>	<b>115,427.17</b>	<b>6 %</b>

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7150	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	61,118.66	0.00	61,118.66	123,000.00	61,881.34
	<b>Account Total:</b>	<b>0.00</b>	<b>61,118.66</b>	<b>0.00</b>	<b>61,118.66</b>	<b>123,000.00</b>	<b>61,881.34</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>61,118.66</b>	<b>0.00</b>	<b>61,118.66</b>	<b>123,000.00</b>	<b>61,881.34</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>61,118.66</b>	<b>0.00</b>	<b>61,118.66</b>	<b>123,000.00</b>	<b>61,881.34</b>

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WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	123.09	696.42	1,500.00	803.58	46 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
<b>Account Group Total:</b>	<b>123.09</b>	<b>696.42</b>	<b>401,500.00</b>	<b>400,803.58</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>123.09</b>	<b>696.42</b>	<b>401,500.00</b>	<b>400,803.58</b>	<b>0 %</b>
<b>Grand Total:</b>	<b>634,408.49</b>	<b>4,554,001.11</b>	<b>11,346,951.68</b>	<b>6,792,950.57</b>	<b>40 %</b>

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>401,500.00</b>	<b>401,500.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>401,500.00</b>	<b>401,500.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>401,500.00</b>	<b>401,500.00</b>
<b>Grand Total:</b>		<b>620,750.36</b>	<b>3,429,393.16</b>	<b>1,110,139.10</b>	<b>4,539,532.26</b>	<b>11,346,951.68</b>	<b>6,807,419.42</b>



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Abstract of Golf Report for December 2019

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

Attached is a report of golf operations for the month of December 2019. For the month of December 2019 in comparison to December 2018, revenues were up approximately 39%. There were 16 bad weather days in December 2019 as opposed to 22 days in December 2018.

Expenditures were up in December 2019 by approximately 9.5% in comparison to December 2018 expenditures.

The resulting net operating loss for the golf course for the month of December 2019 before capital outlay amounts to -\$56,568, while the net operating loss in December 2018 before capital outlay was -\$58,142. Grill operations net loss was -\$1,535 in December 2019 as opposed to -\$2,648 net loss in December 2018.

Golf rounds for December 2019 were 1,027 while golf rounds for December 2018 were 709, an increase of approximately 45%.

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**ATTACHMENTS:** Golf Report for December 2019

**RECOMMENDATION/ACTION NEEDED:** None

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** None

**FOLLOW UP ACTION NEEDED:** None

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Summary  
FYE 6/30/20

	December 2019	December 2018	VARIANCE		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE	
			positive / (negative)	% Variance			positive / (negative)	% Variance
<b>Golf Course Operating Revenues</b>	33,286	23,922	9,364	39.14%	458,912	414,033	44,879	10.84%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	57,672	50,420	7,252	14.38%	339,055	330,919	(8,136)	-2.46%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	32,182	31,644	538	1.70%	273,893	220,523	(53,370)	-24.20%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	(56,568)	(58,142)	1,574	-2.71%	(154,036)	(137,409)	(16,627)	-12.10%
<b>Capital Outlay</b>	-	-	-			5,516	5,516	100.00%
<b>Net expenditures &lt; or &gt; revenues</b>	<u>(56,568)</u>	<u>(58,142)</u>	1,574	2.71%	<u>(154,036)</u>	<u>(142,925)</u>	(11,111)	-7.77%
<b>Golf Rounds Played (not including complimentary play)</b>	1,027	709			14,054	12,422		
<b>Bad Weather Days (1)</b>	16	22			41	51		
<b>Days closed for aerification or other reason (closed on Christmas Day)</b>	1	1			4	3		
<b>Golf course employees paid during the month:</b>								
Full-time positions	9	9						
Part-time hours	520	343						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above

Golf Course Revenues  
 Revenues  
 FYE 6/30/20

	<u>December 2019</u>	<u>December 2018</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	16,745	11,862	4,883	41.17%	238,460	215,244	23,216	10.79%
Cart Rentals	8,660	6,427	2,233	34.74%	122,876	106,106	16,770	15.80%
Pull Carts	29	11	18	163.64%	116	102	14	13.73%
Driving Range	1,343	1,049	294	28.03%	20,860	20,189	671	3.32%
Sales - Golf Shop Inventory	2,581	1,999	582	29.11%	25,292	24,187	1,105	4.57%
Sales - Golf Shop Concessions	2,858	2,244	614	27.36%	45,918	43,585	2,333	5.35%
Golf Clubhouse Rental Fees	1,070	330	740	224.24%	5,390	4,620	770	16.67%
	<u>33,286</u>	<u>23,922</u>	9,364	39.14%	<u>458,912</u>	<u>414,033</u>	44,879	10.84%

Jamestown Park Golf Course Operations  
 Golf Maintenance Expenditures  
 FYE 6/30/20

	December 2019	December 2018	VARIANCE		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE	
			(positive) / negative	% Variance			(positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	40,086	35,251	4,835	13.72%	227,680	204,517	23,163	11.33%
<i>Supplies &amp; Materials</i>	9,765	3,328	6,437	193.42%	57,706	60,951	(3,245)	-5.32%
<i>Contractual Services</i>	4,792	8,857	(4,065)	-45.90%	38,486	45,235	(6,749)	-14.92%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,029</u>	<u>2,984</u>	45	1.51%	<u>15,183</u>	<u>20,216</u>	(5,033)	-24.90%
<i>Total Exp before Capital Outlay</i>	<u>57,672</u>	<u>50,420</u>	7,252	14.38%	<u>339,055</u>	<u>330,919</u>	8,136	2.46%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>5,516</u>	(5,516)	-100.00%
	<u><u>57,672</u></u>	<u><u>50,420</u></u>	<u><u>7,252</u></u>	14.38%	<u><u>339,055</u></u>	<u><u>336,435</u></u>	2,620	0.78%

Golf Shop Expenditures  
 FYE 6/30/19

	December 2019	December 2018	VARIANCE		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE	
			(positive) / negative	% Variance			(positive) / negative	% Variance
<i>Salaries &amp; Employee Benefits</i>	20,659	17,117	3,542	20.69%	138,561	121,915	16,646	13.65%
<i>Supplies &amp; Materials</i>	1,824	1,903	(79)	-4.15%	50,733	40,898	9,835	24.05%
<i>Contractual Services</i>	6,485	7,646	(1,161)	-15.18%	58,608	60,102	(1,494)	-2.49%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,214</u>	<u>4,978</u>	(1,764)	-35.44%	<u>25,991</u>	<u>29,252</u>	(3,261)	-11.15%
<i>Total Exp before Capital Outlay</i>	<u>32,182</u>	<u>31,644</u>	538	1.70%	<u>273,893</u>	<u>252,167</u>	21,726	8.62%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>32,182</u></u>	<u><u>31,644</u></u>	538	1.70%	<u><u>273,893</u></u>	<u><u>252,167</u></u>	21,726	8.62%

**Grill Operations**

FYE 6/30/20

	<u>December 2019</u>	<u>YTD FYE 6/30/20</u>	<u>December 2018</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	2,858	45,918	2,244	43,585
Golf Shop Rental Revenue	970	5,390	330	4,620
	<u>3,828</u>	<u>51,308</u>	<u>2,574</u>	<u>48,205</u>
Expenditures:				
Wages	3,426	18,940	2,978	18,501
FICA	265	1,451	230	1,417
Benefits	1,128	6,743	918	5,613
Grill supplies	24	1,343	32	778
Food & beverage purchases	520	20,652	1,064	18,391
	<u>5,363</u>	<u>49,129</u>	<u>5,222</u>	<u>44,700</u>
	<u>(1,535)</u>	<u>2,179</u>	<u>(2,648)</u>	<u>3,505</u>

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Consideration of Rules and Procedures

**AGENDA ITEM #:** IV-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**SUMMARY:**

Attached you will find a copy of the suggested rules of procedure for Town Council. This procedure has been recommended by the UNC School of Government for small municipalities. The content of these rules reflects the influence of parliamentary law, statutory procedure requirements, Robert's Rules of Order and similar manuals.

These procedures were introduced at a previous meeting. Corrections have been made and presented as follows.

**ATTACHMENTS:** Rules of Procedure

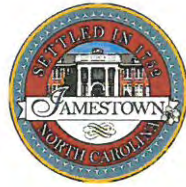
**RECOMMENDATION/ACTION NEEDED:** Discuss and approve procedures

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Approve the suggested rules of procedure for Town Council.

**FOLLOW UP ACTION NEEDED:** none

# RULES OF PROCEDURE



## TOWN COUNCIL OF JAMESTOWN

### **I. Applicability**

#### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the Jamestown Town Council. For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

### **II. Quorum**

#### **Rule 2. Quorum**

Any three Council members, or any two Council members and the Mayor, shall constitute a quorum. The presence of a quorum is necessary for the council to conduct business; except, in the matter of ordinances and resolutions, a majority of the members of the Council shall be required. A majority of the council's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

### **III. Open Meetings**

#### **Rule 3. Remote Participation in Council Meetings**

No member who is not physically present for a council meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the council. [Although a member who attends a meeting electronically pursuant to such a policy may take part in debate, the member may neither be counted toward a quorum nor vote on any matter before the council.]

#### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the council shall be open to the public, and any person may attend its meetings.

#### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The town council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A



motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

**(b) Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the town council or other public body or is being considered to fill a vacancy on the town council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

**(c) Closed Session Participants.** Unless the council directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the council. No other person may attend a closed session unless invited by majority vote of the council.

**(d) Motion to Return to Open Session.** Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The council must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.

**(b) Record of “Ayes” and “Noes.”** At the request of any member of the council, the minutes shall list each member by name and record how each member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

### **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a council meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a council meeting shall so notify the Town Clerk or Town Manager no later than (24)twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.

**(c) Equipment Placement.** The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

## **IV. Organization of the Council**

### **Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore**

**(a) Scheduling Organizational Meeting.** The council must hold an organizational meeting following each general election in which council members are elected. The organizational meeting must be held either (1) on the date and at the time of the council’s first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** As the first order of business at the organizational meeting, all newly elected members of the council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member’s oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member’s

office.

**(c) Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the council shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the council's pleasure.

## V. Types of Meetings

### Rule 9. Regular Meetings

**(a) Regular Meeting Schedule.** The council shall hold a regular meeting on the 3rd (third) Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at Town Hall and begin at 6:30 pm. The council shall adopt a meeting schedule each year consistent with this rule. A copy of the council's current meeting schedule shall be filed with the Town clerk.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

### Rule 10. Special Meetings

**(a) Calling Special Meetings.** A special meeting of the council may be called by the Mayor, Mayor Pro Tempore, or by any two members of the Council of the town at any time to consider only such matters as shall be mentioned in the call for such special meeting. A special meeting may also be called by vote of the council in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the council's principal bulletin board or, if the council has no such board, at the door of the council's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if the council has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

#### **(c) Notice to Members.**

- (1) *Meeting called by the Mayor, Mayor Pro Tempore, or any two council members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at his or her usual dwelling place.
- (2) *Meeting called by vote of the council in open session.* When a special meeting is called by vote of the council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each council member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.

**(d) Transacting Other Business.** Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to council members may be taken up at a special meeting. Even when all members are present or any absent member has signed a

waiver, the council may take up an item of business not covered by the notice only if the council first determines in good faith that the item must be discussed or acted upon immediately.

## **Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the town council may be called only to address generally unexpected circumstances demanding the council's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the council may be called.

- (1) The mayor or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify council members. Notice must be provided immediately after council members have been notified and at the expense of the party notified.

**(d) Transaction of Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

## **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** If the council has a website maintained by one or more town employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

## **VI. Agenda**

### **Rule 13. Agenda**

#### **(a) Draft Agenda.**

- (1) *Preparation.* The town manager, mayor and town clerk shall prepare a draft agenda in advance of each meeting of the town council.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town manager/ town clerk at least 7(seven) working days before the date of the meeting. The town manager must place an item on the draft agenda in response to a council member's timely request.
- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft

agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.

- (4) *Delivery to council members.* Each council member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each member at least twenty-four hours before the meeting.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the document[s] are ready to be, or have been, circulated.

**(b) Adoption of the Agenda.**

- (1) *Adoption.* As its first order of business at each meeting, the council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that
  - the council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and
  - only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items "For Discussion and Possible Action."* The council may designate an agenda item "for discussion and possible action." The designation signifies that the council intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

**(c) Consent Agenda.** The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

**(d) Informal Discussion of Agenda Items.** The council may informally discuss an agenda item even when no motion regarding that item is pending.

**Rule 14. Acting by Reference to Agenda or Other Document**

The council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

**Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the council include an item on its regular meeting agenda, he or she must submit the request to the town clerk/town manager by the deadline specified in Rule 13(a)(2). The council is not obligated to place an item on the agenda merely because such a request has been received.

**Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,

- approval of the consent agenda,
- approval of the previous meeting minutes,
- public hearings,
- public comments,
- unfinished business, and
- new business
- administrative reports,
- committee reports,

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

## VII. Role of the Presiding Officer

### Rule 17. The Mayor

**(a) Presiding Officer.** When present, the mayor shall preside at meetings of the council.

**(b) Right to Vote.** The mayor may vote only when an equal number of affirmative and negative votes have been cast. Votes on the same basis as other council members, though in no event may the mayor break a tie on a motion on which he or she has already voted.

**(c) Recognition of Members.** A member must be recognized by the mayor (or other presiding officer) in order to address the council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

**(d) Powers as Presiding Officer.** As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

### Rule 18. The Mayor Pro Tempore

**(a) Presiding in Mayor's Absence.** When present, the mayor pro tempore shall preside over council meetings in the mayor's absence with all the powers specified in Rule 17(d).

**(b) Delegation of Mayor's Powers/Duties.** In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties.

**(c) Duty to Vote.** Even when presiding over a council meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

### **Rule 19. Other Presiding Officer**

If both the mayor and mayor pro tempore are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

### **Rule 20. When the Presiding Officer Is Active in Debate**

If the mayor becomes active in debate on a particular proposal, he or she may have the mayor pro tempore preside during the council's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another council member to preside temporarily.

## **VIII. Motions and Voting**

### **Rule 21. Action by the Council**

Except as otherwise provided in these rules, the council shall act by motion. Any member may make a motion, not including the mayor.

### **Rule 22. Second Required**

A motion shall require a second.

### **Rule 23. One Motion at a Time**

A member may make only one motion at a time.

### **Rule 24. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

### **Rule 25. Debate**

The mayor shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

### **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

### **Rule 27. Changing a Vote**

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may



not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

### **Rule 28. Duty to Vote**

**(a) Duty to Vote.** Every council member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

### **(c) Procedure for Excusal.**

- (1) *At member's request.* Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On council's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the council chamber or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

**(e) Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

**[(f) Mayor's Duty to Vote.** The provisions of this rule apply to the mayor.

### **Rule 29. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The council may not vote by secret ballot.

**(b) Rules for Written Ballots.** The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

### **Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

## Rule 31. Procedural Motions

**(a) Certain Motions Allowed.** The council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the council is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The council may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the council votes to revive it pursuant to Motion 13 within (100) days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Table to a Certain Time.** This motion may be employed to delay the council’s consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within (60) days of the referral date, the council must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within (100) days of its vote to defer consideration.

**Motion 14. To Reconsider.** The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the council’s deliberation on a pending matter.

**Motion 15. To Rescind.** The council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for (Six) Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the council’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for (six) months or until the council’s next organizational meeting, whichever occurs first.

## **IX. Ordinances and Contracts**

### **Rule 32. Introduction of Ordinances**

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the council first votes on the proposed ordinance’s subject matter. The council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

### **Rule 33. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

(1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.

(2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the council.

(3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all council members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the council shall count the mayor if he or she votes on all questions. If the mayor votes only in the case of tie, the mayor's vote counts if there is an equal division.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

### **Rule 34. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the town charter, general law, or local act,

- (1) the council may adopt or amend the budget ordinance at a regular or special meeting of the council by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in Rule 5.

### **Rule 35. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** No contract shall be approved or ratified by the town council unless it has been reduced to writing at the time of the council's vote.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members not excused from voting on the contract, including the mayor's vote in the event of a tie.

**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

## X. Public Hearings and Comment Periods

### Rule 36. Public Hearings

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the council itself to call the hearing. If the council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the town or within the county where the town is located.

**(c) Rules for Public Hearings.** The council may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing must be continued until the council's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the council for the hearing. Unless the council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall [declare the hearing closed] [entertain a motion to close the hearing], and the council shall resume the regular order of business.

**(g) Public Hearings by Less Than a Majority of Council Members.** Nothing in this rule prevents the council from appointing a member or members to hold a public hearing on the council's behalf, except when state law requires that the council itself conduct the hearing.

### Rule 37. Public Comment Periods

**(a) Frequency of Public Comment Periods.** The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The council may adopt reasonable rules for public comment

periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the council's real or apparent jurisdiction.

## **XI. Appointments and Appointed Bodies**

### **Rule 38. Appointments**

**(a) Appointments in Open Session.** The council must consider and make any appointment to another body or, in the event of a vacancy on the council, to its own membership in open session.

**(b) Nomination and Voting Procedure.** The council shall use the following procedure to fill a vacancy in the council itself or in any other body over which it has the power of appointment. If a nominating committee is established, the committee shall be called upon to make its report and recommendation(s), if any. The mayor shall open the floor for nominations, whereupon council members may put forward and debate nominees. When debate ends, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

**(c) Mayor.** The mayor may not make nominations or vote on appointments under this rule.

**(d) Multiple Appointments.** If the council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

**(f) Vote by Written Ballot.** The council may vote on proposed appointments by written ballot in accordance with Rule 29.

### **Rule 39. Committees and Boards**

**(a) Establishment and Appointment.** The council may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the council, the power of appointment to such bodies lies with the council.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

**(c) Procedural Rules.** The council may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted

by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **XII. Miscellaneous**

### **Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the council's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

### **Rule 41. Reference to Robert's Rules of Order Newly Revised**

The council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the council under Rule 31, Motion 1.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Lynn Montgomery, Mayor

\_\_\_\_\_  
Katie McBride, Town Clerk



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Georgia Nixon, Mayor Pro Tem  
Martha Stafford Wolfe  
Rebecca Mann Rayborn  
John Capes

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Sidewalk Updates

**AGENDA ITEM #:** IV-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 minutes

**DEPARTMENT:** Public Services

**CONTACT PERSON:** Paul Blanchard

### SUMMARY:

#### East Main Street/Lydia Sidewalk:

The contractor is working on underground utility improvements. The NC Railroad underground infrastructure we were to connect into will have to be constructed. Some elements did not exist, and others are in extremely poor condition. We are working with NCR, NCDOT, and the contractor to find feasible solutions. We are also coordinating some Duke Energy lighting issues with the project.

#### East Fork Pedestrian Bridge:

As most residents are aware, the contractor installed road closure message boards prematurely on December 23. The December 23 date was no longer appropriate as the retaining wall has not been approved. The boards should not be installed until significant work can commence, and NCDOT will limit the period of closure to a 4 month maximum. After several correspondences, the contractor has indicated that: they will address NCDOT's retaining wall concerns from their January 13 meeting by January 17; and they should have approval early the next week. Additionally, we will be meeting with the contractor and NCDOT every other week.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** n/a

**BUDGETARY IMPACT:** n/a

**SUGGESTED MOTION:** n/a

**FOLLOW UP ACTION NEEDED:** none

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Text amendment to add "Planned Unit Development" zoning district

**AGENDA ITEM #:** IV-C(l)

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** Jan. 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 30 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, AICP

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**SUMMARY:**

The proposed amendment would add "Planned Unit Development" (PUD) as a base zoning district to the Land Development Ordinance (LDO). As proposed, the PUD district would be highly flexible for future development, but will require the strict review of both Planning Board and Town Council prior to implementation.

PUD's are generally used to regulate larger scale developments using unified land development practices which encourage a mixture of various types of land uses while maximizing open spaces and recreational opportunities. PUD's offer increased flexibility in design to potential developers, yet still require the strict review by appointed and elected bodies. The enhancement of the bargaining process between the developer and municipal elected leaders generally leads to higher quality developments for communities.

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**ATTACHMENTS:** PB Packet, Consistency Statement from PB

**RECOMMENDATION/ACTION NEEDED:** Staff suggests Town Council recommend text amendment 2019-01 as proposed.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to approve text amendment 2019-01 as proposed.

**FOLLOW UP ACTION NEEDED:** Staff will update the LDO.



Town of Jamestown  
Planning Board

*Welcome to the Town of Jamestown Planning Board meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be opportunities during the meeting for you to address the Board members. The first opportunity will come if there is a public hearing on the agenda, when the Chair declares the hearing open for comment. The second opportunity to address the Board will come near the end of the agenda when the Chair will inquire if anyone wishes to address the members of the Board. Anyone addressing the Board will approach the podium; give your first and last name and your complete physical address. Comments may be limited to three minutes.*

TO: Planning Board Members  
FROM: Matthew Johnson, AICP - Director of Planning  
RE: **SPECIAL CALLED Meeting**  
**Monday, November 18, 2019 – 6:30 PM**  
**Jamestown Town Hall, Council Chambers**

Items on the agenda:

1. Call to Order – Sarah Glanville, Chair of the Planning Board
2. Roll Call – Matthew Johnson, Assistant Town Manager/Director of Planning
3. Approval of minutes from September 16, 2019, meeting – Sarah Glanville, Chair of the Planning Board
4. **Public Hearings:**  
*Procedure: Staff will present the case to the Board, followed by commentary from the applicant. The Chair will open the public hearing and request to hear from both those in favor and those opposed. If you wish to address the Board during the public hearing, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you at this time, even if direct questions are asked. **Once the public hearing is closed, no one may speak on the issue unless specifically requested by the Board Chair.***
  - A. Text Amendment to the Land Development Ordinance (LDO) to add a new zoning district, “Planned Unit Development” (PUD) to Article 8 “Zoning Districts”. – Matthew Johnson, Assistant Town Manager/Director of Planning.
    - a. Vote on recommendation to Town Council – Sarah Glanville, Chair of the Planning Board
    - b. Adoption of the Statement of Consistency – Sarah Glanville, Chair of the Planning Board

5. Public Comment Period:

*Procedure: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. **It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting.** Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

6. Adjourn

7. Next regularly scheduled meeting will be December 9, 2019, at 6:30pm in the Council Chambers.

**WORKING AGENDA**

*Items on the agenda:*

**1. CALL TO ORDER**

- i. **Welcome to the November 18, 2019, SPECIAL CALLED Planning Board meeting. In order to allow all attendees to be able to hear Board business, I would ask that at this time, members of the board and the audience please set your cell phones to "SILENT". As a reminder, there are generally two opportunities for the public to address the Board. One will be during the "PUBLIC COMMENT" portion of the agenda. Speakers during that portion of the meeting will be limited to 3 minutes per speaker and are requested to sign up to speak with the Town Clerk at this time. The other opportunity will be during any "PUBLIC HEARING". Speakers in a "PUBLIC HEARING" will be asked to keep their comments brief and must speak to the topic being considered. Thank you.**

**2. ROLL CALL**

	<b>Present</b>	<b>Absent</b>
Sarah Glanville	<input type="checkbox"/>	<input type="checkbox"/>
Art Wise	<input type="checkbox"/>	<input type="checkbox"/>
Eddie Oakley	<input type="checkbox"/>	<input type="checkbox"/>
Ed Stafford	<input type="checkbox"/>	<input type="checkbox"/>
Russ Walker	<input type="checkbox"/>	<input type="checkbox"/>
Richard Newbill, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Steve Monroe, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Robert Lichauer, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Sherrie Richmond, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Rayborn, Council Rep.	<input type="checkbox"/>	<input type="checkbox"/>

**3. Approval of Minutes: September 16, 2019, regular meeting – Sarah Glanville, Chair of the Planning Board**

- a. **Request from Staff: Staff requests approval of minutes from September 16, 2019, regular meeting as presented.**
  - i. **Motion:**

- ii. **Second:**
- iii. **VOTE:**

**4. Public Hearings**

- A. Text Amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts". – Matthew Johnson, Assistant Town Manager/Director of Planning.
  - a. Vote on recommendation to Town Council – Sarah Glanville, Chair of the Planning Board
    - i. **Motion:**
    - ii. **Second:**
    - iii. **VOTE:**
  - b. Adoption of the Statement of Consistency – Sarah Glanville, Chair of the Planning Board
    - i. **Motion:**
    - ii. **Second:**
    - iii. **VOTE:**

**5. Public Comment**

- a. *Reminder from Board Chair to audience: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

**6. Adjourn**

- a. **Motion to adjourn:**
- b. **Second:**
- c. **VOTE:**

- 7. Next regularly scheduled meeting will be December 9, 2019, at 6:30pm in the Council Chambers.

**Chair**  
Sarah Glanville

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Planning Board Members**  
Art Wise, Vice Chair  
Eddie Oakley  
Ed Stafford  
Russ Walker  
Richard Newbill, ETJ  
Steve Monroe, ETJ  
Robert Lichauer, ETJ  
Sherrie Richmond, ETJ  
Rebecca Rayborn, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of Minutes from the September 16, 2019 meeting

**AGENDA ITEM #:** 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** November 18, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

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**SUMMARY:**

Minutes from the September 16th Special Planning Board meeting

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**ATTACHMENTS:** Minutes from the September 16, 2019 Special Planning Board meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the minutes from the September 16th meeting

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Planning Board Member makes a motion to approve/amend minutes from the September 16th meeting.

**FOLLOW UP ACTION NEEDED:** N/A

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5-11-19

Planning Board Meeting  
September 16, 2019  
Council Chambers  
Minutes & General Account

**Planning Board Members Present:** Sarah Glanville, Chair; Art Wise, Vice Chair, Ed Stafford, Russ Walker, Lawrence Straughn (Alternate)

**Planning Board Members Absent:** Eddie Oakley

**Council Member Representative:** Rebecca Mann Rayborn

**Staff Present:** Matthew Johnson & Katie McBride

**Visitors Present:** Richard Newman, Sister Lucy Hennessy, Alex Toye, Joseph O'Brien, Stephen Monroe, and Carol Brooks

**Call to Order-** Glanville called the meeting to order.

**Roll Call-** Johnson took roll call as follows:

- Sarah Glanville- Present
- Art Wise- Present
- Eddie Oakley- Absent
- Lawrence Straughn (Alternate) - Present
- Ed Stafford- Present
- Russ Walker-Present

Council Member Rayborn- Present

**Approval of minutes from the August 12, 2019 meeting-** Straughn made a motion to approve the minutes from the August 12<sup>th</sup> Planning Board meeting. Stafford made a second to the motion. The motion passed by unanimous vote.

**Public Hearings:**

- Rezoning request 2019-02: Request to rezone property located at 111, 113, 115, and 121 and a portion of parcel #176232 from Single-Family Residential (SFR) to Conditional Zoning-Civic (CZ-CIV) for Maryfield, Inc. - Johnson gave a description of the parcels of land. He stated that the properties were currently zoned as SFR and were vacant. He noted that Maryfield acquired the properties with the intention of using them to expand the Pennybyrn campus in the future. Johnson said that Maryfield had applied for a rezoning in order to construct a single-story, short-term stay facility. He presented an illustrative depiction of the facility that had been submitted by the applicant to the Planning Board.

Johnson said that there were several zoning conditions that had been proposed. He said that the applicant had requested a slight variance in regard to the construction of sidewalks on the property. He noted that the Town generally required developers to extend the sidewalk across the entire frontage of the development. He stated that there were some topographical issues

Cel



5-17-17

that made the extension of the sidewalk difficult. Johnson said that the applicant had offered to extend the sidewalk and fencing to approximately forty-five feet to the north side of the primary drive entrance of the property. Johnson added that the applicant had requested a small variance in regard to the building and lot standards. He stated that Pennybyrn was a general, unified campus and that the applicant wanted the short-term stay facility to maintain that character. Johnson stated that the applicant had also requested to have a parking lot in the front of the property. He went over all the details of the applicant's development requests.

Johnson stated that the applicant held a neighborhood meeting. He said that they had sent out notification to all the property owners within five hundred feet. He noted that he went to the meeting, and that there were not many people in attendance. Johnson added that there were no citizens at the meeting that raised any concerns about the project at that time.

Johnson said that the rezoning request would not be consistent with the Land Development Ordinance (LDO) even though staff believed it was reasonable. He stated that the Planning Board would have to recommend that Council amend the comprehensive plan itself if they decided to approve the request.

Straughn discussed the details of the sidewalk extension and the potential construction of a turning lane adjacent to the property with Johnson.

Johnson stated that the applicant was present and could give the Planning Board more information about the project. Glanville called the applicant forward.

Sister Lucy Hennessy came forward, and stated that she was speaking on behalf of Pennybyrn. Hennessy said that the Sisters at Pennybyrn had been serving the Jamestown, High Point, and Greensboro communities since 1947. She said that they were pleased to be located in Jamestown and to be serving the elderly population. She noted that were currently serving approximately 350 residents every day. She stated that the rehab center would enable the Sisters to care for those that came to Pennybyrn to recover from a hospital stay or an acute episode. She added that it would further allow them to assist people with the restoration of their strength and return home as quickly as possible. She stated that the rezoning request would enable Pennybyrn to serve the community in a new and a special way. She thanked the Planning Board for their time.

Alex Toye, the project engineer, came forward to address the Planning Board. He noted that the engineering firm that he worked for had maintained a working relationship with Pennybyrn for over fifteen years. Toye gave an overview of the project and the design plans for the transitional facility.

There was a brief discussion about the sidewalk design between Stafford and Toye.

Glanville opened the public hearing to anyone that would like to speak in favor or opposition of the rezoning request. There was no one. Glanville closed the public hearing and opened the floor to the Planning Board for discussion.

Glanville and Stafford discussed the zoning conditions for the parking lot of the facility with Johnson. Glanville was slightly concerned about the precedent that may be set if the Planning

5-11-11

Board allowed the facility to have a parking lot at the front of the property. Stafford noted that having the parking lot in the front of the property would reduce the number of stairs that people would have to climb that were receiving care at the facility. Toye discussed the various buffers and the design of parking lot area.

Stafford made a motion to recommend the approval of the zoning request to Town Council. Wise made a second to the motion.

McBride took a roll call vote as follows:

- Art Wise- Aye
- Ed Stafford- Aye
- Russ Walker- Aye
- Lawrence Straughn- Aye

The motion passed by unanimous vote.

Wise made the following motion:

"I make a motion that the proposed zoning amendment be approved based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption. These changes include rezoning three Single Family Residential (SFR) parcels to Conditional Zoning-Civic (CZ-CIV). Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because it is in keeping with the zoning and usage of adjacent parcels and reflects the current growth pattern of the surrounding neighborhood.*

AND

2. *The proposed zoning amendment is reasonable. The Planning Board considers the proposed zoning amendment to be reasonable because:*

A. *The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.*

B. *The Planning Board further finds that the proposed zoning amendment is reasonable because the amendment will allow strategic growth in a neighborhood highly impacted by zoning initiatives of a neighboring jurisdiction.*

AND

3. *The proposed zoning amendment is in the public interest. The Planning Board considers the proposed zoning amendment to be in the public interest because:*

A. *The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.*

B. *The Planning Board further finds that the proposed zoning amendment is in the public interest because it will allow for growth of services available to the community in a location that makes good strategic sense.*

C. 2. 1. T

AND

4. By approving this motion, the Board also recommends that the Town Council also hereby amends the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment. "

Straughn made a second to the motion. The motion passed by unanimous vote.

**Public Comment Period-** Nobody signed up.

**Adjournment-** Walker made a motion to adjourn. Straughn made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:10 pm.

**Chair**  
Sarah Glanville

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Planning Board Members**  
Art Wise, Vice Chair  
Eddie Oakley  
Ed Stafford  
Russ Walker  
Richard Newbill, ETJ  
Steve Monroe, ETJ  
Robert Lichauer, ETJ  
Sherrie Richmond, ETJ  
Rebecca Rayborn, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Text amendment to add "Planned Unit Development" zoning district      **AGENDA ITEM #:** 4

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** November 18, 2019

**ESTIMATED TIME FOR DISCUSSION:** 15 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, AICP

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**SUMMARY:**

The proposed amendment would add "Planned Unit Development" (PUD) as a base zoning district to the Land Development Ordinance (LDO). As proposed, the PUD district would be highly flexible for future development, but will require the strict review of both Planning Board and Town Council prior to implementation.

PUD's are generally used to regulate larger scale developments using unified land development practices which encourage a mixture of various types of land uses while maximizing open spaces and recreational opportunities. PUD's offer increased flexibility in design to potential developers, yet still require the strict review by appointed and elected bodies. The enhancement of the bargaining process between the developer and municipal elected leaders generally leads to higher quality developments for communities.

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**ATTACHMENTS:** Proposed text amendment

**RECOMMENDATION/ACTION NEEDED:** Staff suggests Planning Board recommend approval to Town Council.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to recommend approval of the text amendment creating "Planned Unit Development" as a base zoning district as proposed.

**FOLLOW UP ACTION NEEDED:** Town Council will hear this item at a future public hearing, date TBD.

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AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE  
OF THE TOWN OF JAMESTOWN, NORTH CAROLINA

2019-01  
Text Amendment 2018-03

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance, also referred to as the Land Development Ordinance, for the Town of Jamestown, North Carolina;

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statutes §160A-364 through §160A-366 and §160A-381 through §160A-392 may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zoned boundaries; and

WHEREAS, the Town Council of the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statutes §160A-381 through §160A-394 does hereby recognize a need to amend the text of certain articles of the Town of Jamestown Land Development Ordinance.

WHEREAS, the Town Council finds that it is necessary to update the Land Development Ordinance to add the zoning district "PLANNED UNIT DEVELOPMENT (PUD)" to Article 8, "Zoning Districts".

NOW, THEREFORE, IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA:

**Part 1. That Article 8.2 "Zoning Districts Created" is hereby amended by adding the following language in that section:**

Planned Unit Development (PUD)

**Part 2. That Article 3 "Description of Zoning Districts" is hereby amended by adding the following language in that section:**

The Planned Unit Development (PUD) district is designed to promote a compatible mix of uses to instigate an integrated and sustainable development consistent with the Town's unique character. This district shall also encourage design flexibility; multi-modal connectivity between uses; sensitivity to natural resources and environmental features; and facilitate the efficient provisions of infrastructure, utilities and adequate public facilities.

The PUD district is not intended for use with subdivisions or developments which can be developed under the strict application of the minimum standards of the UDO, thereby resulting in a unique, high quality overall development. The specific procedures for review and approval of a PUD is found in section 8.4-5.1, Planned Unit Development. Above all, every PUD established, shall demonstrate consistency with the goals and policies established in the Town of Jamestown Land Development Plan. Most commonly, the PUD district would serve as a base zoning for larger-scale commercial, residential and mixed-use developments which may include overlay districts such as the Traditional Neighborhood (TND) overlay district.

**Part 3. That a new section, 8.4-5.1 "Planned Unit Development (PUD)" be hereby added to the Land Development Ordinance to read as follows:**

**8.4-5.1 Planned Unit Development (PUD)**

**(A) Intent:** The Planned Unit Development district is established to accommodate commercial, residential and a mixed-use pattern of development on large-scale sites. Development in this district accommodates a range of uses, generally transitioning from commercial to residential districts throughout a site per an overall development plan. The district is not limited to mixed-uses and may be entirely residential or entirely commercial in nature. Allowed building/lot types are Detached House, Attached House, Highway Commercial, Shopfront Commercial, Multi-family Cluster, Urban Workplace, Accessory Structures, Fences and Civic Building. Standards in the PUD district are established to encourage new development and infill development in a manner that accommodates a range of uses while preserving historic development patterns and being sensitive to the adjacent districts. A wide range of uses is permitted. In return for greater flexibility in site design, PUD Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater

efficiency in the layout and provision of roads, utilities, and other infrastructure.

**(B) General Applicability:** Parcels of land which may be considered for PUD developments must exceed 10 acres in size.

**(C) Permitted Uses:** In return for greater flexibility in site design, PUD Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure. Thus, there are no inherent uses permitted by right. The applicant and Town Council shall consider a request for land uses during the course of the application for the zoning district.

**(D) Permitted Residential Density**

To be submitted as part of overall master plan and approved by Town Council.

**(E) General Requirements and Development Standards**

1. An overall PUD Concept Plan is required to be adopted as a condition of the base zoning and shall guide development throughout the parcel.
2. Building placement, parking placement, building type, urban form, access, and lot arrangement shall be controlled by the overall development plan adopted as part of the zoning district.
3. Building setbacks shall be adopted as part of the overall site development plan.
4. Landscaping and Open Space regulations shall be adopted as part of the overall site development plan.
5. Sites shall conform to the Land Development Ordinance requirements with respect to watershed, soil erosion, and flood damage prevention. The provisions of these ordinances may not be altered by the PUD zoning district.
6. Items not specifically addressed by the overall site development plan shall defer to the Jamestown Land Development Ordinances for guidance.
7. All PUD Concept Plans shall specify development standards applicable to each permitted use in the PUD. Development standards applicable to the PUD shall be those specified in the PUD Concept Plan filed with the zoning map change. The PUD Concept Plan shall establish the following development standards:
  - a. The location of uses proposed by the PUD must be shown in the PUD Concept Plan with a maximum density for each type of residential use; a maximum number of units for multi-family dwellings; and a maximum square footage for each type of non-residential use.
  - b. The PUD shall demonstrate compliance with all, North Carolina Building Code, and North Carolina Fire Code.
  - c. Pedestrian ways, bikeways and other transportation systems that encourage cluster and compact development.
  - d. Land use patterns that promote and expand opportunities for walkability, connectivity, public transportation, and an efficient compact network of streets. Cul-de-sacs shall be minimized to the greatest extent possible.
  - e. Identified active open space areas and those significant natural and environmental features that will be protected and preserved in their natural state.
  - f. Architectural and design criteria that provide higher quality than routine developments. At least ten (10) business days prior to the public hearing for approval, all residential uses proposed shall provide typical architectural elevations representative of the residential structures to be built to ensure the standards of this section are met.
  - g. Phasing. The PUD Concept Plan shall include a phasing plan for the development and associated infrastructure improvements. If development of the PUD is proposed to occur

in more than one phase, then guarantees shall be provided that project improvements, including improvements required by the TIA and NCDOT. In phases that include residential, amenities that are necessary and desirable of the project, or that are of benefit to the Town, are constructed within that phase of the project.

**(F) Other Minimum Requirements**

1. **Off-street Parking and Loading.** The PUD Concept Plan shall demonstrate compliance with the standards of the Jamestown Land Development Ordinances, except that variations from these standards may be permitted if a comprehensive parking and loading plan for the PUD is submitted as part of the PUD Concept Plan that is determined to be suitable for the PUD, and generally consistent with the intent and purpose of the off-street parking and loading standards.
2. **Signs.** Signage shall demonstrate compliance with the Jamestown Land Development Ordinances, except that the standards can be varied if a master signage plan is submitted for review and approval concurrent with the PUD concept plan and is determined by Town staff to be suitable for the PUD and generally consistent with the intent and purpose of the sign standards of the LDO.
3. **Public Facilities.** The improvements standards and guarantees applicable to the public facilities that will serve the site shall comply with the Jamestown Land Development Ordinances as well as the following standards:
  - i. The PUD Concept Plan demonstrates a safe and adequate on-site transportation circulation system. The on-site transportation circulation system shall be integrated with the off-site transportation circulation system of the Town. A Traffic Impact Analysis (TIA) shall be required.
  - ii. The PUD Concept Plan demonstrates a safe and adequate on-site system of potable water and wastewater lines that can accommodate the proposed development and are efficiently integrated into off-site potable water and wastewater public improvement plans. The PUD Concept Plan shall include a proposed water and wastewater plan.
  - iii. Adequate off-site facilities for potable water supply, sewage disposal, solid waste disposal, electrical supply, fire protection and roads shall be planned and programmed for the development proposed in the PUD Concept Plan.
  - iv. The development is conveniently located in relation to schools and public safety protection services.
4. **Natural Resources and environmental protection.** The PUD Concept Plan for PUD demonstrates compliance with the current regulatory standards of this Ordinance related to natural resource and environmental protection in the Jamestown Land Development Ordinances.

**Part 4. This Ordinance shall be effective immediately upon its adoption.**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Attest:

Town Council  
Town of Jamestown, North Carolina

\_\_\_\_\_  
Lynn Montgomery, Mayor

\_\_\_\_\_  
Katie M. Weiner, Town Clerk

**MOTION**  
**FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because: \_\_\_\_\_.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is reasonable because: \_\_\_\_\_.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is in the public interest because: \_\_\_\_\_.

[Call for second etc.]



**MOTION**  
**FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN**

I make a motion that the proposed zoning amendment **be rejected** based on the following:

1. *The proposed zoning amendment is **not consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board finds that the proposed zoning amendment is inconsistent with the comprehensive plan because:\_\_\_\_\_.

AND/OR

2. *The proposed zoning amendment is **not reasonable**.* The Planning Board considers the proposed zoning amendment to be unreasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be unreasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is unreasonable because:\_\_\_\_\_.

AND/OR

3. *The proposed zoning amendment is **in the public interest**.* The Board considers the proposed zoning amendment to be against the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is against the public interest because:\_\_\_\_\_.

[Call for second etc.]

**MOTION  
TO APPROVE  
ZONING AMENDMENT  
(EVEN IF INCONSISTENT WITH COMP PLAN)**

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption.* These changes include:

\_\_\_\_\_.  
Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because:\_\_\_\_\_

AND

2. *The proposed zoning amendment is reasonable.* The Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is reasonable because:\_\_\_\_\_.

AND

3. *The proposed zoning amendment is in the public interest.* The Council considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is in the public interest because:\_\_\_\_\_.

AND

4. By approving this motion, the Board also recommends that the Town Council also hereby amends the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment.

[Call for second etc.]



## TOWN OF JAMESTOWN PLANNING BOARD

### CONSISTENCY STATEMENT

The Planning Board of the Town of Jamestown recommend that the proposed zoning amendment (2019-03) **be approved** based on the following:

1. *The proposed zoning amendment is **consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because it promotes development that meets the high architectural and environmental standards integral in Jamestown's small town character.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:
  - A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
  - B. The Planning Board further finds that the proposed zoning amendment is reasonable because it allows for flexible land use while allowing for oversight by appointed and elected officials.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:
  - A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.
  - B. The Planning Board further finds that the proposed zoning amendment is in the public interest because it will allow for unique development opportunities while providing safeguards to protect Jamestown's charm and natural resources.

Adopted this the 18<sup>th</sup> day of November, 2019 by the Town of Jamestown Planning Board.

Sarah Glanville, Chair

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Annual Fire Department Report

**AGENDA ITEM #:** V-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

Derek Carson, Division Chief, will be speaking on behalf of Pinecroft Sedegefield Fire Department (Station 46). Carson will give Council an update on the calls that the Fire Department has received and compare those numbers to last year's statistics.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Annual Law Enforcement Report

**AGENDA ITEM #:** V-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

Captain Holder from the Guilford County Sheriff's Department will be presenting the annual law enforcement report. He will give Council an update on crime in the area and compare the current numbers to last year's statistics.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf Course Quarterly Report

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: January 21, 2020

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Golf Course/Clubhouse Operations

CONTACT PERSON: Ross Sanderlin

SUMMARY:

2nd Quarter Summary 2019 vs. 2018:

Green Fee Revenue up 7% (+\$5,000)  
Cart and Driving Range up 14% (+\$6,200)  
Total Rounds played up 7% (550 more rounds)  
F&B Revenue (-6%)

6 Month Summary 2019 vs. 2018:

Green Fee Revenue up 10.5 %  
Cart and Range Revenue up 14%  
Rounds of Golf up 13% (1700 more rounds)  
F&B Revenue up 7.5%

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Jamestown Park & Golf Course Greens Report

AGENDA ITEM #: V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 1/21/2020

ESTIMATED TIME FOR DISCUSSION: 15 minutes

DEPARTMENT: Golf Course

CONTACT PERSON: John Crowe

### SUMMARY:

- 1) Proper hydration of the greens. Making sure our VWC (volumetric water content) are in the 20-25% range. We spray wetting agents to help keep water in our soil profile where we need it to stay. Winter dessication is the number one killer of ultradwarf bermuda grass.
- 2) Forecasting weather and temperature changes in the soil and air. We monitor our soil and air temps periodically to help us predict when we need to prepare to cover.
- 3) Fertilizing and nutrition of the greens periodically to help store carbohydrates in the plant so it can endure temperature changes. We apply K (potassium) consistently throughout the winter months to help achieve our goals.
- 4) Using pigment, Iron, and Manganese helps keep our greens green instead of paints.
- 5) Covering greens with our covers when temperatures fall below 25 degrees or lower for an extended period of time is another tool that helps us endure the winter months. 2017-2018 was a very harsh winter where we covered for 13 days straight and a total of 27 days through the winter.
- 6) Sunlight exposure is very key to the health and survival of our greens. Selectively cutting trees down to help our greens maintain density and consistency in our turf canopy.
- 7) Batting or Pinestraw creates what we call dead air space between the covers and our greens, can help provide higher temps under our covers during severe long cold temperature durations.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Request to Set the Date for the Town Council Budget Retreat

**AGENDA ITEM #:** V-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

### SUMMARY:

A work session is a rare opportunity for the Council to work at its "plan" and to achieve a new standard of performance and satisfaction.

The primary focus is to establish new goals and direction for the upcoming fiscal year and identify means by which they can be accomplished. Often goals set by this Council can lead to certain levels of funding. As you know, funding is one of the finite resources available to the Town, such goals and objectives should be prioritized.

In the past, our Budget Work Sessions are conducted in the month of March. We are requesting that Town Council set a date for the 2020/21 Budget Work session

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Set a date for our annual budget work session.

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Set a date for our annual budget work session.

**FOLLOW UP ACTION NEEDED:** none



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT: Possibility of Receiving Quarterly Reports from Contracting Agencies    AGENDA ITEM #:    V-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE: January 21, 2020

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

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SUMMARY:

The Town currently contracts with various agencies for services. Services such as the Sheriff's Department, Animal Control, Fire Department, etc., are performed annually for the Town. We have had a Council Member request the possibility of these agencies reporting to Town Council.

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ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Discussion

BUDGETARY IMPACT: none

SUGGESTED MOTION: Discussion

FOLLOW UP ACTION NEEDED: none

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of Piedmont Triad Regional Council Delegate & Alt.

**AGENDA ITEM #:** V-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**SUMMARY:**

The Town appoints a delegate and an alternate to serve a two - year term to the Piedmont Triad Regional Council(PTRC). The past delegate was Mayor Lynn Montgomery and Georgia Nixon served as the alternate.

The Council also appoints the Town Manager as a representative to the PTRC.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Appoint a delegate and alternate to PTRC for a two year term.

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Appoint a delegate,alternate to PTRC for a two year term. Also appoint the Town Manager as a staff representative.

**FOLLOW UP ACTION NEEDED:** None

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of TAC Delegate & Alt. to HPMPO

**AGENDA ITEM #:** V-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Kenny Cole, Town Manager

**SUMMARY:**

The Town appoints a delegate and an alternate to serve a two year term on the Transportation Advisory Committee(TAC) to the High Point Metropolitan Planning Organization(HPMPO)

The past delegate was Council Member Martha Wolfe and Georgia Nixon served as the alternate. The Technical Coordinating Committee(TCC) member is currently Paul Blanchard.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Appoint a delegate and alternate as TAC members to the (HPMPO) and a TCC for a two year term

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Appoint a delegate and alternate as TAC members to the (HPMPO)and a TCC member for a two year term.

**FOLLOW UP ACTION NEEDED:** None

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of Council Representative to Planning Board

**AGENDA ITEM #:** V-1

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

Historically, a Council Member has been appointed to serve as a liaison between the Town Council and Planning Board. This allows the Council Member Representative to observe the issues, conversations, and decision-making process that the Planning Board experiences first-hand. The Representative can then relay the information to the Town Council after the Planning Board provides a recommendation on a particular issue.

The Council Representative is not a voting member of the Planning Board. They are there to observe, ask questions, and partake in discussion. The Council Representative serves a two-year term. Therefore, whoever is appointed will serve until December 2021.

The Planning Board meets on the second Monday of every month at 6:30 pm.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the appointment of a Council Member Rep. to the Planning Board

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to appoint \_\_\_\_\_ as the Council Member Representative to the Planning Board.

**FOLLOW UP ACTION NEEDED:** N/A

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Council Members**  
Martha Stafford Wolfe, Mayor Pro Tem  
Rebecca Mann Rayborn  
John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of Council Representative to the Parks & Rec Committee **AGENDA ITEM #:** V-J

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** January 21, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Town Clerk

**SUMMARY:**

Historically, a Council Member has been appointed to serve as a liaison between the Town Council and the Parks & Rec Committee. This allows the Council Member Representative to observe the issues, conversations, and decision-making process that the Parks & Rec Committee experiences first-hand. The Representative can then relay the information to the Town Council.

The Council Representative is not a voting member of the Parks & Rec Committee. They are there to observe, ask questions, and partake in discussion. The Council Representative serves a two-year term. Therefore, whoever is appointed will serve until December 2021.

The Parks & Rec Committee meets on the first Monday of every month at 6:00 pm.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends the appointment of a Council Member Rep. to the Parks & Rec Committee

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to appoint \_\_\_\_\_ as the Council Member Representative to the Parks & Rec Committee.



**FOLLOW UP ACTION NEEDED:** N/A