



Settled 1752
JAMESTOWN
NORTH CAROLINA
Regular Meeting of the Town Council

May 18, 2021

6:00 pm in the Civic Center

Agenda

I. **Call to Order-**

- A. Roll Call
- B. Pledge of Allegiance
- C. Moment of Silence
- D. Approval of Agenda

II. **Consent Agenda-**

- A. Approval of minutes from the March 19, 2021 Budget Workshop
- B. Approval of minutes from the April 20, 2021 Regular Meeting
- C. Reappointment of Daniel McDaniel and Jim Pendry to the Parks and Recreation Committee
- D. Proclamation Peace Officers Memorial Day and Police Week
- E. Proclamation Memorial Day 2021
- F. Resolution honoring Richard Newbill's service as an ETJ Planning Board Member
- G. Resolution honoring Paul Craft's service on the Parks and Recreation Committee
- H. Resolution honoring Bob Wilson's service on the Parks and Recreation Committee
- I. Resolution Opposing House Bill 496
- J. Financial Position of the Town of Jamestown
- K. Financial Position of the Jamestown Park & Golf Course
- L. Notification of Advances
- M. Budget Amendment #23

III. **Public Comment**

IV. **Old Business-**

- A. Presentation on Current Code Enforcement Status- Brandon Emory, Alliance Code Enforcement
- B. Consideration of adoption of Certificate of Sufficiency- Matthew Johnson, Assistant Town Manager/Director of Planning
- C. Consideration of approval of Resolution Fixing Date of Public Hearing on Question of Annexation pursuant to G.S. 160A-31- Matthew Johnson, Assistant Town Manager/Director of Planning
- D. Request to set the date for a Public Hearing for the consideration of a rezoning request for 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C- Matthew Johnson, Assistant Town Manager/Director of Planning
- E. Consideration of approval of Capital Project Ordinance for Recreation Maintenance Facility- Judy Gallman, Finance Director
- F. Presentation of the 2021/2022 Recommended Budget and Capital Improvement Plan (CIP)- Judy Gallman, Finance Director
- G. Citizen Input Regarding Capital Improvement Plan (CIP)- Dave Treme, Interim Town Manager
- H. **Public Hearings-**
 - 1. Public Hearing for the consideration of the Recommended Budget and CIP FY 2021/2022- Dave Treme, Interim Town Manager
 - 2. Public Hearing for Land Development Ordinance (LDO) Amendments- Matthew Johnson, Assistant Town Manager

V. **New Business-**

- A. Presentation on Marketing & Branding for Town of Jamestown- Dave Wilson, Tigermoth Creative
- B. Proclamation recognizing Public Works Week- Mayor Montgomery
- C. Consideration of approval of Family Caregiver Leave Policy- Dave Treme, Interim Town Manager

VI. **Manager/Committee Report-**

- A. Manager Report
- B. Council Member Committee Reports
- C. High School Representative Report

VII. **Public Comment**

VIII. **Other Business**

IX. **Closed Session per G.S. 143-318.11 to Discuss a Personnel Matter**

X. **Adjournment**

Working Agenda for the May 18th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. 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.
6:05 pm	II. Consent Agenda		
6:05 pm	<ul style="list-style-type: none"> A. Approval of minutes from the March 19th Budget Workshop B. Approval of minutes from the April 20th Regular Meeting C. Reappointment of Daniel McDaniel & Jim Pendry to the Parks & Rec Committee D. Proclamation Peace Officers Memorial Day and Police Week E. Proclamation Memorial Day 2021 F. Resolution honoring Richard Newbill's service as an ETJ Planning Board Member G. Resolution honoring Paul Craft's service on the Parks and Rec Committee H. Resolution honoring Bob Wilson's service on the Parks and Rec Committee I. Resolution Opposing House Bill 496 J. Financial Position of the Town of Jamestown K. Financial Position of the Jamestown Park & GC L. Notification of Advances M. Budget Amendment #23 		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	IV. Old Business		
6:20 pm	A. Presentation on Current Code Enforcement Status	Call on Brandon Emory	Emory to present an overview of the current code enforcement status of the Town of Jamestown to Council.
6:35 pm	B. Consideration of adoption of Certificate of Sufficiency	Call on M. Johnson	Johnson to request that Council approve the Certificate of Sufficiency for the annexation petition for 6014 & 6016 W. Gate City Blvd. Council Member makes a motion to adopt/deny the Certificate of Sufficiency for the annexation petition for 6014 & 6016 W. Gate City Blvd. Council Member makes a second to the motion. Then vote.
6:40 pm	C. Consideration of approval of Resolution Fixing Date of PH on Question of Annexation	Call on M. Johnson	Johnson to request that Council approve the resolution fixing date of public hearing on question of annexation for 6014 & 6016 W. Gate City Blvd. for the June 15 th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a motion to adopt the resolution fixing date of public hearing on question of annexation for 6016 & 6016 West Gate City Boulevard for the June 15 th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.
6:45 pm	D. Request to set the date for a PH for Rezoning Request for 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C	Call on M. Johnson	Johnson to request that Council set the date for a public hearing for a rezoning request for 6014 & 6016 W. Gate City Blvd. from CIV to CZ-C for the June 15 th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a motion to set the public hearing for a rezoning request for 6014 & 6016 West Gate City Boulevard from Civic to Conditional Zoning Commercial for the June 15 th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member makes a second to the motion. Then vote.

6:50 pm	E. Consideration of approval of Capital Project Ordinance for Golf Maintenance Building & Budget Amendment #24	Call on J. Gallman	Gallman to present an overview of the capital project ordinance for the golf maintenance building and request that Council approve the ordinance and Budget Amendment #24. Council Member makes a motion to approve/deny the creation of a capital project ordinance for the golf maintenance building and approve/deny budget amendment #24. Council Member makes a second to the motion. Then vote.
7:00 pm	F. Presentation of the 2021/2022 Recommended Budget & CIP	Call on J. Gallman	Gallman to present an overview of the Recommended Budget and CIP for fiscal year 2021/2022.
7:10 pm	G. Citizen Input Regarding CIP	Call on D. Treme	Treme to state that Council had requested that the citizens be given a specific time to suggest any projects that they would like to see in the community. Mayor Montgomery to call anyone forward that would like to speak about potential CIP projects. Please state your name and address and adhere to the 3 minute time limit.
7:20 pm	H. Public Hearings		
7:20 pm	1. PH for Recommended Budget & CIP FY 2021/2022	Call on D. Treme	Treme to state that the public hearing is an opportunity for citizens to offer the opinions about the Recommended Budget. Mayor Montgomery to open the public hearing to anyone that would like to speak about the Recommended Budget & CIP FY 2021/2022. Please state your name and address and adhere to the 3 minute time limit. Council Member makes a motion to continue the public hearing to the June 15 th Town Council meeting at 6:00 pm in the Civic Center at Town Hall without further advertisement. Council Member makes a second to the motion. Then vote.
7:30 pm	2. PH for LDO Amendments	Call on M. Johnson	Johnson to give brief update on the proposed Land Development Ordinance (LDO) amendments. Mayor Montgomery to open the public hearing to anyone that would like to speak about the proposed LDO amendments. 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 proposed LDO Amendments. Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion to approve consistency/inconsistency statement. Council Member makes second to the motion. Then vote.
7:45 pm	V. New Business		
7:45 pm	A. Presentation on Marketing & Branding for Town of Jamestown	Call on Dave Wilson	Dave Wilson, Tiger moth Creative Representative, to present information on potential marketing and branding services for the Town of Jamestown.
8:05 pm	B. Proclamation Public works Week	Mayor Montgomery	Mayor Montgomery to present the Proclamation for Public Works Week to Paul Blanchard.
8:10 pm	C. Consideration of approval of Family Caregiver Leave Policy	Call on D. Treme	Treme to present an overview of the Paid Family Caregiver Leave Policy to Council. Council Member makes a motion to approve/deny Paid Family Caregiver Leave Policy. Council Member makes a second to the motion. Then vote.
8:25 pm	VI. Manager/Committee Reports		
8:25 pm	A. Manager Report	Call on D. Treme	Treme to present the monthly Manager's Report to Town Council.
8:35 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:40 pm	C. High School Rep. Report	Call on W. Scott	Scott to present his monthly High School Representative report to Council.
8:45 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
9:00 pm	VIII. Other Business		
9:05 pm	IX. Closed Session per G.S. 143-318.11 to discuss a personnel matter		Council Member makes a motion to go into closed session per general statutes 143.11 to discuss a personnel matter. Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
9:20 pm	X. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Approval of minutes from the March 19th Budget Workshop

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the March 19th Budget Workshop

ATTACHMENTS: Minutes from the March 19, 2021 Budget Workshop

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Town Council Budget Workshop
March 19, 2021
9:00 am in the Civic Center
Minutes & General Account**

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, Capes, & Straughn

Staff Members Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamie Johnson, Scott Coakley, Ross Sanderlin, & Jamey Claybrook

Visitors Present: Carol Brooks

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

- Roll Call- Weiner took roll call as follows:
 - Council Member Wolfe- Present
 - Council Member Capes- Present
 - Mayor Montgomery- Present
 - Council Member Straughn- Present
 - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- 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. There were no changes requested.

Council Member Straughn made a motion to approve the agenda for the March 19th meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Introduction of the Town of Jamestown’s Strategic Planning Model- Treme welcomed Council to the meeting. He stated that staff had prepared a draft of a strategic plan that listed the Council’s goals and desired outcomes for the future. He added that this could help the Town be more successful at accomplishing specific objectives. He stated that it would also allow Council to determine the effectiveness of the Town Manager and staff. Treme said that staff would update the status of the goals biannually and discuss their progress with Council. He highlighted that the goals were directly tied to the mission, vision, and values of the Town. He stated that Council could also remove any items that they did not agree with and move them to the “parking lot” to discuss at a later date.

Staff discussed the following outcomes and goals with Council:

Staff Excellence

Outcome 1. To attract, develop, and retain town staff in order to support services and meet community needs-

- Goal #1: Provide for employee training opportunities

Treme stated that he had observed that the staff all seemed very eager to learn new skills that would be beneficial to their job performance.

- Goal #2: Evaluate benefits and insurance for the Town employees

Treme said that the high cost of the family insurance that was offered by the Town seemed to be deterring some potential employees from accepting positions. He added that staff were looking into more affordable family plans for employees.

Council Member Wolfe stated that she would also like for employees to have the benefit of maternity leave. Council Member Rayborn agreed and said that she would like to include caregiver leave as well. Treme stated that he had begun working on a family caregiver leave policy for the Town.

- Goal #3: Prepare succession plan for key positions

Treme stated that he had begun some initial work on this goal.

- Goal #4: Implement strategies to recruit employees from diverse populations

Treme said that several Council Members had mentioned that they would like to see a more diverse workforce. He added that staff could implement strategies that would diversify the pool of potential candidates for open positions.

Council Member Straughn stated that it would be beneficial to have some staff members that were bilingual.

- Goal #5: Perform pay classification study to remain competitive in the marketplace

Treme said that pay classification studies needed to be conducted on a regular basis.

Council Member Wolfe asked how often the study needed to be done. Treme stated that it would be good to update it every three to five years.

Treme asked Council if they had any goals to add under the first outcome.

Council Member Straughn stated that he would like for employees to have the benefit of a take-home car if appropriate. He said that may fit under "Goal #2. Evaluate benefits and insurance for Town employees." Gallman stated that employees that were on call typically took their vehicles home with them.

Outcome 2. To improve the administration of Town government

- Goal #1: Procure software for asset management

Gallman stated that the software would allow for staff to keep up with routine maintenance of equipment, vehicle replacement, etc. She said that it would be very helpful for staff to manage the Town's assets.

- Goal #2: Review and upgrade current Town mission, vision, and core values

Treme highlighted the importance of having a mission statement and a clear vision for the future. He added that it would assist with decision making and drive the Town's priorities.

- Goal #3: Prepare a strategic plan for goals & outcomes

Treme stated that he had shown Council an example of a strategic plan that he had used in the past during his interview. He added that Council seemed to be in favor of the idea and he was happy to present the preliminary plan that staff had created.

- Goal #4: Schedule a candidate information session

Treme said that he had held candidate information sessions in the past for other municipalities. He noted that it was beneficial because it allowed all the candidates that were running for office to receive the same information at the same time. He added that it helped to hold those that were campaigning more accountable because they had been given accurate information.

Council Members discussed the option of holding a candidate information session. They agreed that it could be helpful.

- Goal #5: Provide excellence in customer service

Blanchard stated that customer service was extremely important to everybody that worked for the Town. He added that following policy, consistency, and responsiveness were of the utmost importance.

Council Members discussed the importance of positive interactions between Town employees and those that live in the community with staff.

- Goal #6: Achieve minimum staffing levels for all departments

Treme noted that staff would be evaluating how many employees were needed to provide a high level of service in every department.

- Goal #7: Maintain and update Town's Code of Ordinances

Weiner stated that it was good practice to maintain the General Code of Ordinances as they were amended. She noted that staff typically tried to update the Code annually.

Mayor Montgomery called for a ten minute recess.

Mayor Montgomery called the meeting back to order.

Outreach/Involvement

Outcome 3. Develop and implement strategies to promote Jamestown

- Goal #1: Further develop Music in the Park and other Town-sponsored events

Johnson said that staff really enjoyed providing fun events for the people that live in Town. He added that there may be a Music in the Park event in August.

Council Member Wolfe stated that the Town had also shown a movie at one of the events in the previous years. Mayor Montgomery said that she would like to reschedule the Lydia Festival. Johnson noted that he was open to new event ideas.

Council Members spoke about potential promotional ideas for the Town of Jamestown. They discussed the possibility of selling clothing with the Town's logo, encouraging people to shop at local businesses, and educating the community about the Town's history.

- Goal #2: Develop branding and marketing strategies for Jamestown

Johnson said that branding and marketing for the Town could be really beneficial. He added that there was several aspects of the community that could be capitalized upon.

Council Member Capes encouraged staff to utilize social media apps like Instagram to increase the Town's visibility to people in the area.

Council Member Straughn stated that it would be nice to have banners along Main Street that promoted the Town all year and not just decorative ones at Christmas. Council Members agreed and were in favor of new banners.

Outcome 4. Conduct community engagement through multiple strategies to increase resident involvement in Town matters

- Goal #1: Develop AARP Livable Communities Initiative

Johnson said that the Livable Communities Committee would be working closely with staff on the initiative in the coming months.

- Goal #2: Fully utilize Town social media accounts

Johnson stated that Council had discussed the importance of using social media to connect with the community. He added that staff planned to increase the Town's presence on certain platforms like Instagram.

- Goal #3: Establish a process for advertising opening & selecting residents for Town boards and committees

Weiner stated that staff currently advertised vacant positions on the advisory boards on Facebook and the Town's website. She said that staff would be reviewing the process to ensure that citizens were aware of the opportunities to serve if they were interested.

Council Member Wolfe asked if staff would be doing recruitment. Treme said that there may be some informal recruitment methods utilized to increase awareness of openings.

- Goal #4: Establish a joint planning retreat for the Planning Board, Council, and Town staff

Johnson said that joint planning retreats could improve communication between the different groups. He added that this could be specifically beneficial for larger projects like the Comprehensive Plan.

Infrastructure/Facilities

Outcome 5. Make plans to improve current infrastructure, facilities, and services

- Goal #1: Update street pavement condition study

Blanchard stated that the last time that the survey had been conducted was in 2017. He added that it would be nice to have it completed again before the end of next year.

- Goal #2: Prepare a strategic growth plan for Jamestown and surrounding ETJ areas

Treme said that there were parcels of land throughout Town that would be developed in the coming years. He added that a strategic growth plan would allow for Council to make educated decisions on significant developments in the future.

Johnson noted that the plan would include information about water/sewer infrastructure capabilities, possible impacts to schools, and tax base generation.

- Goal #3: To prepare a plan to implement government mandated stormwater regulations

Johnson stated that the state was tightening regulations that were being placed on stormwater. He added that the Town would be audited in 2023 to ensure that there had been compliance with all the regulations. Johnson said that there needed to be a plan in place for how staff could implement and fund the required improvements.

Council Members discussed the upcoming audit with Johnson. They also spoke about stormwater fees with Treme.

- Goal #4: Evaluate effectiveness of current solid waste collection & recycling services

Blanchard said that staff believed that the Town provided excellent solid waste services and adequate recycling collection. He noted that it may be beneficial for a consultant to evaluate the current process as the Town prepared for growth.

- Goal #5: Complete and adopt Parks and Recreation Master Plan in order to seek grant funding opportunities

Coakley stated that he believed that the Parks and Rec Master Plan was on the right track. He added that there had been an Option B added that included the baseball fields. He noted that staff was looking forward to applying for grant funding for the parks projects after the plan was adopted.

- Goal #6: Prepare plans for effective utilization of space at Town Hall & Civic Center

Treme said that he knew that Council had discussed potential renovations to Town Hall in the past. He added that this goal coincided with succession planning. He noted that he would like to

have a plan for the best ways to utilize space in the future. Treme stated that one option would be to divide the Council Chambers into office space for employees.

Council Member Wolfe was not in favor of the idea of creating office space in the Council Chambers. Council Member Rayborn stated that she would like for the Civic Center to remain a multi-use space if it were converted into a permanent space for Council meetings. Council Member Capes noted that the Civic Center would give Council additional space for meetings that have a larger number of attendees. Mayor Montgomery added that she preferred meeting in the Civic Center because it allowed Council to see the audience and was a more professional environment.

Council discussed the possibility of having a separate meeting time to discuss larger issues with Treme.

- Goal #7: Complete plans for the construction of a new Golf Maintenance Facility

Council Member Wolfe spoke about including a wash area for vehicles. She added that it had been discussed before and would benefit the Town in regard to compliance with stormwater protection initiatives.

Treme said that he was aware of the wash area and that he had been working on plans for the golf maintenance facility.

- Goal #8: Prepare Golf Course Strategic Plan

Treme said that he was going to prepare a strategic plan analyzing the current status of the golf course and potential changes that could be implemented in the future.

- Goal #9: Coordinate joint staff meeting with City of Greensboro, City of High Point, and PTRWA to discuss water/sewer cost & capabilities

Treme noted that he planned to have a meeting with staff from the neighboring cities and PTRWA to discuss impacts to water/sewer services and costs.

- Goal #10: Repair/replace golf course irrigation system

Claybrook presented information about the current irrigation leaks on the golf course to Council. He added that he knew that the leaks had been a problem for years, but he planned to tackle the problem by replacing the pipes in sections.

Council Members discussed the status of the leaks with Claybrook.

- Goal #11: Prepare plans for updating/installing restroom and shelters for golf and recreation facilities

Coakley stated that all the restrooms throughout the parks and the golf course needed to be updated. Treme added that staff was going to seek quotes for the renovations and present them to Council at a later date.

- Maintain integrity of water/sewer/stormwater infrastructure

Blanchard said that he had been keeping a record of installation dates and areas where there were breaks in the system. He noted the importance of maintaining the Town's infrastructure.

Mayor Montgomery called for a ten minute recess.

Mayor Montgomery called the meeting back to order.

- Goal #13: Maintain effective communications with NCDOT and HPMPO

Blanchard spoke about the importance of working closely with NCDOT and HPMPO in order for the Town to complete transportation infrastructure projects.

Council Members discussed ongoing projects with staff.

- Goal #14: Seek funding through the American Rescue Plan

Treme stated that the Town was supposed to receive a significant amount of money through the American Rescue Plan. He added that Guilford County had sent staff a letter about setting up a meeting with the Town to discuss the funding.

Council Members spoke about the upcoming meeting with Treme.

Public Safety

Outcome 6. Continue to develop plans to improve the public safety in the Town of Jamestown

- Goal #1: Coordinate joint staff meeting to discuss plan of service with PSFD (w/annual review in January)

Treme stated that a joint meeting with the Fire Department was directly related to the preparation of a strategic growth plan for the future of the Town.

- Goal #2: Coordinate joint staff meeting to discuss plan of service with GCSD (w/annual review in January)

Treme added that a meeting with the Sheriff's Department would also be essential in planning for growth in the future.

- Goal #3: Install security measures at Town facilities (parks, maintenance facilities, and Town Hall)

Johnson stated that additional security measures would keep the Town staff safe and could also reduce the Town's liability in potential situations.

Planning/Development

Outcome 7. Implement a broad program of community planning, development, and land management through zoning

- Goal #1: Seek opportunities for grant funding for pedestrian and parks/recreation facilities

Johnson spoke about the importance of applying for grant funding in order to complete pedestrian and park facility projects.

- Goal #2: Complete update of the Town of Jamestown's Comprehensive Plan

Johnson stated that staff was currently working on the Comp Plan update.

- Goal #3: Review and update Comprehensive Pedestrian Transportation Plan

Johnson said that staff would like to update the Pedestrian Transportation Plan after the Comp Plan update was complete.

- Goal #4: Enhance Code Enforcement capabilities throughout Jamestown to help protect property values

Treme noted that he had suggested outsourcing some of the code enforcement responsibilities at the March 16th Town Council meeting. He presented information on a potential contract with Alliance Code Enforcement to Council.

Council Member Straughn said that he was in favor of updating the ordinances, but he did not want someone to aggressively seek out code enforcement violations throughout the Town.

Council Members discussed the details of the potential contract with Treme. They also spoke about the pros and cons of moving away from a complaint based system.

- Goal #5: Establish/redefine ordinances for application of commercial maintenance code in Jamestown

Treme stated that a third party could also help address the commercial maintenance code in the Town.

Treme thanked Council for taking the time to consider the strategic plan for fiscal year 2021/2022.

Council Member Rayborn briefly spoke with staff about the importance of the maintenance of the Jamestown Public Library building.

Treme noted that each Council Member had been given ten dots. He requested that Council place their dots next to the items that they thought should be the top priorities. Treme stated that staff could then note the top five items that had been selected. He added that staff would present updates on the status of the goals periodically.

Treme presented an overview of the priorities that Council had selected from the strategic plan. He added that the top priorities would be distinguished by a star next to the goal on the strategic plan. He

noted that staff would calculate the results and present additional information on the plan before it was adopted by Council.

Treme and Gallman presented general highlights of the preliminary budget to Council.

Treme added that Sanderlin had requested an additional Assistant Pro at the golf shop. Sanderlin stated that the golf course had been extremely busy and that an additional staff member would be helpful. Council Members discussed the idea of adding additional staff at the golf course with Sanderlin.

Coakley stated that he had also requested to add another staff member to the Recreation Department. He noted that the responsibilities of the department had expanded and special events took a large amount of time to organize. Council Members spoke about the option of adding another person to the department with Coakley.

Treme and Gallman discussed sewer rate changes with Council.

Fund Balance & Nonprofit Discussion- Gallman said that the Town had a healthy fund balance even though there had been quite a bit appropriated in the current fiscal year.

Gallman also stated that staff had received funding requests from nonprofits that Council had approved. She added that she would include \$100,000 in the budget for nonprofit funding requests for the next fiscal year.

Discussion of the Capital Improvement Plan (CIP)- Gallman stated that she would be happy to answer any questions about the CIP that Council had.

Council Member Wolfe asked if the purchase of a new sanitation truck would be impacted by the proposed sanitation collection study. Treme said that the purchase of the truck would not be affected by the study.

Treme thanked staff for their work on the strategic plan and Council for their time.

Council thanked staff for their hard work.

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

The meeting ended at 1:11 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Approval of minutes from the April 20th Regular Meeting

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the April 20th Regular Town Council Meeting

ATTACHMENTS: Minutes from the April 20, 2021 Regular Town Council Meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Regular Meeting of the Town Council
April 20, 2021
6:00 pm in the Civic Center
Minutes & General Account**

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, Capes, & Straughn

Staff Present: Dave Treme, Matthew Johnson, Katie Weiner, Judy Gallman, Paul Blanchard, Jamey Claybrook, Justin May, Justin King, Kenneth Clouser (Audio & Visual Technician), & Beth Koonce, Town Attorney

Visitors Present: Lindsey Lengyel & Nick Lowe

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

- Roll Call- Weiner took roll call as follows:
 - Council Member Wolfe- Present
 - Council Member Capes- Present
 - Mayor Montgomery- Present
 - Council Member Straughn- Present
 - Council Member Rayborn- Present

Weiner stated that a quorum was present.

- 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 change, add, or delete any items on the agenda.

Council Member Wolfe requested to remove the item “Proclamation for Municipal Clerks Week” from the consent agenda and add it to the regular agenda after the first public comment period. She also requested to add agenda items “V-D. Resolution in Opposition to HB401/SB349” and “V-E. Resolution Directing the Clerk to Investigate Annexation Petition.”

Council Member Wolfe made a motion to approve the agenda for the April 20th Town Council meeting as amended. Council Member Capes 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 March 16, 2021 Regular Meeting
- Proclamation Spring Litter Sweep 2021
- Reappointment of Jay McQuillan & Doug Sampson to the Parks and Recreation Committee
- Resolution honoring Steve Owen’s service on the Parks and Recreation Committee
- Financial Position of the Town of Jamestown
- Financial Position of the Jamestown Park and Golf Course
- Notification of Advances
- Budget Amendment #21

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

(Proclamation Spring Litter Sweep 2021, Resolution honoring Steve Owen’s service on the Parks and Recreation Committee & Budget Amendment #21)

Public Comment- Nobody signed up.

Proclamation Municipal Clerks Week- Mayor Montgomery presented the proclamation to Weiner. Council thanked her for the work she does for the Town of Jamestown.

(Proclamation Municipal Clerks Week)

Old Business-

- Presentation on Stormwater Utilities and upcoming Audit- Johnson introduced Linsey Lengyel, Water Resources Manager with Blue Stream Environmental. He added that the stormwater regulations that were imposed on municipalities had continued to tighten. He noted that it had been challenging to find necessary revenue to address the infrastructure concerns. Johnson stated that most municipalities implemented a stormwater fee to assist with those costs. He highlighted that the Town would undergo a stormwater audit in 2023.

Lengyel presented information on stormwater to Council. She explained basic stormwater permit requirements that municipalities received from the state. She reiterated that Jamestown would have a stormwater audit in 2023. She noted that the audit was required for permit renewal. She spoke about the importance of pollution reduction and the connectivity of local waterways. Lengyel added that pollution of stormwater had negative impacts on drinking water.

Lengyel gave an overview of documentation requirements for the Town’s annual reporting and upcoming audit. She noted that many municipalities were receiving notices of violations as a result of the audit. She added that the Town would have 30 days to acknowledge receipt of a notice of violation if it were issued. Lengyel said that the Town would then have 60 days to approve a resolution that stated that the Town would support, fund, and staff the stormwater program with no exceptions.

Lengyel said that the Town had an opportunity to address some of the requirements before the audit in 2023. She presented a cost comparison of stormwater fees that were charged by municipalities of a similar size to the Town of Jamestown. She added that the average stormwater fee utilized by towns of a similar size was about \$4.31. Lengyel spoke about the importance of education about the fees before they were collected.

She thanked Council for their time.

- Consideration of approval of the Jamestown Park Master Plan with the addition of Option B- Johnson stated that Council had requested that there be an Option B included with the Jamestown Park Master Plan that kept the current baseball fields at the park. He added that the Parks and Recreation Master Plan Steering Committee had recommended that Council approve the Master Plan along with Option B at their April 5th meeting. He noted that Option B did include synthetic turf for the fields so that they could also be used for soccer. He gave a brief

overview of the additional costs. He said that staff recommended that Council adopt the Jamestown Park Master Plan along with Option B as presented.

Nick Lowe, McAdams Company Representative, came forward. He gave Council a general update on the newest version of the plan. He added that the synthetic turf would allow for the fields to be a multi-use space. He noted the aspects of the original plan that were also included in the revised version.

Council Members spoke about the details of the maintenance and cost of the synthetic turf with Nick Lowe.

Council Members also discussed potential grant funding options and requirements with staff.

Council Member Capes made a motion to adopt the Jamestown Park Master Plan with the addition of Option B as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Request to set Public Hearing date for the consideration of approval of Land Development Ordinance (LDO) Amendments- Johnson said that staff had prepared updates to the Land Development Ordinances (LDO) to comply with Chapter 160 D and to reflect changes in federal and state laws. He added that the changes had been reviewed by the Town's planning consultant, Benchmark, a minimum of two law firms, the Planning Board, and several staff members. He noted that the changes were not substantive. Johnson stated that there were some typos in the former LDO as a result of the use of Microsoft Word. He said that staff was going to get a quote from a codification company that would provide an electronic, searchable version of the LDO.

Johnson requested that Council set a public hearing date for the consideration of the amendments for the May 18th Town Council meeting at 6:00 pm in the Civic Center. He said that he was also requesting that Council set a date for a special meeting to discuss the amendments with staff.

Council Member Straughn made a motion to set the public hearing date for the LDO amendments for the May 18th Town Council meeting at 6:00 pm in the Civic Center at Town Hall and to set a special meeting date for May 7th at 9:00 am in the Civic Center at Town Hall. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Presentation of Preliminary Budget & CIP FY 2021/2022- Gallman presented an overview of the preliminary budget to Council. She highlighted that the budget included a Cost of Living Adjustment (COLA) of 1.6% and a merit raise possibility of 0-3%. She added that there was an increase in employer rate of retirement contribution from 10.2% last year to 11.4% for the upcoming fiscal year. She also noted the funding that had been included for new employee positions. Gallman added that there would be a 2% increase in the water rate and a 7.8% increase in the sewer rate as a result of match requirements. She stated that the budget was still in a very early stage and it was subject to change.

Council Members briefly discussed the details of the preliminary budget with Gallman.

Council Member Wolfe noted that the budget included \$4,500 for an architectural concept plan for interior renovations to Town Hall. She added that the construction for renovations was listed for the 2022/2023 fiscal year. She asked Council if they would like to wait to have the concept plan completed until the next year. Council Member Capes said that he thought it should remain in the budget. Mayor Montgomery noted that it was a good tool to have to plan for the future. Council Member Wolfe said that she thought it was a little premature. Council Member Capes stated that he wanted to be proactive because future growth of the Town was a likely possibility. Council Member Rayborn wanted to make sure that the scope of the plans for internal growth were broad enough so that it would not be a recurring issue.

Treme stated that the architectural concept plan tied into the strategic growth plan as well as succession planning for the future.

Council Member Wolfe also stated that she would like to see the brick replacement at Town Hall completed in the next fiscal year. She added that there was work currently being done, but the section along Teague was in need of repair. Gallman said that staff was going to attempt to get the brick along Teague replaced before June 30th.

- Request to set Public Hearing date for the Recommended Budget & CIP FY 2021/2022- Gallman requested that Council set a public hearing date for the consideration of the recommended budget & CIP for the May 18th meeting at 6:00 pm in the Civic Center at Town Hall.

Council Member Straughn made a motion to set a public hearing for the recommended budget and CIP for the May 18th Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Phase I and Phase II of Code Enforcement Proposal & Budget Amendment #22- Treme stated that the new Town Planner had handled several code enforcement violations since she had been hired. He added that he had discussed the option of outsourcing some aspects of code enforcement work with Council over the last month. He requested that Council approve Budget Amendment #22. He noted that the amendment would allow for Alliance Code Enforcement to evaluate the Town's code ordinances and to provide a snapshot of current code enforcement violations that needed to be addressed.

Council Member Capes stated that he was in favor of having a consultant review the ordinances and provide a snapshot.

Council Member Straughn said that Treme had convinced him that there would not be someone actively pursuing minor violations throughout Town. He added that he was in favor of the idea as a result of several conversations about the issue.

Council Member Rayborn stated that she wanted the Town to eventually move away from a complaint driven code enforcement system, but she was in favor of the proposal as well.

Council Member Capes made a motion to approve Phase I and Phase II of the proposal from Alliance Code Enforcement, LLC along with Budget Amendment #22. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #22)

Treme also notified Council that there needed to be \$6,100 moved from the administration budget to pay for D.H. Griffin to conduct asbestos removal. He added that he was required to notify Council about the transfer of funds between departments.

New Business-

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He stated that there were 4,776 rounds of golf played in the 3rd quarter this year compared to 3,113 in 2020. He noted that the total green fee revenue was up approximately 42% and the cart fee/range revenue had increase by 65%. He added that the grill had opened for indoor dining and that the Clubhouse was now available for daytime rentals.
- Jamestown Park & Golf Course Maintenance Report- Claybrook stated that he had been working for the Town since March 8th. He introduced the new Assistant Golf Course Superintendent, Justin May, and the new Golf Course Mechanic, Justin King, to Council. He added that he had been working closely with William Burgin from Ramsay Burgin Smith Architects to prepare plans for the new Golf Course maintenance facility. Claybrook noted that those plans would be brought back to Council once they were complete. He added that staff were working hard to maintain the good condition of the greens.

Council Member Straughn praised the golf course staff for their work. He added that he had noticed an improvement in terms of organization and cleanliness of their work area since they had been hired.

- Consideration of approval of Contract with Dixon Hughes Goodman, LLP to Audit Accounts- Gallman stated that she had received a proposal from Dixon Hughes Goodman, LLP to audit the accounts of the Town for fiscal years 2020/2021, 2021/2022, and 2022/2023. She noted that the cost of conducting a single audit for federal money received by the Town was also included in the proposal. She requested that Council approve the contract with Dixon Hughes Goodman, LLP to conduct a 2020/2021 financial statement audit and a single audit.

Council Member Straughn made a motion to approve the contract with Dixon Hughes Goodman, LLP to complete the 2020/2021 financial statement audit and single audit. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Resolution in Opposition to HB 401/SB 349- Johnson said that the General Assembly was considering a crossover bill which would strip local governments of the authority to regulate residential zoning by requiring that municipalities permit 'middle housing' products such as townhomes and duplexes to be permitted 'by right' within zoning districts reserved for single-family detached housing. He noted that this would mean that the Town would not have any control to prohibit them from being constructed in residential areas. He added that he understood the intention of the state legislators. However, he did not think that the bill was very well-written. Johnson stated that staff was requesting that Council adopt the resolution in opposition of HB 401/SB 349.

Council Member Wolfe said that she was in favor of the adoption of the resolution. She also requested that staff send it to neighboring municipalities and encourage their adoption as well.

Council Member Rayborn stated that she was concerned about the infrastructure pressure that would be placed on local governments to comply with new construction as a result of the bill.

Council Member Wolfe made a motion to adopt the Resolution in Opposition to HB 401/SB 349 and to instruct staff to send copies to the Guilford County Delegation of Legislators and to the NCLM. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of adoption of Resolution directing the Clerk to Investigate Annexation Petition- Johnson stated that the Town had received a petition for annexation for the properties at 6014 & 6016 West Gate City Boulevard. He added that the first step of the annexation process was for the Town Council to direct the Clerk to investigate the petition. Johnson requested that Council adopt the resolution directing the Clerk to investigate the annexation petition.

Council Member Capes made a motion to adopt the resolution directing the Clerk to investigate the annexation petition. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Resolution directing the Clerk to Investigate Annexation Petition)

Manager/Committee Reports-

- Manager Report- Tremé stated that he was proud of the new employees that had been hired in the Golf Course Maintenance Department. He also said he wanted to recognize Scott Coakley, Mike Owens, and the public services employees for working together to improve the condition of the fairgrounds building. He added that there was a training scheduled for the following week for supervisors. He said that it would teach staff how to properly complete evaluations for the employees that they supervise.

Koonce updated Council about the ongoing litigation with the property owners at 2216 Guilford College Road. She stated that the remaining case challenged the decision that was made by the Board of Adjustment. She noted that a judge would rule on that case on Thursday. She said that she would contact Council about the decision as soon as possible.

Koonce also said that staff was working to schedule a date for the demolition of the property at 301 Lee Street.

- Council Member Committee Reports-
 - Council Member Wolfe said there had been a TAC meeting on March 23rd and 25th. She stated that they had discussed the fact that litter around roadways had become a serious issue. She stated that the meeting that she had attended with the County about the American Rescue Plan (ARP) funding had gone well. She added that there was a Comp Plan Steering Committee meeting on April 13th and noted the dates for the upcoming growth management workshops.
 - Council Member Rayborn stated that she had also attended a meeting with the County about the ARP money. She said there had been discussion about potential joint projects that the County and local governments could work on together.

DRAFT

- High School Representative Report- Scott presented his report to Council. He briefly spoke about spring sports. He added that the end-of-year exams would be taken in person. He stated that graduation would be held on June 5th at 8:30 am at the Greensboro Coliseum Special Events Center.

Public Comment Period- Nobody signed up.

Other Business- There was no other business discussed.

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

The meeting ended at 8:09 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Reappointment of Daniel McDaniel and Jim Pendry to Parks and Rec AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

There are two Parks and Recreation Committee Members whose terms have expired.

1. Daniel McDaniel's term expires in May 2021. He has requested to be reappointed for a second term. His new term will expire in May 2023 if he is reappointed.

2. Jim Pendry's term expires in May 2021. He has requested to be reappointed for a third term. His new term will expire in May 2023 if he is reappointed.

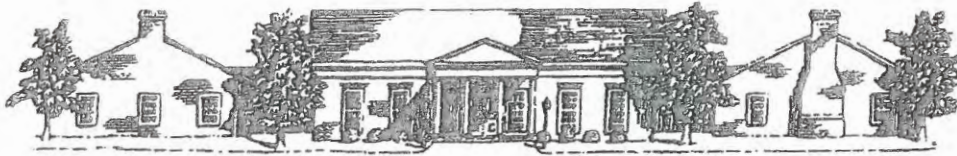
ATTACHMENTS: Applications for Daniel McDaniel and Jim Pendry

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

Appointed as
Alt. in
March 2017

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

1st term -
5/2019 - 5/2021

Name Daniel C. McDaniel

Gender: Male Female Birthdate: 4/29/48 E mail dmcDaniel@northstate.net

Home Phone: ³³⁶ 454 4446 Daytime Phone: ³³⁶ 491-0873 Fax:

Home Address: 206 Royal Rd., Jamestown

How long have you been a resident of Jamestown? 39 years

Current Occupation/Title: Retired

Employer/Business Name:

Business Address and Zip:

Supervisor Name:

Education: High School () College () Graduate School (X) Other ()

Degree/Subject of Study: MS / Computer Science, BS / Applied Math

School/Name Years Attended: Purdue Univ / 1975-82, NCSU / 1966-70

BOARD/COMMITTEE APPLYING FOR (list one): Parks & Recreation

List the Board or Committee on which you currently serve and your term expiration date:

None

What are your qualifications for serving on the Board/Committee for which you are applying? Proud of Jamestown and want to see it continue

to improve its parks, sidewalks, and trails

Are you willing to serve on any other Board/Committee: Please list: None

Are you interested in serving in any other community volunteer activities:

No ?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

Beautification of Jamestown; currently head of Forestdale East Neighborhood Assn Beautification Committee

List two personal references below:

Name: Robert Pickett Daytime Telephone: 336-454-6208

Address: 605 O'Neill Dr, Jamestown Relationship: Friend

Name: Jay McQuillen Daytime Telephone: 336-905-7827

Address: 501 Wyndwood Dr, Jamestown Relationship: Friend

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes No if yes, explain complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes No if yes, explain _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement or conduct will be cause for my removal from any Board or Committee.

Signature of Applicant: Daniel C. McDaniel Date: 2/24/17

RETURN COMPLETED FORM TO:

Town of Jamestown, P O Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

DANIEL C. McDANIEL

206 Royal Road
Jamestown, NC 27282

Home: (336) 454-4446
Mobile: (336) 491-0873

E-mail: dmcdaniel@northstate.net

SUMMARY:

Extensive experience in Information Technology in both technical and management positions. Application development in all phases of the systems life cycle. Proven leadership of professionals responsible for development, system administration, and production support. Business Systems Analysis in Oracle Financials.

WORK EXPERIENCE:

CSC

04/06-08/14

- Business Systems Analyst in Oracle Financials for General Dynamics – Advanced Information Systems, concentrating in Project Costing, Billing, and Revenue.

AXA Advisors

04/04-03/06

- Financial Adviser. Hold licenses in Life & Health insurance, Long-term Care, Series 7 (general securities representative), and Series 66 (investment adviser representative).

Crown BMW

10/03-03/04

- Client Advisor for new and pre-owned car buyers.

Diebold Election Systems

03/02-10/03

- Consulted with Diebold Election Systems, maker of touch-screen and ballot counting machines. Supported elections in various cities and counties across the US and Puerto Rico.
- Upgraded the software and tested the election programs on the touch-screens, taught the poll workers and administrators how to use the equipment, and assisted during election days.

Lucent Technologies

1970-2001

Senior Manager, Employee Reimbursement, Data Warehouses, EDI, Purchasing/Payables Legacy Systems (1998 – July, 2001)

- Responsible for technical support and deployment for one of the largest global implementations of Concur Technologies' Xpense Management Solution (XMS), the employee reimbursement system used by Lucent.
- Led project to implement Epiphany's Datamart product to provide reporting and decision support for the Lucent supply chain organization.
- Responsible for all purchasing/payables legacy systems, supported by IBM Global Services. Technologies used on systems included: EDI (Electronic Data Interchange), Oracle SQL, Sybase, Informix, UNIX, MVS, Windows 95/NT, C++, Java, COBOL, FOCUS, and IMS.
- Project Manager for Y2K Analysis, Remediation, Testing, and Certification for all Purchasing/Payables legacy systems.
- Responsible for legacy system decommissioning.

Manager, Legacy Systems, Data Warehouse, EDI, SAP Testing, Employee Reimbursement (1996-1998)

- Managed the legacy systems' interface between the Lucent customer and the IBM Global Services development team.
- Responsible for approval and status tracking of all enhancement and maintenance requests placed on the Purchasing and Payables systems.
- Responsible for development and support of Data Warehouses, Testing of SAP releases, and Employee Reimbursement for legacy and SAP environments.
- Managed the EDI (Electronic Data Interchange) development team for Purchasing and Accounts Payable systems.

DANIEL C. McDANIEL (Page 2)

AT&T/Lucent Technologies

Manager, Mainframe Procurement Systems (1995-1996)

- Managed a team of information systems professionals responsible for the primary procurement systems used within AT&T and Lucent. Also responsible for travel management and transportation systems.
- Actively participated with the management team in the splitting of the Procurement Systems IT organization between the two companies, AT&T and Lucent Technologies. Managed a combined team of mainframe application developers from AT&T and Lucent to achieve the cloning of procurement systems.

Manager, Manufacturing Information Systems (1991-1995)

- Managed a large, diverse team of application developers, system administrators, and support personnel that provided all information services to the AT&T Contract Manufacturing business unit. During the period, led the transition of the team from a mainframe environment to UNIX-based systems. Implemented a vendor-developed, integrated manufacturing and accounting system, PRO-III, to replace existing mainframe legacy systems.
- Supported the retraining of the organization from COBOL to relational database management systems, Informix and Sybase.
- Established a data center with three state-of-the-art UNIX servers to support the business unit.

Project Leader, Federal Systems Division (1984-1990)

- Provided primary responsibility for the overall direction of divisional IT systems including: contract status, interfaces with corporate AT&T systems, and payroll/accounts payable consolidation. Represented Federal Systems on the design of a new corporate time reporting system.
- Served as a task force member of the Divisional MIS Five-Year Plan.
- Acted as the systems design consultant and database administrator for development organization.

High Point University

Instructor, Computer Information Systems (CIS) (1986-1987)

- Instructor in the Evening Undergraduate Program for three sessions. Taught introductory computer courses.

Guilford Technical Community College (GTCC)

Instructor, Mathematics (1985-1986)

- Instructor in the Evening Program for four sessions. Taught College Algebra and Trigonometry.

Western Electric

Programmer/Analyst, Defense Activities Division (1970-1984)

- Developed, maintained, and provided project leadership of Divisional systems.

EDUCATION:

Master of Science, Computer Science
Purdue University, West Lafayette, IN

Bachelor of Science, Applied Mathematics
North Carolina State University, Raleigh, NC



#2

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

1st term -
5/2017 - 5/2019
2nd term - 5/2019 - 5/2021

Name JAMES D PENDRY

Gender: (Male) Female Birthdate: 6/23/41 E mail jpendry@Northstate.net

Home Phone: 336-454-6269 Daytime Phone: 336-455-4874 Fax: _____

Home Address: 511 D'NEILL DR JAMESTOWN, NC 27282

How long have you been a resident of Jamestown? 30 YEARS

Current Occupation/Title: _____

Employer/Business Name: RETIRED

Business Address and Zip: _____

Supervisor Name: _____

Education: High School () College () Graduate School () Other () Degree/Subject of Study:

YADKINVILLE High School (4) School/Name Years Attended:

GUILFORD College (4)

BOARD/COMMITTEE APPLYING FOR (list one): PARK & RECREATION COMM

List the Board or Committee on which you currently serve and your term expiration date:

NONE

What are your qualifications for serving on the Board/Committee for which you are applying? most of adult life been involved in different outdoor activities & sports.

Are you willing to serve on any other Board/Committee: Please list: _____

Are you interested in serving in any other community volunteer activities:

_____?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

JAMESTOWN CIVITAN CLUB (PAST PRESIDENT) (PAST SECRETARY)

List two personal references below: Name: ROBERT PICKETT Daytime

Telephone: 336-454-6208 Address: 605 O'NEILL DR JAMESTOWN

Relationship: FRIEND Name: BOB WILSON

Daytime Telephone: 336-454-2794 Address: 604 O'NEILL DR JAMESTOWN

Relationship: FRIEND AFFIRMATION OF ELIGIBILITY Has any formal charge of

professional misconduct, criminal misdemeanor or felony ever been filed against you in any

jurisdiction? Yes No if yes, explain complete disposition.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes No if yes, explain _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement or conduct will be cause for my removal from any Board or Committee.

Signature of Applicant: James D. Pondry Date: 1/26/15

RETURN COMPLETED FORM TO: Town of Jamestown, P O Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Proclamation Peace Officers Memorial Day & Police Week

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Proclamation observing the week of May 9th-May15th as Police Week and May 15th as Peace Officers Memorial Day

ATTACHMENTS: Proclamation observing Peace Officers Memorial Day and Police Week

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION
PEACE OFFICERS MEMORIAL DAY AND POLICE WEEK
MAY 2021

WHEREAS, Congress and the President of the United States have designated May 15th as Peace Officers Memorial Day and the week in which it falls as Police Week;

WHEREAS, the members of the Guilford County Sheriff's Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Jamestown;

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation;

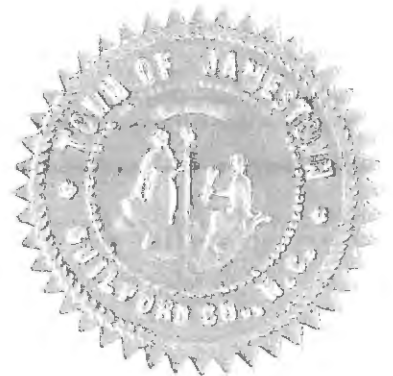
WHEREAS, the Guilford County Sheriff's Department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital service; and

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown call upon all citizens of the Town of Jamestown and upon all patriotic, civil, and educational organizations to observe the week of May 9th through May 15th as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the Town of Jamestown to observe May 15th as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

Adopted this the 18th day of May, 2021.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Proclamation Memorial Day 2021

AGENDA ITEM #: II-E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Proclamation declaring May 31st as Memorial Day in the Town of Jamestown and recognizing the brave men and women that fought and died defending the United States of America.

ATTACHMENTS: Proclamation observing Memorial Day

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

**PROCLAMATION
OBSERVANCE OF MEMORIAL DAY
MAY 2021**

WHEREAS, since the founding of our nation, America's sons and daughters have given their lives in service to our country to defend our freedom and uphold our values; and

WHEREAS, on Memorial Day, we pay tribute to those who have made the ultimate sacrifice to defend the United States and the principles upon which America was founded; and

WHEREAS, Memorial Day represents one day of national awareness and reverence, honoring those Americans who died while defending our nation and our freedom. We mourn with the families and friends of those we have lost and hope they find comfort in knowing their loved ones died with valor; and

WHEREAS, it is our solemn duty as American citizens to remember and honor the brave men and women who have made the supreme sacrifice for the cause of freedom and the security of our nation; and

WHEREAS, the noble sacrifices of these service men and women will not be forgotten. Every life is a loss to loved ones, to our military, and to our nation. Americans stand with families who grieve, and we share in their great sorrow and pride;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim Monday, May 31, 2021 as Memorial Day in the Town of Jamestown and urge all citizens of the Town of Jamestown to pause on this special day of remembrance and honor all our fallen soldiers, their commitment to our country, and their legacy of patriotism, valor, and sacrifice. By giving their lives for the cause of freedom in this great country, the United States of America, these heroes protected and inspired all Americans.

Adopted this the 18th day of May, 2021.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Resolution honoring Richard Newbill's service as an ETJ PB Member AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Richard Newbill was initially appointed to serve as an Extraterritorial Jurisdiction (ETJ) Member of the Planning Board on May 18, 2010. He was reappointed to serve on April 19, 2016. He has completed over ten years of exemplary service on the Board. Planning Board Members may only serve two, five-year terms before they are required to take a break from service. The Town of Jamestown and its citizens have greatly benefited from Newbill's dedication to the Town.

ATTACHMENTS: Resolution honoring Richard Newbill's service as an ETJ Planning Board Member

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION HONORING RICHARD NEWBILL

WHEREAS, Richard Newbill has given of his time and talents serving on the Town of Jamestown Planning Board as an ETJ Member from May 2010 through May 2021; and

WHEREAS, through his involvement on the Planning Board he has contributed to constructive change in our community; and

WHEREAS, Richard has always strived to ensure that any growth and development that occurred in Town was within the best interest of the community; and

WHEREAS, the influence of the decisions made by him and his fellow Board Members are still being felt; and

WHEREAS, the citizens of the Town of Jamestown have been fortunate to have had a person of his capabilities and dedication; and

WHEREAS, his service in both his public and private life has been given willingly and cheerfully, and he has contributed immeasurably to the success of community endeavors and to the betterment of the quality of life for many of his fellow citizens;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Richard Newbill for his distinguished years of service and do extend our best wishes in the next chapter of his life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Richard Newbill.

Adopted this the 18th day of May, 2021.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Resolution honoring Paul Craft's service on the P & R Committee

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Paul Craft was initially appointed to serve on the Parks and Recreation Committee as an Alternate in May 2015. He was appointed for his first official term in March 2017 and for his second term in March 2019. The Town of Jamestown and its citizens have greatly benefited from Craft's dedication to the Town.

ATTACHMENTS: Resolution honoring Paul Craft's service on the Parks and Rec Committee

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION HONORING PAUL CRAFT

WHEREAS, Paul Craft has served as a Member of the Parks and Recreation Committee since he was initially appointed as an Alternate in May 2015; and

WHEREAS, he was appointed for his first official term as a Member of the Committee in March 2017 and for his second term in March 2019; and

WHEREAS, he was unanimously appointed to be the Vice Chair of the Committee by his fellow Members in January 2019; and

WHEREAS, the citizens of Jamestown have benefited from his dedication to improving and creating areas in which they can participate in recreational activities with their family and friends; and

WHEREAS, his most recent work on the Jamestown Park Master Plan will provide the Town with opportunities to receive grant money to make the recreational areas in Jamestown more accessible and enjoyable to everyone in the community; and

WHEREAS, Paul has never hesitated to volunteer or serve his community when he has been called to action; and

WHEREAS, he has demonstrated in many practical ways his deep and genuine love for our community and the surrounding area; and

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Paul Craft for his distinguished years of service and do extend our best wishes in the next chapter of his life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Paul Craft.

Adopted this the 18th day of May, 2021.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Resolution honoring Bob Wilson's service on the P & R Committee

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Bob Wilson was initially appointed to serve on the Parks and Recreation Committee in May 2015. He was reappointed for his second term in May 2017 and for his third term in May 2019. Parks and Rec Committee Members may only serve three, two-year terms before they are required to take a break from service. The Town of Jamestown and its citizens have greatly benefited from Wilson's dedication to the Town.

ATTACHMENTS: Resolution honoring Bob Wilson's service on the Parks and Rec Committee

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION HONORING BOB WILSON

WHEREAS, Bob Wilson has served as a Member of the Parks and Recreation Committee of the Town of Jamestown continuously from May 2015 to May 2021; and

WHEREAS, he was unanimously appointed to be the Chair of the Committee by his fellow Members in January 2019; and

WHEREAS, he has flawlessly run meetings since his appointment as Chair even during the time of the Coronavirus in which the Committee had to meet via Zoom; and

WHEREAS, the citizens of Jamestown have benefited from his dedication to improving and creating areas in which they can participate in recreational activities with their family and friends; and

WHEREAS, his most recent work on the Jamestown Park Master Plan will provide the Town with opportunities to receive grant money to make the recreational areas in Jamestown more accessible and enjoyable to everyone in the community; and

WHEREAS, his service in both his public and private life has been given willingly and cheerfully, and he has contributed immeasurably to the success of community endeavors and to the betterment of the quality of life for many of his fellow citizens; and

WHEREAS, he has earned the admiration and high regard of other civic leaders and the affection of a host of area residents;

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Bob Wilson for his distinguished years of service and do extend our best wishes in the next chapter of his life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Bob Wilson.

Adopted this the 18th day of May, 2021.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Adopt Resolution in Opposition to HB496

AGENDA ITEM #: II-I



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

The General Assembly is considering a bill (HB 496) which would strip local governments of the authority to regulate tree care and removals through local ordinances.

The staff have prepared a Resolution in Opposition to this bill and, if it is the will of the Council, will provide it to the NC League of Municipalities as well as the legislators which make up the Guilford delegation.

ATTACHMENTS: Copy of HB496; Resolution;

RECOMMENDATION/ACTION NEEDED: Adopt Resolution in Opposition to HB496

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt a Resolution in Opposition to HB 496 and instruct staff to send copies to the Guilford Delegation of legislators and to the NCLM. +

FOLLOW UP ACTION NEEDED: N/A

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2021

H

1

HOUSE BILL 496

Short Title: Property Owners' Rights/Tree Ordinances. (Public)

Sponsors: Representatives Boles, Hunter, Brody, and Moffitt (Primary Sponsors).
For a complete list of sponsors, refer to the North Carolina General Assembly web site.

Referred to: Local Government - Land Use, Planning and Development, if favorable, Rules, Calendar, and Operations of the House

April 12, 2021

1 A BILL TO BE ENTITLED
2 AN ACT PROVIDING THAT COUNTIES AND CITIES SHALL NOT ADOPT
3 ORDINANCES REGULATING THE REMOVAL OF TREES FROM PRIVATE
4 PROPERTY WITHOUT THE EXPRESS AUTHORIZATION OF THE GENERAL
5 ASSEMBLY.

6 The General Assembly of North Carolina enacts:

7 **SECTION 1.** Article 6 of Chapter 153A of the General Statutes is amended by
8 adding a new section to read as follows:

9 **"§ 153A-145.9. Limitations on regulating trees.**

10 No county may adopt ordinances regulating the removal of trees from private property within
11 the county's jurisdiction without the express authorization of the General Assembly. Neither the
12 general police powers authorized in this Article nor any other powers authorized in this Chapter
13 or in any other general or local law, except a general or local law expressly authorizing a county
14 to adopt ordinances regulating the removal of trees from private property, shall be used by a
15 county's governing body as the basis for adopting ordinances regulating the removal of trees from
16 private property."

17 **SECTION 2.** Article 8 of Chapter 160A of the General Statutes is amended by
18 adding a new section to read as follows:

19 **"§ 160A-205.4. Limitations on regulating trees.**

20 No city may adopt ordinances regulating the removal of trees from private property within
21 the city's corporate limits or extraterritorial jurisdiction without the express authorization of the
22 General Assembly. Neither the general police powers authorized in this Article nor any other
23 powers authorized in this Chapter or in any other general or local law, except a general or local
24 law expressly authorizing a city to adopt ordinances regulating the removal of trees from private
25 property, shall be used by a city's governing body as the basis for adopting ordinances regulating
26 the removal of trees from private property."

27 **SECTION 3.** Any local acts authorizing ordinances regulating the removal of trees
28 from private property and any ordinances that were adopted under that authority before the date
29 this act becomes law shall remain in effect after this act becomes law.

30 **SECTION 4.** Any ordinances regulating the removal of trees from private property
31 that were adopted before the date this act becomes law without the express authorization of the
32 General Assembly are hereby repealed.

33 **SECTION 5.** This act is effective when it becomes law.





Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION OPPOSING HB 496 “Property Owners' Rights/Tree Ordinances”

WHEREAS, North Carolina General Assembly will be considering HB 496 which would effectively eliminate local authority regulating trees and land use decisions related to such; and

WHEREAS, there are many local municipalities like the Town of Jamestown which have adopted local zoning ordinances which seek to preserve trees and provide for environmental stewardship within our community; and

WHEREAS, the Town of Jamestown has planned for orderly development and growth and has adopted tree preservation ordinances to help preserve natural areas and to enhance the beauty and sustainability of our community; and

WHEREAS, the Town of Jamestown feels that such a broad-brush approach by the General Assembly could have significant financial impacts to our community by allowing unregulated clear-cutting of properties without accountability; and

WHEREAS, the Town Council of the Town of Jamestown believes that local officials are best positioned to determine how local zoning ordinances should be created and applied, as they are responding to local voters and property owners and understand the differing needs of their communities; and

WHEREAS, the Town Council of the Town of Jamestown believe that HB 496 limits the ability of local governing officials to protect the rights of all property owners, including those whose homes border new development and could potentially lose value based on how that development proceeds; and

WHEREAS, the Town Council believes that the General Assembly and the juridical system of the great state of North Carolina have historically granted the authority for local governments to enact laws and ordinances which reflect the desires of each jurisdictions' electorate; and

PO Box 848
Jamestown, NC 27282

<http://www.jamestown-nc.gov/>

Tel: (336) 454-1138
Fax: (336) 886-3504



Settled 1752
JAMESTOWN
NORTH CAROLINA

WHEREAS, the Town Council believes that it is not the intention of the General Assembly to squelch the rights of local governments to enact laws and ordinances which further the goal of providing balance and good governance as this bill currently does;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown that the Town Council is in **opposition to HB 496 as it is currently written** and urges our legislators to vote against this bill or to remand it to a study committee for further consideration and editing to help protect the investments of citizens across the great state of North Carolina while seeking to address the ongoing challenges we face as the state grows;

This the 18th day of May, 2021.

Name: Lynn Montgomery

Title: Mayor

Signature: _____

ATTEST:

Name: Katie Weiner, CMC

Title: Town Clerk

Signature: _____

Date: _____

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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 Position of the Town of Jamestown

AGENDA ITEM #: II-J

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The following work was done on projects, etc. during the month:

- continued work on comp plan
- repairs to fountain at library
- replace bricks on sidewalk at Town Hall
- continued work on refurbishing the old Jamestown fire truck; it is getting close to being finished
- new roof and interior repairs and paint to fairgrounds building (to be used for storage for golf equipment)
- root control
- final work on painting Kearns water tower

The following were purchased during the month:

- soccer goals
- moisture meter for golf course

Some of the contracts were signed for spring sports and for historic/cultural programming, and some of these programs are well under way.

The Town remains in a healthy financial position. The Town weathered Covid very well, and fund balance remains in compliance with the Town policy. Interest rates have dropped drastically, but most of our other revenues have remained fairly consistent with expectations or have increased (such as golf revenues).

ATTACHMENTS: 3 Page Summary & Detail to Actual Report for April 2021

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of April 30, 2021

Petty Cash	\$	1,350
Operating Cash		1,943,126
Certificates of Deposit		3,000,000
Money Market Accounts - operating		512,016
North Carolina Capital Management Trust		<u>9,301,518</u>
	\$	<u>14,758,010</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	625,934
Cash reserved by Powell Bill for street improvements		501,195
General Capital Reserve Fund		147,324
East Fork Sidewalk Capital Project		61,578
Lydia Multi-use Greenway Capital Project		393
Oakdale Sidewalk Phase III		114,667
Water Sewer Capital Reserve Fund		<u>202,085</u>
	\$	<u>1,653,176</u>

Cash by Fund:

General	\$	4,431,473
General Capital Reserve Fund		147,324
East Fork Sidewalk Capital Project		61,578
Lydia Multi-use Greenway Capital Project		393
Oakdale Sidewalk Phase III		114,667
Water/Sewer		9,174,556
Randleman Reservoir		625,934
Water/Sewer Capital Reserve Fund		<u>202,085</u>
	\$	<u>14,758,010</u>

Cash by Bank:

NCCMT	\$	9,301,518
Pinnacle Bank		3,943,126
First Bank		1,512,016
	\$	<u>14,756,660</u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of April 30, 2021**

Installment Purchase Debt:	Balance at 4/30/2021	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 83,200	12/1/2023	2023/2024
Leaf truck, financed in 2017	85,054	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	124,844	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>450,015</u>	11/3/2027	2027/2028
	<u>\$ 743,113</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 337,480</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of April 30, 2021

	<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)	4,360,044	97,127	4,822,527	32,972	410,484
% of budget received	67%	97%	65%	27%	23%
% of budget, excluding appropriated fund balance, received	86%	97%	89%	83%	100%
Expenditures (and transfers)	3,910,633	58,770	4,592,871	122,237	1,758,125
% of budget expended	60%	59%	61%	99%	98%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	1,614,259 @	1,877,175 @	218,188		
% of budget received	91%	99%	32%		
Life to Date Expenditures	1,613,324	1,807,490	103,462		
% of budget expended	91%	95%	15%		

@ Reimbursement requested and accrued, but not all yet received

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 21

10 GENERAL FUND

Account	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
3000					
3100 AD VALOREM TAXES	15,182.30	2,205,336.40	2,181,660.00	-23,676.40	101 %
3101 Interest on Ad Valorem Taxes	654.92	1,958.39	3,000.00	1,041.61	65 %
3102 Tax and Tag revenue	14,591.15	146,750.85	213,850.00	67,099.15	69 %
3103 Interest on Tax and Tag Revenues	97.07	700.27	1,300.00	599.73	54 %
3230 SALES AND USE TAX	65,418.55	477,443.10	675,000.00	197,556.90	71 %
3250 Solid Waste Disposal Tax	0.00	2,428.35	2,500.00	71.65	97 %
3256 ELECTRICITY SALES TAX	0.00	103,886.77	200,000.00	96,113.23	52 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	19,411.75	40,000.00	20,588.25	49 %
3258 PIPED NATURAL GAS SALES TAX	0.00	5,069.63	16,000.00	10,930.37	32 %
3261 VIDEO PROGRAMMING TAX	0.00	21,858.14	40,000.00	18,141.86	55 %
3310 FEDERAL GRANTS	0.00	30,859.05	98,000.00	67,140.95	31 %
3311 STATE GRANTS	0.00	470.00	0.00	-470.00	** %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	104,559.61	100,000.00	-4,559.61	105 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	0.00	37,500.00	50,000.00	12,500.00	75 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	1,675.00	8,023.94	10,000.00	1,976.06	80 %
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	2,646.00	74,577.78	80,800.00	6,222.22	92 %
3348 REFUSE COLLECTION FEES	13,700.00	136,910.00	168,000.00	31,190.00	81 %
3600 GREEN FEES	61,772.76	425,285.75	515,000.00	89,714.25	83 %
3610 MECHANICAL CART RENTALS	33,827.00	237,578.00	270,000.00	32,422.00	88 %
3620 PULL CART RENTALS	30.00	284.00	300.00	16.00	95 %
3650 DRIVING RANGE	6,632.00	45,228.00	50,000.00	4,772.00	90 %
3660 GOLF SHOP CONCESSIONS SALES	11,032.61	67,580.53	82,800.00	15,219.47	82 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	1,584.01	6,252.57	9,500.00	3,247.43	66 %
3675 Golf Clubhouse Rental Fees	300.00	300.00	1,500.00	1,200.00	20 %
3831 INVESTMENT EARNINGS	70.36	22,877.50	35,000.00	12,122.50	65 %
3832 Sponsorships	0.00	1,000.00	0.00	-1,000.00	** %
3833 CONTRIBUTIONS AND DONATIONS	0.00	1,333.00	0.00	-1,333.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	5,881.65	46,170.96	55,000.00	8,829.04	84 %
3837 SHELTER RENTALS	1,550.00	2,200.00	2,500.00	300.00	88 %
3838 Building lease revenue	0.00	11.00	5,111.00	5,100.00	0 %
3839 MISCELLANEOUS REVENUES	386.98	3,994.00	500.00	-3,494.00	799 %
3840 Rental Golf Sets	300.00	1,370.00	2,200.00	830.00	62 %
3841 Ball Field Rentals	300.00	4,781.25	5,000.00	218.75	96 %
3910 Insurance Recoveries	0.00	1,833.44	1,850.00	16.56	99 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	58,769.58	78,200.00	19,430.42	75 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,226,164.63	1,226,164.63	0 %
Account Group Total:	237,632.36	4,360,043.61	6,496,535.63	2,136,492.02	67 %
Fund Total:	237,632.36	4,360,043.61	6,496,535.63	2,136,492.02	67 %

2

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	6,379.48	40,005.18	29,994.82	70,000.00	70,000.00	0.00
2100	DEPARTMENT SUPPLIES	22.50	632.57	0.00	632.57	2,000.00	1,367.43
2200	FOOD AND PROVISIONS	235.01	463.67	0.00	463.67	1,500.00	1,036.33
2600	OFFICE SUPPLIES	16.48	131.59	0.00	131.59	200.00	68.41
2900	ASSETS NOT CAPITALIZED	568.65	3,870.61	0.00	3,870.61	5,250.00	1,379.39
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	300.00	0.00	300.00	2,500.00	2,200.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	250.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	0.00	94.25	0.00	94.25	600.00	505.75
3800	DATA PROCESSING SERVICES	53.20	494.65	359.95	854.60	1,010.00	155.40
3950	DUES AND SUBSCRIPTIONS	0.00	2,467.21	0.00	2,467.21	2,500.00	32.79
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
4300	EQUIPMENT RENTAL	0.00	710.00	0.00	710.00	2,600.00	1,890.00
4990	OTHER CONTRACTED SERVICES	0.00	425.00	6,550.00	6,975.00	7,800.00	825.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,740.00	1,740.00
	Account Total:	7,274.32	49,594.73	36,904.77	86,499.50	100,350.00	13,850.50
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	29,454.00	264,223.28	0.00	264,223.28	328,594.77	64,371.49
1003	LONGEVITY PAY	0.00	3,449.00	0.00	3,449.00	5,100.00	1,651.00
1009	FICA EXPENSE	2,174.49	18,886.18	0.00	18,886.18	25,441.81	6,555.63
1010	RETIREMENT EXPENSE	1,901.19	18,980.55	0.00	18,980.55	28,955.05	9,974.50
1011	HEALTH INSURANCE EXPENSE	1,810.06	22,908.83	0.00	22,908.83	33,000.00	10,091.17
1012	FLEX ADMINISTRATION FEES	6.00	154.60	145.40	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	773.59	7,771.18	0.00	7,771.18	10,800.00	3,028.82
1014	WORKER'S COMPENSATION	0.00	456.65	0.00	456.65	900.00	443.35
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	838.68	8,127.13	0.00	8,127.13	12,500.00	4,372.87
1019	PROFESSIONAL SERVICES	0.00	15,675.00	0.00	15,675.00	16,700.00	1,025.00
2100	DEPARTMENT SUPPLIES	294.03	1,038.54	120.06	1,158.60	1,700.00	541.40
2200	FOOD AND PROVISIONS	0.00	176.36	0.00	176.36	750.00	573.64
2600	OFFICE SUPPLIES	775.52	1,414.63	0.00	1,414.63	2,000.00	585.37
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	875.84	3,261.44	4,054.40	7,315.84	8,000.00	684.16
3150	CONFERENCE FEES AND SCHOOLS	270.00	4,616.69	0.00	4,616.69	5,500.00	883.31
3200	COMMUNICATIONS	544.96	4,747.45	1,642.55	6,390.00	8,000.00	1,610.00
3400	PRINTING	0.00	69.50	0.00	69.50	500.00	430.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	805.89	10,131.69	5,415.70	15,547.39	16,400.00	852.61
3950	DUES AND SUBSCRIPTIONS	325.00	6,332.13	0.00	6,332.13	9,500.00	1,167.87
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	100.00	100.00
3980	MISCELLANEOUS EXPENSE	0.00	137.01	0.00	137.01	750.00	612.99
4300	EQUIPMENT RENTAL	258.83	2,319.22	410.08	2,729.30	3,000.00	270.70
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	8,945.04	0.00	8,945.04	11,000.00	2,054.96
4500	INSURANCE AND BONDING	750.00	750.00	0.00	750.00	1,000.00	250.00
4990	OTHER CONTRACTED SERVICES	428.14	17,708.30	2,730.00	20,438.30	27,000.00	6,561.70

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10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6620 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	100.00	100.00
Account Total:	42,286.22	424,280.40	17,518.19	441,798.59	564,141.63	122,343.04
4900 PLANNING DEPARTMENT EXPENDITURES						
1000 SALARIES AND WAGES	16,560.48	87,151.48	0.00	87,151.48	122,000.00	34,848.52
1003 LONGEVITY PAY	0.00	2,388.00	0.00	2,388.00	2,500.00	112.00
1009 FICA EXPENSE	1,255.28	6,766.65	0.00	6,766.65	9,575.00	2,808.35
1010 RETIREMENT EXPENSE	1,689.18	9,133.08	0.00	9,133.08	13,100.00	3,966.92
1011 HEALTH INSURANCE EXPENSE	1,810.05	10,049.68	0.00	10,049.68	16,500.00	6,450.12
1012 FLEX ADMINISTRATION FEES	6.00	106.20	93.80	200.00	200.00	0.00
1014 WORKER'S COMPENSATION	0.00	91.33	0.00	91.33	300.00	208.67
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017 401K EXPENSE	971.88	4,103.10	0.00	4,103.10	5,500.00	1,396.90
2100 DEPARTMENT SUPPLIES	297.73	1,242.08	129.90	1,371.98	2,000.00	628.02
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	420.00	420.00
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	750.00	750.00
2600 OFFICE SUPPLIES	0.00	45.09	600.00	645.09	2,500.00	1,854.91
2900 ASSETS NOT CAPITALIZED	877.49	3,459.58	0.00	3,459.58	6,000.00	2,540.42
3100 TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	338.75	0.00	338.75	1,920.00	1,581.25
3200 COMMUNICATIONS	234.62	1,528.25	421.75	1,950.00	3,000.00	1,050.00
3400 PRINTING	392.00	501.50	715.00	1,216.50	1,750.00	533.50
3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700 MARKETING / ADVERTISING	0.00	1,874.75	0.00	1,874.75	3,500.00	1,625.25
3800 DATA PROCESSING SERVICES	625.49	4,323.41	1,566.63	5,890.04	8,060.00	2,169.96
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	109.00	91.00	200.00	500.00	300.00
3950 DUES AND SUBSCRIPTIONS	52.99	3,578.15	0.00	3,578.15	4,500.00	921.85
3980 MISCELLANEOUS EXPENSE	0.00	12.00	0.00	12.00	650.00	638.00
4300 EQUIPMENT RENTAL	0.00	1,055.00	0.00	1,055.00	1,750.00	695.00
4400 SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	600.00	450.00
4500 INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4990 OTHER CONTRACTED SERVICES	5,750.00	61,550.00	68,374.00	129,924.00	133,760.00	3,836.00
4991 Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
4995 ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6620 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	0.00	0.00
Account Total:	30,523.19	200,019.33	72,992.08	273,011.41	354,635.00	81,623.59
5000 BUILDING & GROUNDS EXPENDITURES						
2100 DEPARTMENT SUPPLIES	230.49	5,369.37	1,137.59	6,506.96	7,000.00	493.04
2140 SEED and SOD	0.00	576.00	0.00	576.00	500.00	-76.00
2141 CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142 FERTILIZER AND LIME	0.00	448.00	0.00	448.00	500.00	52.00
2144 MULCH & PINE NEEDLES	0.00	83.82	0.00	83.82	4,000.00	3,916.18
2400 CONSTRUCTION & REPAIR SUPPLIES	1,312.41	1,702.35	0.00	1,702.35	2,500.00	797.65
2900 ASSETS NOT CAPITALIZED	0.00	6,509.10	0.00	6,509.10	13,500.00	6,990.90
3200 COMMUNICATIONS	150.07	1,462.69	447.31	1,910.00	2,000.00	90.00
3300 UTILITIES	988.18	17,113.71	1,177.29	18,291.00	26,000.00	9,709.00
3350 Water Utilities	0.00	183.48	0.00	183.48	400.00	216.52

*Comp plan -
Benchmarks*

parts for fountain @ library

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE	0.00	23,624.65	14,500.00	38,124.65	50,225.00	12,100.35
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	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,354.17	31,415.95	3,550.00	34,965.95	35,000.00	34.05
4500	INSURANCE AND BONDING	-585.78	21,666.82	0.00	21,666.82	25,000.00	3,333.18
4990	OTHER CONTRACTED SERVICES	0.00	2,998.19	299.90	3,298.09	15,000.00	11,701.91
5500	CAPITAL OUTLAY EQUIPMENT	0.00	19,867.65	5,500.00	25,367.65	39,750.00	14,382.35
5700	CAPITAL OUTLAY - LAND IMPR - Sidewalk	18,067.50	18,067.50	0.00	18,067.50	19,000.00	932.50
5800	CAPITAL OUTLAY - BUILDINGS & TH	0.00	26,187.26	23,700.00	49,887.26	65,275.00	15,387.74
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		22,517.04	177,276.54	50,312.09	227,588.63	309,350.00	81,761.37
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	90,339.33	252,717.88	0.00	252,717.88	400,000.00	147,282.12
4911	Sheriff Off Duty - Town events	0.00	0.00	0.00	0.00	5,600.00	5,600.00
4912	Sheriff off-duty for non-profit	0.00	287.08	0.00	287.08	3,000.00	2,712.92
4920	ANIMAL CONTROL CONTRACT	2,613.00	5,226.00	0.00	5,226.00	12,500.00	7,274.00
Account Total:		92,952.33	258,230.96	0.00	258,230.96	421,100.00	162,869.04
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	0.00	3,640.00	0.00	3,640.00	10,000.00	6,360.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEMOUNT FIRE CONTRACT	170,015.22	680,060.88	0.00	680,060.88	680,070.00	9.12
5500	CAPITAL OUTLAY EQUIPMENT	1,138.26	2,038.61	0.00	2,038.61	6,700.00	4,661.39
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		171,153.48	685,739.49	0.00	685,739.49	696,970.00	11,230.51
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	0.00	756.47	0.00	756.47	6,000.00	5,243.53
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	330.69	0.00	330.69	3,490.00	3,159.31
2500	VEHICLE SUPPLIES	0.00	208.38	0.00	208.38	5,000.00	4,791.62
2520	FUELS - GAS & OIL	0.00	1,560.43	0.00	1,560.43	3,000.00	1,439.57
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	28,000.00	28,000.00
3300	UTILITIES	10,278.11	68,887.64	0.00	68,887.64	134,000.00	65,112.36
3500	REPAIRS AND MAINTENANCE	0.00	1,669.73	0.00	1,669.73	10,000.00	8,330.27
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	300.00	300.00
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	1,060.00	0.00	1,060.00	1,100.00	40.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	18.00	1,066.20	0.00	1,066.20	1,200.00	133.80
4980	STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	0.00	30,727.50	36,406.50	67,134.00	67,174.00	40.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	32,506.00	32,506.00	32,510.00	4.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	11,149.98	0.00	11,149.98	11,500.00	350.02
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	700.00	700.00
Account Total:		10,296.11	123,098.02	68,912.50	192,010.52	499,274.00	307,263.48

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700	POWELL BILL						
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	275,000.00	275,000.00	275,000.00	0.00
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	Account Total:	0.00	0.00	275,000.00	275,000.00	295,000.00	20,000.00
5500	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	12,681.71	85,035.60	0.00	85,035.60	114,000.00	28,964.40
	1003 LONGEVITY PAY	0.00	978.00	0.00	978.00	1,500.00	522.00
	1009 FICA EXPENSE	952.06	6,389.76	0.00	6,389.76	8,900.00	2,510.24
	1010 RETIREMENT EXPENSE	1,296.09	8,791.29	0.00	8,791.29	12,000.00	3,208.71
	1011 HEALTH INSURANCE EXPENSE	2,715.08	24,706.13	0.00	24,706.13	33,000.00	8,293.87
	1012 FLEX ADMINISTRATION FEES	12.00	148.20	251.80	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	852.08	6,994.58	0.00	6,994.58	10,800.00	3,805.42
	1014 WORKER'S COMPENSATION	0.00	6,393.06	0.00	6,393.06	7,700.00	1,306.94
	1015 Unemployment Compensation	0.00	1,767.11	0.00	1,767.11	2,000.00	232.89
	1017 401K EXPENSE	568.14	3,810.38	0.00	3,810.38	5,000.00	1,189.62
	2100 DEPARTMENT SUPPLIES	109.99	1,845.33	0.00	1,845.33	5,000.00	3,154.67
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	1,279.03	5,543.02	0.00	5,543.02	8,500.00	2,956.98
	2520 FUELS - GAS & OIL	1,058.35	8,658.74	9,780.83	18,439.57	20,000.00	1,560.43
	3200 COMMUNICATIONS	63.01	542.09	117.91	660.00	1,000.00	340.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	5,075.95	0.00	5,075.95	6,500.00	1,424.05
	3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	444.00	56.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	5,952.20	45,001.44	14,998.56	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,209.18	81,904.62	17,637.38	99,542.00	102,000.00	2,458.00
	3980 MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	0.00	1,572.31	0.00	1,572.31	1,800.00	227.69
	4990 OTHER CONTRACTED SERVICES	0.00	9,734.19	0.00	9,734.19	14,000.00	4,265.81
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	35,748.92	305,371.80	42,842.48	348,214.28	415,500.00	67,285.72
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	12,073.86	87,487.63	0.00	87,487.63	107,000.00	19,512.37
	1003 LONGEVITY PAY	0.00	2,120.00	0.00	2,120.00	2,300.00	180.00
	1009 FICA EXPENSE	915.17	6,798.30	0.00	6,798.30	8,500.00	1,701.70
	1010 RETIREMENT EXPENSE	1,104.21	8,297.45	0.00	8,287.45	10,000.00	1,712.55
	1011 HEALTH INSURANCE EXPENSE	1,810.06	18,289.12	0.00	18,289.12	22,000.00	3,710.88
	1012 FLEX ADMINISTRATION FEES	6.00	106.20	93.80	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	0.00	2,054.91	0.00	2,054.91	3,500.00	1,445.09
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	486.06	3,549.82	0.00	3,549.82	4,300.00	750.18
	2100 DEPARTMENT SUPPLIES	800.85	7,120.93	1,257.31	8,378.24	9,000.00	621.76
	2140 SEED and SOD	0.00	216.00	0.00	216.00	1,000.00	784.00
	2141 CHEMICALS	0.00	2,455.00	0.00	2,455.00	3,000.00	545.00
	2142 FERTILIZER AND LIME	0.00	821.00	0.00	821.00	2,000.00	1,179.00
	2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
	2144 MULCH & PINE NEEDLES	0.00	956.00	0.00	956.00	5,500.00	4,544.00
	2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	2200 FOOD AND PROVISIONS	0.00	44.22	0.00	44.22	50.00	5.78

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	560.92	0.00	560.92	3,000.00	2,439.08
2500	VEHICLE SUPPLIES	208.66	338.02	0.00	338.02	591.00	252.98
2520	FUELS - GAS & OIL	0.00	1,776.65	0.00	1,776.65	5,000.00	3,223.35
2550	EQUIPMENT SUPPLIES	597.36	2,929.84	0.00	2,929.84	4,500.00	1,570.16
2600	OFFICE SUPPLIES	0.00	51.46	0.00	51.46	300.00	248.54
2900	ASSETS NOT CAPITALIZED	5,113.03	6,771.00	600.00	7,371.00	6,900.00	-471.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	45.00	145.00	0.00	145.00	1,500.00	1,355.00
3200	COMMUNICATIONS	142.02	915.89	213.66	1,129.54	2,000.00	870.46
3300	UTILITIES	1,038.52	10,692.22	0.00	10,692.22	14,500.00	3,807.78
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	45.45	2,146.38	0.00	2,146.38	2,500.00	353.62
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	20.76	213.65	42.35	256.00	820.00	564.00
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	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	345.00	0.00	345.00	370.00	25.00
3980	MISCELLANEOUS EXPENSE	0.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	1,367.67	2,635.67	0.00	2,635.67	7,300.00	4,664.33
4101	Library Services	13,000.00	107,500.00	0.00	107,500.00	107,500.00	0.00
4102	Recreation Services	12,625.00	12,625.00	0.00	12,625.00	25,250.00	12,625.00
4103	Culture/Historical Services	4,730.00	4,730.00	0.00	4,730.00	10,500.00	5,770.00
4300	EQUIPMENT RENTAL	5,236.72	15,487.30	1,987.94	17,475.24	21,300.00	3,824.76
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	2,700.00	360.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	155.00	1,902.01	0.00	1,902.01	2,000.00	97.99
4990	OTHER CONTRACTED SERVICES	0.00	2,058.04	5,100.00	7,158.04	7,159.00	0.96
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	6,621.93	6,621.93	6,700.00	78.07
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		61,701.40	316,912.94	16,776.99	333,689.93	492,290.00	158,600.07
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	32,281.58	270,552.28	0.00	270,552.28	351,200.00	80,647.72
1003	LONGEVITY PAY	0.00	6,834.00	0.00	6,834.00	7,000.00	166.00
1009	FICA EXPENSE	2,362.29	20,659.16	0.00	20,659.16	27,700.00	7,040.84
1010	RETIREMENT EXPENSE	2,974.22	24,888.67	0.00	24,888.67	32,265.00	7,376.33
1011	HEALTH INSURANCE EXPENSE	4,525.14	43,008.61	0.00	43,008.61	55,000.00	11,991.39
1012	FLEX ADMINISTRATION FEES	6.00	100.20	199.80	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	320.27	2,675.37	0.00	2,675.37	9,800.00	7,124.63
1014	WORKER'S COMPENSATION	0.00	4,109.82	0.00	4,109.82	5,000.00	890.18
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,319.54	9,683.07	0.00	9,683.07	12,800.00	3,116.93
2100	DEPARTMENT SUPPLIES	1,452.71	5,778.07	1,269.00	7,047.07	8,500.00	1,452.93
2140	SEED and SOD	0.00	836.00	0.00	836.00	2,000.00	1,164.00
2141	CHEMICALS	1,408.00	38,561.50	0.00	38,561.50	40,000.00	1,438.50
2142	FERTILIZER AND LIME	1,284.40	13,871.12	0.00	13,871.12	30,000.00	16,128.88
2143	IRRIGATION SUPPLIES	0.00	1,309.95	0.00	1,309.95	7,000.00	5,690.05
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sand)	2,699.32	6,349.92	800.68	7,150.60	10,000.00	2,849.40
2155	TEE AND GREEN SUPPLIES	733.67	3,464.17	0.00	3,464.17	4,000.00	535.83
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00

Soccer Goals

①
②

① Ymca \$8225.00
JUL 4400.00

② Historic Jamestown
Society \$4730

(spring sports - 1/2 of amount)

for streaming equipm.

49

7

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	438.78	1,900.18	2,000.00	3,900.18	5,000.00	1,099.82
2500	VEHICLE SUPPLIES	241.68	274.17	0.00	274.17	500.00	225.83
2520	FUELS - GAS & OIL	649.31	9,038.99	12,038.68	21,077.67	22,000.00	922.33
2550	EQUIPMENT SUPPLIES	2,896.40	10,066.30	2,400.00	12,466.30	26,500.00	14,033.70
2600	OFFICE SUPPLIES	77.02	77.02	0.00	77.02	300.00	222.98
2900	ASSETS NOT CAPITALIZED	-1,599.00	2,782.62	2,355.00	5,137.62	7,300.00	2,162.38
3100	TRAVEL	0.00	0.00	0.00	0.00	100.00	100.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	100.00	100.00
3200	COMMUNICATIONS	344.97	2,735.28	1,314.72	4,050.00	5,500.00	1,450.00
3300	UTILITIES	1,170.55	11,184.85	291.08	11,475.93	19,000.00	7,524.07
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	18,662.87	21,805.18	7,060.00	28,865.18	32,800.00	3,934.82
3700	MARKETING / ADVERTISING	0.00	150.00	0.00	150.00	1,000.00	850.00
3800	DATA PROCESSING SERVICES	41.54	427.46	472.54	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	216.00	984.00	1,200.00	1,500.00	300.00
3940	LANDFILL FEES/DUMPSTER P/U	788.66	2,077.78	168.83	2,246.61	5,000.00	2,753.39
3950	DUES AND SUBSCRIPTIONS	0.00	999.99	0.00	999.99	2,000.00	1,000.01
3980	MISCELLANEOUS EXPENSE	0.00	310.00	0.00	310.00	500.00	190.00
4300	EQUIPMENT RENTAL	10,640.35	51,456.55	11,627.41	63,083.96	62,000.00	-1,083.96
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	2,996.00	1,000.00	3,996.00	4,000.00	4.00
4500	INSURANCE AND BONDING	156.00	10,638.05	0.00	10,638.05	11,000.00	361.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	5,724.00	0.00	5,724.00	6,000.00	276.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	7,502.20	7,502.20	8,000.00	497.80
5800	CAPITAL OUTLAY - BUILDINGS &	58,062.88	60,029.88	27,650.00	87,679.88	543,200.00	455,520.12
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		147,137.15	647,630.53	79,133.94	726,764.47	1,370,715.00	643,950.53
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	29,582.95	204,996.36	0.00	204,996.36	258,500.00	53,503.64
1003	LONGEVITY PAY	0.00	2,260.00	0.00	2,260.00	2,300.00	40.00
1009	FICA EXPENSE	2,270.06	15,936.28	0.00	15,936.28	20,000.00	4,063.72
1010	RETIREMENT EXPENSE	1,805.60	13,425.69	0.00	13,425.69	16,950.00	3,524.31
1011	HEALTH INSURANCE EXPENSE	2,715.09	27,433.98	0.00	27,433.98	33,000.00	5,566.02
1012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	4,540.92	0.00	4,540.92	8,800.00	4,259.08
1014	WORKER'S COMPENSATION	0.00	913.29	0.00	913.29	2,000.00	1,086.71
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	782.37	5,692.55	0.00	5,692.55	6,850.00	1,157.45
2100	DEPARTMENT SUPPLIES	864.99	6,373.66	1,188.13	7,561.79	9,500.00	1,938.21
2101	Grill Supplies	0.00	1,567.54	3,882.81	5,470.35	8,500.00	3,029.65
2156	RANGE SUPPLIES	0.00	4,841.67	0.00	4,841.67	5,500.00	658.33
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	345.87	0.00	345.87	1,000.00	654.13
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	48.88	469.25	0.00	469.25	1,000.00	530.75
2700	GOLF INVENTORY FOR RESALE	2,267.06	29,470.71	8,136.87	37,607.58	38,900.00	1,292.42
2705	Golf Special Orders - Purchases	1,367.10	5,033.14	150.34	5,183.48	10,300.00	5,116.52
2710	CONCESSION INVENTORY RESALE	3,653.80	22,313.12	1,149.19	23,462.31	52,000.00	28,537.69
2715	Food purchased not in inventory	1,309.77	6,974.72	6,210.97	13,185.69	22,000.00	8,814.31

Moisture meter

2

2 months

root @ fairgrounds bldg

2 Repairs + paint @ fairgrounds bldg.

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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	0.00	134.99	3,728.00	3,862.99	3,900.00	37.01
3100	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
3200	COMMUNICATIONS	795.46	7,801.21	1,648.79	9,450.00	11,000.00	1,550.00
3300	UTILITIES	1,123.56	11,145.02	865.15	12,010.17	16,000.00	3,989.83
3350	Water Utilities	0.00	58.32	0.00	58.32	500.00	441.68
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
2500	REPAIRS AND MAINTENANCE	754.70	1,056.57	0.00	1,056.57	3,000.00	1,943.43
3700	MARKETING / ADVERTISING	60.40	699.00	121.00	820.00	6,000.00	5,180.00
3800	DATA PROCESSING SERVICES	752.03	6,928.86	7,370.82	14,299.68	16,650.00	2,350.32
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	229.00	1,771.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	151.04	1,530.15	169.85	1,700.00	3,600.00	1,900.00
3950	DUES AND SUBSCRIPTIONS	0.00	643.95	0.00	643.95	800.00	156.05
3955	Permit Fees	100.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	1,449.99	16,612.92	-111.81	16,501.11	21,500.00	4,998.89
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	175.22	2,159.67	295.60	2,455.27	4,500.00	2,044.73
4310	GOLF CART RENTALS	5,327.26	53,272.80	10,654.56	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	1,447.95	14,793.02	0.00	14,793.02	17,000.00	2,206.98
4400	SERVICE & MAINTENANCE CONTRACTS	1,007.68	11,655.80	1,471.36	13,127.16	16,000.00	2,872.84
4500	INSURANCE AND BONDING	0.00	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	0.00	2,195.78	150.00	2,345.78	4,000.00	1,654.22
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		59,812.98	495,812.86	48,912.63	544,725.49	704,210.00	159,484.51
8000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	0.00	114,723.74	0.00	114,723.74	152,000.00	37,276.26
7200	DEBT INTEREST PAYMENTS	0.00	14,842.54	0.00	14,842.54	21,000.00	6,157.46
Account Total:		0.00	129,566.28	0.00	129,566.28	173,000.00	43,433.72
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	1,258.78	97,099.07	0.00	97,099.07	100,000.00	2,900.93
Account Total:		1,258.78	97,099.07	0.00	97,099.07	100,000.00	2,900.93
Account Group Total:		682,661.92	3,910,632.95	709,305.67	4,619,938.62	6,496,535.63	1,876,597.01
Fund Total:		682,661.92	3,910,632.95	709,305.67	4,619,938.62	6,496,535.63	1,876,597.01

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11:44:54

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 - 21

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3400 INVESTMENT EARNINGS	0.46	28.07	100.00	71.93	29 %
3401 TRANSFER FROM GENERAL FUND	1,258.78	97,099.07	100,000.00	2,900.93	97 %
Account Group Total:	1,259.24	97,127.14	100,100.00	2,972.86	97 %
Fund Total:	1,259.24	97,127.14	100,100.00	2,972.86	97 %

0070701
11/2/99

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 21

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Report ID: B1006

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
0000	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	58,769.58	0.00	58,769.58	78,200.00	19,430.42
	9900 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	21,900.00	21,900.00
	Account Total:	0.00	58,769.58	0.00	58,769.58	100,100.00	41,330.42
	Account Group Total:	0.00	58,769.58	0.00	58,769.58	100,100.00	41,330.42
	Fund Total:	0.00	58,769.58	0.00	58,769.58	100,100.00	41,330.42

05/07/21
12:44:54

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 21

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11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	110.78	3,109.97	3,200.00	90.03	97 %
3710 UTILITY CHARGE - WATER	79,055.71	737,626.22	905,000.00	167,373.78	82 %
3720 UTILITY CHARGE - SEWER	470,440.25	2,100,246.51	2,506,000.00	407,751.49	84 %
3741 Meter Fee	0.00	4,220.00	500.00	-3,720.00	844 %
3742 System Development Fees to be transferred	0.00	35,300.00	0.00	-35,300.00	** %
3743 System Admin / Installation fee	0.00	1,000.00	100.00	-900.00	*** %
3745 Connection Fees - Water and Sewer	1,650.00	10,000.00	10,000.00	0.00	100 %
3750 NONPAYMENT / RECONNECTION FEES	0.00	11,050.00	11,000.00	-50.00	100 %
3755 Return Check Fees	25.00	300.00	350.00	50.00	86 %
3760 LATE FEES	1,690.00	15,089.20	23,000.00	7,910.80	66 %
3765 CREDIT CARD ADMINISTRATION FEES	52.85	252.34	800.00	547.66	32 %
3831 INVESTMENT EARNINGS	127.64	23,552.55	60,000.00	36,447.45	39 %
3839 MISCELLANEOUS REVENUES	0.00	416.00	100.00	-316.00	416 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	122,237.29	123,000.00	762.71	99 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	1,758,125.00	1,800,000.00	41,875.00	98 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,030,815.00	2,030,815.00	0 %
Account Group Total:	553,152.23	4,822,527.08	7,475,865.00	2,653,337.92	65 %
Fund Total:	553,152.23	4,822,527.08	7,475,865.00	2,653,337.92	65 %

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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	72,958.61	502,399.46	0.00	502,399.46	674,500.00	172,100.54
1003	LONGEVITY PAY	0.00	12,188.00	0.00	12,188.00	12,450.00	262.00
1009	FICA EXPENSE	5,568.37	39,297.83	0.00	39,297.83	51,875.00	12,577.17
1010	RETIREMENT EXPENSE	7,441.76	52,187.07	0.00	52,187.07	64,900.00	12,712.93
1011	HEALTH INSURANCE EXPENSE	9,955.33	98,700.24	0.00	98,700.24	118,050.00	19,349.76
1012	FLEX ADMINISTRATION FEES	18.00	319.60	480.40	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	807.71	8,101.32	0.00	8,101.32	11,700.00	3,598.68
1014	WORKER'S COMPENSATION	0.00	9,359.94	0.00	9,359.94	10,000.00	640.06
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	3,195.72	23,028.90	0.00	23,028.90	27,725.00	4,696.10
1019	PROFESSIONAL SERVICES	0.00	11,325.00	0.00	11,325.00	11,350.00	25.00
2100	DEPARTMENT SUPPLIES	2,617.92	18,237.64	1,783.69	20,021.53	30,000.00	9,978.47
2105	WATER METERS	0.00	31,166.16	0.00	31,166.16	32,000.00	833.84
2200	FOOD AND PROVISIONS	0.00	286.04	0.00	286.04	1,000.00	713.96
2400	CONSTRUCTION & REPAIR SUPPLIES	567.85	9,138.58	4,200.00	13,338.58	15,000.00	1,661.42
2500	VEHICLE SUPPLIES	222.15	4,010.08	0.00	4,010.08	7,500.00	3,489.92
2520	FUELS - GAS & OIL	3,054.91	15,965.68	5,573.78	21,539.46	22,000.00	460.54
2550	EQUIPMENT SUPPLIES	111.40	2,336.50	141.53	2,478.03	5,000.00	2,521.97
2600	OFFICE SUPPLIES	35.09	735.12	600.00	1,335.12	2,000.00	664.88
2750	PURCHASE OF WATER	20,218.51	186,932.58	10,175.78	197,108.36	340,000.00	142,891.64
2755	Water Transmission Fees	4,743.40	17,919.40	0.00	17,919.40	26,000.00	8,080.60
2900	ASSETS NOT CAPITALIZED	495.82	13,161.70	1,550.00	14,711.70	25,200.00	10,488.30
3100	TRAVEL	0.00	0.00	0.00	0.00	2,250.00	2,250.00
3150	CONFERENCE FEES AND SCHOOLS	1,715.00	2,455.00	0.00	2,455.00	7,500.00	5,045.00
3200	COMMUNICATIONS	2,410.33	21,491.78	6,373.22	27,865.00	33,500.00	5,635.00
3300	UTILITIES	1,310.12	12,547.50	0.00	12,547.50	15,000.00	2,452.50
3350	Water Utilities	0.00	296.44	0.00	296.44	500.00	203.56
3400	PRINTING	397.92	3,669.20	1,061.80	4,731.00	7,000.00	2,269.00
3500	REPAIRS AND MAINTENANCE	1,454.35	9,310.56	7,420.00	16,730.56	30,000.00	13,269.44
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,350.61	13,268.09	6,311.34	19,579.43	23,750.00	4,170.57
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	369.00	1,631.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	234.01	580.13	0.00	580.13	4,000.00	3,419.87
3950	DUES AND SUBSCRIPTIONS	0.00	3,091.63	0.00	3,091.63	3,000.00	-91.63
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	913.93	9,335.90	3,393.72	12,729.62	14,000.00	1,270.38
3980	MISCELLANEOUS EXPENSE	0.00	238.00	0.00	238.00	1,500.00	1,262.00
4300	EQUIPMENT RENTAL	258.81	9,623.06	410.14	10,033.20	12,500.00	2,466.80
4400	SERVICE & MAINTENANCE CONTRACTS	2,974.00	43,167.01	4,765.62	47,932.63	50,000.00	2,067.37
4401	NC811 Fees	324.00	1,750.50	475.25	2,225.75	3,000.00	774.25
4500	INSURANCE AND BONDING	-479.28	47,184.21	0.00	47,184.21	48,000.00	815.79
4950	LAB TESTING	140.00	2,467.00	6,533.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	478,278.48	0.00	478,278.48	800,000.00	321,721.52
4990	OTHER CONTRACTED SERVICES	41,442.60	60,977.68	53,589.31	114,566.99	230,000.00	115,433.01
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	42,287.73	87,898.89	130,186.62	142,000.00	11,813.38
5500	CAPITAL OUTLAY EQUIPMENT	-4,776.80	5,867.04	0.00	5,867.04	5,900.00	32.96
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	1,155,000.00	1,150,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	-495.82	2,103,884.87	0.00	2,103,884.87	2,676,810.00	572,925.13

(reclass)

root control + repairs

final payment on painting of Kearns water tank

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05/17/21
11:30:49

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 21

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Report ID: 81008

30 WATER AND SEWER

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6600 OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	45,100.00	1,144.40
6801 DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
6810 Payments for Odor Control Project	0.00	7,290.92	0.00	7,290.92	22,000.00	14,709.08
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	37,502.49	0.00	37,502.49	50,005.00	12,502.51
7200 DEBT INTEREST PAYMENTS	0.00	6,579.81	0.00	6,579.81	9,000.00	2,420.19
9600 TRANSFERS TO OTHER FUNDS	0.00	443,132.00	0.00	443,132.00	443,500.00	368.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:	190,739.93	4,592,870.96	210,368.47	4,803,239.43	7,475,865.00	2,672,625.57
Account Group Total:	190,739.93	4,592,870.96	210,368.47	4,803,239.43	7,475,865.00	2,672,625.57
Fund Total:	190,739.93	4,592,870.96	210,368.47	4,803,239.43	7,475,865.00	2,672,625.57

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12/22/21
11:44:04

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 21

Page: 4 of 5
Report ID: B110

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3400					
3401 INVESTMENT EARNINGS	5.06	122.38	7,000.00	6,877.62	98 %
3906 TRANSFER FROM ENTERPRISE FUNDS	0.00	32,850.00	32,850.00	0.00	100 %
3907 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
Account Group Total:	5.26	32,972.38	123,000.00	90,027.62	27 %
Fund Total:	5.26	32,972.38	123,000.00	90,027.62	27 %

15

05/07/21
1:22:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 21

Page: 11 of 12
Report ID: 8100B

00 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
7100 RANDLEMAN RESERVOIR						
9600 TRANSFERS TO OTHER FUNDS	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
Account Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
Account Group Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
Fund Total:	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71

06/07/21
11:44:54

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 21

16
Page: 5 of 5
Report ID: B111

6. WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
5831 INVESTMENT EARNINGS	0.63	201.75	300.00	98.25	67 %
5920 TRANSFER FROM ENTERPRISE FUNDS	0.00	410,241.00	410,500.00	219.00	100 %
5940 NET POSITION APPROPRIATED	0.00	0.00	1,389,200.00	1,389,200.00	0 %
Account Group Total:	0.63	410,483.75	1,800,000.00	1,389,516.25	23 %
Fund Total:	0.63	410,483.75	1,800,000.00	1,389,516.25	23 %
Grand Total:	792,049.72	9,723,153.96	15,995,500.63	6,272,346.67	61 %

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11/07/21
11:51:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 21

Page: 10 of 10
Report ID: B100B

E: WATER AND SEWER CAPITAL RESERVE FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
4600 OTHER FINANCING USES						
9400 TRANSFERS TO OTHER FUNDS	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
Account Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
Account Group Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
Fund Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
Grand Total:	873,401.85	10,442,635.78	919,674.14	11,362,304.92	15,995,500.63	4,633,190.71

600

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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 Position of the Jamestown Park & Golf Course

AGENDA ITEM #: II-K

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is the report of golf operations for April 2021. Since the golf course was shut down the entire month of April 2020 due to Covid, it is hardly a good comparison to the month of April 2021. Thus I made some comparisons to April 2019. For example, golf rounds in April 2019 were 2,702 and 3,436 for April 2021- an increase of 27%. Year to date rounds for 2021 stand at 24,635, an increase from 2019 of 31%.

Total revenues for the month of April 2021 were \$121,361 and operating expenditures were \$148,887. Thus there was a net operating loss of \$27,626 for the month. The month of April did have 3 payrolls - all months except 2 have only 2 payrolls. If April 2021 had only 2 payrolls, the month would have had a positive net profit rather than a small net loss. This also applies to the grill - if there had been only 2 payrolls, the grill would have made a profit as well.

Rounds of play continue to be impressive. If the weather is good for the remaining 2 months, we believe that the results by fiscal year-end will look very positive.

ATTACHMENTS: Golf Report for April 2021

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Summary
FYE 6/30/21

	<u>April 2021</u>	<u>April 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	121,361	20	121,341	606705.00%	830,051	561,405	268,646	47.85%
Golf Course Maintenance Expenditures (before capital outlay)	89,074	42,410	46,664	110.03%	587,600	522,133	65,467	12.54%
Golf Course Golf Shop Expenditures (before capital outlay)	59,813	36,366	23,447	64.48%	495,813	415,082	80,731	19.45%
Net exp < or > rev before Capital Outlay	<u>(27,526)</u>	<u>(78,756)</u>	51,230		<u>(253,362)</u>	<u>(375,810)</u>	122,448	
Capital Outlay	<u>58,063</u>	<u>-</u>	58,063		<u>60,030</u>	<u>2,200</u>	(57,830)	
Net expenditures < or > revenues	<u><u>(85,589)</u></u>	<u><u>(78,756)</u></u>	(6,833)	-8.68%	<u><u>(313,392)</u></u>	<u><u>(378,010)</u></u>	64,618	17.09%
Golf Rounds Played (not including complimentary play)	3,436	-	<u>April 2019</u> 2,702		24,635	17,167	<u>YTD</u> <u>April 2019</u> 18,845	
Bad Weather Days (1)	3	N/A			69	81		
Days closed for aerification, covered greens, COVID	-	30			4	43		
		COVID						
Golf course employees paid during the month:								
Full-time positions	9	8						
Part-time hours	1,456	50						

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

NOTE: - Golf course was totally shut down in April 2020 due to Covid

Jamestown Park Golf Course Revenues
 Revenues
 FYE 6/30/21

	<u>April 2021</u>	<u>April 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
Greens	61,773	-	61,773	100.00%	425,286	291,114	134,172	46.09%
Cart Rentals	33,827	-	33,827	100.00%	237,578	147,000	90,578	61.62%
Pull Carts	30	-	30	100.00%	284	166	118	71.08%
Driving Range	6,632	-	6,632	100.00%	45,228	26,524	18,704	70.52%
Sales - Golf Shop Inventory	7,466	80	7,386	9232.50%	52,424	31,567	20,857	66.07%
Sales - Golf Shop Concessions	11,033	90	10,943	12158.89%	67,581	55,429	12,152	21.92%
Golf Clubhouse Rental Fees	600	(150) refund	750	-500.00%	1,670	9,605	(7,935)	-82.61%
Ins Recoveries	-	-	-	-	-	-	-	-
	<u>121,361</u>	<u>20</u>	121,341	606705.00%	<u>830,051</u>	<u>561,405</u>	268,646	47.85%

NOTE: In April 2020, the golf course was completely shut down the entire month due to Covid. Total revenues for April 2019 were \$82,647 - thus a huge increase over the last "normal" April. And year-to-date revenues as of April 30, 2019 were \$617,947 - thus again a huge increase in revenues in 2021, due to increased golf rounds being played.

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Jamestown Park Golf Course Operations
 Golf Maintenance Expenditures
 FYE 6/30/21

	<u>April 2021</u>	<u>April 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	43,789	29,889	13,900	46.51%	382,511	350,271	32,240	9.20%
<i>Supplies & Materials</i>	13,480	5,227	8,253	157.89%	94,310	87,457	6,853	7.84%
<i>Contractual Services</i>	10,795	5,017	5,778	115.17%	70,815	60,333	10,482	17.37%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>21,010</u>	<u>2,277</u>	<u>18,733</u>	<u>822.71%</u>	<u>39,964</u>	<u>24,072</u>	<u>15,892</u>	<u>66.02%</u>
<i>Total Exp before Capital Outlay</i>	<u>89,074</u>	<u>42,410</u>	<u>46,664</u>	<u>110.03%</u>	<u>587,600</u>	<u>522,133</u>	<u>65,467</u>	<u>12.54%</u>
<i>Capital Outlay</i>	<u>58,063</u>	<u>-</u>	<u>58,063</u>		<u>60,030</u>	<u>2,200</u>	<u>57,830</u>	
	<u>147,137</u>	<u>42,410</u>	<u>104,727</u>	<u>246.94%</u>	<u>647,630</u>	<u>524,333</u>	<u>123,297</u>	<u>23.52%</u>

Variations:

Salaries were up due to 3 pay periods in April 2021 - usually there are only 2 in a month

Contractual services was up due to not receiving vendor invoices for rental equipment in the prior month. This account was down in March.

Other operating expenditures was way up due to a lot repairs and maintenance on equipment. There had been no mechanic at golf maintenance for almost 3 months.

In general, expenditures were up in April 2021 due to high rounds of golf being played - thus more maintenance required. And in April 2020, the course was completely shut down for Covid.

Jamestown Park Golf Course Operations
 Golf Shop Expenditures
 FYE 6/30/21

	<u>April 2021</u>	<u>April 2020</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	37,156	17,038	20,118	118.08%	275,199	214,109	61,090	28.53%
<i>Supplies & Materials</i>	9,512	1,485	8,027	540.54%	77,546	66,276	11,270	17.00%
<i>Contractual Services</i>	7,958	14,002	(6,044)	-43.17%	96,207	95,005	1,202	1.27%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>5,187</u>	<u>3,841</u>	<u>1,346</u>	35.04%	<u>46,861</u>	<u>39,692</u>	<u>7,169</u>	18.06%
<i>Total Exp before Capital Outlay</i>	<u>59,813</u>	<u>36,366</u>	<u>23,447</u>	64.48%	<u>495,813</u>	<u>415,082</u>	<u>80,731</u>	19.45%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>59,813</u></u>	<u><u>36,366</u></u>	<u>23,447</u>	64.48%	<u><u>495,813</u></u>	<u><u>415,082</u></u>	<u>80,731</u>	19.45%

Variations:

During April 2020, the course was shut down for the entire month. Thus there were no part-time salaries being paid, no supplies or merchandise being purchased, no services being performed, etc. Additionally, in April 2021, rounds of golf being played are extremely high - thus more part-time help is needed, as well as more supplies, food & drinks, etc. Contractual services in April 2020 were up, however, because cart rental fees still had to be paid, and 2 months of rental fees were paid in that month due to timing of invoice received.

**Grill Operations
FYE 6/30/21**

	<u>April 2021</u>	YTD <u>FYE 6/30/21</u>	<u>April 2020</u>	YTD <u>FYE 6/30/20</u>
Golf Shop Grill Revenues	11,033	67,581	90	55,429
Golf Shop Rental Revenue	<u>300</u>	<u>300</u>	<u>(150)</u>	<u>8,085</u>
	<u>11,333</u>	<u>67,881</u>	<u>(60)</u>	<u>63,514</u>
 Expenditures:				
Wages	4,862 @	34,889	2,728	30,321
FICA	372	2,718	208	2,321
Benefits	1,608	14,179	1,015	11,104
Grill supplies	-	1,588	-	1,663
Food & beverage purchases	<u>4,964</u>	<u>29,288</u>	<u>850</u>	<u>25,840</u>
	<u>11,806</u>	<u>82,662</u>	<u>4,801</u>	<u>71,249</u>
	<u>(473)</u>	<u>(14,781)</u>	<u>(4,861)</u>	<u>(7,735)</u>

@ 3 pay periods

NOTE: April is the first month of 2021 that clubhouse rentals were done and the grill opened for inside dining. April of 2020 the clubhouse was totally shut down

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Notification of Advances Outstanding at 4/30/21 for sidewalk projects **AGENDA ITEM #:** II-L

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

At the February 15, 2020 Town Council meeting, approval was done to allow the Town Manager or designee to make cash advances from the General Fund to the sidewalk capital project funds in order to pay the construction invoices. These will be reimbursed by NCDOT for all allowable expenditures.

The Town's budget ordinance states that Council must be notified of any advances that will not be repaid within 60 days.

The current balance of advances to cover invoices paid for which reimbursement has been requested but not yet received are as follows:

East Main Street (Lydia) sidewalk project - \$826,762

East Fork Road sidewalk & pedestrian bridge project - \$62,563

Note: We have received reimbursements for 16 of our 21 requests so far from NCDOT; we received a reimbursement for \$111,060 on May 6th, 2021. This amount has not been repaid to advances, but will be used to pay the next contractor's invoice (as we wait for further reimbursements).

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Budget Amendment #23

AGENDA ITEM #: II-M



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment reduces the investment income budget considerably. The interest rates dropped to very low rates so there is no way we will come close to budget. However, this amendment also increases the budget for various revenues that we did not expect to receive. The revenues in Fund 10 (General Fund) offset - so no effect on Fund Balance. In Fund 30 (Water/Sewer) this amendment adds budget for meter fees, system development and admin fees, miscellaneous revenues, and there is a positive effect on Fund Balance (called Net Position in the Water/Sewer Fund).

This amendment budgets for system development fees up to the current date. We do not know how much, if any, we will receive during the fiscal year - thus we do not budget for any until the end of the year. These revenues are then transferred to the Water/Sewer Capital Reserve Fund. If we receive more than the current amount of \$35,300 before the next meeting in June, there will be another amendment for those amounts.

This amendment also takes \$1,000,000 out of the budget for the Main Street water line, as well as \$75,000 for Wrenn Miller bathrooms, since these will not happen until next budget year. That is a positive to Fund Balance.

ATTACHMENTS: Budget Amendment #23

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #23

BUDGETARY IMPACT: \$1,086,300 taken out of appropriated fund balance

SUGGESTED MOTION: Approve budget amendment #23

FOLLOW UP ACTION NEEDED:

FYE 6/30/21
 BUDGET AMENDMENT #23

		<u>Debit</u>	<u>Credit</u>
Fund 10:			
a. Investment income	10-3831	9,500.00	
Powell Bill	10-3316		4,500.00
Sponsorship	10-3832		1,000.00
Contributions	10-3833		1,000.00
Misc Revenues	10-3839		3,000.00
To reduce interest budgeted; rates dropped significantly; offset by revenues received (not originally budgeted for)			
b. Appropriated Fund Balance	10-3991	75,000.00	
Capital Outlay - Building	10-6200-5800		75,000.00
To take out from the current year budget the amount for bathrooms at Wrenn Miller Park; this project will be in the 21-22 budget instead			

Fund 30:

System Dev Fees\ Revenue - to be transfered to W/S Capti Reserve Fund	30-3742		35,300.00
Meter Fees	30-3741		3,700.00
System Admin Fees	30-3743		900.00
Misc Revenues	30-3839		300.00
Reconnection fees	30-3750		1,100.00
Investment income	30-3831	30,000.00	
Net Position Appropriated	30-3992	11,300.00	
Capital Outlay - Water Improvements (Main St water line)	30-7100-5900		1,000,000.00
Net Position Appropriated	30-3992	1,000,000.00	

To adjust revenues to estimated actual (interest rates have dropped significantly; thus revenue budget is overstated); budget for transfer of system development fees, as required; remove budget for new Main St water line - to happen in 21-22; and adjust Net Position Appropriated as a result

Fund 61:

Reserve for Future Expenditures	61-9600-9800	35,300.00	
Transfer from W/S - System Development Fees	61-3744		35,300.00

Set up budget for tranferring fees to W/S Capital Reserve

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Presentation on Code Enforcement Status

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

Brandon Emory with Alliance Code Enforcement will be presenting a 'snapshot' of current code enforcement challenges facing the Town of Jamestown and the areas within the ETJ.

ATTACHMENTS: Report from ACE

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



Council Members
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of the Certificate of Sufficiency

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 3 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

Under GS 160A-31, the Town has received a petition for annexation of property 6014 & 6016 W. Gate City Blvd. The first step is to have the Town Council direct the Clerk to investigate the petition by adopting a resolution instructing her to do such. That resolution was adopted at the April 20, 2021, meeting. The Clerk and the Town Attorney have investigated the annexation request and have found it to be sufficient and feel that it meets the requirements of GS 160A-31 to proceed with the annexation process.

The staff are asking Council to adopt the Certificate of Sufficiency as a matter of record.

ATTACHMENTS: Resolution Directing the Clerk to Investigate a Petition Received Under GS 160A-31; Cert. of Sufficiency; Application

RECOMMENDATION/ACTION NEEDED: Adopt the Certificate of Sufficiency

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the Certificate of Sufficiency

FOLLOW UP ACTION NEEDED:



JAMESTOWN ANNEXATION PETITION

Date _____

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

- CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-31. The area to be annexed is contiguous to the Town of Jamestown and the boundaries of such territory are described below by metes and bounds:
- NON-CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-58.1. The area to be annexed is non-contiguous to the Town of Jamestown and within an area that the Town of Jamestown is permitted to annex pursuant to N.C.G.S. 160A-58.1, and the boundaries of such territory to be annexed are described below by metes and bounds:

(You may print "See Attached" and attach the description)

Lots 2 and 3 as shown on the attached Plat recorded in the Guilford County Registry in Plat Book 185 at Page 44

We acknowledge that any zoning vested rights** acquired pursuant to N.C.G.S. 160A-385.1 or N.C.G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such vested rights on this petition shall result in a termination of such vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

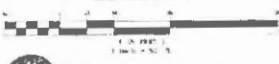
	<u>Print or Type Name and Address</u>	<u>Do you declare vested rights? **</u> (Indicate yes or no.)	<u>Signature</u>
1.	GTCC Foundation Properties, LLC 601 E. Main Street Jamestown, NC 27282	No	By: Guilford Technical Community College Foundation, Inc. Its: <i>Larry Heller</i> By: Its:
2.	_____	_____	_____
3.	_____	_____	_____

Important: Both husband and wife must sign, if applicable.

**These are a special type of vested rights obtained only after the approval of a "site specific development plan" following a public hearing on that plan. Only a small number of plans have received such an approval.

Date Received: _____ Received By: _____

PROPERTY OF AZAS LLC
 JAMESTOWN TOWNSHIP GUILFORD COUNTY
 JAMESTOWN, NORTH CAROLINA
 AUGUST 22, 2013



WANS
Engineering, Inc.
 4050 Dundas Drive
 Greensboro, North Carolina 27407
 Telephone: 336-854-5877
 Fax: 336-854-5877
 Email: info@wans.com
 Website: www.wans.com

NOTICE
 THE PROPERTY OWNER, SUBMITTER OF THIS PLAN, AND THE ENGINEER, DESIGNER OF THIS PLAN, HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF AND THAT THEY HAVE NOT BEEN ADVISED BY ANY OTHER PERSON THAT THE INFORMATION CONTAINED HEREIN IS UNTRUE OR MISLEADING.

APPLICANT:
 AZAS LLC
 10000 W. HARRIS ROAD
 JAMESTOWN, NC 27450

Applies to Right of Way for Project 01.2012 B. Does not apply to internal roadways

DATE OF PLAN:
 08/22/2013

PROJECT LOCATION:
 10000 W. HARRIS ROAD, JAMESTOWN, NC 27450

PROJECT DESCRIPTION:
 CONSTRUCTION OF A NEW 10000 W. HARRIS ROAD

PROJECT OWNER:
 AZAS LLC

PROJECT ENGINEER:
 WANS ENGINEERING, INC.

PROJECT NO.:
 01.2012 B

PROJECT DATE:
 08/22/2013

PROJECT STATUS:
 PENDING

PROJECT CONTACT:
 AZAS LLC

PROJECT ADDRESS:
 10000 W. HARRIS ROAD, JAMESTOWN, NC 27450

PROJECT PHONE:
 336-854-5877

PROJECT FAX:
 336-854-5877

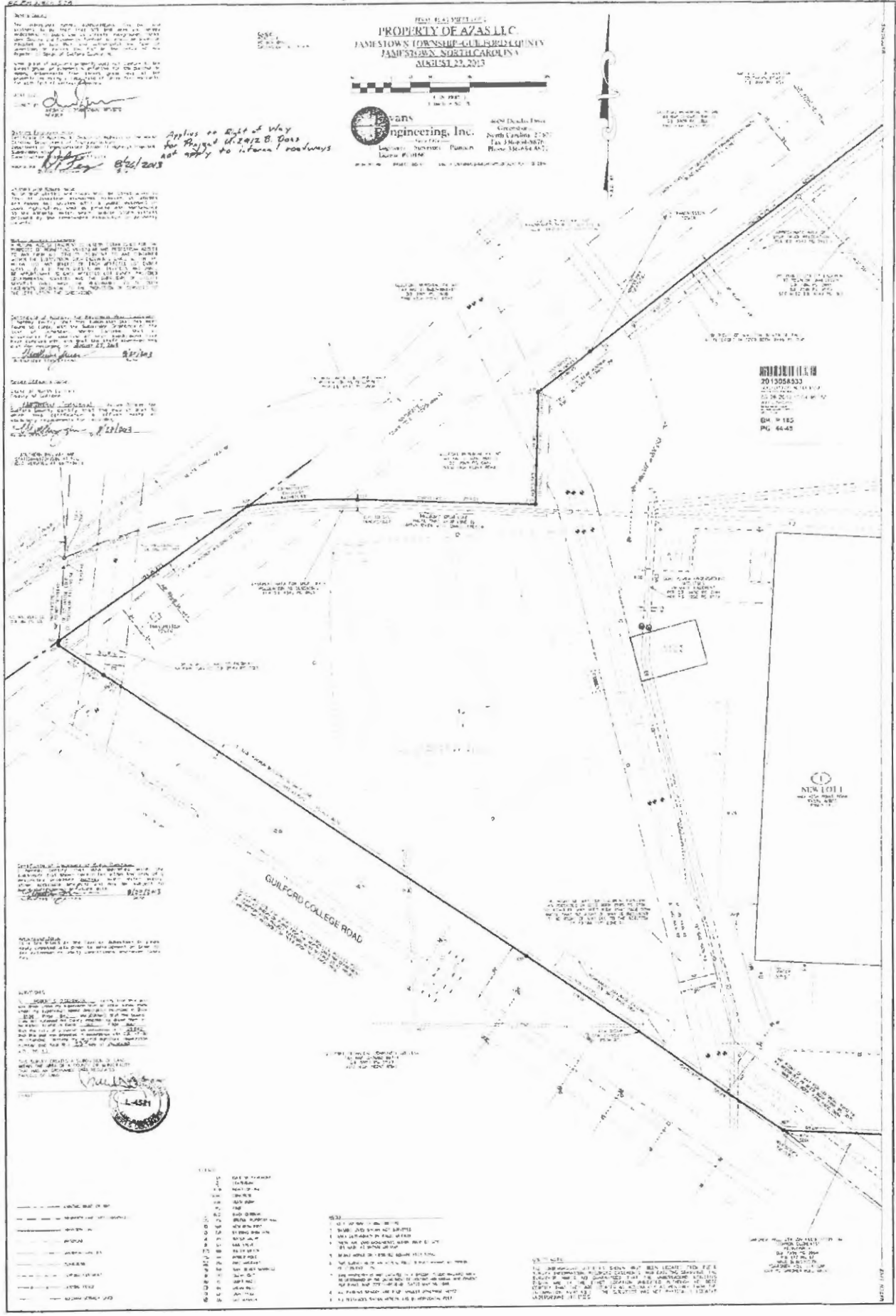
PROJECT EMAIL:
 info@wans.com

PROJECT WEBSITE:
 www.wans.com

PROJECT PLAN:
 01.2012 B

PROJECT DATE:
 08/22/2013

PROJECT STATUS:
 PENDING

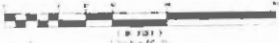


NEW 10000 W. HARRIS ROAD
 2013058533
 08/22/2013
 01.2012 B
 PG. 44-45



1	EXIST. ROAD	10	EXIST. ROAD
2	EXIST. ROAD	11	EXIST. ROAD
3	EXIST. ROAD	12	EXIST. ROAD
4	EXIST. ROAD	13	EXIST. ROAD
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79	EXIST. ROAD	88	EXIST. ROAD
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81	EXIST. ROAD	90	EXIST. ROAD
82	EXIST. ROAD	91	EXIST. ROAD
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88	EXIST. ROAD	97	EXIST. ROAD
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91	EXIST. ROAD	100	EXIST. ROAD

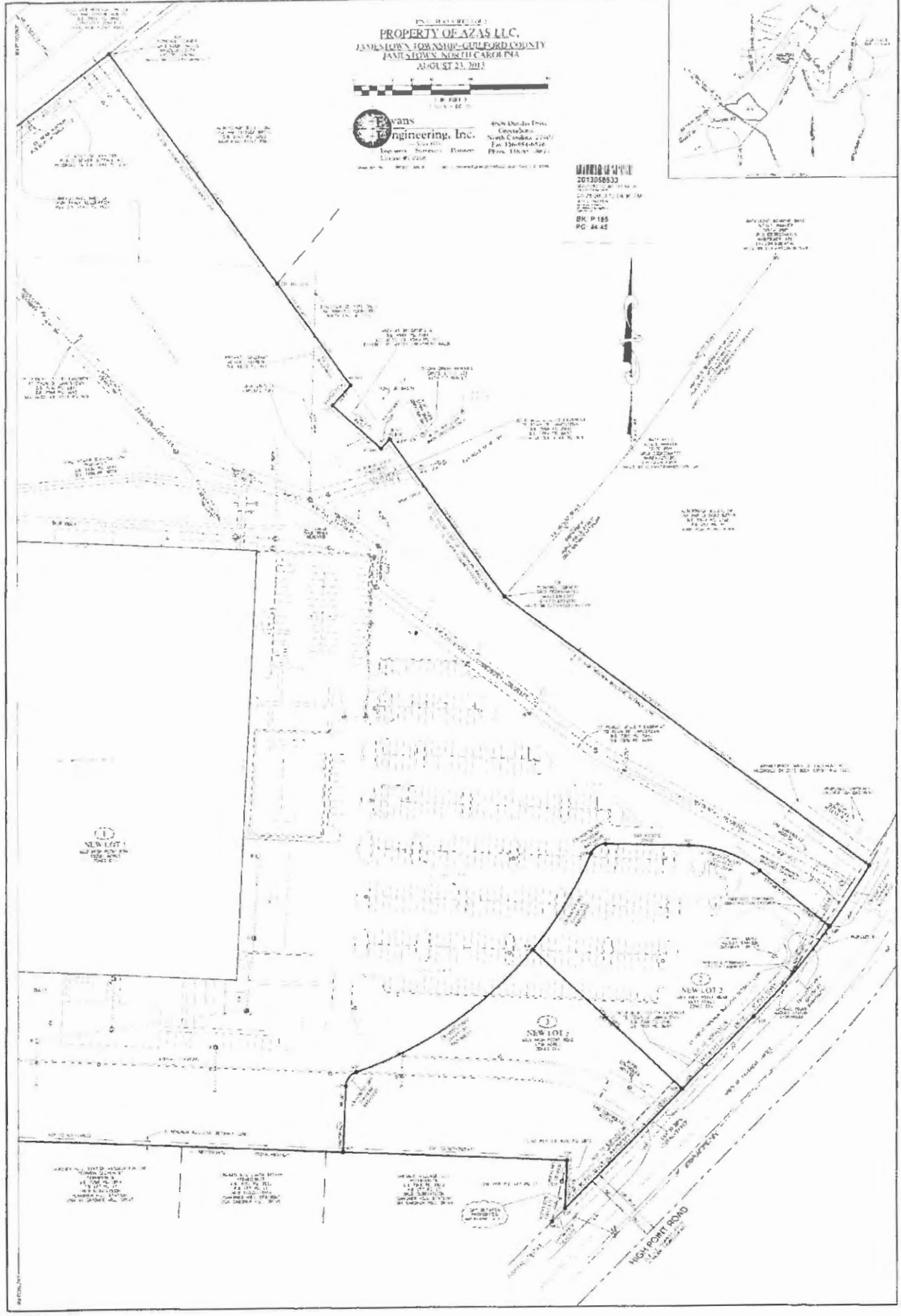
PROPERTY OF AZAS LLC
JAMES TOWN TOWNSHIP-GUILFORD COUNTY
JAMESTOWN NORTH CAROLINA
AUGUST 23, 2013



AVINS Engineering, Inc.
4909 Old Dix Drive
Greensboro, North Carolina 27407
Tel: 336-834-6516 Fax: 336-834-6516
www.avins.com License # 40102



201305033
BK P 185
PG 44-45





**Town of Jamestown, North Carolina
Department of Planning**

Application for Zoning Amendment

**The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:**

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- *BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY, INCLUDING BUT NOT LIMITED TO THE USE OF UNMANNED AERIAL SYSTEMS TO OVERFLY YOUR PROPERTY*
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: Charles E. Melvin, Jr.
PO Box 21927, Greensboro, NC 27420-1927
 Street Address or P.O. Box 336-420-9388 City/State/Zip Code cmelvin@foxrothschild.com
 Home/Work Phone Number _____ Mobile Number _____ Email _____
 Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

Owner Name: GTCC Foundation Properties, LLC
601 E. Main Street, Jamestown, NC 27282
 Street Address or P.O. Box _____ City/State/Zip Code _____
 Home/Work Phone Number _____ Mobile Number _____ Email _____

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)
 Applicant Signature: Charles E. Melvin, Jr. Date: 04/07/21
 I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).
 Owner Signature: Nancy Sallasi, Treasurer Date: 4/8/2021

NOTARY STATEMENT:

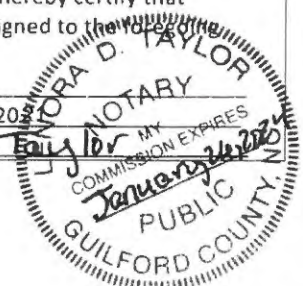
State of North Carolina, County of Guilford to wit: (SEAL)

I, Lenora D. Taylor a notary public in and for the state and county aforesaid, do hereby certify that Nancy Sallasi whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires January 26, 2024

Given under my hand this 8th Day of April, 2021

Notary Signature Lenora D. Taylor Printed Name of Notary: Lenora D. Taylor



Permit Information					
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #1:	<u>220421</u>	Parcel Size:	<u>1.65 acres</u>	<u>6014 W. Gate City Blvd.</u>	
	Tax Map ID		Acres/Square Ft	Street Address	(see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>			Request to Rezone to:	<u>COMMERCIAL (CZ)</u>
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>	<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #2:	<u>220422</u>	Parcel Size:	<u>1.7 acres</u>	<u>6016 W. Gate City Blvd.</u>	
	Tax Map ID		Acres/Square Ft	Street Address	(see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>			Request to Rezone to:	<u>COMMERCIAL (CZ)</u>
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>	<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):					
Parcel #3:	<u></u>	Parcel Size:	<u></u>	<u></u>	
	Tax Map ID		Acres/Square Ft	Street Address	
Current Parcel Zoning:	<u></u>			Request to Rezone to:	<u></u>
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>	<u>Vacant/Unused</u>

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

Adjoining Property Owner(s)		
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		Tax Map Numbers
The Trustees of Guilford Technical Community College	6012 W. Gate City Blvd.	155580
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
KV Grandover Village LLC	6021 6023 W. Gate City Blvd.	230932
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Alberdingk Boley Inc	6008 W. Gate City Blvd.	155578
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
DFHC Corporation Inc	1002 Gardner Hill Drive	159678
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning?

In order to enable the parcels to be utilized for the limited uses requested.

Please provide a description of the site before and after development (if construction is proposed).

No construction presently is proposed.

Please describe the operation proposed including number of employees and hours of operation, if applicable.

No operation presently is proposed for the property.

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).

Proposed uses will be compatible with adjacent properties.

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.

There should be no negative impact arising from proposed uses.

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.

Unknown at this time.

For Town Use Only

Date Application Received: _____

Town of Jamestown, North Carolina

301 E. Main St.

Jamestown, NC 27282

(336) 454-1138



**Town of Jamestown, North Carolina
Department of Planning**

**Rezoning Permit
Process Guide**

Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process typically takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?

During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Dennis Sholl	336-454-5902
Russ Walker, Jr.	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	336-880-3038
Sherrie Richmond**	336-491-8983

**Denotes ETJ member

I USES:

The following uses are permitted by right; all other uses are prohibited.
Accounting, Auditing or Bookkeeping Services
Administrative or Management Services
Advertising Agency
Alteration, Clothing Repair
Ambulance, Fire, Rescue Station
Apparel Sales (Clothing, Shoes, Accessories)
Architect, Engineer or Surveyor's Office
Arts and Crafts Store
Bank, Savings and Loan, or Credit Union
Clothing, Shoe and Accessory Store
Computer Sales and Service
Dental, Medical or Related Office
Department, Variety or General Merchandise Store
Drive Through Window as Accessory Use *
Drugstore
Finance or Loan Office
Fire, Ambulance, Rescue Station
Florist
Furniture Sales
Gift or Card Shop
Grocery Store
Hardware Store
Hobby Shop
Home Furnishings Sales
Insurance Agency (no on-site claims inspections)
Jewelry Store
Law Office
Library
Lighting Sales and Service
Martial Arts Instructional Schools
Medical, Dental or Related Office
Museum or Art Gallery
Musical Instrument Sales
Newsstand
Office Machine Sales
Optical Goods Sales
Paint and Wallpaper Sales
Pet Store
Photocopying and Duplicating Services
Photography, Commercial
Photography Studio
Physical Fitness Center, Health Club
Post Office

The following uses are permitted by right; all other uses are prohibited.
Printing and Publishing Operation
Real Estate Office
Restaurant (with drive-thru)
Restaurant (without drive-thru)
Sporting Goods Store
Stationery Store
Stock, Security or Commodity Broker
Travel Agency
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs

* Subject to additional development standards

II SIGNAGE:

One monument sign per lot shall be permitted, each not to exceed twelve feet in height with maximum sign area not to exceed 60 square feet

III SIDEWALKS:

Sidewalks will be extended along W. Gate City Blvd.



Settled 1752
JAMESTOWN
NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

To the Town Council of the Town of Jamestown, North Carolina,

I, Katie M. Weiner, CMC, Clerk of the Town of Jamestown, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Jamestown primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes the addresses of all owners of real property lying in the area described therein.
- d. The Town Attorney has performed a title search and has verified that the owners of record have signed the petition.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Jamestown, this the 11th day of May, 2021.

(SEAL)



Katie M. Weiner

Katie M. Weiner, CMC, Town Clerk

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Set a date for a public hearing on the question of annexation

AGENDA ITEM #: IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 3 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

Under GS 160A-31, the Town has received a petition for annexation of property 6014 & 6016 W. Gate City Blvd. A Resolution directing the Clerk to investigate the petition was passed at the April 20, 2021, meeting, and the Council has adopted the Certificate of Sufficiency at the May 18, 2021, meeting.

Staff recommend that the Council set a public hearing date for the consideration of the annexation of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center.

ATTACHMENTS: See items in IV-B

RECOMMENDATION/ACTION NEEDED: Set a public hearing date for June 15, 2021

BUDGETARY IMPACT: N/A

SUGGESTED MOTION:

Move to set a public hearing date for the consideration of the annexation of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center. +

FOLLOW UP ACTION NEEDED: Clerk will advertise the public hearing as required by GS 160A-31.



Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S.
160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Town Hall on June 15, 2021, at 6:00pm.

Section 2. The area proposed for annexation is described as follows:

(See attached metes and bounds description and map)

Section 3. Notice of the public hearing shall be published in the *Jamestown News*, a newspaper having general circulation in the Town of Jamestown, at least ten (10) days prior to the date of the public hearing.

Lynn Montgomery, Mayor

ATTEST: _____

Katie M. Weiner, CMC, Town Clerk



Settled 1752
JAMESTOWN
NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

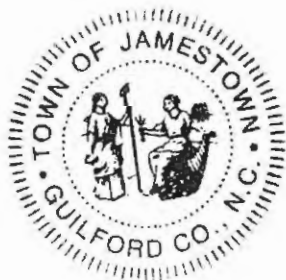
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I, Katie M. Weiner, CMC, Clerk of the Town of Jamestown, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Jamestown primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes the addresses of all owners of real property lying in the area described therein.
- d. The Town Attorney has performed a title search and has verified that the owners of record have signed the petition.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Jamestown, this the 11th day of May, 2021.

(SEAL)



Katie M. Weiner

Katie M. Weiner, CMC, Town Clerk

LEGAL DESCRIPTION FOR 6014 W GATE CITY BLVD
JAMESTOWN TOWNSHIP~GUILFORD COUNTY NORTH CAROLINA
PLAT BOOK 185 PG. 44 LOT 2

PAGE 1 OF 2

BEGINNING AT A NEW IRON PIPE ON THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) AND BEING AS SHOWN RECORDED ON PLAT BOOK 185 PAGES 44 AND 45 IN THE GUILFORD COUNTY REGISTER OF DEEDS, SAID NEW IRON PIPE ALSO BEING THE EASTERN MOST CORNER OF LOT 3 AS RECORDED IN SAID PLAT BOOK 185 PAGES 44 AND 45, THENCE WITH THE NORTHERN LINE OF SAID LOT 3 AND BEING A NORTHERN LINE OF GTCC FOUNDATION PROPERTIES, LLC AS RECORDED IN DEED BOOK 7526 PAGE 1270 NORTH 46 DEG. 37 MIN. 48 SEC. WEST DISTANCE BEING 265.99 FEET TO A NEW IRON PIPE IN THE SOUTHERN LINE OF THE TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE AS RECORDED IN DEED BOOK 7526 PAGE 1267, THENCE WITH THE SOUTHERN LINE OF THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF NORTH 30 DEG. 49 MIN. 39 SEC. EAST CHORD DISTANCE BEING 145.45 FEET ARC-LENGTH BEING 145.97 FEET AND HAVING A RADIUS OF 500.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE RIGHT A CHORD BEARING OF NORTH 56 DEG. 52 MIN. 08 SEC. EAST CHORD DISTANCE BEING 22.60 FEET ARC-LENGTH BEING 24.02 FEET AND HAVING A RADIUS OF 20.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME SOUTH 88 DEG. 43 MIN. 35 SEC. EAST DISTANCE BEING 109.11 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE RIGHT A CHORD BEARING OF SOUTH 69 DEG. 46 MIN. 13 SEC. EAST CHORD DISTANCE BEING 97.45 FEET ARC-LENGTH BEING 99.25 FEET AND HAVING A RADIUS OF 150.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME SOUTH 50 DEG. 48 MIN. 51 SEC. EAST DISTANCE BEING 115.60 FEET TO A NEW IRON PIPE ON THE

NORTHERN 100 FOOT WIDE RIGHT OF WAY RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD), THENCE WITH SAID NORTHERN RIGHT OF WAY BEING A CURVE TO THE RIGHT A CHORD BEARING OF SOUTH 39 DEG. 57 MIN. 49 SEC. WEST CHORD DISTANCE BEING 152.33 FEET ACR-LENGTH BEING 152.49 FEET AND HAVING A RADIUS OF 962.52 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME SOUTH 44 DEG. 30 MIN. 32 SEC. WEST DISTANCE BEING 131.79 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 1.655 ACRES MORE OR LESS.

Evans Engineering, Inc.
4609 Dundas Drive
Greensboro, NC 27407
PHONE (336) 854-8877
FAX (336) 854-8876
LICENSE #C-0168



LEGAL DESCRIPTION FOR 6016 W GATE CITY BLVD
JAMESTOWN TOWNSHIP~GUILFORD COUNTY NORTH CAROLINA
PLAT BOOK 185 PG. 44 LOT 3

PAGE 1 OF 2

BEGINNING AT A NEW IRON PIPE ON THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) AND BEING AS SHOWN RECORDED ON PLAT BOOK 185 PAGES 44 AND 45 IN THE GUILFORD COUNTY REGISTER OF DEEDS, SAID NEW IRON PIPE ALSO BEING THE SOUTHERN MOST CORNER OF LOT 2 AS RECORDED IN SAID PLAT BOOK 185 PAGES 44 AND 45, THENCE WITH THE NORTHERN 100 FOOT WIDE RIGHT OF WAY FOR WEST GATE CITY BOULEVARD (F.K.A. HIGH POINT ROAD) SOUTH 44 DEG. 30 MIN. 32 SEC. WEST DISTANCE BEING 217.36 FEET TO AN EXISTING IRON PIPE, THENCE WITH AN EASTERN LINE OF DFHC CORPORATION INC., AS DESCRIBED IN DEED BOOK 7619 PAGE 1198 NORTH 02 DEG. 34 MIN. 37 SEC. EAST DISTANCE BEING 62.73 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME NORTH 87 DEG. 28 MIN. 14 SEC. WEST DISTANCE BEING 289.47 FEET TO A NEW IRON PIPE IN THE NORTHERN LINE OF LOT 3 OF THE GARDNER HILL STATION PLAT AS SHOWN RECORDED IN PLAT BOOK 177 PAGE 17, THENCE WITH A SOUTHERN LINE OF THE TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE AS RECORDED IN DEED BOOK 7526 PAGE 1267 ALSO BEING LOT 1 AS SHOWN RECORDED IN PLAT BOOK 185 PAGES 44 AND 45 NORTH 02 DEG. 31 MIN. 46 SEC. EAST DISTANCE BEING 86.32 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE RIGHT A CHORD BEARING OF NORTH 36 DEG. 57 MIN. 38 SEC. EAST CHORD DISTANCE BEING 22.62 FEET ARC-LENGTH BEING 24.04 FEET AND HAVING A RADIUS OF 20.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF NORTH 55 DEG. 17 MIN. 28 SEC. EAST CHORD DISTANCE BEING 277.32

FEET ARC-LENGTH BEING 281.00 FEET AND HAVING A RADIUS OF 500.00 FEET TO A NEW IRON PIPE, THENCE WITH THE SOUTHERN LINE OF GTCC FOUNDATION PROPERTIES, LLC AS DESCRIBED IN DEED BOOK 7526 PAGE 1270 SOUTH 46 DEG. 37 MIN. 48 SEC. EAST DISTANCE BEING 265.99 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 1.701 ACRES MORE OR LESS.

Evans Engineering, Inc.
4609 Dundas Drive
Greensboro, NC 27407
PHONE (336) 854-8877
FAX (336) 854-8876
LICENSE #C-0168





JAMESTOWN ANNEXATION PETITION

Date _____

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

- CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-31. The area to be annexed is contiguous to the Town of Jamestown and the boundaries of such territory are described below by metes and bounds:
- NON-CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-58.1. The area to be annexed is non-contiguous to the Town of Jamestown and within an area that the Town of Jamestown is permitted to annex pursuant to N.C.G.S. 160A-58.1, and the boundaries of such territory to be annexed are described below by metes and bounds:

(You may print "See Attached" and attach the description)

Lots 2 and 3 as shown on the attached Plat recorded in the Guilford County Registry in Plat Book 185 at Page 44

We acknowledge that any zoning vested rights** acquired pursuant to N.C.G.S. 160A-385.1 or N.C.G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such vested rights on this petition shall result in a termination of such vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof)

	<u>Print or Type Name and Address</u>	<u>Do you declare vested rights?***</u> (Indicate yes or no.)	<u>Signature</u>
1.	GTCC Foundation Properties, LLC 601 E. Main Street Jamestown, NC 27282	No	By: Guilford Technical Community College Foundation, Inc. Its: <i>Larry Sellen</i> By: Its:
2.	_____	_____	_____
3.	_____	_____	_____

Important: Both husband and wife must sign, if applicable.

**These are a special type of vested rights obtained only after the approval of a "site specific development plan" following a public hearing on that plan. Only a small number of plans have received such an approval.

Date Received: _____ Received By: _____

PROPERTY DE AZAS LLC
JAMESTOWN TOWNSHIP-GUILFORD COUNTY
JAMESTOWN, NORTH CAROLINA
AUGUST 23, 2013



Plans
Engineering, Inc.
1000 North Carolina Street
Jamestown, North Carolina 27857
Phone: 800-441-8877
Fax: 800-441-8877

THESE PLANS SHOW THE PROPOSED...
APPLICANT'S RESPONSIBILITY...
CONSTRUCTION...
MAINTENANCE...
REPAIRS...
REPLACEMENT...
REMOVAL...
RELOCATION...
ADJUSTMENT...
CORRECTION...
ALTERATION...
IMPROVEMENT...
ENLARGEMENT...
EXPANSION...
MODIFICATION...
ADJUSTMENT...
CORRECTION...
ALTERATION...
IMPROVEMENT...
ENLARGEMENT...
EXPANSION...
MODIFICATION...

*Applies to Right of Way
for Project #10000 B Pass
not apply to internal roadways*

8/2/2013

8/2/2013

8/2/2013

8/2/2013

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8/2/2013

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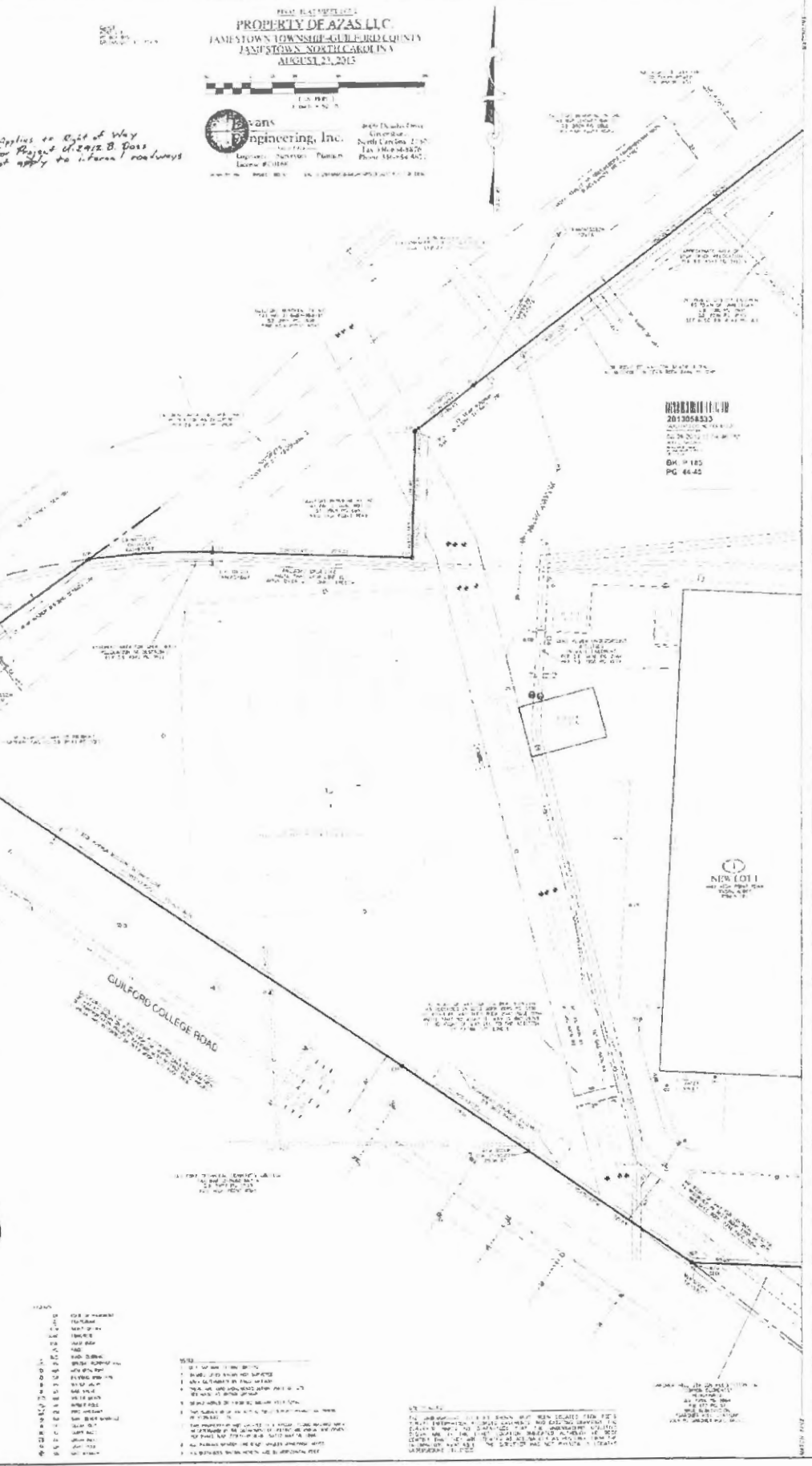
8/2/2013

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8/2/2013



RECORDING INFORMATION
2013058533
AUGUST 23, 2013
JAMESTOWN, NC
PG 44-45

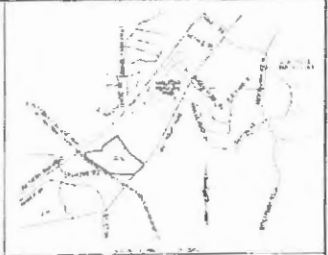


- | | |
|----|--------------------------|
| 1 | EXIST. ROADWAY |
| 2 | PROPOSED ROADWAY |
| 3 | PROPOSED DRIVEWAY |
| 4 | PROPOSED SIDEWALK |
| 5 | PROPOSED CURB |
| 6 | PROPOSED UTILITY |
| 7 | PROPOSED FENCE |
| 8 | PROPOSED SIGN |
| 9 | PROPOSED LIGHT |
| 10 | PROPOSED TREE |
| 11 | PROPOSED PLANT |
| 12 | PROPOSED STRUCTURE |
| 13 | PROPOSED EQUIPMENT |
| 14 | PROPOSED FURNITURE |
| 15 | PROPOSED LANDSCAPE |
| 16 | PROPOSED PAVEMENT |
| 17 | PROPOSED DRAINAGE |
| 18 | PROPOSED EROSION CONTROL |
| 19 | PROPOSED SECURITY |
| 20 | PROPOSED ACCESS |
| 21 | PROPOSED EGRESS |
| 22 | PROPOSED VENT |
| 23 | PROPOSED EXHAUST |
| 24 | PROPOSED INTAKE |
| 25 | PROPOSED OUTLET |
| 26 | PROPOSED CONNECTION |
| 27 | PROPOSED ISOLATION |
| 28 | PROPOSED RESTRAINT |
| 29 | PROPOSED ANCHORAGE |
| 30 | PROPOSED BRACING |
| 31 | PROPOSED STIFFENING |
| 32 | PROPOSED REINFORCEMENT |
| 33 | PROPOSED PROTECTION |
| 34 | PROPOSED SHIELDING |
| 35 | PROPOSED BARRIER |
| 36 | PROPOSED SAFETY |
| 37 | PROPOSED SECURITY |
| 38 | PROPOSED ACCESS |
| 39 | PROPOSED EGRESS |
| 40 | PROPOSED VENT |
| 41 | PROPOSED EXHAUST |
| 42 | PROPOSED INTAKE |
| 43 | PROPOSED OUTLET |
| 44 | PROPOSED CONNECTION |
| 45 | PROPOSED ISOLATION |
| 46 | PROPOSED RESTRAINT |
| 47 | PROPOSED ANCHORAGE |
| 48 | PROPOSED BRACING |
| 49 | PROPOSED STIFFENING |
| 50 | PROPOSED REINFORCEMENT |
| 51 | PROPOSED PROTECTION |
| 52 | PROPOSED SHIELDING |
| 53 | PROPOSED BARRIER |
| 54 | PROPOSED SAFETY |
| 55 | PROPOSED SECURITY |
| 56 | PROPOSED ACCESS |
| 57 | PROPOSED EGRESS |
| 58 | PROPOSED VENT |
| 59 | PROPOSED EXHAUST |
| 60 | PROPOSED INTAKE |
| 61 | PROPOSED OUTLET |
| 62 | PROPOSED CONNECTION |
| 63 | PROPOSED ISOLATION |
| 64 | PROPOSED RESTRAINT |
| 65 | PROPOSED ANCHORAGE |
| 66 | PROPOSED BRACING |
| 67 | PROPOSED STIFFENING |
| 68 | PROPOSED REINFORCEMENT |
| 69 | PROPOSED PROTECTION |
| 70 | PROPOSED SHIELDING |
| 71 | PROPOSED BARRIER |
| 72 | PROPOSED SAFETY |
| 73 | PROPOSED SECURITY |
| 74 | PROPOSED ACCESS |
| 75 | PROPOSED EGRESS |
| 76 | PROPOSED VENT |
| 77 | PROPOSED EXHAUST |
| 78 | PROPOSED INTAKE |
| 79 | PROPOSED OUTLET |
| 80 | PROPOSED CONNECTION |
| 81 | PROPOSED ISOLATION |
| 82 | PROPOSED RESTRAINT |
| 83 | PROPOSED ANCHORAGE |
| 84 | PROPOSED BRACING |
| 85 | PROPOSED STIFFENING |
| 86 | PROPOSED REINFORCEMENT |
| 87 | PROPOSED PROTECTION |
| 88 | PROPOSED SHIELDING |
| 89 | PROPOSED BARRIER |
| 90 | PROPOSED SAFETY |

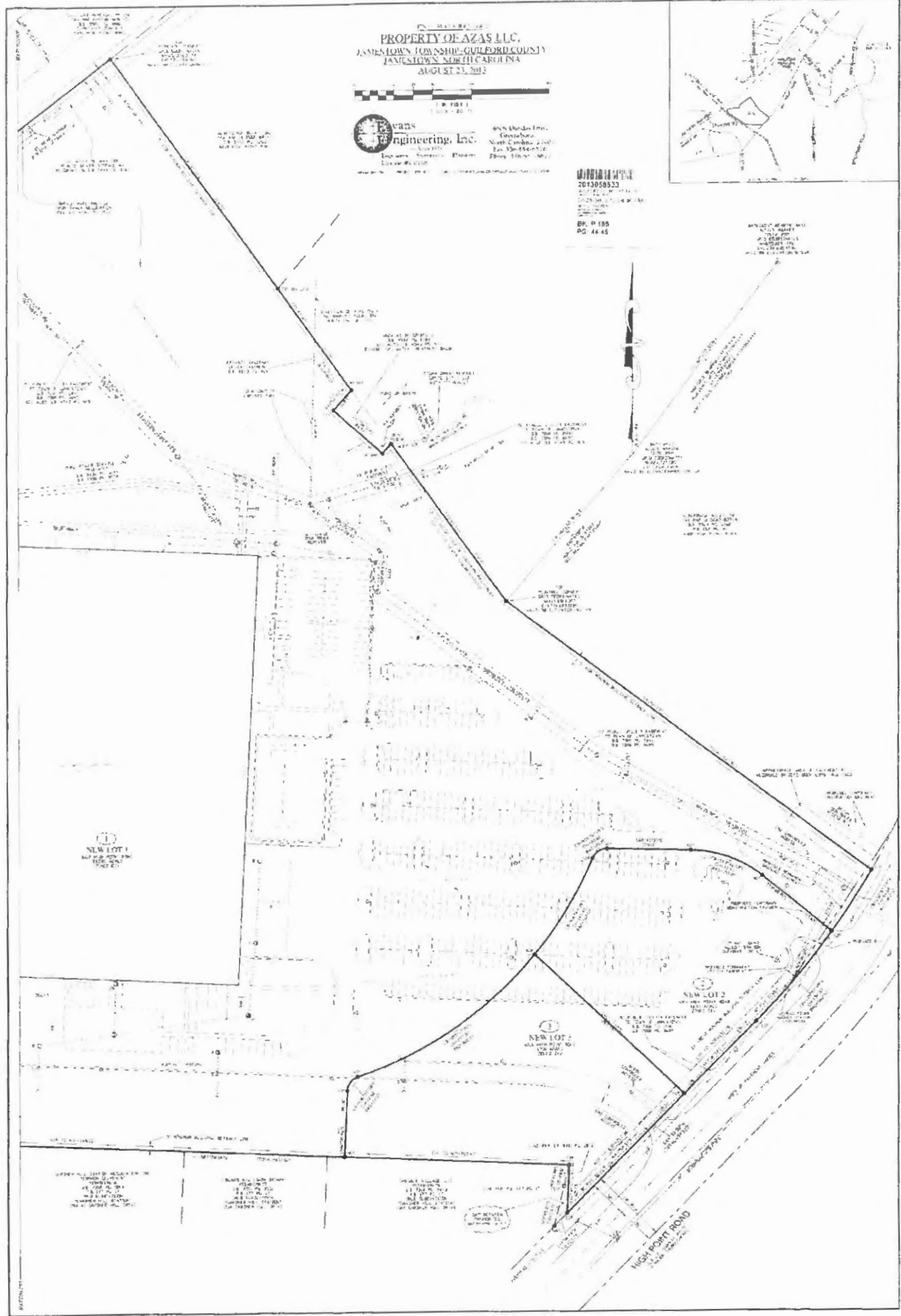
PROPERTY OF AZAS LLC,
JAMES TOWN TOWNSHIP-GUILFORD COUNTY
JAMES TOWN, NORTH CAROLINA
AUGUST 23, 2013



WERNER
Engineering, Inc.
10000 Oldfield Lane
Charlotte, NC 28215
Tel: 704.536.1100
Fax: 704.536.1101
www.wernereng.com



WERNER ENGINEERING
201305933
DATE: 08/23/2013
DRAWN BY: J. WERNER
CHECKED BY: J. WERNER
SCALE: AS SHOWN
BK. P 185
PG. 44-45





Town of Jamestown, North Carolina
Department of Planning

Application for Zoning Amendment

The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

- Additional Notes:**
- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
 - *BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY, INCLUDING BUT NOT LIMITED TO THE USE OF UNMANNED AERIAL SYSTEMS TO OVERFLY YOUR PROPERTY*
 - You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: Charles E. Melvin, Jr.
PO Box 21927, Greensboro, NC 27420-1927
 Street Address or P.O. Box 336-420-9388 City/State/Zip Code cmelvin@foxrothschild.com
 Home/Work Phone Number _____ Mobile Number _____ Email _____

Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

Owner Name: GTCC Foundation Properties, LLC
601 E. Main Street, Jamestown, NC 27282
 Street Address or P.O. Box _____ City/State/Zip Code _____
 Home/Work Phone Number _____ Mobile Number _____ Email _____

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

Applicant Signature: Charles E. Melvin, Jr. Date: 04/07/21
 I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).
 Owner Signature: Nancy Sollosi Date: 4/8/2021

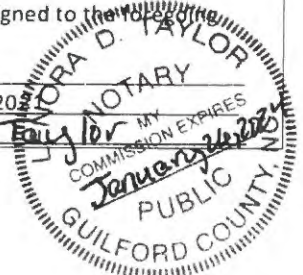
NOTARY STATEMENT:

State of North Carolina _____, County of Guilford to wit: (SEAL)

I, Lenora D. Taylor a notary public in and for the state and county aforesaid, do hereby certify that Nancy Sollosi whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires January 26, 2024
Given under my hand this 8th Day of April, 2021

Notary Signature Lenora D. Taylor Printed Name of Notary: Lenora D. Taylor



Permit Information				
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #1:	220421	Parcel Size:	1.65 acres	6014 W. Gate City Blvd.
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	CIV-CIVIC		Request to Rezone to: COMMERCIAL (CZ)	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential Vacant/Unused
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #2:	220422	Parcel Size:	1.7 acres	6016 W. Gate City Blvd.
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	CIV-CIVIC		Request to Rezone to: COMMERCIAL (CZ)	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential Vacant/Unused
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #3:		Parcel Size:		
	Tax Map ID		Acres/Square Ft	Street Address
Current Parcel Zoning:			Request to Rezone to:	
Current Parcel Use:	Agricultural	Commercial	Industrial	Residential Vacant/Unused

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

Adjoining Property Owner(s)		
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		Tax Map Numbers
The Trustees of Guilford Technical Community College	6012 W. Gate City Blvd.	155580
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
KV Grandover Village LLC	6021 6023 W. Gate City Blvd.	230932
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Alberdingk Boley Inc	6008 W. Gate City Blvd.	155578
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
DFHC Corporation Inc	1002 Gardner Hill Drive	159678
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning?

In order to enable the parcels to be utilized for the limited uses requested.

Please provide a description of the site before and after development (if construction is proposed).

No construction presently is proposed.

Please describe the operation proposed including number of employees and hours of operation, if applicable.

No operation presently is proposed for the property.

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).

Proposed uses will be compatible with adjacent properties.

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.

There should be no negative impact arising from proposed uses.

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.

Unknown at this time.

For Town Use Only

Date Application Received: _____

Town of Jamestown, North Carolina
301 E. Main St.
Jamestown, NC 27282
(336) 454-1138



**Town of Jamestown, North Carolina
Department of Planning**

**Rezoning Permit
Process Guide**

Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process *typically* takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?
During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Dennis Sholl	336-454-5902
Russ Walker, Jr.	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	336-880-3038
Sherrie Richmond**	336-491-8983

**Denotes ETJ member

I USES:

The following uses are permitted by right; all other uses are prohibited.
Accounting, Auditing or Bookkeeping Services
Administrative or Management Services
Advertising Agency
Alteration, Clothing Repair
Ambulance, Fire, Rescue Station
Apparel Sales (Clothing, Shoes, Accessories)
Architect, Engineer or Surveyor's Office
Arts and Crafts Store
Bank, Savings and Loan, or Credit Union
Clothing, Shoe and Accessory Store
Computer Sales and Service
Dental, Medical or Related Office
Department, Variety or General Merchandise Store
Drive Through Window as Accessory Use *
Drugstore
Finance or Loan Office
Fire, Ambulance, Rescue Station
Florist
Furniture Sales
Gift or Card Shop
Grocery Store
Hardware Store
Hobby Shop
Home Furnishings Sales
Insurance Agency (no on-site claims inspections)
Jewelry Store
Law Office
Library
Lighting Sales and Service
Martial Arts Instructional Schools
Medical, Dental or Related Office
Museum or Art Gallery
Musical Instrument Sales
Newsstand
Office Machine Sales
Optical Goods Sales
Paint and Wallpaper Sales
Pet Store
Photocopying and Duplicating Services
Photography, Commercial
Photography Studio
Physical Fitness Center, Health Club
Post Office

The following uses are permitted by right; all other uses are prohibited.
Printing and Publishing Operation
Real Estate Office
Restaurant (with drive-thru)
Restaurant (without drive-thru)
Sporting Goods Store
Stationery Store
Stock, Security or Commodity Broker
Travel Agency
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs

* Subject to additional development standards

II SIGNAGE:

One monument sign per lot shall be permitted, each not to exceed twelve feet in height with maximum sign area not to exceed 60 square feet

III SIDEWALKS:

Sidewalks will be extended along W. Gate City Blvd.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Set a public hearing for the rezoning of 6014 & 6016 W. Gate City Blv. **AGENDA ITEM #:** IV-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 3 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

A petition for rezoning has been received and reviewed by the Planning Board. The staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center.

ATTACHMENTS: Rezoning application

RECOMMENDATION/ACTION NEEDED: Set a public hearing date for June 15, 2021.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to Staff recommend that the Council set a public hearing date for the consideration of the rezoning of the parcels located at 6014 & 6016 W. Gate City Blvd. for the June 15, 2021, regular meeting at 6pm in the Civic Center. +

FOLLOW UP ACTION NEEDED: Clerk and staff will provide notice as required.



JAMESTOWN ANNEXATION PETITION

Date _____

TO THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:

- CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-31. The area to be annexed is contiguous to the Town of Jamestown and the boundaries of such territory are described below by metes and bounds:
- NON-CONTIGUOUS: We the undersigned, being all the owners of the real property described in Paragraph 2 below, respectfully request that such property be annexed to the Town of Jamestown, pursuant to N.C.G.S. 160A-58.1. The area to be annexed is non-contiguous to the Town of Jamestown and within an area that the Town of Jamestown is permitted to annex pursuant to N.C.G.S. 160A-58.1, and the boundaries of such territory to be annexed are described below by metes and bounds:

(You may print "See Attached" and attach the description)

Lots 2 and 3 as shown on the attached Plat recorded in the Guilford County Registry in Plat Book 185 at Page 44

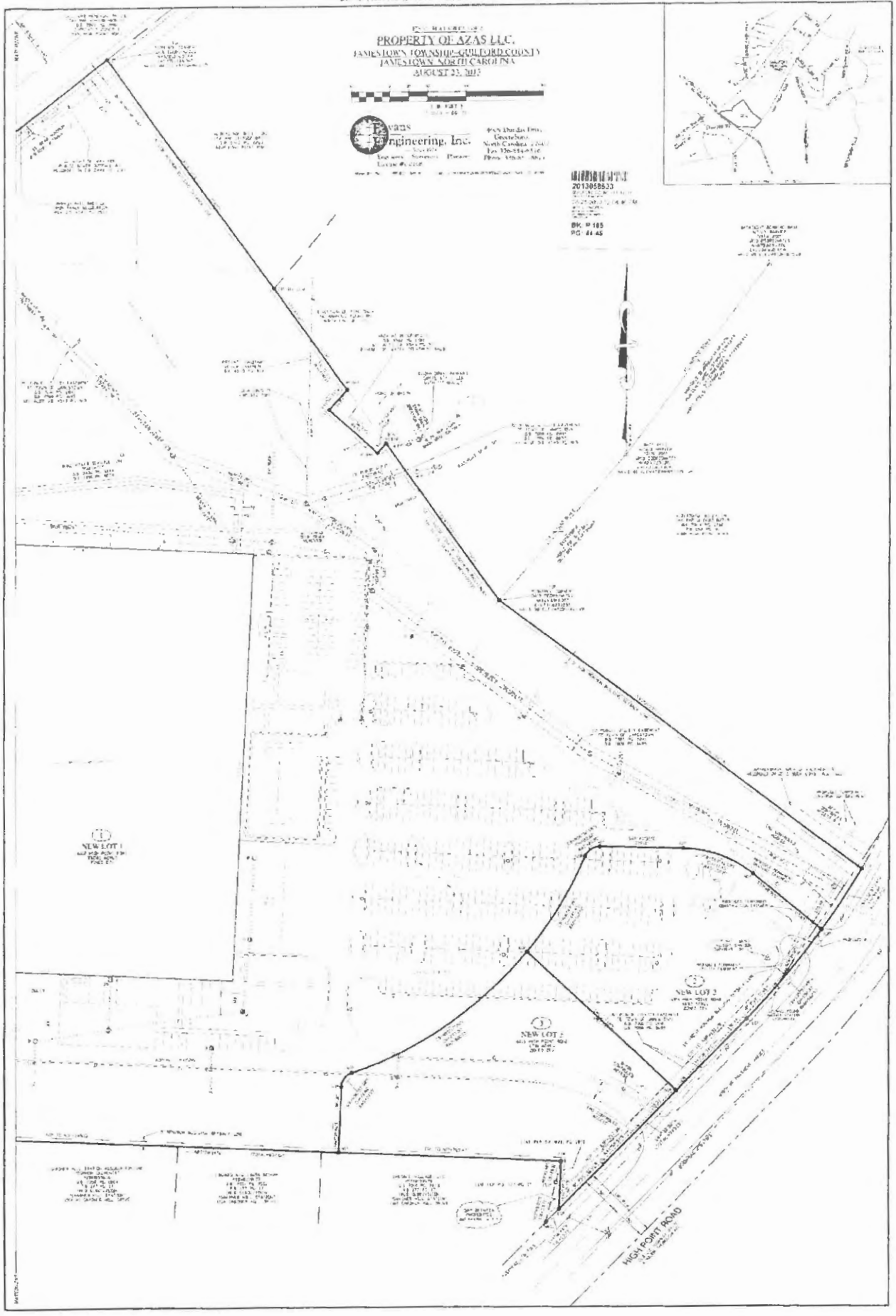
We acknowledge that any zoning vested rights** acquired pursuant to N.C.G.S. 160A-38.5.1 or N.C.G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such vested rights on this petition shall result in a termination of such vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

	<u>Do you declare vested rights?*</u> (Indicate yes or no.)	<u>Signature</u>
1. <u>Print or Type Name and Address</u> GTCC Foundation Properties, LLC 601 E. Main Street Jamestown, NC 27282	<u>No</u>	By: Guilford Technical Community College Foundation, Inc. Its: _____ By: <i>Larry Sella</i> Its: _____
2. _____ _____ _____	_____	_____
3. _____ _____ _____	_____	_____

Important: Both husband and wife must sign, if applicable.

**These are a special type of vested rights obtained only after the approval of a "site specific development plan" following a public hearing on that plan. Only a small number of plans have received such an approval.

Date Received: _____ Received By: _____





**Town of Jamestown, North Carolina
Department of Planning**

Application for Zoning Amendment

**The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:**

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- **BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY, INCLUDING BUT NOT LIMITED TO THE USE OF UNMANNED AERIAL SYSTEMS TO OVERFLY YOUR PROPERTY**
- **You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.**

Applicant Information

Applicant Name: Charles E. Melvin, Jr.
PO Box 21927, Greensboro, NC 27420-1927
 Street Address or P.O. Box 336-420-9388 City/State/Zip Code cmelvin@foxrothschild.com
 Home/Work Phone Number _____ Mobile Number _____ Email _____
 Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

Owner Name: GTCC Foundation Properties, LLC
601 E. Main Street, Jamestown, NC 27282
 Street Address or P.O. Box _____ City/State/Zip Code _____
 Home/Work Phone Number _____ Mobile Number _____ Email _____

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

Applicant Signature: Charles E. Melvin, Jr. Date: 04/07/21

I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).

Owner Signature: Nancy Sollosi Date: 4/8/2021

NOTARY STATEMENT:

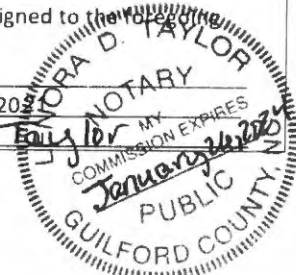
State of North Carolina, County of Guilford to wit: (SEAL)

I, Lenora D. Taylor a notary public in and for the state and county aforesaid, do hereby certify that Nancy Sollosi whose name(s) is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.

My commission expires January 26, 2024

Given under my hand this 8th Day of April, 2021

Notary Signature Lenora D. Taylor Printed Name of Notary: Lenora D. Taylor



Permit Information				
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #1:	<u>220421</u>	Parcel Size:	<u>1.65 acres</u>	<u>6014 W. Gate City Blvd.</u>
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>		Request to Rezone to: <u>COMMERCIAL (CZ)</u>	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #2:	<u>220422</u>	Parcel Size:	<u>1.7 acres</u>	<u>6016 W. Gate City Blvd.</u>
	Tax Map ID		Acres/Square Ft	Street Address (see attached for uses)
Current Parcel Zoning:	<u>CIV-CIVIC</u>		Request to Rezone to: <u>COMMERCIAL (CZ)</u>	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>
Owner Requests Rezoning of the Following Parcel(s):				
Parcel #3:	_____	Parcel Size:	_____	_____
	Tax Map ID		Acres/Square Ft	Street Address
Current Parcel Zoning:	_____		Request to Rezone to: _____	
Current Parcel Use:	<u>Agricultural</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>
				<u>Vacant/Unused</u>

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

Adjoining Property Owner(s)		Tax Map Numbers
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		
The Trustees of Guilford Technical Community College	6012 W. Gate City Blvd.	155580
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
KV Grandover Village LLC	6021 6023 W. Gate City Blvd.	230932
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Alberdingk Boley Inc	6008 W. Gate City Blvd.	155578
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
DFHC Corporation Inc	1002 Gardner Hill Drive	159678
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning?

In order to enable the parcels to be utilized for the limited uses requested.

Please provide a description of the site before and after development (if construction is proposed).

No construction presently is proposed.

Please describe the operation proposed including number of employees and hours of operation, if applicable.

No operation presently is proposed for the property.

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).

Proposed uses will be compatible with adjacent properties.

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.

There should be no negative impact arising from proposed uses.

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.

Unknown at this time.

For Town Use Only

Date Application Received:

Town of Jamestown, North Carolina
301 E. Main St.
Jamestown, NC 27282
(336) 454-1138



**Town of Jamestown, North Carolina
Department of Planning**

**Rezoning Permit
Process Guide**

Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process typically takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?
During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Dennis Sholl	336-454-5902
Russ Walker, Jr.	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	336-880-3038
Sherrie Richmond**	336-491-8983

**Denotes ETJ member

I USES:

The following uses are permitted by right; all other uses are prohibited.
Accounting, Auditing or Bookkeeping Services
Administrative or Management Services
Advertising Agency
Alteration, Clothing Repair
Ambulance, Fire, Rescue Station
Apparel Sales (Clothing, Shoes, Accessories)
Architect, Engineer or Surveyor's Office
Arts and Crafts Store
Bank, Savings and Loan, or Credit Union
Clothing, Shoe and Accessory Store
Computer Sales and Service
Dental, Medical or Related Office
Department, Variety or General Merchandise Store
Drive Through Window as Accessory Use *
Drugstore
Finance or Loan Office
Fire, Ambulance, Rescue Station
Florist
Furniture Sales
Gift or Card Shop
Grocery Store
Hardware Store
Hobby Shop
Home Furnishings Sales
Insurance Agency (no on-site claims inspections)
Jewelry Store
Law Office
Library
Lighting Sales and Service
Martial Arts Instructional Schools
Medical, Dental or Related Office
Museum or Art Gallery
Musical Instrument Sales
Newsstand
Office Machine Sales
Optical Goods Sales
Paint and Wallpaper Sales
Pet Store
Photocopying and Duplicating Services
Photography, Commercial
Photography Studio
Physical Fitness Center, Health Club
Post Office

The following uses are permitted by right; all other uses are prohibited.
Printing and Publishing Operation
Real Estate Office
Restaurant (with drive-thru)
Restaurant (without drive-thru)
Sporting Goods Store
Stationery Store
Stock, Security or Commodity Broker
Travel Agency
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs

* Subject to additional development standards

II SIGNAGE:

One monument sign per lot shall be permitted, each not to exceed twelve feet in height with maximum sign area not to exceed 60 square feet

III SIDEWALKS:

Sidewalks will be extended along W. Gate City Blvd.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Recreational Facility Capital Project Fund & Budget Amendment #24 AGENDA ITEM #: IV-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Since it appears that the design and construction of the Recreational Maintenance Facility will cover more than one fiscal year, we are requesting to set up a capital project ordinance (multi-year fund) for this project. The accompanying budget amendment will move the capital funds (fund 10 already set aside) into a transfer-out line which will offset the transfer-in which is part of the capital project fund. In addition, the amendment will set up a transfer from the General Capital Reserve Fund into the Capital Project Fund. This transfer represents the amount of the 2 cents from tax collections that gets put into the Reserve Fund, and is not expended on the clubhouse debt payments. The transfer of the 2 cents was designated by Council to be used for golf course projects.

ATTACHMENTS: Capital Project Ordinance & Budget Amendment #24

RECOMMENDATION/ACTION NEEDED: Approve Capital Project Ordinance & budget amendment #24

BUDGETARY IMPACT: \$129,000 from General Capital Reserve budgeted in Capital Project Ordinance

SUGGESTED MOTION: Approve setting up Recreational Maintenance Facility Capital Project Fund and Approve budget amendment #24

FOLLOW UP ACTION NEEDED:

**CAPITAL PROJECTS FUND - RECREATIONAL MAINTENANCE FACILITY
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

	<u>Project Author- ization</u>	<u>Prior Year</u>	<u>Actual Current Year</u>	<u>Total to Date</u>	<u>Variance Positive (Negative)</u>
Revenues:					
Investment income	\$ 50	\$ -	\$ -	\$ -	\$ (50)
Expenditures:					
Architectural / Engineering	37,640	-	-	-	37,640
Other Contracted Services	2,500	-	-	-	2,500
Capital outlay - Building	492,000	-	-	-	492,000
Capital outlay - Equipment	20,000	-	-	-	20,000
Capital outlay - land improvements	18,400	-	-	-	18,400
Contingency	12,010	-	-	-	12,010
Total expenditures	<u>582,550</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>582,550</u>
Revenues under expenditures	<u>(582,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>582,500</u>
Other financing sources (uses):					
Transfer from General Fund	453,500	-	-	-	(453,500)
Transfer from General Capt Reserve Fund	129,000	-	-	-	(129,000)
Total other financing uses	<u>582,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(582,500)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balance:					
Beginning of year, July 1			<u>-</u>		
End of year, June 30			<u>\$ -</u>		



Settled 1752
JAMESTOWN
NORTH CAROLINA

Adoption of Capital Project Ordinance – Recreational Maintenance Facility

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of a 4,100 feet metal building to be used for equipment work bays, parts storage, chemical storage, and staff offices and additional rooms, and to provide parking space for staff, and to provide fuel tanks for gas and diesel fuel pumps.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Architectural/Engineering & Construction	\$550,540
Equipment	20,000
Contingency	12,010

Section 4. The following revenues are anticipated to be available to complete this project:

Funds from General Fund	\$453,500
Funds from General Capital Reserve Fund	129,000
Investment income	50

Section 5. The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 6. The Finance Director/Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

Section 7. Copies of this capital project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this 18th day of May 2021.

ATTEST:

Mayor S. Lynn Montgomery

Katie M. Weiner
Town Clerk

P.O. Box 848
Jamestown, NC 27282

www.jamestown-nc.gov

Tel:(336)454-1138
Fax:(336)886-3504

FYE 6/30/21
 BUDGET AMENDMENT #24

		<u>Debit</u>	<u>Credit</u>
Fund 10:			
Transfer to Recreational Maintenance Facility Capital Project	10-9600-9600	453,500.00	
Capital Outlay - Building	10-6300-5800		453,500.00
To adjust budget for transfer of funds to CP fund			
Fund 11:			
Transfer to Recreational Maintenance Facility Capital Project	11-9600-9600	129,000.00	
Reserve for Future Expenditures	11-9600-9800		21,900.00
Appropriated Fund Balance	11-3991		107,100.00
To adjust budget for transfer of funds to CP fund			

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Presentation of Recommended Budget & CIP for 2021-22

AGENDA ITEM #: IV-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The recommended budget (in your notebook) for 2021-22 is presented, along with the summary CIP. This budget is preliminary; there still could be changes before the budget is presented for approval at the June Town Council meeting.

The budget message, as well as a budget summary by department and the CIP summaries, have been posted on the website.

The reason that we posted budget by department on the website is because the approval of the budget by Town Council is done by department (not by line item).

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED: The budget will be presented for approval at the June 15th Council meeting

TOWN OF JAMESTOWN
2021/2022
ANNUAL BUDGET - Presented at May Council meeting
SUMMARY OF ALL FUNDS

FUND	Total Revenues and Other Financing Sources DEPARTMENT	Preliminary 2021/2022
General	All	6,442,936
General Capital Reserve		101,010
Water/Sewer		5,492,205
Water/Sewer Capital Reserve		420,010
Randleman Reservoir Capital Reserve		123,000
Total Revenues and Other Financing Sources - All Funds		12,579,161

FUND	Total Expenditures and Other Financing Uses DEPARTMENT	Preliminary 2021/2022
General	Governing	75,700
	Administration	555,050
	Planning	402,800
	Buildings & Grounds	183,300
	Public Safety	535,500
	Fire	697,566
	Street	293,400
	Powell Bill	-
	Sanitation	430,450
	Recreation	383,970
	Golf Course - Maintenance	921,000
	Golf Course - Golf Shop	744,900
	Debt Service	247,500
	Capital outlay	870,800
Transfers	101,000	
	General Fund Total	6,442,936
General Capital Reserve:		
Transfers		76,600
Reserve for future expenditures		24,410
		101,010
Water/Sewer:		
Operating / debt service		3,131,705
Capital outlay		1,904,000
Transfers		456,500
	Water/Sewer Fund Total	5,492,205
Water/Sewer Capital Reserve:		
Reserve for Future Expenditures		420,010
Randleman Reservoir Capital Reserve:		
Transfers		123,000
Total Expenditures and Other Financing Uses - All Funds		12,579,161

Less: Inter-fund transfers	(757,100)
Expenditures, less inter-fnd transfers	11,822,061

Town of Jamestown
Capital Improvement Program
General Fund

Department	Priority	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	Beyond 5 Years	Total
Sidewalk - Oakdale Rd. (Phase 3) (Capital Project Fund)	Planning	Must Do	540,000 (7) (8)					540,000
Sidewalk - Perry Rd (Main St. - HP Greenway) (Capital Project Fund)	Planning	Must Do		800,000 (7) (8)	405,000			1,205,000
Sidewalk - Oakdale Rd. (Phase 2) (Capital Project Fund)	Planning	Must Do	160,000 (7) (8)					160,000
Recreational Maintenance Building	Golf - Maint	Must Do	582,500 (2)					582,500
Totals for Capital Project Funds			1,282,500	800,000	405,000			2,487,500
Operating Budget Items:								
Updates to 2040 Comprehensive Plan	Planning	Must Do	15,000 (2)					15,000
New bathrooms for golf course	Golf - Maint	Must Do	120,000 (2)					120,000
Roadway Improvements (paving)	Public Services/Power (8)	Must Do		200,000 (1)		200,000 (1)	400,000 (1)	800,000
Paving - Crosswalk Improvements (clamping, etc)	Public Services Streets	Must Do	35,000 (2)				35,000	70,000
New Sanitation Truck	Public Services/Sanitation	Must Do	220,000 (6)					220,000
Potter Sidewalk	Public Services-Streets	Must Do	44,000 (2)					44,000
Civic Center Improvements	Admin - Building	Must Do		55,000 (2)				55,000
Civic Center Sound System	Admin - Building	Must Do		40,000 (2)				40,000
Construct offices at town hall	Admin - Building	Must Do		95,000 (2)				95,000
Storm Drainage - Street Improvements	Public Services-Streets	Should Do	142,000 (2)					142,000
Stormwater Mapping Project - Withers Ravenel	Public Services-Streets	Should Do	43,000 (2)					43,000
Stormwater Audit Prep and Inspection - Blue Stream	Public Services-Streets	Should Do	15,000 (2)					15,000
Snow paws	Public Services-Streets	Should Do	12,000 (2)					12,000
Pavement Survey	Public Services-Streets	Should Do	10,000 (2)					10,000
Solid Waste / Recycling Study	Public Services-Sanitation	Should Do	20,000 (2)					20,000
Replace drainage system at golf course	Golf - Maint	Should Do					40,000	40,000
Repair cart paths	Golf - Maint	Should Do	25,000 (2)					25,000
Bunker Construction	Golf - Maint	Should Do					80,000	80,000
Sand Pro	Golf - Maint	Should Do	24,800 (6)					24,800
Multi Pro Sprayer on Workman HDX	Golf - Maint	Should Do	55,860 (6)					55,860
Driving Range improvements	Golf - Maint	Should Do		30,000 (2)				30,000
Carli Barn roof	Golf Shop	Should Do	25,000 (2)					25,000
Wienn Miller bathrooms	Recreation	Should Do	116,000 (2)					116,000
Pave shelter parking lot	Recreation	Should Do					8,000	8,000
New bathrooms at shelters	Recreation	Should Do	75,000 (2)					75,000
New Park Shelter - replacement of shelter #3	Recreation	Should Do					100,000	100,000
Seal coating parking lot at Soccer Fields	Recreation	Should Do	12,500 (2)					12,500
Updates to Land Development Ordinance	Planning	Should Do			50,000 (2)			50,000
Main Street Corridor Study	Planning	Should Do	25,000 (2)	50,000 (2)				75,000
Crosswalk at Mendenhall Homeplace	Planning / Streets	Should Do	20,000 (2)					20,000
Strategic Growth Plan - Benchmark	Planning	Should Do	10,000 (2)					10,000
ADA Plan - Withers Ravenel	Planning	Should Do	27,000 (2)					27,000
Restoration of 1928 Jamestown fire truck	Fire	Should Do	5,800 (2)					5,800
Improvements to library building	Building - Library	Should Do	60,000 (2)	40,000				100,000
HVAC system replacements	Building - Library	Should Do		30,000		12,500		42,500
Painting exterior of fire station	Building - Fire Station	Should Do		21,000				21,000
Brick sidewalk at Town Hall	Building - Town Hall	Should Do		10,000 (2)				10,000
Paving at golf shop, including driveway into parking lot	Golf Shop	Could Do			65,000 (2)			65,000
Connect Shelter Bathrooms to Public Sewer	Recreation	Could Do					25,000	25,000
Shelter at Wienn Miller Park	Recreation	Could Do		20,000 (2)				20,000
Baseball Field Improvements	Recreation	Could Do						
Baseball Field Improvements - Dugouts (4) - in-house construction	Recreation	Could Do					70,000	70,000
Pave baseball parking lot	Recreation	Could Do					45,000	45,000
Renovate/Replace Bathrooms at Baseball Complex	Recreation	Could Do					40,000	40,000
Replace drainage system at baseball fields and re-grade	Recreation	Could Do					75,000	75,000
Baseball field lights	Recreation	Could Do					112,000	112,000
Updates to Comprehensive Pedestrian Transportation Plan	Planning	Could Do					50,000	50,000
Intersection Improvements - Guilford Rd at Wyndwood	Planning	Could Do					70,000	70,000
Sidewalk - Potter - (Main to Mendenhall to Guilford Rd)	Planning	Could Do					182,000	182,000
Sidewalk - Scientific St (Main St to Shannon Gray Ct.)	Planning	Could Do					126,000	126,000
Sidewalk - Forestdale (Main St-Woodland)	Planning	Could Do					207,375	207,375
Sidewalk - Forestdale (Woodland One)	Planning	Could Do					209,250	209,250
Sidewalk - Cloverbrook (Forestdale-Guilford)	Planning	Could Do					240,000	240,000
Deep River Paddle Trail/Greenway Trail (Phase I, II & III)	Planning	Could Do					650,000	650,000

These items are not truly capital, but projects that we thought should be here

Total project = \$40,000 HP MPO pays other \$20,000

FUNDING SOURCE - Operating Budget only	FY 2020/21	FY 2021/22	FY 2022/23	FY 2024/25	FY 2025/26	5 Years	Total
(1) Powell B# current yr and reserve fund balance				200,000		400,000	800,000
(2) Operating budget / fund balance	769,600	478,500	115,000	12,500			1,375,600
(3) Federal STP-EB funds							
(4) NCDOT							
(5) NCDOT Enhancement Funding							
(6) Installment financing	300,660						300,660
(7) Transfer from General Fund to Capital Project Fund							
(8) CMAQ Funding							
(9) HP MPO							
(10) NC Rural Economic Development Grant (received in fy 2018)							
Amount unfunded						2,565,525	2,565,525
Total for Budget Year	\$ 1,070,460	\$ 678,500	\$ 115,000	\$ 212,500	\$ -	\$ 2,965,525	\$ 5,041,985

hl

Town of Jamestown
 Capital Improvement Program
 Water/Sewer Fund

	Department	Dept. Priority	Priority	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	Beyond 5 Years	Total
Jamestown's portion of Eastside improvements (7.692%)										
Odor Control Project	Public Services	City of HP ②	Must Do	22,000 (1)	22,000 (1)	22,000 (1)	22,000 (1)	22,000 (1)	138,000 (1)	248,000
Eastside UV System Upgrade	Public Services	City of HP ②	Must Do		542,400 (1)					542,400
Pre-Heat Burner					40,000 (1)					40,000
Difusers Replacement - Eastside	Public Services	City of HP ②	Must Do		40,000 (1)					40,000
Eastside Expansion	Public Services	City of HP ②	Must Do						8,000,000 (2)	8,000,000
Riverdale Foreman - Addtl	Public Services	City of HP ②	Must Do		260,000 (1)					260,000
Riverdale Pump Station Expansion Phase 1	Public Services	City of HP ②	Must Do		522,762 (1)					522,762
Riverdale Pump Station Expansion Phase 2	Public Services	City of HP ②	Must Do				1,227,238			1,227,238
Total - Eastside / Riverdale				22,000	1,427,162	22,000	1,249,238	22,000	8,138,000	10,880,400
Sewer System Improvements - slip lining	Public Services		Must Do	600,000 (1)	200,000 (1)	200,000	200,000		1,000,000 (1)	2,200,000
Plan / Survey for water line replacements	Public Services		Must Do		70,000 (1)	35,000 (1)	40,000			145,000
Main Street Water Line	Public Services		Must Do	1,050,000 (1)						1,050,000
Other Water Line projects	Public Services		Must Do		350,000 (1)	520,000	450,000			1,320,000
Vehicle Replacement	Public Services		Should Do	84,000 (1)	42,000 (1)	42,000	42,000		94,000 (1)	294,000
2 Leonard buildings	Public Services		Should Do	50,000 (1)						50,000
Skid Steer	Public Services		Should Do		70,000 (1)					70,000
Backhoe	Public Services		Should Do	120,000 (1)						120,000
Tractor	Public Services		Should Do						50,000	50,000
Sewer Jet Truck	Public Services		Should Do						150,000	150,000

Total Projects, Water/Sewer Fund				\$ 1,926,000	\$ 2,159,162	\$ 819,000	\$ 1,981,238	\$ 22,000	\$ 9,422,000	\$ 16,329,400
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FUNDING SOURCE										
(1) Operating / Net Position Appropriated				1,926,000	2,159,162	819,000	1,981,238	\$ 22,000	1,422,000	\$ 8,329,400
(2) Financing - through City of High Point									8,000,000	8,000,000
(3) Transfer-in from W/S Capital Reserve Fund										
(4) Installment financing										

Amount unfunded										
Total for Budget Year				\$ 1,926,000	\$ 2,159,162	\$ 819,000	\$ 1,981,238	\$ 22,000	\$ 9,422,000	\$ 16,329,400

OPERATING BUDGET EFFECTS

② HP - Jamestown's share of ownership in High Point Eastside WWTF improvements

115

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Citizen Input Regarding CIP

AGENDA ITEM #: IV-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

Citizen input opportunity for the Capital Improvement Plan (CIP) for FY 2021/2022

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT:

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: PH for Recommended Budget and CIP FY 2021/2022

AGENDA ITEM #: IV-H-1

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

Public Hearing for the consideration of the Recommended Budget and CIP FY 2021/2022

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to continue the public hearing to the June 15th Town Council meeting at 6:00 pm in the Civic Center at Town Hall.



FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Public hearing for Land Development Ordinance updates

AGENDA ITEM #: IV-H (2)

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

The staff have prepared updates to the Land Development Ordinances (LDO) to comply with Chapter 160D and to reflect changes in federal and state laws, as well as to better reflect the methods the Town uses to conduct business. Those changes have been reviewed by the Town's planning consultant (Benchmark), a minimum of 2 law firms, the Planning Board and several staff members. Additionally, the Council hosted a workshop on May 7, 2021, and a number of recommended changes have been included in the final version.

There are not substantive changes in the law. Rather, the changes generally relate to the updates required by the implementation of new laws changed by the adoption of Chapter 160D which consolidates planning and development laws at the state level. These updates must be adopted by the Town no later than June 30, 2021.

The staff are recommending the following:

- 1) Adoption of the updated LDO to become effective immediately.

ATTACHMENTS: Updated LDO (digital version)

RECOMMENDATION/ACTION NEEDED: Approve LDO amendments as presented

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the LDO updates as presented and to have the new ordinance become effective immediately.

FOLLOW UP ACTION NEEDED: N/A

TEXT CHANGES

2.13-2.C5 – Fences and Walls – Addition of height limit increase for uneven ground

2.13-2.D5 – Fences and Walls – Addition of Maintenance of Existing Non-Conforming Materials

4.4-2 – Technical Review Committee - Replace Vice-chair with Chair.

8.4-5.1 – Planned Urban Development - Language adjusted for consistency, refer to “site-specific master development plan”

17.6 – Exempt Signs – Consistency - Replaced 10 days to 7 days for “election season” signage

17.6-1B – Standards for Signs Allowed without a Permit – addition of must be located on private property

17.6-1 – Temporary Sandwich Board – addition of “6. Such signs must be brought in at the close of business day. Such signs may not be left up overnight.”

17.6.1 – Temporary Event – addition of “4. Temporary event signs may only be displayed for three (3) days or less. Signs left up for longer than three (3) days require a Temporary Sign Permit (Section 17.8).”

17.6-1 - Identification – clarified to differ from directory sign “affixed to wall”

23.5-2 – Extension of Time to Remedy – Change from one 30-day extension to two 30-day extensions followed by opportunity to seek further extension from Town Council.

24.7-2 – 160D language addition, first-class mail is deemed received on the third business day following deposit of the notice for mailing with the United States Postal Service

FORMATTING

2.13-7 Swimming Pools – Fixed Numbering/Lettering

3 – Definitions - AUTOWRECKING – formatting

3 – Definitions - VAPOR PRODUCT – alphabetized

5.3-3.H – Review by Jamestown Planning Board - Capitalize Planning Board

8.4-8 – Civic District (CIV) – formatted table to fit on 1 page

8.4-10 Bypass District – Image - Fixed Numbering/Lettering

9.3-2 Attached House Lot Type Standards – Fixed Numbering/Lettering

9.4-2 Multi-family lot type standards – Fixed Numbering/Lettering

Pg 195 – through end – fixed page number jump

10.1-6 – Fixed numbering through 10.1-10.1-37 Winery, Brewing or Distillery

10.1-29.1.4 – Tattoo & Body Piercing Studios – Fixed Numbering/Lettering

10.2 – Reserved – Fixed Numbering/Lettering

12.10-7 – Paving of Parking Lots – Lettering reviewed, no E needed

12.12-5 – Parking on Streets – Fixed Numbering/Lettering

16.2-13 – Flood Standards – Updated section number

17.6-1 – Sign Standards for signs allowed with a permit – changed to “without” a permit

19.5-2 - Exemptions – Spelling

19.16.11 Revision and Subsequent Review – “three (4)” resubmittals changed to “four (4)”

19-15– Review and Decision-Making Entities - Fixed Numbering/Lettering

19-20.5 – Stormwater Management; WCA - Fixed Numbering/Lettering

19-22.1.H Watershed Variances – Corrected Reference Number

19-22.1 – Appeals – Corrected Reference Number

19.22.2.H – Duration – formatting

19-27.4 – Riparian Area Protection Within Watersheds - updated link

19.28.C – Illicit Discharges and Connections – Fixed Numbering/Lettering

24.7-4 – Emergency Abatement by the Town of Jamestown - spelling

25.30 – Moving or Removal of co-located facilities and equipment – spacing

25.33 – Moving or Removal of Co-located Facilities and Equipment – wording day time to day

Permitted Use Table – Separation of merged Recreational Vehicle Sales and Restaurant Rows

Permitted Use Table – Removal of repeat and inaccurate “Single Family Detached Dwelling”

Ran Spelling and Grammar Check

Fixed Page Numbering

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.]

Zoning Staff Report prepared for the Town of Jamestown Planning Department by Anna Hawryluk.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Presentation on Marketing & Branding for Jamestown

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 20 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

One of the key goals discussed by the Town Council at their retreat this year was the need for creating a marketing and branding strategy for the Town of Jamestown and to produce a series of deliverables to achieve the goal of promoting Jamestown. In fact, this effort has been discussed for a number of years.

I am pleased to introduce Dave Wilson with TigerMoth Creative. Dave is the Director of Video Production and one of the principals of TigerMoth Creative. Dave has a wealth of knowledge and experience and is ready to assist us with the creating of a marketing and branding strategy to help promote Jamestown into the future. He will be presenting some examples of his work and information about his approach.

Staff are seeking a consensus from Council regarding this approach and methodology. If Council is in agreement, we will work with TigerMoth Creative to determine a budget and prepare for a portion of the work to commence in FY 21-22.

ATTACHMENTS: Proposal and Case Study

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: TBD

SUGGESTED MOTION: Staff would like a consensus from Council on the approach and methodology for branding and marketing. If Council is agreeable, staff will work with TigerMoth to formulate a budget-friendly approach to beginning work.

FOLLOW UP ACTION NEEDED: N/A



TIGERMOTH CREATIVE

tigermothcreative.com

Case Studies

*Prepared for:
Town of Jamestown*

APRIL 2021



TIGERMOTH CREATIVE

CLIENT:

Downtown Greensboro, Inc

PROJECT:

Video

WHAT YOU NEED TO KNOW:

We helped celebrate our downtown in a collaboration with local business owners and our client Downtown Greensboro Inc (DGI) to create a TV ad. Our vision: a video that showcased the voices of downtown business owners and captured the excitement and energy of real life in a great, emerging city.



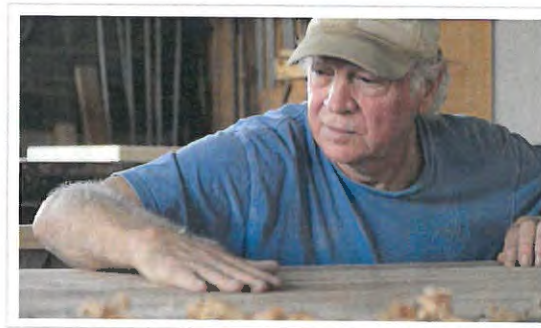
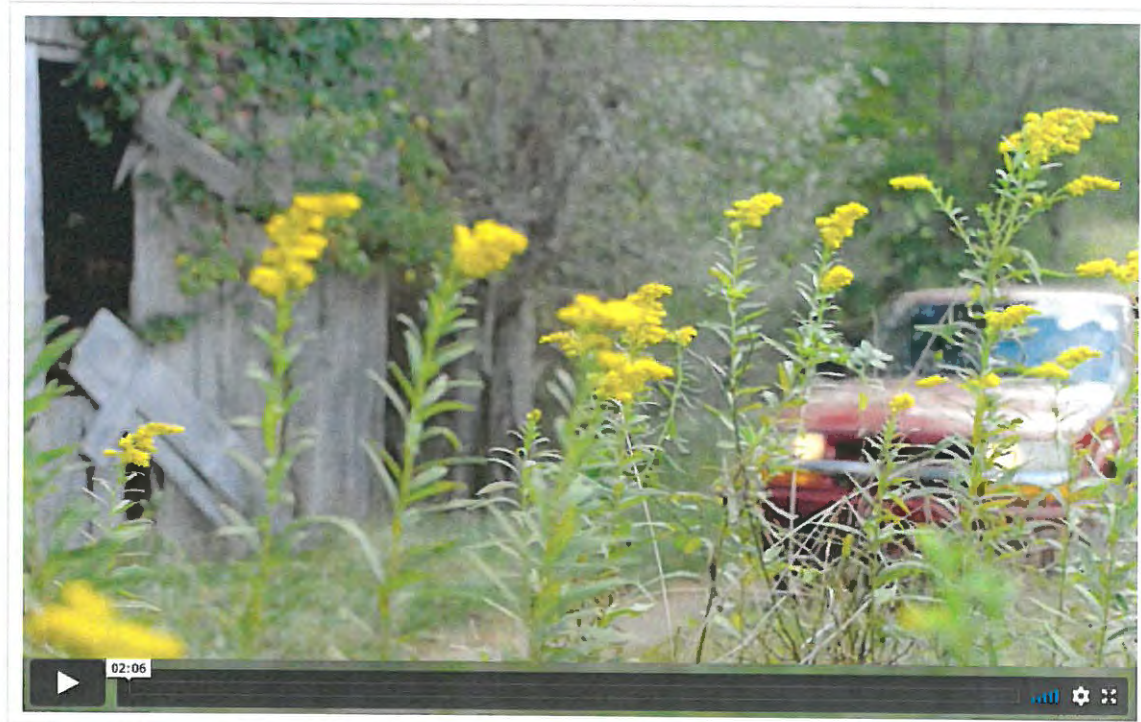


TIGERMOTH CREATIVE

CLIENT:
Carolina Farm Table

PROJECT:
Video

WHAT YOU NEED TO KNOW:
This father-and-son team was uneasy with the idea of being in front of the camera, but we helped them to relax and be themselves — because no one can tell their story like they can. Rather than settling for capturing their workshop alone, we got to the heart of the Carolina Farm Table story, venturing out to show the father and son gathering reclaimed wood, a great example of what makes their product outstanding and meaningful.





TIGERMOTH CREATIVE

CLIENTS:

- The Guilford Education Alliance
- Home Insights Furniture
- Little Brother Brewing
- Guilford College

PROJECTS:

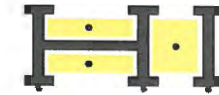
- Logo design

WHAT YOU NEED TO KNOW:

This selection demonstrates our creative range in logo design as well as the variety of clients for whom we've developed an identity. With each project, we allow the organization's story or unique identity to guide design creation. Also represented are taglines created by our team.



TEACHER SUPPLY
WAREHOUSE
for Guilford County Schools



HOMEINSIGHTS
FURNITURE



GUILFORD COLLEGE
BRYAN
SERIES
READ
Ideas that move.



TIGERMOTH CREATIVE

CLIENT:

Greensboro Chamber of
Commerce

PROJECT:

Environmental graphics

WHAT YOU NEED TO KNOW:

The Greensboro Chamber hired TigerMoth to create an “education wall” featuring the logos of the seven institutions of higher education in Guilford County. We elevated this project by creating the “Freedom to learn. Freedom to lead.” theme and points of pride for each institution, making a powerful statement that goes well beyond logos and mascots.





TIGERMOTH CREATIVE

CLIENT:

Alan Henderson Studio

PROJECTS:

Videos, photography,
website

WHAT YOU NEED TO KNOW:

Alan was one of Tigermoth's very first clients, and we are great fans of his extraordinary craftsmanship and artistry. Check out [still images here](#) and one of our favorite videos: [The Mesmerizing Lull of the Letterpress](#).



INSIDE ALAN HENDERSON STUDIO

Listen to the rhythmic breathing of the Heidelberg. Watch the mixing of vibrantly colored ink. Be there when the press closes together to make an impression on the first test print of the day. This is Alan in his element. A modern-day artisan who deeply loves the creative and collaborative process.



TIGERMOTH CREATIVE

CLIENT:
Randolph County Economic
Development Corporation

PROJECTS:
Messaging, photography,
collateral

WHAT YOU NEED TO KNOW:
We worked with RCEDC on
the development of their first
messaging language and then
implemented that work across
several at-a-glance print guides for
businesses looking to relocate.

RCEDC Randolph County, NC Economic Development Corporation. WE'RE YOUR GUIDE, YOUR PARTNER, YOUR PROBLEM SOLVER. An entire community rooting for your success... WE BELIEVE IN YOUR ABILITY TO THRIVE HERE.

Our location in the heart of North Carolina makes Randolph County the place to WORK EFFECTIVELY AND LIVE FULLY. Strategic location, excellent talent, and abundant opportunities.

RCEDC Randolph County, NC Economic Development Corporation. INVEST IN A COMMUNITY INVESTED IN YOU. Multiple rankings list NC's business climate as one of the best in the nation.

GROW YOUR BUSINESS while growing exciting opportunities in the heart of North Carolina. Common sense planning and support. Unique opportunities in our history, our environment, and our community.

QUALITY OF LIFE for families, students, and weekend warriors. An ally to our farmers. Randolph County offers a high quality of life with scenic views, excellent schools, and a vibrant community.



TIGERMOTH CREATIVE

CLIENT:

The College Success Foundation of DC

PROJECTS:

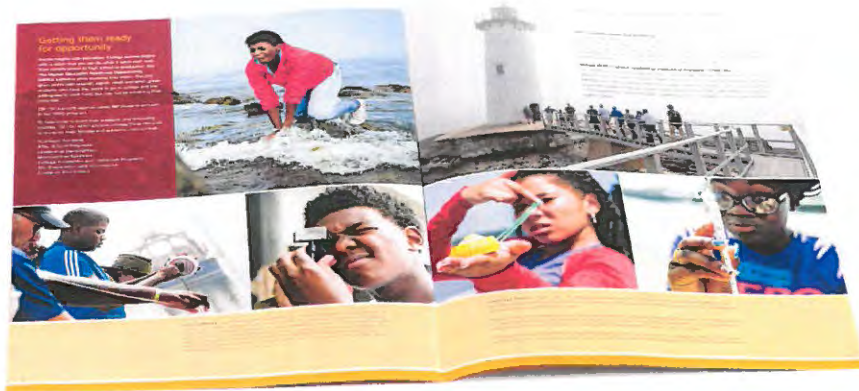
Video, photography, print collateral

WHAT YOU NEED TO KNOW:

For many years, The College Success Foundation Hero program took groups of at-risk DC high school students on an experiential STEM learning trip to the coast — a transformational experience that helped the kids begin imagining what their future might hold. We traveled with them in order to capture the students' sense of exploration, excitement and appreciation so that our client could share it with donors and secure additional funding for important learning programs and mentorships that make all the difference in young people's lives.



CSF-DC STEM experiences [photography gallery \(link\)](#)



CSF-DC ANNUAL REPORTS, 2014 AND 2015



TIGERMOTH CREATIVE

CLIENT:
Rockingham County Tourism
Development Authority

PROJECTS:
RETHINK RURAL Campaign,
including concepting,
tagline, copywriting,
photography, design, video

RE-THINK RURAL

In Rockingham County, there's beauty around every bend. Gorgeous winding roads. Meandering paths. Refreshing rivers and lakes — all tucked away in a part of the world that's yours to discover. When you plan your next day trip or weekend away, rethink the possibilities.

800.316.ROCK
VisitRockinghamCountyNC.com

Rockingham County NC
#RethinkRural

RE-THINK RURAL

In Rockingham County, there's beauty around every bend. Gorgeous winding roads. Meandering paths. Refreshing rivers and lakes — all tucked away in a part of the world that's yours to discover. When you plan your next day trip or weekend away, rethink the possibilities.

#RethinkRural

800.316.ROCK
VisitRockinghamCountyNC.com

Rockingham County NC
#RethinkRural

RE-THINK RURAL

In Rockingham County, the air is a little fresher and the greens are a little quieter. Give your game — and your retirement — a shot of inspiration in a beautiful part of North Carolina that's yours to discover. Whether you're a golfer, a nature lover or a downtown explorer, set your own pace in a place that's full of possibilities.

800.316.ROCK
VisitRockinghamCountyNC.com

Rockingham County NC
#RethinkRural

RE-THINK RURAL

For those who love to eat local, buy handcrafted and just slow down for a little while, Rockingham County's downtowns provide the perfect getaway. From farmer's markets to independent bookstores, music fests to microbreweries — rethink the possibilities in Rockingham County, NC.

800.316.ROCK
VisitRockinghamCountyNC.com

Rockingham County NC
#RethinkRural

PICTURED: RETHINK RURAL print advertising series



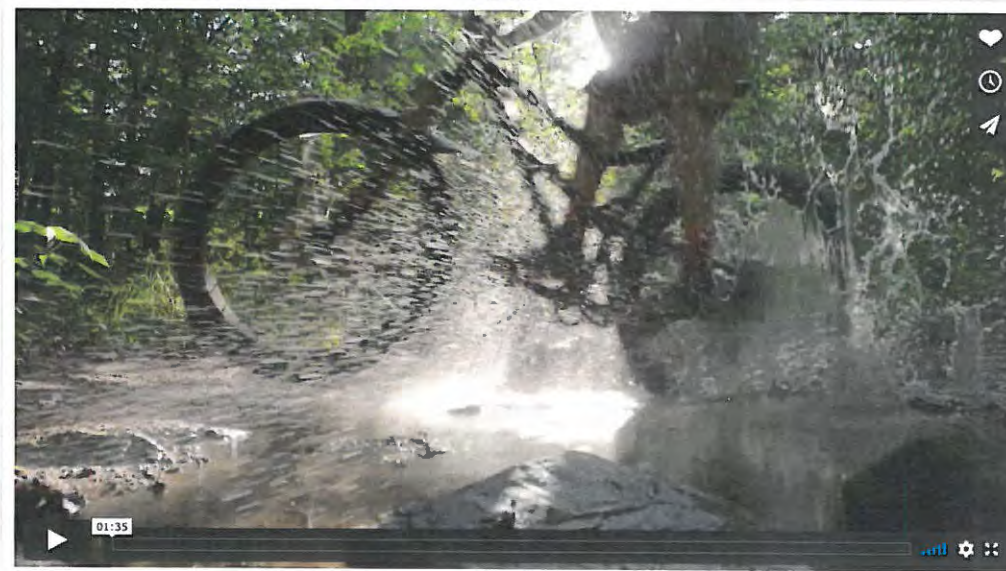
TIGERMOTH CREATIVE

CLIENT:

Rockingham County Tourism
Development Authority

PROJECTS:

RETHINK RURAL Campaign, including
concepting, tagline, copywriting,
photography, design, video



RETHINK RURAL 1:30 second spot



RETHINK RURAL 30 second spot



TIGERMOTH CREATIVE

Client: Town of Jamestown
Matthew Johnson, Planning Director
mjohnson@jamestown-nc.gov
(336) 454-1138

Date: Friday, April 30, 2021

Proposal

Foundational Messaging & Tagline | Branding | Video

Introduction

Tigermoth Creative, a Greensboro-based marketing and communications collaborative, is pleased to have the opportunity to partner with the Town of Jamestown to build out your marketing and communications. The Tigermoth team enjoyed learning more about Jamestown, your people and close-knit community, amenities and hopes for the future. We left inspired by the many opportunities to tell your story in a way that will attract new residents, foodies, history-lovers and day-trippers in addition to those who want to play a great round of golf. Our team seeks partnerships with clients that are making a positive impact in their world, especially close to home in the state that we love.

Approach

The Tigermoth team believes in fostering great client relationships that solve your marketing and communications challenges while equipping you to stand on your own. With us, you'll always have a reliable partner at the ready, but also the tools and support you need to quickly address projects on your own as needed. That's why we always start with a discovery meeting and a foundation of messaging that can inform your internal work and the work we produce for you — so that your team and ours works from the same shared narrative.

In addition, we understand the need to invest marketing dollars wisely. To that end, we will work strategically, addressing immediate needs to jumpstart your marketing efforts while creating a sound foundation that will inform and support future marketing and communications.

Client: Town of Jamestown
Date: April 30, 2021

First priorities:

- Schedule a **discovery interview** to get to the heart of who you are in order to inform your messaging, tagline and graphics.
- Establish a foundation of **messaging** which is critical to the development of an authentic and memorable brand narrative and can be used to populate all of your evolving marketing channels. From this we will propose **tagline** opportunities.
- Develop supporting **graphics (like a logo)** that can be used in combination with your tagline on communications materials as well as apparel.
- Produce a **video** that puts your new messaging in play and can be used to promote Jamestown online and in the media.

Looking ahead: We'll work with you to develop next phase plans so that you can plan strategically. Things to consider — Developing a **long-term marketing strategy** that you can implement over time; a library of **photography** to support your communications for the short and long term; a **social media plan** to help build more followers and awareness/affinity.

Partnering with Tigermoth

Over the years, our team has become skilled in the art of collaboration. When you work with a team bonded by a deep sense of trust — one willing to support and challenge one another — you better believe that inspires how we take care of you, too.

Before beginning your project we will discuss expectations you have of us, as well as expectations we have of you — all with the goal of ensuring an efficient and successful project. Once we begin, we will set a timeline, which will include deadlines for items we will need from you throughout the creative process. These items are critical to keeping your project moving forward. Not providing needed information, materials or feedback within deadlines can increase costs and the length of time to complete the project. This is important because you and your goals are important, and we're here to help you achieve them.

Client: Town of Jamestown
Date: April 30, 2021

A Foundation of Messaging

Discovery Interview with Jamestown to produce a Narrative and Key Messages

We believe that a solid messaging foundation must come before any creative development, which is why we are always working from a deep understanding of your organization and your story. Building this foundation includes crafting how you talk about Jamestown and supporting your internal stakeholders so they feel connected to and at ease with sharing their own brand messaging.

With this goal in mind, Tigermoth will facilitate a **discovery interview** with your team members or stakeholders focused on identifying your most compelling messages so that we can craft language and a cohesive, shared narrative that helps you speak in a single, meaningful voice. Following the interview, we will develop a **Narrative and Messaging Guide** featuring language that you can use immediately to inform and elevate your marketing and communications.

Includes research, discovery interview and one round of revisions for the Guide. Guide will include concise and cohesive brand story, tagline options, key messages, headlines, and helpful tools like Brand DNA and a voice/tone guide.

Includes up to 2 meetings — discovery and one other to review the Brand Messaging Guide.

Branding

With your messaging as our inspiration, we will create graphics that support your efforts to brand the Town of Jamestown. Graphics will take into consideration your current Town of Jamestown logo and color palette as we build out complementary graphics or a secondary marketing logo that includes your tagline. Uses may include apparel, print, and digital such as social media.

Includes review of your current graphics and their use, 2 rounds of design work, 2 meetings, vector-based files (.eps) to be used for high-quality print production, and raster graphics files (.png or .jpegs) to be used for digital media, and a simple graphics guide with logo and color usage guidelines.

Client: Town of Jamestown
Date: April 30, 2021

Promotional Video

Tigermoth will create an energetic and fun video that will speak to a variety of audiences about amenities and lifestyle offerings, showcasing the Town of Jamestown and the many ways people play and live. We really want to focus on people authentically enjoying Jamestown and all it has to offer.

In order to gather footage of a wide variety of events, restaurants, shopping, and activities, this video will require more than one day of filming. We recommend working collaboratively with you to create a shooting schedule that will result in multiple edits that can be used online, in your social media, as well as commercial spots. After each shoot, we will review all footage and select the clip highlights that best represent the story we are covering, color grading the clips before delivery. This approach will help build a video library.

Client: Town of Jamestown
Date: April 30, 2021

Long-term planning

Marketing Strategy

Branding is a long-game and builds from a solid foundation. With your messaging and branding in use and an engaging video to set the tone, we recommend that you invest in the creation of a plan you can implement over time. We can guide you through a process of identifying your goals and reviewing available data to plan for the future. We will consider your resources — both budget and staffing — to create a plan that includes tools and tactics. At that time, we can brainstorm future creative executions, from signage to events to campaigns.

Includes research, 2 meetings, marketing strategy and timeline, presentation of strategy.

Photography

Very few agencies offer in-house photography services, but we are passionate about the advantages this offers our clients. Rather than hiring one-off contractors who will never get to know you and your stories the way we do, we see in-house photography as having a critical role in developing your brand for the long-term. Chris English, our director of photography, combines his photojournalism background with commercial photography experience to capture natural and compelling images that avoid a staged feel.

Includes:

- Coverage with our Director of Photography and one photography assistant as needed
- Pre-planning visit or conference call
- On location scouting as needed
- Project Manager to assist with planning and scheduling — one point of contact
- Image Delivery: Fully edited high resolution JPEG images (5000 pixels) delivered within 12 business days
- Jamestown Image Archive - Each assignment will be housed in the new Jamestown Image Archive where images will be available for download with a supplied password.
- Usage Rights: Reasonable, simple and straightforward usage rights. Jamestown may use delivered images for unlimited use in any medium, perpetually.
- Travel to and from Jamestown.

Client: Town of Jamestown
Date: April 30, 2021

We can create custom coverage packages or assign photography coverage by the ½ day or full day as the need arises.

Social Media Strategy

With an infusion of great messaging and a photography library, you'll be able to leverage the power of social media to reach audiences, encourage interaction and engagement. Our Director of Creative Writing can develop a campaign (10-12 posts for Facebook and Instagram) or a calendar and series of posts designed to help you increase your reach and followers. Our Director of Photography will handle image sizing and prep for posts so that your deliverable includes content that is ready for you to post. We'll also arm you with 2-3 brand graphics onto which you can place messages — a helpful tool that you can use for announcements and events.

Includes 1 meeting, audit of current social media, strategy and calendar, document with posts and images ready for posting.

Client: Town of Jamestown
Date: April 30, 2021

About Tigermoth Creative

Tigermoth Creative is a team of marketing and communication professionals who share a passion for storytelling. That's why we spend our days (and often our nights) producing story-driven creative for people and brands that inspire us: public universities, non-profits, artisans and craftsmen, North Carolina businesses, and the many points of pride of our bustling hometown, Greensboro. In the search for creative solutions, Tigermoth never skims the surface; we strive for meaning. That's why we start with your story — not just what you do or how you do it, but why. We view ourselves not just as a marketing and communications collaborative but as a team of storytellers that listens and invests in your brand with the care it deserves. Whether you need help with branding, integrated marketing, strategic communication, capital fundraising, awareness- and affinity-building or recruitment, we work closely with you to create customized print and digital approaches that help you reach your goals. With capabilities in design, copywriting, photography, video and digital, our services are built around one shared goal: *your story, well told.*

Main Point of Contact

You will have access to a single point of contact — **Rebecca LaPlante, Director of Client Services** for Tigermoth Creative. Rebecca is highly organized, passionate, and goal-oriented — a trusted project manager who understands how to cultivate teamwork and shepherd a project successfully from inception to planning, execution and completion. With 25 years of experience, she uses her expertise to inspire a sense of shared purpose within the project team, shift between “big picture” and “small picture” details, and cultivate trust and communication among project stakeholders.

Key Tigermoth Team Members

Lyda Adams Carpen, Creative Director, understands how to interpret a client's vision to make sure the written and visual content of every project comes together in a consistent and compelling way. Her design brings words and images — your story — to life while weaving meaning into the final piece. As the overseer of the creative, she is adept at pulling together all of the creative aspects of a project to ensure they fit a single, consistent vision.

Chris English, Director of Photography, has a passion and an expertise for visual storytelling that allows him to notice the small details of a shot that add depth and emotion, a rare ability in the marketing communication world. This approach allows him to convey the story arc and bring to life a full narrative that captures the very essence and energy of your organization.

Andrea Spencer, Director of Creative Writing, brings 20 years of experience developing the voices for clients that span higher education, retail, non-profit, real estate, healthcare and more. One of her strengths in brand storytelling is that she understands how to weave together a strategic approach

Client: Town of Jamestown
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with an emotional call-to-action. We hear all the time from our clients that she just “gets” them, an important trait in every great copywriter. Her success is based on the extent to which she gets to know not only our clients but the people they serve.

David Wilson, Director of Video Production, shoots everything from adventure to documentary to commercial videography. With every project, he constantly changes perspective to grab the best possible angles and then edits footage seamlessly to produce a final piece that is always engaging if not stop-you-in-your tracks evocative.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Proclamation recognizing Public Works Week

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Public Works Week is May 16th-May 22nd. It celebrates and recognizes the many contributions made by public works employees to society. The theme this year is "Stronger Together." This year's theme challenges citizens to think about the role public works plays in creating a great place to live. By working together, the impact citizens and public works professionals can have on their communities is magnified and results in the ability to accomplish goals once thought unattainable.

ATTACHMENTS: Proclamation recognizing Public Works Week

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

Proclamation
National Public Works Week
May 16th- 22nd

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, highways, public buildings, and solid waste collection; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials and personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, LYNN MONTGOMERY, Mayor of the Town of Jamestown, do hereby proclaim the week of May 16th- 22nd, 2021 as "**NATIONAL PUBLIC WORKS WEEK**" in the Town of Jamestown.

AND urge all citizens to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which the public works professionals make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 18th day of May, 2021.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Family Caregiver Leave Policy

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme/Matthew Johnson

SUMMARY:

The Town of Jamestown believes that strong families benefit both the local community and the workplace. For this reason, the Town is proposing to offer the family-friendly option to its employees of Paid Family Caregiver Leave for the birth of and bonding with a newborn, bonding with a newly placed child for foster care or adoption, and to care for a child, spouse, or parent with a serious health condition.

The purpose of Paid Family Caregiver Leave is to allow up to six (6) weeks of paid leave to employees who have worked for the Town for at least twelve (12) months. The Family Medical Leave Act (FMLA) provides for unpaid, job-protected leave for childbirth, or adoption or fostering, for your own serious health condition; or for the medical needs due to a serious health condition of a covered family member but does not address the lack of income experienced by many employees during periods of necessary leave.

As with any employee absence, the Town may experience additional costs when an employee is out for an extended period. However, no premiums are required and costs are expected to be minimal compared to the benefit gained of providing flexibility for administrative staff to use this as a recruitment and retention tool. Already, the City of Greensboro offers a similar policy and they are a direct competitor of the Town with regards to the labor pool.

It is the recommendation of the Administration that the Council include this policy in the Personnel Manual with the benefit to become effective immediately.

ATTACHMENTS: Page Family Caregiver Leave policy

RECOMMENDATION/ACTION NEEDED: Move to approve policy and have it become effective immediately.

BUDGETARY IMPACT: TBD

SUGGESTED MOTION: Move to approve the Paid Family Caregiver Leave and have it become effective immediately.

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

Paid Family Caregiver Leave

Effective Date: 05-19-2021

1.0 POLICY

The Town of Jamestown believes that strong families benefit both the local community and the workplace. For this reason, the Town offers the family-friendly option to its employees of Paid Family Caregiver Leave for the birth of and bonding with a newborn, bonding with a newly placed child for foster care or adoption, and to care for a child, spouse, or parent with a serious health condition.

2.0 PURPOSE

The purpose of Paid Family Caregiver Leave is to allow up to six (6) weeks of paid leave to employees who have worked for the Town for at least twelve (12) months. The Family Medical Leave Act (FMLA) provides for unpaid, job-protected leave for childbirth, or adoption or fostering, for your own serious health condition; or for the medical needs due to a serious health condition of a covered family member but does not address the lack of income experienced by many employees during periods of necessary leave.

3.0 SCOPE

This policy applies to employees in all benefit-eligible positions. Other non-benefit-eligible employees are not covered by the leave in this policy but are eligible for unpaid Family and Medical Leave if they meet the qualifying requirements.

4.0 DEFINITIONS

4.1 Paid Family Caregiver Leave – The period of time of up to six (6) weeks of paid leave for care of a newborn; a child placed for adoption, foster care, or guardianship or to provide care of and necessary attention to a seriously ill or injured child under the age of 18 (unless the child is an adult and incapable of caring for themselves due to a disability), spouse or parent of the employee.

4.2 Qualifying Family Members – Must have a serious health condition certified by their health care provider in order for the employee to qualify for Paid Family Caregiver Leave. A serious health condition

is defined as: an illness, injury, impairment, or physical or mental condition requiring inpatient care in a hospital, hospice, or inpatient/outpatient residential health facility, or continuing treatment or supervision by a health care provider.

4.3 Child – A biological, adopted or foster child, stepchild, legal ward or a child of a person standing in loco parentis, who is under age eighteen (18) or age 18 or older and incapable of self-care because of a mental or physical disability at the time the leave is to commence.

4.4 Parent – Means any of the following: (1) the biological parents of a child; (2) adoptive, step or foster parents of a child; or (3) an individual who is a person standing or who stood in loco parentis.

4.5 Person Standing In Loco Parentis – Means a person who assumes day-to-day responsibilities to care for or financially support a child where the individual intends to assume the responsibilities of a parent with regard to the child. In the case of the employee, a person who had such responsibility for the employee when he or she was a child. A biological or legal relationship is not necessary.

4.6 Parent of Employee – A biological, adoptive, step or foster father or mother or any other individual who stood in loco parentis to the employee when the employee was a child. This does not include parents “in-law.”

4.7 Spouse – Legally married husband or wife.

4.8 Benefit-Eligible – Full time and part time employees who are eligible for coverage and participation in the Town’s benefit programs in addition to legally mandated coverage.

5.0 ORGANIZATIONAL RULES

5.1 To qualify for Paid Family Caregiver Leave, an employee must meet all of the following criteria:

- The employee must be a full time or part time benefited employee and have worked for the Town for at least twelve (12) consecutive months from most recent date of hire.

5.2 Eligibility for Paid Family Caregiver Leave expires twelve (12) months after the date of the following qualifying events:

- Birth of a child of the employee;
- The legal placement of a child with the employee for adoption, foster care or guardianship; or
- The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities (in loco parentis).
- In the event of birth of a child or placement of a child, if both parents are employed by the Town, six (6) weeks is the maximum combined total available for Paid Family Caregiver Leave for both employees.

- The effective date of Medical Certification pertaining to the serious health condition of a child under the age of 18 (unless totally disabled and unable to care for themselves), spouse or parent.

5.3 An employee may receive Paid Family Caregiver Leave for a maximum of six weeks within a rolling twelve (12) month period.

5.4 Paid Family Caregiver Leave for the birth, adoption or placement of a child for foster care or legal guardianship cannot be used on an intermittent basis and time off must run consecutively. If an employee utilizes only four (4) workweeks of the six (6) weeks provided for a qualifying event for the birth or placement of a child, the employee may be eligible to use the remaining two (2) work weeks for a different qualifying event for a serious health condition if that event occurred within the same twelve (12) month period.

5.5 Paid Family Caregiver Leave to care for a family member's serious health condition may be used on an intermittent basis or run consecutively. If an employee utilizes only four (4) work weeks of the six (6) weeks provided for one (1) qualifying event, the employee may be eligible to use the remaining two (2) workweeks for a different qualifying event if that event occurred within the same twelve (12) month period.

5.6 An employee is eligible for Paid Family Caregiver Leave only if the qualifying event certifies as a serious health condition on or after the effective date of this policy.

5.7 An employee will receive Paid Family Caregiver Leave only after the qualifying event is certified as a serious health condition by a Healthcare Provider. The employee may use other paid or unpaid leave until the event is certified. Once the qualifying event is certified, the employee may begin using Paid Family Caregiver Leave for the time absent from work for the remaining period of certification of the event. Retroactive edits will not be made past the current pay period. In the event of a hardship or extreme emergency a historical edit for leave time may be considered by the Department Director.

5.8 After Paid Family Caregiver Leave has been exhausted employees may use all available Fair Labor Standards Act Compensatory Time, Holiday Leave, Other Compensatory Time, Annual Leave or Sick Leave - to continue care for a newborn child, a child placed for adoption, guardianship or foster care, or to care for a seriously ill family member.

5.9 In the event that an employee's request for Paid Family Caregiver Leave is denied, he or she may be eligible to use paid time off (Fair Labor Standards Act, Compensatory Time, Holiday Leave, Other Compensatory Time, Annual Leave or Sick Leave), provided that the conditions of those leave benefits are satisfied.

6.0 PROCEDURES

6.1 When the event qualifies for Paid Family Caregiver Leave, an employee may request leave within 12 months of the qualifying event. To request Paid Family Caregiver Leave, an employee must complete and submit a Family and Medical Leave Act (FMLA) Form and a Paid Family Caregiver Form 30 days prior to the need of the leave when possible and specify the number of Paid Family Caregiver Leave hours requested.

6.2 Paid Family Caregiver Leave and FMLA are separate programs: not all Paid Family Caregiver Leave will qualify under FMLA. When events meet both eligibility criteria, Paid Family Caregiver Leave and FMLA will run concurrently.

6.3 In addition to the FMLA Application Form, an employee must also submit supporting documentation that establishes the qualifying event for eligibility.

Supporting documents include, but are not limited to:

- Birth of child – A certificate of live birth or similar government issued document, listing the requesting employee as a legal parent;
- Legal placement of a child – A certified copy of a court order granting legal custody of the child to the requesting employee;
- In Loco Parentis – A notarized statement from the employee asserting that he or she is assuming and discharging the obligations of a parent to a child. The statement must include the age of the child, the degree to which the child is dependent on the employee, the amount of support, if any provided by the employee and the extent to which the employee exercises duties commonly associated with parenthood;
- Non-legal placement of a child – Two (2) official records establishing the employee as a named caregiver to the child (e.g. school enrollment, insurance records, or medical records); and documentation establishing the date when the placement occurred (e.g. insurance records and certificates of death).
- Completion of Health Care Provider for Family Member's Serious Health Condition (FMLA) form to confirm the serious health condition of the ill family member and Caregiver status of the employee involved in the care of and necessary attention to the covered family member.

6.4 The employee must submit his/her FMLA and Paid Caregiver Leave certifications to the Department HR Rep or Benefits Assistant along with the supporting documentation as outlined in 6.3.

6.5 The employee will be notified within five (5) business days of receiving the certification from a Healthcare Provider if the Paid Family Caregiver Leave is approved. In addition, the employee's supervisor and/or department director will be notified.

6.6 The employee's supervisor must enter the appropriate leave code in the Town's timekeeping system for all time off during the Paid Family Caregiver Leave period.

6.7 Health Benefits -The Town will continue to make contributions on behalf of the employee previously enrolled in a health plan with the Town. The employee and his/her dependents will continue to be covered as long as the employee pays for any required contributions. During the period of Paid Family Caregiver Leave, all premiums will continue to be deducted from the employee's paycheck.

6.8 Retirement - Retirement contributions and retirement service credit will continue to accrue during the Paid Family Caregiver Leave period.

6.9 Accrual of Annual Leave and Sick Leave - Annual Leave and Sick Leave will continue to accrue during the period of Paid Family Caregiver Leave.

Paid Family Caregiver Leave FAQ's

What is Paid Family Caregiver Leave?

- Six (6) weeks of paid leave to use for the birth, adoption, and/or foster placement of a child or to care for the serious health condition of a spouse, child or parent.

Who is eligible?

- Benefit eligible employees who have been employed with the Town at least 12 consecutive months and have not previously exhausted their Paid Family Caregiver Leave within the last 12 months.

How do I qualify?

- The event must qualify as a serious health condition under the Family Medical Leave Act (FMLA).
- The employee must complete both FMLA and Paid Family Caregiver Leave Request Forms.
- The employee will receive a packet to take the treating Healthcare Provider who must certify the event.
- Childbirth, adoption, fostering does not require certification of a Healthcare Provider but FMLA and Paid Family Caregiver Leave Request forms still must be completed.

Who do I contact regarding completing the FMLA and Paid Family Caregiver Leave Request Form?

- Employees should contact the HR Rep or Benefits Assistant in their department.

How much leave may I use?

- Employees can use up to six (6) weeks of Paid Family Caregiver Leave to care for a spouse, child, or parent who has a serious health condition.
- Additional accrued leave or unpaid leave with FMLA job protection can continue after the six (6) weeks of Paid Family Caregiver Leave for the birth, adoption, or fostering of a child, or to care for a spouse, child, or parent who has a serious health condition.
- Paid Family Caregiver Leave and FMLA run concurrently

What events qualify for the Paid Family Caregiver Leave?

- The birth, adoption, or fostering of a child.
- To care for the serious health condition of a spouse, child, or parent.

How often can I use Paid Family Caregiver Leave?

- Employees can use a maximum of six (6) weeks within a rolling 12 month period.

Can Paid Family Caregiver Leave be taken intermittently?

- For the birth, adoption, or fostering of a child, Paid Family Caregiver Leave must be taken consecutively.
- To care for the serious health condition of a spouse, child, or parent, Paid Family Caregiver Leave can be taken either intermittently or consecutively.

Can I use Paid Family Caregiver Leave for multiple caregiving events?

- Yes. The maximum amount of Paid Family Caregiver Leave that can be used during a rolling 12 months is six (6) weeks. The six (6) weeks can be used for more than one event.

What happens if I have only used four (4) weeks during the birth, adoption, or fostering of a child?

- Once the employee returns to work from the birth, adoption, or fostering of a child that event closes and additional Paid Family Caregiver Leave may not be used for that event.
- The employee may be eligible to use the remaining two (2) weeks for a caregiving event to care for the serious health condition of a spouse, child, or parent.

What if both employees work for the Town and we have a baby, adopt, or foster a child?

- Both employees if eligible may request Paid Family Caregiver Leave. Six (6) weeks is the maximum amount of combined leave that will be granted.
- The Paid Family Caregiver Leave runs consecutively with FMLA.
- Both employees working for the Town share the 12 weeks of FMLA for Paid Family Caregiver Leave or for FMLA job protection for the birth, adoption, or fostering of a child.

What if both employees work for the Town and need to provide caregiving for a serious health condition for a child?

- Both employees may be eligible for six (6) weeks of Paid Family Caregiver Leave.
- The Paid Family Caregiver Leave runs consecutively with FMLA.
- Both employees may be eligible for 12 weeks of FMLA Leave.

What happens if my Paid Family Caregiver Leave is denied?

- The employee may use other accrued leave.
- The leave may be eligible for FMLA Leave even if not eligible for Paid Family Caregiver Leave.

How do I get paid after the Paid Family Caregiver Leave is exhausted and I want to remain out of work?

- The employee can use any accrued leave to remain in a paid leave status.
- FMLA job protection may continue if the employee is eligible.

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

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: Manager Report

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 18, 2021

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Dave Treme, Interim Town Manager

SUMMARY:

The Manager's Report for the May 18th Regular Town Council meeting is attached.

ATTACHMENTS: Manager Report for May 18th Town Council Meeting

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Memorandum:

To: Mayor and Council

From: David W. Treme, Interim Town Manager

DWT

Subject: Report to Council

Date: May 12, 2021

- Scheduled individual briefings with Mayor and Council on Thursday, May 13, 2021 regarding preliminary plans for the new golf course maintenance building. The Finance Director will present a capital project budget for consideration and approval by Mayor and Council at the May 18, 2021 council meeting as well as an AIA contract with Ramsay, Burgin Smith Architects.
- Matthew Johnson, Paul Blanchard, Judy Gallman and I met on April 19, 2021 via zoom meeting with representatives with the City of Highpoint to discuss the reasons for a sewer rate increase for the Town of Jamestown.
- The roof at the Fairgrounds Building has been completed, heaters have been installed, plumbing for the building is scheduled for Tuesday, May 18, 2021 and Interior painting and concrete work are substantially complete.
- Performance appraisal training for all supervisors was completed on April 27, 2021 at the Civic Center. All evaluations are scheduled for completion and review by the end of May.
- Council member Lawrence Straughn, Judy Gallman, Matthew Johnson and I met with Captain Holder of the Guilford County Sheriff's Department to review and discuss their request for increased funding in the Town of Jamestown's FY2021-22 Annual Budget.
- Three probationary reviews were completed in April, 2021.
- Matthew Johnson, Paul Blanchard and I met with representatives of GFL on May 3, 2021 to discuss citizen complaints regarding recycling. GFL agreed to review the route for drivers to insure that sections of the route were not missed. We also discussed disseminating information to our citizens on how best to utilize the service. Seth Heath, General Manager GFL is scheduled to share our plan with the Council at the June meeting.

- Matthew Johnson and Scott Coakley met with JYL representatives to discuss field rentals and how to improve communications with Officers, staff and volunteer coaches.
- Alliance Code Enforcement has completed the code enforcement “snap shot” of the corporate limits and the ETJ for the Town of Jamestown. The results will be presented at the May 18th Council Meeting.
- Received an announcement and Interim Final Rule from the U.S. Department of the Treasury on May 10, 2021. The staff will sit in on a briefing on the new Interim Final Rule on May 12, 2021 including how to prepare for the receipt of these funds.
- Extended agreement for a three year period with Guilford County for the collection of taxes at the current rate.
- The staff continues preparation on the Town of Jamestown’s FY2021-22 Preliminary Annual Budget to be presented to Mayor and Council at the May 18, 2021 Council meeting.
- Demolition of 301 Lee Street will begin the week of May 24, 2021.