



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
November 17, 2020
6:00 pm in the Civic Center
Agenda

- I. **Call to Order-**
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the October 20, 2020 Regular Meeting
 - B. Approval & Sealing of Closed Session minutes from October 20, 2020
 - C. Resolution honoring the service of Robert Lichauer as an ETJ Member on the Planning Board
 - D. Proclamation National Native American Heritage Month
 - E. Proclamation Veterans Day
 - F. Analysis of financial position of the Town of Jamestown
 - G. Analysis of the financial position of the Jamestown Park & Golf Course
 - H. Notification of Advances
 - I. Budget Amendment #10
- III. **Public Comment**
- IV. Resolution honoring the retirement of Steve Allred as Fire Chief of the Pinecroft Sedgefiled Fire Department- Mayor Montgomery
- V. **Old Business**
 - A. Consideration of the creation of the AARP Communities Committee- Kenny Cole, Town Manager
 - B. Update on the Rezoning Request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from AG (Agricultural) to PUD (Planned Unit Development)- Matthew Johnson, Assistant Town Manager/Director of Planning
 - C. Budget Amendment #11- Judy Gallman, Finance Director
- VI. **New Business-**
 - A. Request to set date for Town Council Retreat- Kenny Cole, Town Manager
 - B. Consideration of appointment of High School Representative- Kenny Cole, Town Manager
 - C. Consideration of approval of Engineering Technician Job Description- Kenny Cole, Town Manager
- VII. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VIII. **Public Comment**
- IX. **Other Business**
- X. **Adjournment**

Working Agenda for the November 17th 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. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the October 20, 2020 Regular Meeting B. Approval & Sealing of Closed Session minutes from October 20, 2020 C. Resolution honoring the service of Robert Lichauer D. Proclamation National Native American Heritage Month E. Proclamation Veterans Day F. Analysis of financial position of the Town G. Analysis of financial position of the GC H. Notification of Advances I. Budget Amendment #10		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. Resolution honoring the retirement of Steve Allred as Fire Chief of PSFD	Mayor Montgomery	Mayor Montgomery to present the resolution to Steve Allred and congratulate him on his retirement.
6:25 pm	V. Old Business		
6:25 pm	A. Consideration of the creation of the AARP Communities Committee	Call on K. Cole	Cole to give an overview of the AARP Communities Committee. Cole to request that Council create an AARP Communities Committee. Council Member makes a motion to create an AARP Communities Committee. Council Member makes a second to the motion. Then vote.
6:35 pm	B. Update on proposed Johnson Farm Rezoning	Call on M. Johnson	Johnson to update Council on the rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from Agricultural to Planned Unit Development.
6:50 pm	C. Budget Amendment #11	Call on J. Gallman	Gallman to request that Council approve Budget Amendment #11. Council Member makes a motion to approve/deny Budget Amendment #11. Council Member makes a second to the motion. Then vote.
6:50 pm	VI. New Business		
6:50 pm	A. Request to set date for Town Council Retreat	Call on K. Cole	Cole to request that the Town Council set a date for their annual retreat. Council Member makes a motion to set a time, place, and date for their annual Town Council Retreat. Council Member makes a second to the motion. Then vote.
6:55 pm	B. Consideration of appointment of High School Representative	Call on K. Cole	Cole to request that Council appoint Win Scott to serve as the high school representative. Council Member makes a motion to approve/deny the appointment of Win Scott to serve as the high school representative. Council Member makes a second to the motion. Then vote.
7:00 pm	C. Consideration of approval of Engineering Tech job description	Call on K. Cole	Cole to request that Council approve the job description for the Engineering Technician position. Council Member makes a motion to approve/deny the job description for the Engineering Technician position. Council Member makes a second to the motion. Then vote.
7:10 pm	VII. Manager/Committee Reports		
7:10 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Town Council.
7:15 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:20 pm	VIII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:35 pm	IX. Other Business		

7:40 pm	X. Adjournment	Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.
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Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the October 20th Regular Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the October 20th Regular Town Council meeting.

ATTACHMENTS: Minutes from the October 20, 2020 Town Council Meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Regular Meeting of the Town Council
October 20, 2020
6:00 pm in the Council Chambers
Minutes & General Account**

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

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

Visitors Present: Alan Johnson, Jr.

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda. There were no changes requested.

Council Member Wolfe made a motion to approve the agenda for the October 20th Regular Town Council meeting as presented. 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 September 15, 2020 Regular Meeting
- Proclamation National Breast Cancer Awareness Month
- Proclamation Fire Prevention Month
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Budget Amendment #8
- Notification of Advances

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

(Proclamation National Breast Cancer Awareness Month, Proclamation Fire Prevention Month, & Budget Amendment #8)

Public Comment- Nobody signed up.

Resolution Honoring Alan F. Johnson- Council Member Wolfe presented the resolution honoring Alan F. Johnson to his son, Alan Johnson, Jr. Council Member Wolfe highlighted the many years of service that Alan F. Johnson had dedicated to the Jamestown Public Library and the community.

(Resolution Honoring Alan F. Johnson)

Old Business-

- Consideration of approval of Coronavirus Intergovernmental Agreement- Cole stated that Council had discussed the agreement at their previous meetings. He added that there had been some questions about the agreement at that time. Cole noted that Koonce had reviewed the agreement and was not concerned about it. He said that he and Gallman had spoken with the Guilford County Manager about the FEMA requirement. Cole said that the County Manager had ensured him that the Town of Jamestown’s request would be considered even if there was no initial application for relief through FEMA. Cole had sent the County Manager a letter that stated that Council intended to approve the agreement.

Council Member Wolfe stated that Council could have approved the agreement sooner if their questions had been answered at the previous meeting. She added that she had expected to receive something in writing from the County that guaranteed that the FEMA requirement would be waived. She said that Council would have to approve the agreement with the hope that the verbal agreement between the Town Manager and County Manager would be upheld.

Council Member Straughn asked Koonce if there would be any repercussions if the Town did not apply to FEMA and sought reimbursement from the County first. Koonce said that she did not believe there would be any negative consequences if the Town applied for financial relief with the County instead of FEMA.

Council Member Capes made a motion to approve the Coronavirus Intergovernmental Agreement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Budget Amendment #9- Gallman requested that Council approve the budget amendment. The amendment would allow staff to purchase a camera system that would improve the quality of the broadcast of meetings. She stated that the purchase would qualify for consideration for reimbursement through the County’s Coronavirus Intergovernmental Agreement.

Council Member Wolfe made a motion to approve budget amendment #9. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn asked if it would be possible to hire somebody to operate the camera and sound system during the meetings. Cole said that he intended to contact someone in the community about that possibility within the coming weeks.

(Budget Amendment #9)

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report on the Jamestown Park & Golf Course to Council. He noted that the golf course had a very busy first quarter. He stated that the numbers showed a consistent increase in the rounds of golf played. He added that the course had been operating at almost full capacity on a daily basis. He added that the grill was currently only allowing customers to order take-out and that the clubhouse was not available to rent as a result of the Coronavirus.

Council Members praised the condition of the golf course and thanked Sanderlin for his hard work.

Council Member Wolfe asked Sanderlin if there had been any discussion about allowing customers the option to dine-in at the grill. Sanderlin stated that he planned to discuss that option with Kenny. They also briefly discussed the possibility of renting the clubhouse out to small groups.

- Discussion about seeking membership in the American Association of Retired Persons (AARP) Network of Age-Friendly Communities- Cole stated that Mark Hensley, AARP Representative, had attended the February 18th Town Council meeting. He said that Hensley had presented information about the Livable Communities Program to Council. Cole noted that Council had seemed interested in pursuing participation in the program at that meeting. He requested that Council approve the resolution seeking membership in the AARP network of age-friendly communities.

Council Members discussed the details of the membership with Cole.

Council Member Rayborn said that she had attended an AARP conference to learn more about the program. She added that the Town of Jamestown was already doing several things that were aligned with the goals of the age-friendly community initiative.

Council Member Wolfe stated that the Town of Jamestown became a certified retirement community in January 2016. She added that it seemed reasonable to seek membership with AARP because of the retirement community designation that the Town had already received.

Council Member Rayborn noted that membership would also allow the Town to be eligible for certain grants.

Council Member Capes said that he thought the concept was a great idea. However, he stated that he was concerned about timing. He added that the discussions of seeking membership in the AARP network was happening too close to the discussions regarding the Johnson property. Council Member Capes said that he had learned that Council Member Rayborn had brought up the concept of age-targeted housing at a Planning Board meeting. He stated that the Planning Board was already considering several different aspects of the proposed development. He did not think it was appropriate to add age-targeted housing to the list of considerations at that time. He added that he thought that the Town should pursue membership at a later time so that there was no perceived connection with proposed development of the Johnson property.

Council Member Wolfe said that she believed it would be beneficial to apply for membership while the Town was working to update the Comprehensive Plan.

Council Members continued to discuss the pros and cons of seeking membership in the AARP network of age-friendly communities.

Mayor Montgomery and Council Members Rayborn, Wolfe, and Straughn did not foresee any negative consequences that could result from seeking membership.

Council Member Capes made a motion to table the resolution until a future date after the Johnson property had the opportunity to evolve so that there would be no perceived overlap.

Council Member Wolfe asked Cole if there were any time limitations on the approval of the resolution in regard to the potential membership. Cole stated that there were none.

Mayor Montgomery stated that she did not think that the resolution and the development of the Johnson property were interconnected.

The motion died for lack of a second.

Council Member Rayborn made a motion to approve the resolution seeking membership in the AARP network of age-friendly communities. Council Member Wolfe made a second to the motion. The motion passed with a 3 to 1 vote with Council Member Capes voting in opposition.

(Resolution seeking Membership in the AARP Network of Age-Friendly Communities)

- Consideration of approval of equipment lease contracts for recreation and golf maintenance equipment- Gallman stated that she was requesting the approval of two separate leases. She added that the first lease was for a utility cart from Tri State Pump & Control. She said that the second lease was for mowers from VGM Financial. Gallman noted that Koonce had reviewed the lease from Tri State Pump & Control. However, she stated that Koonce had requested some changes to the lease for the mowers.

Koonce said that she had a minor concern about some of the phrasing within the lease for the mowers. Koonce added that the financing aspects of the lease were more significant than the wording. She stated that she was comfortable enough with the lease for Council to approve it if they were inclined to do so.

Council Member Straughn made a motion to approve the leases for the recreation and golf equipment and to allow the Finance Director to enter into the lease agreements. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole spoke about the ongoing renovations to Town Hall. He added that several projects were almost complete. He noted that staff would begin working on the sidewalk project near Jamestown Elementary and the renovation of the recreation building at the Golf Course within the coming months. Cole requested that Koonce update Council about the ongoing legal proceedings.

Koonce said that the Town would be moving forward with the demolition of the structures at 301 Lee Street. She added that one of the pending cases with the owner of the property located at 2216 Guilford College Road had been dismissed. She noted that the second case regarding the appeal of the Board of Adjustment decision was ongoing.

Cole stated that Blanchard had received an award for the East Ford Pedestrian Bridge. He noted that there would be a ribbon cutting on November 13th.

Blanchard briefly updated Council on the East Main Street sidewalk project. Council Members discussed the details of the project with Blanchard.

Cole stated that he would have the Oakdale Cotton Mill improvement inventory finished by the end of the week. He also gave a brief update on the renovation of the fairgrounds building.

- Council Member Committee Reports-
 - Council Member Rayborn stated that there was a Planning Board meeting on October 12th. She said that the Planning Board Members had discussed the notes that Jason Epley, Benchmark Representative, had taken over the last several meetings. She added that they had ranked their priorities in regard to their requested revisions to the Castleton Village Development. She gave Council an overview of the Board's priorities. She stated that their next meeting would be held on November 9th.
 - Council Member Wolfe said that there had been a Comprehensive Plan Steering Committee meeting on October 6th. She stated that the Committee had discussed ideas for a new vision statement. She noted that Benchmark had concluded the walking tours on October 6th. She added that Benchmark would provide an overview of the walking tours at the next meeting.

Public Comment- Nobody signed up.

Other Business- Council Member Rayborn spoke about the Certificate of Sufficiency for the requested annexation of the Johnson Farm property. She noted that Council had approved the Certificate of Sufficiency with the condition that the petition be resubmitted with the corrected signature page. She added that Diamondback's legal representative had corrected and initialed the page by hand. Council Member Rayborn was unsatisfied with the corrections.

Koonce stated that there were typographical errors on the typed names underneath the signatures. Koonce added that the most important thing was that all the required signatures were there. She said that she believed that the corrections were sufficient for legal purposes.

Council Member Wolfe spoke with Gallman briefly about the Powell Bill allocations for the Town.

Council Member Wolfe asked Gallman about the nonprofit grants. Gallman stated that there was funding in place. However, she noted that the Town had not received additional applications for the grant money.

Closed Session Per General Statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager- Council Member Wolfe made a motion to go into closed session per general statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

-----**Closed Session**-----

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

Adjournment- Council Member 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 8:20 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of the October 20, 2020 Closed Session Minutes AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administratoin

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The Town Council went into Closed Session at the October 20th Town Council meeting per General Statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager. Staff is requesting the approval and sealing of the minutes from the October 20th Closed Session.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring the service of Robert Lichauer

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Robert Lichauer was initially appointed to serve the unexpired term of Ted Johnson in March 2016. He was reappointed as an ETJ Member in April 2018. Robert Lichauer retired from the Board in August 2020. The Town of Jamestown is very appreciative of Robert Lichauer's dedicated service to his community. The Town wishes him well on all of his future endeavors.

ATTACHMENTS: Resolution honoring the service of Robert Lichauer as an ETJ Member on the Planning Board

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

RESOLUTION HONORING ROBERT LICHAUER

WHEREAS, Robert Lichauer has given of his time and talents serving on the Town of Jamestown Planning Board as an ETJ Member from March 2016 through August 2020; and

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

WHEREAS, Robert has supported well-planned, quality growth that enhanced Jamestown's quality of life and protected the small town community character and preserved the Town's historic and cultural resources responsibly; 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 Robert Lichauer 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 Robert Lichauer.

Adopted this the 17th day of November, 2020.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation National Native American Heritage Month

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

National Native American Heritage Month formally honors the importance of the contributions that Native Americans have made throughout history. The proclamation recognizes November as Native American Heritage Month in the Town of Jamestown.

ATTACHMENTS: Proclamation National Native American Heritage Month for November 2020

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 NATIVE AMERICAN HERITAGE MONTH
NOVEMBER 2020**

WHEREAS, As the first people to live on the land we all cherish, Native Americans and Alaska Natives have profoundly shaped our country's character and our cultural heritage; and

WHEREAS, Today, Native Americans are leaders in every aspect of our society, from the classroom, to the boardroom, to the battlefield; and

WHEREAS, This month, we celebrate and honor the many ways Native Americans and Alaska Natives have enriched our Nation, and we renew our commitment to respecting each tribe's identity while ensuring equal opportunity to pursue the American dream; and

WHEREAS, In paying tribute to Native American achievements, we must also acknowledge the parts of our shaped history that have been marred by violence and tragic mistreatment; and

WHEREAS, Native American Heritage Month was formally adopted to honor and affirm the importance of Native American History throughout our American experience, which goes back thousands of years and includes some of the greatest, most advanced, and innovative societies in our history that we can all draw inspiration from; and

WHEREAS, During Native American Heritage Month all Americans are encouraged to reflect on past successes and challenges of Native Americans and look to the future to continue to improve society so that we live up to the ideals of freedom, equality, and justice;

NOW, THEREFORE, I, Lynn Montgomery, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim the month of November 2020 to be

NATIVE AMERICAN HERITAGE MONTH

AND urge all citizens to join me in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this 17th day of November, 2020.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Veterans Day

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The United States of America nationally recognizes the men and women that faithfully served our country on November 11th. The Town of Jamestown is sincerely grateful for all the sacrifices that our fellow Americans have made to keep our democracy and our citizens safe.

ATTACHMENTS: Proclamation Vietnam Veterans Day

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 VETERANS DAY
NOVEMBER 11, 2020

WHEREAS, The freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

WHEREAS, Since the establishment of the original 13 states, Americans have been willing to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, We owe a great debt to those who have served in defense of this nation; and

WHEREAS, Throughout the generations, their sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, For many, that sacrifice has ended in permanent injury or death, yet their spirit remains in the continued preservation of our freedoms and the promise of liberty established as an example for all the oppressed persons of the world; and

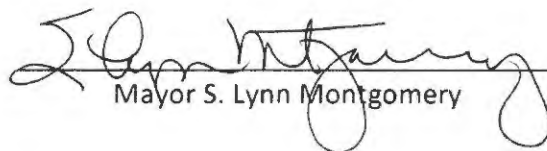
WHEREAS, In honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy;

NOW, THEREFORE, I, LYNN MONTGOMERY, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim November 11th, 2020 as

VETERANS DAY

AND urge all citizens to join me in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 11th day of November, 2020.


Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of October 31, 2020

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of October 31, 2020, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for October 2020 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

Non-recurring expenditures in the General Fund includes the annual property tax collection fee paid to Guilford County and some repairs and improvements to Town-owned buildings.

We had recurring expenditures on Comp Plan and Stormwater Utility inventory.

In the Water/Sewer department we purchased a new generator that will reside in the trailer used when there are water and sewer line breaks, etc. There were some pump station improvements completed as well.

The large payment to the City of High Point last month for Eastside Wastewater Treatment Plant improvements, as well as other one-time payments, have led to expenditures being greater than revenues in the W/S fund; that will reverse as the year proceeds and we get in Adams Farm sewer revenues, etc.

ATTACHMENTS: 3 Page Summary and Detail to Actual Report for October 2020

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of October 31, 2020

Petty Cash	\$	1,350
Operating Cash		2,296,220
Certificates of Deposit		3,000,000
Money Market Accounts - operating		511,271
North Carolina Capital Management Trust		8,740,120
	\$	<u>14,548,961</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	654,169
Cash reserved by Powell Bill for street improvements		448,915
General Capital Reserve Fund		175,473
East Fork Sidewalk Capital Project		1,676
Lydia Multi-use Greenway Capital Project		3,655
Oakdale Sidewalk Phase III		116,109
Water Sewer Capital Reserve Fund		202,073
	\$	<u>1,602,070</u>

Cash by Fund:

General	\$	4,813,514
General Capital Reserve Fund		175,473
East Fork Sidewalk Capital Project		1,676
Lydia Multi-use Greenway Capital Project		3,655
Oakdale Sidewalk Phase III		116,109
Water/Sewer		8,582,292
Randleman Reservoir		654,169
Water/Sewer Capital Reserve Fund		202,073
	\$	<u>14,548,961</u>

Cash by Bank:

NCCMT	\$	8,740,120
Pinnacle Bank		4,296,220
First Bank		1,511,271
	\$	<u>14,547,611</u>

Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of October 31, 2020

Installment Purchase Debt:	Balance at 10/31/2020	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 97,717	12/1/2023	2023/2024
Leaf truck, financed in 2017	99,895	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	138,779	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>483,347</u>	11/3/2027	2027/2028
	<u>\$ 819,738</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 362,482</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of October 31, 2020

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	2,282,968	66,507	2,947,246	89	410,471
% of budget received	36%	65%	39%	0%	23%
% of budget, excluding appropriated fund balance, received	47%	66%	54%	0%	103%
Expenditures (and transfers)	1,647,065	-	3,329,808	61,119	1,758,125
% of budget expended	26%	0%	45%	50%	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 @	1,383,095 @	212,627		
% of budget received	88%	79%	32%		
Life to Date Expenditures	1,613,324	1,287,535	96,518		
% of budget expended	91%	73%	14%		

@ Reimbursement requested and accrued, but not all yet received

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 20

13 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	107,973.63	1,569,374.81	2,121,660.00	612,285.19	72 %
3101 Interest on Ad Valorem Taxes	29.15	176.92	3,000.00	2,823.08	6 %
3102 Tax and Tag revenue	21,029.90	42,796.12	213,850.00	171,053.88	20 %
3103 Interest on Tax and Tag Revenues	33.17	108.37	1,300.00	1,191.63	2 %
3230 SALES AND USE TAX	68,350.18	68,350.18	525,000.00	456,649.82	13 %
3230 Solid Waste Disposal Tax	0.00	798.06	2,500.00	1,701.94	32 %
3230 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3230 TELECOMMUNICATIONS SALES TAX	0.00	0.00	40,000.00	40,000.00	0 %
3230 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3230 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	0.00	0.00	98,000.00	98,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3316 POWELL BILL	0.00	52,279.81	100,000.00	47,720.19	52 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	0.00	12,500.00	50,000.00	37,500.00	25 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	1,648.94	4,498.94	10,000.00	5,501.06	45 %
3346 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3346 INSPECTION AND PERMIT FEES	0.00	50.00	200.00	150.00	25 %
3346 GRILL TOWER RENTAL FEES	2,646.00	16,846.92	80,800.00	63,953.08	21 %
3346 REFUSE COLLECTION FEES	14,095.00	55,080.00	168,000.00	112,920.00	33 %
3400 GREEN FEES	49,572.00	224,548.73	472,500.00	247,951.27	48 %
3410 MECHANICAL CART RENTALS	29,568.00	128,760.00	245,700.00	116,940.00	52 %
3420 FULL CART RENTALS	31.00	175.00	300.00	125.00	58 %
3450 DRIVING RANGE	5,370.00	22,672.00	45,000.00	22,328.00	50 %
3460 GOLF SHOP CONCESSIONS SALES	7,471.39	35,607.10	82,800.00	47,192.90	43 %
3461 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3464 Golf Special Orders - Sales	880.00	2,931.91	4,500.00	1,568.09	65 %
3475 Golf Clubhouse Rental Fees	0.00	0.00	13,500.00	13,500.00	0 %
3481 INVESTMENT EARNINGS	4,020.71	15,884.14	35,000.00	19,115.86	45 %
3483 CONTRIBUTIONS AND DONATIONS - bench (Alan Johnson)	0.00	1,333.00	0.00	-1,333.00	** %
3486 SALES - PRO SHOP GOLF INVENTORY	4,715.10	24,017.86	45,000.00	20,982.14	53 %
3487 SHEDS/RENTALS	50.00	150.00	2,500.00	2,350.00	6 %
3489 Building lease revenue	0.00	0.00	5,111.00	5,111.00	0 %
3489 MISCELLANEOUS REVENUES	158.98	273.18	500.00	226.82	55 %
3490 Rental Golf Sets	160.00	690.00	2,200.00	1,510.00	31 %
3491 Ball Field Rentals	975.00	1,231.25	5,000.00	3,768.75	25 %
3490 Insurance Recoveries	0.00	1,833.44	1,850.00	16.56	99 %
3493 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	78,200.00	78,200.00	0 %
3496 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3491 FUND BALANCE APPROPRIATED	0.00	0.00	1,262,623.00	1,262,623.00	0 %
Account Group Total:	318,778.15	2,282,967.74	6,308,194.00	4,025,226.26	36 %
Fund Total:	318,778.15	2,282,967.74	6,308,194.00	4,025,226.26	36 %

2

00 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
6100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	3,485.80	9,328.30	40,671.70	50,000.00	50,000.00	0.00
2100	DEPARTMENT SUPPLIES	62.51	297.33	299.75	597.02	2,600.00	1,402.92
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	3,250.00	3,250.00	5,250.00	2,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	75.00	0.00	75.00	2,500.00	2,425.00
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	ADVERTISING	0.00	94.25	0.00	94.25	600.00	505.75
3800	DATA PROCESSING SERVICES	97.20	193.85	656.15	850.00	850.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	2,015.21	0.00	2,015.21	2,400.00	384.79
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3960	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	0.00	0.00	0.00	1,000.00	1,000.00
9100	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Account Total:	3,645.51	12,713.94	44,877.60	57,591.54	73,550.00	15,958.46
6200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	30,938.00	92,215.00	0.00	92,215.00	273,000.00	180,785.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	5,100.00	5,100.00
1009	FICA EXPENSE	2,255.00	6,644.94	0.00	6,644.94	21,300.00	14,655.06
1010	RETIREMENT EXPENSE	3,104.70	9,252.99	0.00	9,252.99	28,500.00	19,247.01
1011	HEALTH INSURANCE EXPENSE	2,715.09	11,143.44	0.00	11,143.44	33,000.00	21,856.56
1012	FLEX ADMINISTRATION FEES	12.00	48.00	252.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	781.32	3,114.18	0.00	3,114.18	10,800.00	7,685.82
1014	WORKER'S COMPENSATION	456.65	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	1,369.68	4,315.85	0.00	4,315.85	12,500.00	8,184.15
1019	PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	17,900.00	9,575.00
2100	DEPARTMENT SUPPLIES	16.76	80.77	154.85	235.62	1,700.00	1,464.38
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	242.52	379.33	0.00	379.33	2,000.00	1,620.67
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	9,000.00	9,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	3,600.00	0.00	3,600.00	8,500.00	4,900.00
3200	COMMUNICATIONS	420.78	1,828.78	4,016.22	5,845.00	8,000.00	2,155.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	1,570.25	5,526.77	9,973.23	15,500.00	15,500.00	0.00
3950	DUES AND SUBSCRIPTIONS	127.50	6,098.58	1,125.00	7,223.58	9,500.00	2,276.42
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	113.00	149.00	0.00	149.00	750.00	601.00
4300	EQUIPMENT RENTAL	249.14	885.70	1,702.58	2,588.28	3,000.00	411.72
4400	SERVICE & MAINTENANCE CONTRACTS	5,761.19	5,847.74	0.00	5,847.74	11,000.00	5,152.26
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	13,215.98	14,232.02	1,056.91	15,288.93	27,000.00	11,711.07

Annual tax collection fee -
Guilford County

11/20/20
14:55:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
4880	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		63,349.56	174,144.74	21,280.79	195,425.53	510,050.00	314,624.47
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	11,677.00	32,851.00	0.00	32,851.00	121,000.00	88,149.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
1009	FICA EXPENSE	833.08	2,483.25	0.00	2,483.25	9,500.00	7,016.75
1010	RETIREMENT EXPENSE	1,124.25	3,350.82	0.00	3,350.82	13,000.00	9,649.18
1011	HEALTH INSURANCE EXPENSE	905.03	3,714.68	0.00	3,714.68	16,500.00	12,785.32
1012	FLEX ADMINISTRATION FEES	6.00	24.00	176.00	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	91.33	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	495.93	1,478.12	0.00	1,478.12	5,500.00	4,021.88
2100	DEPARTMENT SUPPLIES	0.00	722.60	44.95	767.55	2,000.00	1,232.45
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
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	21.12	21.12	0.00	21.12	2,500.00	2,478.88
2900	ASSETS NOT CAPITALIZED	0.00	2,412.10	0.00	2,412.10	6,000.00	3,587.90
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	56.25	131.25	0.00	131.25	3,000.00	2,868.75
3200	COMMUNICATIONS	143.28	569.12	1,030.88	1,600.00	3,000.00	1,400.00
3400	PRINTING	0.00	109.50	0.00	109.50	1,750.00	1,640.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	ADVERTISING	0.00	329.75	0.00	329.75	3,500.00	3,170.25
3900	DATA PROCESSING SERVICES	724.89	1,851.90	4,016.10	5,868.00	5,900.00	32.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	500.00	300.00
3950	DUES AND SUBSCRIPTIONS	172.99	1,425.91	580.00	2,005.91	4,500.00	2,494.09
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	800.00	450.00
4500	INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4900	OTHER CONTRACTED SERVICES	18,500.00	45,500.00	54,000.00	99,500.00	99,500.00	0.00
4981	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
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		34,096.15	98,745.50	61,047.93	159,793.43	319,200.00	159,406.57
4000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	987.37	1,636.47	2,125.09	3,761.56	7,000.00	3,238.44
2140	SEED and SOD	0.00	576.00	24.00	600.00	500.00	-100.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	278.00	0.00	278.00	500.00	222.00
2144	MULCH & PINE NEEDLES	0.00	83.82	0.00	83.82	4,000.00	3,916.18
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	188.33	0.00	188.33	2,500.00	2,311.67
2900	ASSETS NOT CAPITALIZED	1,814.00	1,814.00	0.00	1,814.00	13,500.00	11,686.00
3200	COMMUNICATIONS	150.07	562.27	1,347.73	1,910.00	2,000.00	90.00
3300	UTILITIES	1,611.43	7,053.05	3,929.38	10,982.43	28,000.00	17,017.57
3450	Water Utilities	0.00	71.28	0.00	71.28	400.00	328.72

Comp Plan

Bench (sponsored) for Alan Johnson

10 GENERAL FUND

Window repairs - library

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE	1,000.00	1,799.30	14,050.00	15,849.30	79,425.00	63,575.70
3940	LANDFILL FEES/DUMPSTER P/O	0.00	0.00	0.00	0.00	500.00	500.00
3990	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	3,431.68	15,293.68	18,200.00	33,493.68	35,000.00	1,506.32
4500	INSURANCE AND BONDING	0.00	22,252.60	0.00	22,252.60	25,000.00	2,747.40
4990	OTHER CONTRACTED SERVICES	0.00	0.00	950.00	950.00	15,000.00	14,050.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	19,867.65	0.00	19,867.65	34,250.00	14,382.35
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	19,000.00	19,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	26,505.00	26,505.00	41,575.00	15,070.00
9100	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		8,994.55	71,476.45	67,131.20	138,607.65	309,350.00	170,742.35
4910	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	82,644.49	82,644.49	0.00	82,644.49	400,000.00	317,355.51
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	0.00	0.00	0.00	3,000.00	3,000.00
4920	ANIMAL CONTROL CONTRACT	0.00	2,613.00	0.00	2,613.00	12,500.00	9,887.00
Account Total:		82,644.49	85,257.49	0.00	85,257.49	421,100.00	335,842.51
4930	FIRE EXPENSES						
4936	Fire Inspection Fees	0.00	0.00	0.00	0.00	10,000.00	10,000.00
4980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	FIRECROFT SEDGEMOUNT FIRE CONTRACT	0.00	340,030.44	0.00	340,030.44	679,070.00	339,039.56
4500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	6,700.00	6,700.00
9100	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		0.00	340,030.44	0.00	340,030.44	696,970.00	356,939.56
4940	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	36.98	633.23	0.00	633.23	6,000.00	5,366.77
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	330.69	0.00	330.69	6,000.00	5,669.31
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	28,000.00	28,000.00
3300	UTILITIES	6,220.32	25,860.85	0.00	25,860.85	134,000.00	108,139.15
3500	REPAIRS AND MAINTENANCE	101.36	490.70	0.00	490.70	10,000.00	9,509.30
3940	LANDFILL FEES/DUMPSTER P/O	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3990	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,048.20	0.00	1,048.20	1,200.00	151.80
4920	STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	13,180.00	24,737.50	11,936.50	36,674.00	67,174.00	30,500.00
5600	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	30,000.00	30,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,499.99	0.00	5,499.99	11,500.00	6,000.01
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9100	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		19,538.66	65,142.16	11,936.50	77,078.66	499,274.00	422,195.34

Stormwater inventory project

5

012 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4990	POWERED BILL						
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	275,000.00	275,000.00
	5400 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	Account Total:	0.00	0.00	0.00	0.00	295,000.00	295,000.00
4900	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	9,476.41	30,265.85	0.00	30,265.85	114,000.00	83,734.15
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	1009 FICA EXPENSE	699.30	2,223.82	0.00	2,223.82	8,900.00	6,676.18
	1010 RETIREMENT EXPENSE	969.15	3,094.79	0.00	3,094.79	12,000.00	8,905.21
	1011 HEALTH INSURANCE EXPENSE	1,810.06	8,422.03	0.00	8,422.03	33,000.00	24,577.97
	1012 FLEX ADMINISTRATION FEES	6.00	42.00	358.00	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	682.50	2,730.00	0.00	2,730.00	10,800.00	8,070.00
	1014 WORKER'S COMPENSATION	6,393.06	6,393.06	0.00	6,393.06	9,700.00	3,306.94
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	1017 401K EXPENSE	426.39	1,348.44	0.00	1,348.44	5,000.00	3,651.56
	2100 DEPARTMENT SUPPLIES	207.45	958.57	179.85	1,138.42	5,000.00	3,861.58
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	311.36	1,493.76	1,185.00	2,678.76	8,500.00	5,821.24
	2520 FUELS - GAS & OIL	916.49	3,736.94	16,263.06	20,000.00	20,000.00	0.00
	3700 COMMUNICATIONS	63.01	214.03	345.97	560.00	1,000.00	440.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	3700 ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	162.00	338.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	5,344.40	14,935.56	45,064.44	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,209.18	32,649.54	66,892.46	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	3,110.18	9,734.19	0.00	9,734.19	15,000.00	5,265.81
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	38,624.94	120,012.89	130,626.78	250,639.67	415,500.00	164,860.33
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	12,068.36	35,823.01	0.00	35,823.01	107,000.00	71,176.99
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
	1009 FICA EXPENSE	914.74	2,715.69	0.00	2,715.69	8,500.00	5,784.31
	1010 RETIREMENT EXPENSE	1,104.21	3,282.05	0.00	3,282.05	10,000.00	6,717.95
	1011 HEALTH INSURANCE EXPENSE	1,810.06	7,428.76	0.00	7,428.76	22,000.00	14,571.24
	1012 FLEX ADMINISTRATION FEES	6.00	24.00	176.00	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	2,054.91	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	1,443.56	0.00	1,443.56	4,300.00	2,856.44
	2100 DEPARTMENT SUPPLIES	965.80	2,746.07	119.90	2,865.97	9,000.00	6,134.03
	2140 SEED and SOG	0.00	216.00	9.00	225.00	1,000.00	775.00
	2141 CHEMICALS	0.00	340.00	0.00	340.00	3,000.00	2,660.00
	2142 FERTILIZER AND LIME	0.00	651.00	34.00	685.00	2,000.00	1,315.00
	2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
	2144 MULCH & PINE NEEDLES	0.00	456.00	0.00	456.00	5,500.00	5,044.00
	2145 TOPSOIL (Sanc)	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

temp (now hired as employee)

6

GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	133.24	147.71	0.00	147.71	3,000.00	2,852.29
2500	VEHICLE SUPPLIES	46.03	110.37	0.00	110.37	1,000.00	889.63
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2550	EQUIPMENT SUPPLIES	0.00	1,283.86	0.00	1,283.86	4,500.00	3,216.14
2600	OFFICE SUPPLIES	0.00	51.46	0.00	51.46	300.00	248.54
2800	ASSETS NOT CAPITALIZED	0.00	890.00	800.00	1,690.00	6,900.00	5,210.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	100.00	0.00	100.00	1,500.00	1,400.00
3200	COMMUNICATIONS	74.56	248.68	511.32	760.00	2,000.00	1,240.00
3300	UTILITIES	460.03	3,508.13	0.00	3,508.13	14,500.00	10,991.87
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	42.67	85.56	170.44	256.00	220.00	-36.00
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	170.00	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	900.00	900.00	1,000.00	1,900.00	14,000.00	12,100.00
4101	Library Services	0.00	26,000.00	0.00	26,000.00	107,500.00	81,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	25,250.00	25,250.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	2,152.27	3,113.53	11,520.96	14,634.49	21,300.00	6,665.51
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	1,620.00	1,440.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	0.00	1,747.01	0.00	1,747.01	2,000.00	252.99
4990	OTHER CONTRACTED SERVICES	0.00	1,833.44	0.00	1,833.44	4,350.00	2,516.56
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	75,000.00	75,000.00
5900	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		23,568.94	99,292.34	16,281.62	115,573.96	490,290.00	374,716.04
6700	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	36,205.82	110,268.56	0.00	110,268.56	329,000.00	218,731.44
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	7,000.00	7,000.00
1009	FICA EXPENSE	2,661.06	8,230.57	0.00	8,230.57	26,000.00	17,769.43
1010	RETIREMENT EXPENSE	3,306.07	9,854.80	0.00	9,854.80	30,000.00	20,145.20
1011	HEALTH INSURANCE EXPENSE	4,525.15	18,572.80	0.00	18,572.80	55,000.00	36,427.20
1012	FLEX ADMINISTRATION FEES	6.00	24.00	276.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	1,478.32	0.00	1,478.32	10,800.00	9,321.68
1014	WORKER'S COMPENSATION	4,109.82	4,109.82	0.00	4,109.82	6,000.00	1,890.18
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,457.46	4,343.84	0.00	4,343.84	12,800.00	8,456.16
2100	DEPARTMENT SUPPLIES	1,204.16	1,404.28	309.75	1,714.03	8,500.00	6,785.97
2140	SEED and SOD	0.00	836.00	9.00	845.00	2,000.00	1,155.00
2141	CHEMICALS	990.00	8,379.95	4,150.00	12,529.95	40,000.00	27,470.05
2142	FERTILIZER AND LIME	308.64	11,566.68	0.00	11,566.68	30,000.00	18,433.32
2143	IRRIGATION SUPPLIES	0.00	436.35	0.00	436.35	7,000.00	6,563.65
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sano)	0.00	3,650.60	0.00	3,650.60	10,000.00	6,349.40
2155	TREE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	17.98	0.00	17.98	5,000.00	4,982.02

11/28/10
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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

Page: 6 of 12
Report ID: 6100B

7

10 CENTRAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	1,009.64	5,474.26	16,525.74	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	750.85	4,308.34	0.00	4,308.34	16,500.00	12,191.66
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	268.78	936.34	2,663.66	3,600.00	5,500.00	1,900.00
3300	UTILITIES	1,198.73	3,159.32	1,710.15	4,869.47	19,000.00	14,130.53
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	0.00	0.00	1,500.00	1,500.00	8,000.00	6,500.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	85.36	171.14	728.86	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	107.00	1,093.00	1,200.00	1,500.00	300.00
3940	LANDFILL FEES/DUMPSTER P/U	125.46	628.19	971.81	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	400.00	479.99	0.00	479.99	2,000.00	1,520.01
3980	MISCELLANEOUS EXPENSE	250.00	310.00	0.00	310.00	500.00	190.00
4300	EQUIPMENT RENTAL	5,564.67	22,897.74	30,522.10	53,419.86	62,000.00	8,580.16
4400	SERVICE & MAINTENANCE CONTRACTS	2,996.00	2,996.00	0.00	2,996.00	4,000.00	1,004.00
4500	INSURANCE AND BONDING	0.00	10,482.05	0.00	10,482.05	12,000.00	1,517.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	2,000.00	3,550.00	5,550.00	6,000.00	450.00
5800	CAPITAL OUTLAY - BUILDINGS &	1,967.00	1,967.00	0.00	1,967.00	570,000.00	568,033.00
9100	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Account Total:		69,760.25	239,150.24	64,010.07	303,160.31	1,330,550.00	1,027,389.69
4301	GOLF SHOP EXPENDITURES						
7000	SALARIES AND WAGES	29,657.39	90,820.04	0.00	90,820.04	235,000.00	144,179.96
7008	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
7009	PTCA EXPENSE	2,275.81	6,975.75	0.00	6,975.75	18,200.00	11,224.25
7010	RETIREMENT EXPENSE	1,773.03	5,354.65	0.00	5,354.65	16,500.00	11,145.35
7011	HEALTH INSURANCE EXPENSE	2,715.09	11,143.44	0.00	11,143.44	33,000.00	21,856.56
7012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
7013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,839.72	0.00	1,839.72	10,800.00	8,960.28
7014	WORKER'S COMPENSATION	913.29	913.29	0.00	913.29	2,000.00	1,086.71
7015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
7017	401K EXPENSE	782.37	2,302.28	0.00	2,302.28	6,850.00	4,547.72
7100	DEPARTMENT SUPPLIES	1,185.80	3,805.38	1,886.02	5,691.40	9,500.00	3,808.60
7101	Office Supplies	135.51	751.31	4,719.04	5,470.35	8,500.00	3,029.65
7156	RANGE SUPPLIES	2,625.00	2,972.10	0.00	2,972.10	5,500.00	2,527.90
7200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
7400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
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	500.00	500.00
2600	OFFICE SUPPLIES	237.29	237.29	0.00	237.29	1,000.00	762.71
2700	GOLF INVENTORY FOR RESALE	263.80	15,928.47	4,847.82	20,776.29	38,000.00	17,223.71
2705	Golf Special Orders - Purchases	101.71	1,806.06	900.00	2,706.06	5,000.00	2,293.94
2710	CONCESSION INVENTORY RESALE	2,856.08	12,216.40	9,361.12	21,577.52	52,000.00	30,422.48
2715	Food purchased not in inventory	864.35	3,140.92	9,682.63	12,823.55	22,000.00	9,176.45
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00

electrical improvements - fairgrounds building

11/05/20
14:55:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

Page: 7 of 12
Report ID: B100B

GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	807.34	3,033.47	5,666.53	8,700.00	11,000.00	2,300.00
3300	UTILITIES	1,146.71	4,206.75	2,105.54	6,312.29	16,000.00	9,687.71
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
3500	REPAIRS AND MAINTENANCE	301.87	301.87	0.00	301.87	3,000.00	2,698.13
3700	ADVERTISING	60.40	336.60	482.40	820.00	10,000.00	9,180.00
3800	DATA PROCESSING SERVICES	1,244.01	2,487.14	11,662.86	14,150.00	14,150.00	0.00
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	134.46	673.18	1,026.82	1,700.00	3,600.00	1,900.00
3950	DOES AND SUBSCRIPTIONS	0.00	429.00	0.00	429.00	900.00	371.00
3955	Permit Fees	120.00	120.00	0.00	120.00	200.00	80.00
3960	BANK AND MERCHANT FEES	2,144.34	9,683.81	6,816.19	16,500.00	17,500.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	144.83	1,250.40	1,176.46	2,426.86	4,500.00	2,073.14
4310	GOLF CART RENTALS	5,327.28	21,309.12	42,618.24	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	2,100.82	8,181.57	0.00	8,181.57	17,000.00	8,818.43
4400	SERVICE & MAINTENANCE CONTRACTS	1,661.68	5,440.72	7,629.44	13,070.16	16,000.00	2,929.84
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	1,304.96	0.00	1,304.96	4,000.00	2,695.04
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	Account Total:	61,580.26	231,320.06	112,413.11	343,733.17	674,360.00	330,626.83
7200	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	38,107.55	0.00	38,107.55	152,000.00	113,892.45
7200	DEBT INTEREST PAYMENTS	0.00	5,182.04	0.00	5,182.04	21,000.00	15,817.96
	Account Total:	0.00	43,289.59	0.00	43,289.59	173,000.00	129,710.41
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	56,995.14	66,489.27	0.00	66,489.27	100,000.00	33,510.73
	Account Total:	56,995.14	66,489.27	0.00	66,489.27	100,000.00	33,510.73
	Account Group Total:	462,798.45	1,647,065.11	529,605.60	2,176,670.71	6,308,194.00	4,131,523.29
	Fund Total:	462,798.45	1,647,065.11	529,605.60	2,176,670.71	6,308,194.00	4,131,523.29

2% of tax collections to Gen Capital Reserve fund

9

11/26/20
14:43:0

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 20

Page: 2 of 5
Report ID: B110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3931 INVESTMENT EARNINGS	4.19	17.51	100.00	82.49	18 %
3991 TRANSFER FROM GENERAL FUND	56,995.14	66,489.27	100,000.00	33,510.73	66 %
Account Group Total:	56,999.33	66,506.78	100,100.00	33,593.22	66 %
Fund Total:	56,999.33	66,506.78	100,100.00	33,593.22	66 %

11/26/20
4:55:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

Page: 8 of 12
Report ID: B100B

1 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4000	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	78,200.00	78,200.00
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	21,900.00	21,900.00
	Account Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Account Group Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Fund Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00

11/06/20
14:53:07

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 20

Page: 3 of 5
Report ID: B110

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	93.20	419.59	3,200.00	2,780.41	13 %
3710 UTILITY CHARGE - WATER	74,732.90	312,661.47	905,000.00	592,338.53	35 %
3720 UTILITY CHARGE - SEWER	468,077.74	767,661.91	2,508,000.00	1,740,338.09	31 %
3741 Meter Fee	1,820.00	2,420.00	500.00	-1,920.00	484 %
3742 System Development Fees to be transferred	13,000.00	19,000.00	0.00	-19,000.00	** %
3743 System Admin / Installation fee	200.00	400.00	100.00	-300.00	400 %
3745 Connection Fees - Water and Sewer	1,050.00	4,100.00	10,000.00	5,900.00	41 %
3750 NONPAYMENT / RECONNECTION FEES	1,850.00	4,250.00	11,000.00	6,750.00	39 %
3755 Return Check Fees	0.00	50.00	350.00	300.00	14 %
3760 LATE FEES	2,009.20	5,499.20	23,000.00	17,500.80	24 %
3765 CREDIT CARD ADMINISTRATION FEES	14.61	49.16	800.00	750.84	6 %
3831 INVESTMENT EARNINGS	-461.96	11,491.42	60,000.00	48,508.58	19 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	100.00	100.00	0 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	61,118.61	123,000.00	61,881.39	50 %
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	2,020,315.00	2,020,315.00	0 %
Account Group Total:	562,385.69	2,947,246.36	7,465,365.00	4,518,118.64	39 %
Fund Total:	562,385.69	2,947,246.36	7,465,365.00	4,518,118.64	39 %

12

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4100	WATER AND SEWER						
1000	SALARIES AND WAGES	66,682.26	200,008.63	0.00	200,008.63	674,500.00	474,491.37
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	12,450.00	12,450.00
1009	FICA EXPENSE	5,083.18	15,253.83	0.00	15,253.83	51,875.00	36,621.17
1010	RETIREMENT EXPENSE	6,801.56	20,100.12	0.00	20,100.12	64,900.00	44,799.88
1011	HEALTH INSURANCE EXPENSE	9,955.32	38,961.88	0.00	38,961.88	118,050.00	79,088.12
1012	FLEX ADMINISTRATION FEES	18.00	72.00	728.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	900.00	2,793.61	0.00	2,793.61	11,700.00	8,906.39
1014	WORKER'S COMPENSATION	9,359.94	9,359.94	0.00	9,359.94	13,000.00	3,640.06
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	3,195.72	9,180.78	0.00	9,180.78	27,725.00	18,544.22
1019	PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	11,350.00	3,025.00
2100	DEPARTMENT SUPPLIES	1,366.63	6,276.82	1,433.19	7,710.01	30,000.00	22,289.99
2125	WATER METERS	0.00	3,788.12	0.00	3,788.12	32,000.00	28,211.88
2200	FOOD AND PROVISIONS	47.34	47.34	0.00	47.34	1,000.00	952.66
2400	CONSTRUCTION & REPAIR SUPPLIES	2,045.25	2,496.25	1,200.00	3,696.25	15,000.00	11,303.75
2500	VEHICLE SUPPLIES	1,563.97	2,657.72	0.00	2,657.72	7,500.00	4,842.28
2520	FUELS - GAS & OIL	1,376.13	5,659.96	16,340.04	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	0.00	743.93	0.00	743.93	5,000.00	4,256.07
2600	OFFICE SUPPLIES	257.46	435.25	0.00	435.25	2,000.00	1,564.75
2650	PURCHASE OF WATER	19,566.30	68,608.76	189,996.68	258,605.44	340,000.00	81,394.56
2755	Water Transmission Fees	1,647.00	4,941.00	0.00	4,941.00	26,000.00	21,059.00
2900	ASSETS NOT CAPITALIZED	4,332.12	12,369.89	3,700.00	16,069.89	25,200.00	9,130.11
3100	TRAVEL	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	740.00	0.00	740.00	7,500.00	6,760.00
3200	COMMUNICATIONS	2,198.12	7,672.80	19,247.20	26,920.00	33,500.00	6,580.00
3300	UTILITIES	403.85	2,735.88	2,000.00	4,735.88	15,000.00	10,264.12
3350	Water Utilities	0.00	30.24	0.00	30.24	500.00	469.76
3400	PRINTING	359.74	1,304.15	3,317.35	4,621.50	7,000.00	2,378.50
3500	REPAIRS AND MAINTENANCE	0.00	2,369.70	0.00	2,369.70	30,000.00	27,630.30
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	2,624.60	5,246.50	14,253.50	19,500.00	19,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	123.00	123.00	1,877.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	36.96	0.00	36.96	4,000.00	3,963.04
3950	DUES AND SUBSCRIPTIONS	312.50	345.58	1,125.00	1,470.58	3,000.00	1,529.42
3955	Permit Fees	2,907.50	2,907.50	0.00	2,907.50	5,000.00	2,092.50
3960	BANK AND MERCHANT FEES	981.90	3,770.91	4,981.91	6,752.82	14,000.00	5,247.18
3980	MISCELLANEOUS EXPENSE	113.00	238.00	0.00	238.00	1,500.00	1,262.00
4300	EQUIPMENT RENTAL	7,165.45	8,134.57	1,702.60	9,937.17	12,500.00	2,662.83
4400	SERVICE & MAINTENANCE CONTRACTS	11,230.78	26,390.54	16,282.50	42,673.04	50,000.00	7,326.96
4401	NC811 Fees	238.50	374.25	1,625.75	2,000.00	2,000.00	0.00
4500	INSURANCE AND BONDING	1,740.80	47,663.49	0.00	47,663.49	48,000.00	336.51
4950	LAB TESTING	140.00	919.00	8,081.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	67,378.74	131,633.70	0.00	131,633.70	800,000.00	668,366.30
4990	OTHER CONTRACTED SERVICES	542.72	5,773.04	3,073.96	8,847.00	230,000.00	221,153.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	1,233.14	42,287.73	87,898.89	130,186.62	142,000.00	11,813.38
5500	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	5,798.10	5,798.10	5,000.00	-798.10
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	8,780.88	2,096,904.09	7,600.00	2,104,504.09	2,676,810.00	572,305.91

Generator

pump station improvements

fees (title) for new truck

11/06/20
14:55:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

Page: 10 of 12
Report ID: B1008

13

10 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6200	OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	46,000.00	2,044.40
6301	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6920	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	12,500.83	0.00	12,500.83	50,005.00	37,504.17
7200	DEBT INTEREST PAYMENTS	0.00	2,268.90	0.00	2,268.90	9,000.00	6,731.10
9600	TRANSFERS TO OTHER FUNDS	0.00	410,282.00	0.00	410,282.00	433,000.00	22,718.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		242,673.40	3,329,808.40	398,262.67	3,728,071.07	7,465,365.00	3,737,293.93
Account Group Total:		242,673.40	3,329,808.40	398,262.67	3,728,071.07	7,465,365.00	3,737,293.93
Fund Total:		242,673.40	3,329,808.40	398,262.67	3,728,071.07	7,465,365.00	3,737,293.93

11/06/20
14:53:07

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 20

Page: 4 of 5
Report ID: 9110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	6.70	89.22	7,000.00	6,910.78	1 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	32,850.00	32,850.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
Account Group Total:	6.70	89.22	123,000.00	122,910.78	0 %
Fund Total:	6.70	89.22	123,000.00	122,910.78	0 %

11/06/00
14:05:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
0130	RANDLEMAN RESERVOIR						
	9000 TRANSFERS TO OTHER FUNDS	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Group Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Fund Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39

11/06/20
14:53:07

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 20

Page: 5 of 5
Report ID: B110

16

41 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3931 INVESTMENT EARNINGS	7.15	189.09	300.00	110.91	63 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	410,282.00	400,000.00	-10,282.00	103 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,399,700.00	1,399,700.00	0 %
Account Group Total:	7.15	410,471.09	1,800,000.00	1,389,528.91	23 %
Fund Total:	7.15	410,471.09	1,800,000.00	1,389,528.91	23 %
Grand Total:	938,177.02	5,707,281.19	15,796,659.00	10,089,377.81	36 %

11/05/20
14:25:00

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 20

Page: 12 of 12
Report ID: B1008

17

4. WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5							
	5400 OTHER FINANCING USES						
	9600 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:	705,471.85	6,796,117.12	927,868.27	7,723,985.39	15,796,659.00	8,072,673.61

35

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Abstract of Golf Report for October 2020

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of October 2020. For the month of October 2020 in comparison to October 2019, revenues were up by approximately 24% due to increased green fees, cart rentals, grill revenues and golf shop inventory sales. Golf rounds played were up by 22% over October 2019. It is interesting to note that the grill revenues were greater even though the grill was open for take-out only, and the golf facility was not open for rentals.

Expenditures were up in October 2020 by approximately 24% in comparison to October 2019 expenditures. There are several reasons for this increase. Wages and benefits were up due to 3 payrolls being paid out in October 2020, while there were just 2 payrolls in October 2019. This is a timing thing, as payroll is every other Friday. This year there were 5 Fridays in October. Another reason for the increase is that workers compensation was posted in October this year instead of an earlier month as in prior year. A non-wage/benefit expenditure that was higher in October 2020 is the irrigation service contract amount of approximately \$3,000. This was paid in another month in 2019.

As a result, the net loss increased by \$5,896 (before capital outlay) in October 2020 to \$31,606, as opposed to a net loss of \$25,710 in October 2019.

ATTACHMENTS: Golf Report for October 2020

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Summary
 FYE 6/30/21

	October 2020	October 2019	Variance	%	YTD FYE 6/30/21	YTD FYE 6/30/20	Variance	%
<i>Golf Course Operating Revenues</i>	97,767	78,953	18,814	23.83%	439,403	384,068	55,335	14.41%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	67,793	51,726	16,067	31.06%	237,183	220,186	16,997	7.72%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	61,580	52,937	8,643	16.33%	231,320	202,880	28,440	14.02%
<i>Net exp < or > rev before Capital Outlay</i>	(31,606)	(25,710)	(5,896)		(29,100)	(38,998)	9,898	
<i>Capital Outlay</i>	1,967	-	1,967		1,967	-	(1,967)	
<i>Net expenditures < or > revenues</i>	<u>(33,573)</u>	<u>(25,710)</u>	(7,863)	30.58%	<u>(31,067)</u>	<u>(38,998)</u>	7,931	20.34%
<i>Golf Rounds Played (not including complimentary play)</i>	3,046	2,502			13,444	11,779		
<i>Bad Weather Days (1)</i>	6	9			13	14		
<i>Days closed for aerification, covered greens, COVID</i>	0	-			2	2		
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	8	9						
<i>Part-time hours</i>	1,596	934						

Golf Course Revenues
Revenues
FYE 6/30/21

	<u>October 2020</u>	<u>October 2019</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	49,572	41,567	8,005	19.26%	224,549	202,050	22,499	11.14%
Cart Rentals	29,568	21,528	8,040	37.35%	128,760	102,796	25,964	25.26%
Pull Carts	31	18	13	72.22%	175	73	102	139.73%
Driving Range	5,370	3,625	1,745	48.14%	22,672	17,535	5,137	29.30%
Sales - Golf Shop Inventory	5,595	4,955	640	12.92%	26,950	20,126	6,824	33.91%
Sales - Golf Shop Concessions	7,471	6,540	931	14.24%	35,607	38,243	(2,636)	-6.89%
Golf Clubhouse Rental Fees	160	720	(560)	-77.78%	690	3,245	(2,555)	-78.74%
	(golf clubs)				(golf clubs)			
Ins Recoveries	-	-			-	-		
	<u>97,767</u>	<u>78,953</u>	18,814	23.83%	<u>439,403</u>	<u>384,068</u>	55,335	14.41%

Note: Grill is currently open for take-out only.
Clubhouse is not open for rentals.

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

	<u>October 2020</u>	<u>October 2019</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>	52,641	33,329	19,312	57.94%	156,884	142,479	14,405	10.11%
<i>Supplies & Materials</i>	4,263	9,635	(5,372)	-55.76%	36,074	39,981	(3,907)	-9.77%
<i>Contractual Services</i>	8,561	5,622	2,939	52.28%	38,376	29,038	9,338	32.16%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>2,328</u>	<u>3,140</u>	<u>(812)</u>	-25.86%	<u>5,849</u>	<u>8,688</u>	<u>(2,839)</u>	-32.68%
<i>Total Exp before Capital Outlay</i>	<u>67,793</u>	<u>51,726</u>	<u>16,067</u>	31.06%	<u>237,183</u>	<u>220,186</u>	<u>16,997</u>	7.72%
<i>Capital Outlay</i>	<u>1,967</u>	<u>-</u>	<u>1,967</u>		<u>1,967</u>	<u>-</u>	<u>1,967</u>	
	<u><u>69,760</u></u>	<u><u>51,726</u></u>	<u><u>18,034</u></u>	34.86%	<u><u>239,150</u></u>	<u><u>220,186</u></u>	<u><u>18,964</u></u>	8.61%

Golf Shop Expenditures
FYE 6/30/21

	<u>October 2020</u>	<u>October 2019</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>	38,116	21,490	16,626	77.37%	119,349	89,655	29,694	33.12%
<i>Supplies & Materials</i>	8,270	10,693	(2,423)	-22.66%	40,856	43,367	(2,511)	-5.79%
<i>Contractual Services</i>	9,235	14,640	(5,405)	-36.92%	49,520	50,362	(842)	-1.67%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>5,959</u>	<u>6,114</u>	<u>(155)</u>	-2.54%	<u>21,595</u>	<u>19,496</u>	<u>2,099</u>	10.77%
<i>Total Exp before Capital Outlay</i>	<u>61,580</u>	<u>52,937</u>	<u>8,643</u>	16.33%	<u>231,320</u>	<u>202,880</u>	<u>28,440</u>	14.02%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u>61,580</u>	<u>52,937</u>	8,643	16.33%	<u>231,320</u>	<u>202,880</u>	28,440	14.02%

Grill Operations
FYE 6/30/21

	<u>October 2020</u>	YTD <u>FYE 6/30/21</u>	<u>October 2019</u>	YTD <u>FYE 6/30/20</u>
Golf Shop Grill Revenues	7,471	35,607	6,540	38,243
Golf Shop Rental Revenue	-	-	720	3,245
	<u>7,471</u>	<u>35,607</u>	<u>7,260</u>	<u>41,488</u>
	see Note			
Expenditures:				
Wages	4,594	14,242	2,728	11,422
FICA	351	1,089	208	873
Benefits	1,581	5,686	1,077	4,353
Grill supplies	136	751	305	1,174
Food & beverage purchases	3,720	15,357	4,583	16,928
	<u>10,382</u>	<u>37,125</u>	<u>8,901</u>	<u>34,750</u>
	<u>(2,911)</u>	<u>(1,518)</u>	<u>(1,641)</u>	<u>6,738</u>

Note: Grill is currently open for take-out only.

Golf shop is not open for rentals during COVID.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Advances

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

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 - \$313,062

East Fork Road sidewalk & pedestrian bridge project - \$382,563

Note: We have received reimbursements for 11 of our 16 requests so far from NCDOT.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koance



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #10

AGENDA ITEM #: II-1



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Galiman

SUMMARY:

This budget amendment is for additional work for inspection by the construction engineers (Summit) due to additional time required on the project - due to railroad, as well as other issues. Other additional costs are for the contractor to do the additional work required. We believe the majority of these additional costs will be reimbursable by NCDOT.

ATTACHMENTS: Budget Amendment #10 & Quote from Audio & Light

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #10

BUDGETARY IMPACT: Increase expenditures and revenues by \$192,840.

SUGGESTED MOTION: Approve Budget Amendment #10

FOLLOW UP ACTION NEEDED:

**FYE 6/30/21
BUDGET AMENDMENT #10**

		<u>Debit</u>	<u>Credit</u>
Fund 17:			
Capital Outlay - Land Improvements	17-5600-5700	192,840.00	
Federal Grants	17-3310		154,272.00
State Grants	17-3311		38,568.00

Budget for additional work by Summit (construction engineers) for E Main Street (Lydia) project (\$88,896.98) and also for additional supplemental agreements with NCDOT for additional work -mostly in connection with changes required by the railroad (\$103,940)

Audio & Light, Inc.
 Phone: (336) 274-1234
 Fax: (336) 274-4022
 2209 Randleman Rd
 Greensboro, NC 27406



Quote
 No.: **18688**
 Date: 10/9/2020

Prepared for:

Prepared by: Brent Everhart
 Account No.: 12391

Town of Jamestown
 301 N Main St
 Jamestown, NC 27282

Quantity	Item ID	Description	UOM	Sell	Total
1	PT20X-NDI-GY	20X Optical Xoom NDI, 3G-SDI, HDMI, CVBS, IP Streaming 1920 x 1080p 60.7 degree FOV (Gray w/ US Power Supply)	EA	\$2,184.00	\$2,184.00
1.00	Misc-Non Inventory	IKAN tripod, 13.2 lbs payload	EA	\$208.92	\$208.92
1.00	Misc-Non Inventory	PROCAT5E-S-RR-50 50ft flexible Cat5 cable.	EA	\$54.48	\$54.48
1	SG350-10P	10-Port Gigabit Managed Switch	EA	\$292.50	\$292.50
1	EB1	1SP FLANGED ECONO BLANK	EA	\$7.80	\$7.80
1.00	Miscellaneous Hardware	patch cables, rack aharware, consumables.	EA	\$50.00	\$50.00
0.25	Labor - Install	Installation Labor Rate	EA	\$1,200.00	\$300.00
2.00	Labor - Checkout & Commissioning	Labor - Checkout & Commissioning	HR	\$75.00	\$150.00
1.00	Shipping & Handling	Shipping & Handling, Buyer Pays Actual on Final Invoice	EA	\$0.00	\$0.00

Your Price:	\$3,247.70
Sales Tax	\$219.22
SubTotal:	\$3,466.92
Total:	\$3,466.92

Prices are firm until 11/8/2020 Terms: Due on receipt

Prepared by: Brent Everhart, beverhart@audio-light.com

Date: 10/9/2020

Accepted by: _____

Date: _____

Disclaimer

Please Note: except as specifically noted, this proposal does not include any electrical hardware or provide for the installation of any electrical hardware. Audio & Light will work with your electrical contractor to ensure proper installation of any electrical hardware that may be necessary.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution Honoring the Retirement of Steve Allred

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Steve Allred, Fire Chief of Pinecroft Sedgefield Fire Department, has announced his retirement. He was initially hired by PSFD in 1988 and has served as Fire Chief since 2012. Allred has had an extraordinarily successful career. The Town of Jamestown is grateful for all of his years of service and for tirelessly working to ensure the safety of our citizens.

ATTACHMENTS: Resolution Honoring the Retirement of Steve Allred from the PSFD

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION HONORING THE RETIREMENT OF STEVE ALLRED, FIRE CHIEF OF THE PINECROFT
SEDFIELD FIRE DEPARTMENT**

WHEREAS, Steve Allred was initially hired to work for the Pinecroft Sedgfield Fire Department in June 1988; and

WHEREAS, He became Fire Chief in 2012 and has diligently worked in that position until his retirement; and

WHEREAS, Steve Allred has served as the Vice President and President of the Guilford County Fire & Rescue Association; and

WHEREAS, He was in charge of the Fire Prevention Program which provided valuable services and education to our children and the citizens of the Town of Jamestown; and

WHEREAS, Steve Allred was a member of the North Carolina State Firefighters Association and was named Piedmont Region Officer of the Year in 2014; and

WHEREAS, His hard work and leadership helped to lower the departmental ISO rating from a 5 to a 2 in the Town of Jamestown; and

WHEREAS, He purchased 5 new fire trucks during his years as Fire Chief, was instrumental in the development of the Shift Commander position, and increased the number of staff at the fire department in order to promote the safety of our citizens; and

WHEREAS, He has earned the admiration and high regard of those with whom he has come into contact with and affection of his fellow public servants; and

WHEREAS, His performance of the duties and responsibilities as Fire Chief has been characterized by excellent and constructive contributions to our entire community.

NOW, THEREFORE, BE IT RESOLVED, I, Lynn Montgomery, Mayor of the Town of Jamestown and the Town Council do hereby extend our deep appreciation to Steve Allred for his distinguished service, and our best wishes for continued success in all his future endeavors.

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 service of Steve Allred.

Adopted this the 17th day of November, 2020.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of Creation of AARP Committee

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

The next step with the AARP project is to assemble a core team of stakeholders. There is no hard and fast rule for creating the group. Successful teams have included a mix of AARP staff, local service providers, elected officials, town staff, and residents of all ages. Members of the committee will be responsible for guiding the livability project through the assessment, planning and implementation steps. Members of the committee will reach out to community leaders and organizers to create partnerships in support of livability goals.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Establish and accept applications for the AARP livability project.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Establish and accept applications for the AARP livability project.

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Update of rezoning request for the Johnson property

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Nov. 17, 2020

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson

SUMMARY:

The Planning Board has met 6 times since August 10, 2020, to discuss the proposed rezoning of the Johnson property. Those meetings represent approximately 18 hours of dialogue regarding the proposal. For several meetings, the Town's consultant, Jason Epley of Benchmark Planning, was present to assist with the facilitation of the conversation and to help distill the Board's concerns into a list of requests for the applicant to consider. The applicant and their attorney have been present for all of the Board's meetings. At the Nov. 9th meeting, the applicant's attorney presented an updated planning document which addressed a number of the items on the Board's list of concerns. I am including an email sent to me by Vagn Hansen (Benchmark) which outlines their review of the updated plans.

Following a lengthy discussion, the Board voted to continue the deliberation on the information presented and have agreed to meet on Monday, Nov. 23, 2020, at 6pm in the Civic Center. Staff are anticipating a vote by the Board with a recommendation to be presented to the Town Council as early as the December 15th regular meeting.

Worth noting is the fact that the applicant has submitted another zoning request for this property for a single-family residential zoning district. It is staff's belief that this would be a 'backup' plan in the event that discussions of a planned unit development option fail. This would be heard at the Planning Board's *regular* meeting on December 14th.

ATTACHMENTS: Email from Vagn Hansen

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

From: [Vagn Hansen](#)
To: [Matthew Johnson](#)
Cc: [Rebecca Rayborn](#)
Subject: Castleton
Date: Monday, November 9, 2020 3:51:50 PM

Matthew,

Thanks for sending the updated Castleton plan. Since I haven't had a whole lot of time to review the most recent submission, I'll focus on the changes that were most obvious to me:

Overall, my impression is that they've been listening to the Planning Board, and many of their changes reflect the input they've received. The relocation of the amenity center to the interior, change from townhomes to single-family in the area between the two main entrances, reduced number of dwelling units overall, and similar alterations show that they've been fairly attentive to the directions out of the discussions. Other positive changes include a commitment to glazing on each façade/floor of each home, a commitment to a specific number of homes with raised foundations, a somewhat reduced number of cul-de-sacs, better definition of the landscaping along the main exterior roads (fence + berm), a more rigid front setback for residences to ensure that a car can be parked in each driveway, and some enhanced architectural features for garages. I'm sure I've probably missed a bunch in there, but I'd say they are doing what they can to show that they've been responsive. Some of those are pretty big changes since they'll box in homebuilders (who don't usually like being boxed in) – and that may lead to having some better quality homes built by builders who don't mind complying with tighter regulation.

It's too bad that the larger park / public open space on the site is gone now, but I understand there are tradeoffs that have to be made when you reduce lot yield by over 15%. Having the greenways and open space along the creeks will be nice – I just wish there was more. It appears that the small structured parks / recreation features are now primarily focused within the townhome areas and excluded from the single family portions of the site (other than the amenity center). It would be great to have those distributed throughout.

I still don't really understand what's going on with the O/I shown on the plan in the area along the creek off of Jamestown Square Drive. Just seems odd, and I don't really have much of a good idea about what you could feasibly put back there. Probably needs some further clarification or change to open space.

I'm still concerned about the houses proposed for the east side of the PNG pipeline. Glad there are two access points there, but if they can engineer a third connecting road on the northern end (removing the cul-de-sac), I think that would be good for public safety. On the aesthetic front, my personal preference would be to rear load most of the single-family and all of the townhomes, but it didn't appear to be a big priority for the board, and, as noted above, at least there is some commitment to dress up the garages a little more than I think they otherwise would have.

Not sure if this helps with anything, but I wanted to share my impression of the latest plan in case the board inquires this evening. Sorry we couldn't make it for the meeting, but I think we've

probably done about as much as we could to help get the Planning Board headed on a path to a decision at this point. Let me know if you have any questions.

Thanks,

Vagn

Vagn K. Hansen II, AICP
Benchmark Planning
Charlotte: 704.933.5990
St. Louis: 314.884.0429
Mobile: 910.398.3743
vhansen@benchmarkplanning.com
www.benchmarkplanning.com

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #11

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment is to pay for an individual to run the audio and sound systems for streaming Town meetings. This is only an estimate at this point for covering the next 5 months of Town Council meetings, as well as Planning Board meetings.

ATTACHMENTS: Budget Amendment #11

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #11

BUDGETARY IMPACT: Increase expenditures and appropriated fund balance by \$2,600.

SUGGESTED MOTION: Approve Budget Amendment #11

FOLLOW UP ACTION NEEDED:

**FYE 6/30/21
BUDGET AMENDMENT #11**

		<u>Debit</u>	<u>Credit</u>
Fund 10:			
Other Contracted Services - Council	10-4100-4990	800.00	
Other Contracted Services - Planning Board	10-4900-4990	1,800.00	
Appropriated Fund Balance	10-3991		2,600.00

Budget for individual to run camera and sound equipment for streaming Town meetings. This is based on 1 council meeting and 2 planning board meetings for the next 5 months.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Request to Set a Date for Town Council Retreat

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Typically Town Council holds a retreat in January and a Budget Work Session mid March. With the unknown potential out break of Covid-19 over the holidays, we may want to consider combining both sessions possibly in March, 2021. I would like for Council members the look at your calendars and discuss possible dates and topics.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consider of Appointment of High School Representative

AGENDA ITEM #: VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Attached is an application and recommendation letter for our student representative to Town Council.

ATTACHMENTS: Application, Recommendation Letter

RECOMMENDATION/ACTION NEEDED: Approve a High School Representative to Council

BUDGETARY IMPACT: None

SUGGESTED MOTION: Approve Mark Scott as our Student Representative to Council.

FOLLOW UP ACTION NEEDED: None



Ragsdale High School

1000 Lucy Ragsdale Drive
Jamestown, North Carolina 27282

Mr. James Gibson, Principal

(336) 454-7400

11/5/2020

To the Mayor's Office,

Mark desire be the student representative to the Town Council for Ragsdale high School. Mark is an amazing student athlete at Ragsdale High School. I have been Mark's School counselor for four years. He is the most positive person I know. Mark has a great background which comes from his parents. He has the kind of character that all students should model. Mark is a great baseball player. He is in all the academic clubs. He is a member of the National Honor Society. Mark is known for his leadership and service. He is highly respected among his peers and staff. Being around him causes one to leave feeling good. He will be a great asset as a student representative. If you have any questions, please call Dr. Lonnie Smith at 336-454-7400, or email at smithl19@gcsnc.com

Sincerely

Dr. Lonnie Smith



Town Council High School Student Representative Appointment

Please sign and complete the form below. Applications should be submitted to the Town Clerk at 301 East Main Street, Jamestown N.C.

First Name: Mark Last Name: Scott
Street Address: 120 Olde Salem Dr
City: Jamestown State: NC Zip Code: 27282
Home Phone: 336-317-2541 Cell Phone: 336-207-0811
Email Address: heelsfan1023@gmail.com

Please Sign Below

Please sign and date below to confirm that you have read and agree to the criteria for the Town of Jamestown Council Student Representative.(found on the attached page).

Mark Scott 11/6/20
Signature Date (mm/dd/yyyy)

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of a Engineering Tech Job Description

AGENDA ITEM #: VI-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 17, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Attached is the job description for the Engineering Tech position. Council approved this position in the Pay Plan with adoption of our budget. This position was approved to begin in January.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Engineering Technician

GENERAL STATEMENT OF DUITES

Under the general supervision of the Public Services Director this classification to provides miscellaneous to the citizens, stakeholders and interested parties related to civil engineering services and public services of the town. Also, performs responsible technical work in the preparation of engineering drawings and supports the Geographic Information System (GIS).

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for assisting the Town's operations by providing specialized technical support in a variety of areas including; civil engineering and public services information to the public, GIS and GPS technical support, and periodic field work and inspection.

Employee receives direction from the Public Services Director in terms of system-wide policy and goals.

ILLUSTRATIVE EXAMPLES OF WORK

- Provide technical assistance to the citizens, stakeholders and interested parties related to land use planning and development within the jurisdiction of the town. Assists citizens and developers with information and provides copies of maps and plans.
- Develops engineering and utility drawings and other related maps from survey field note: engineer's directions, and some research; compiles information by using computer aided drafting and design (CADD).
- Drafts and traces maps and plans.
- Reduces, transfers or enlarges drawings and maps.
- Assists in preparing plans and specifications;
- Reduces field notes, computes levels and makes topographical and plot layouts from notes.
- Maintains map and print files for the engineering department.
- Maintain database and or "layers" of GIS information and produce maps and other analysis using GIS tools.
- Inspect and review various civil engineered structures and devices such as roads, utilities, stormwater controls, etc. for compliance with town standards.
- Collect field data using a variety surveying and GPS tools.
- Performs related work as required.

KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge of engineering maps and records;
Thorough knowledge of the terminology, methods, practices and techniques of engineering drafting;
Thorough knowledge of trigonometry s applied to the computation of angles, areas, distances and traverses; thorough knowledge of the principles and practices of surveying;
Some knowledge of personal computer software;
Some knowledge of planning and code enforcement;
Ability to make accurate arithmetic calculations; ability to understand and work from oral and written instructions and sketches;
Ability to maintain effective working relationships with other employee and the public;
Skill in accurate freehand and mechanical lettering and in the use of drafting instruments;
Skill in the use of computer-aided drafting design.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Work in this class is generally inside and sedentary. An employee must be able to move throughout town facilities freely to perform or observe work. An employee must have such visual acuity as to be able to make fine drawings, read and write handwritten and type written material, and be able to read a computer screen. An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees.

A comprehensive list of a specific position's physical requirements and working conditions is contained in a completed position description questionnaire or other department operating procedures and guidelines.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from a technical school or community college with an associate's degree in engineering technology and some relate experience.

SPECIAL REQUIREMENTS

North Carolina Driver License

FLSA

Non-Exempt G14

05/2020

Manager Report: November 12, 2020

Project	Change Since Last Report?	Update
COVID-19 Safety Update		
Overall	COVID cases Continue to Increase.	Due to the COVID report from Guilford County, we will be adjusting back to a 30 hr. staggered work week for essential employees(Public services). Guilford County report that COVID cases were on the rise as much as 6-7 % increase.
Legal Proceedings		
2216 Guilford College Road	No Change	The Town Attorney gave an update at our July 2020 Council Meeting.
Lee Street	No Change	Council adopted the Order of Demolition. The Town Attorney to file for order of demolition.
Oakdale Mill	No Change	A zoom meeting was held on November 2, 2020, with the owner Gus Andy, Town Staff, Council members Rayborn and Capes and Preservation NC. The owner was amenable to changes to the property. Preservation NC has agreed to look for interested developers to at least view the property hopefully in November. Preservation NC has the experience on how to best get such a project underway.
Other Updates	None	None
Projects		
Town Hall	No Change	Work started this week on the exterior painting of Town Hall.
Recreation Maintenance Bldg.	No Change	This project will go out for bidding on November 16, 2020

Manager Report: November 12, 2020

62

Civic Center Internet	No Change	<p>Due to COVID 19, the Town has been forced to engage in more remote meetings. We have noticed several challenges with our ability to provide seamless meeting broadcasts due to Internet bandwidth capacity and reception of WiFi signals in the Civic Center. Over the past few years, we have continued to try to expand our capacity to host such meetings, but the fact remains that COVID has forced us to hasten that schedule.</p> <p style="text-align: center;">We are waiting on VC3 to upgrade our bandwidth. *The equipment has been delivered to Town Hall but not installed.</p>
East Main Street	No Change	<p>Work continues on the East Main Street sidewalk project. The south side of the Bull Run Creek crossing is under construction. This area will have concrete sidewalk over the culvert and a handrail. The guardrails in the area are also being installed. The work is going slow due to the proximity of underground utilities.</p>
AARP	No Change	<p>The next step with the AARP project is to assemble a core team of stakeholders. There is no hard and fast rule for creating the group. I would recommend a group of no less than five residents including a council representative.</p>
Staff Changes		
New Hires	No Change	
Other Updates		

Manager Report: November 12, 2020

East Fork Ceremony		The Ribbon Ceremony for East Fork Bridge is planned for November 13, 2020 at 10:00 am.
Any Other Updates		
Our Spotlight Employee of the month is Austin Blake .		
Meeting dates: Town Council- November 17 th , 6:00 pm		