



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
November 21, 2023
6:00 pm in the Civic Center
Agenda

- I. Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. Consent Agenda-**
 - A. Approval of minutes October 24th Regular Town Council Meeting
 - B. Analysis of the Financial Position of the Town of Jamestown
 - C. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - D. Budget Amendment # 10
- III. Public Comment**
- IV. Old Business-**
 - A. Public Hearing
 1. Public Hearing for consideration of adoption of “Chapter 55: Storm Water Utility Fee” in “Title Public Works” of the Town’s Code of Ordinances” – Matthew Johnson, Town Manager
- V. Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VI. Public Comment**
- VII. Closed Session per G.S. 143-318.11 (a) (3) to discuss matters related to Attorney Client Privilege (301 Lee Street)**
- VIII. Adjournment**

Working Agenda for the November 21st Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	N. Avery	Clerk Avery to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the October 24th Regular Town Council Meeting B. Analysis of the Financial Position of the Town of Jamestown C. Analysis of the Financial Position of the Jamestown Park & Golf Course D. 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
6:10 pm	VIII. Old Business		
6:10 pm	A. Consideration of adoption of Chapter 55: Storm Water Utility Fee in Title Public Works of the Town's Code of Ordinances	Call on M. Johnson	Manager Johnson to request that Council adopt the Title V. "Public Works", Chapter 55. Storm water Utility Fee Ordinance as presented. Council Member makes a motion to approve/deny the Title V. Public Works, Chapter 55 Storm Water Utility Fee ordinance as presented. Council Member makes a second to the motion. Then vote.
6:20 pm	X. Manager/Committee Reports		
6:20 pm	A. Manager Report	Call on M. Johnson	Manager Johnson to present his monthly Manager's Report to Town Council.
6:25 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
6:30 pm	XI. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:35 pm	XIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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: Minutes October 24, 2023 regular meeting

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: November 21, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Administration

CONTACT PERSON: Nancy Avery

SUMMARY:

Draft minutes from the Board of Aldermen October 24, 2023, regular meeting.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve as part of Consent Agenda

BUDGETARY IMPACT: None

SUGGESTED MOTION: Approve Consent Agenda

FOLLOW UP ACTION NEEDED: None

Regular Meeting of the Town Council
October 24, 2023
6:00 pm in the Civic Center
Minutes & General Account

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

Council Members Absent: Council Member Capes

Staff Members Present: Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Planning Director Anna Hawryluk, Finance Director Faith Wilson, Deputy Finance Officer Heather Lunsford, HR Analyst Karen Strausser, Parks Superintendent Scott Coakley, Golf Pro Marcy Newton, Golf Course Superintendent Jamey Claybrook, Interim Town Clerk Nancy Avery, Town Attorney Rob Brown.

Visitors Present: Kelli Celeste, Nikki Freeman, Stephen Bennett, Lydia Bennett, Owen Bennett, Tom Tervo, Joanna and Emmelyn Tyler, Greg Flory, Cory and Katherine Rayborn, James T. Dickerson, Tricia Payne, Deputy J. Chappell, Deputy Anderson, Pam Karbuski, Sara St. Clair, Troop 30066 Girls, C. Yvonne Thomas, Pam Burgess, Sarah Glanville, Jean Regan, Andrew Kinzie, Robert Frederick.

Call to Order: Mayor Montgomery called the meeting to order at 6:00 pm.

Roll Call – Interim Town Clerk Avery took roll call as follows:

- Council Member Wolfe – Present
- Council Member Capes – Absent
- Mayor Montgomery – Present
- Council Member Straughn – Present
- Council Member Rayborn – Present

Interim Clerk Avery stated that a quorum was present.

Pledge of Allegiance – Mayor Montgomery invited the Girl Scouts in attendance to come to the front and lead in the Pledge of Allegiance.

Moment of silence – Mayor Montgomery called for a moment of silence.

Approval of the agenda

Council Member Rayborn requested and motioned to add a new item K under New Business ‘Consideration of quotes for the Oakdale Road water line replacement’. Council Member Straughn seconded the motion. The motion passed by a unanimous vote.

Consent Agenda

The consent agenda included the following items:

- Approval of minutes from September 19th Regular Town Council Meeting
- Appointment of Daryle “Duane” Willis as an Alternate Member on the Parks and Recreation Advisory Committee

- Proclamation Veterans Day 2023
- Proclamation National Breast Cancer Awareness Month 2023
- Analysis of the Financial Position of the Town of Jamestown

- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment # 8
- Budget Amendment # 9

Council Member Wolfe made a motion to approve the Consent Agenda. Council Straughn made a second to the motion. The motion passed by a unanimous vote.

(Proclamation Veterans Day 2023, Proclamation national Breast Cancer Awareness Month 2023, Budget Amendment # 8, Budget Amendment # 9)

Public Comment

Susan Dickinson, 608 Havershire Drive, said she launched a website back in January as a channel for collecting and organizing the data we were finding on D.R. Horton sending in the new Randleman Lake Watershed regulations. A few months earlier in June, she sent an email to Paul Blanchard with questions about water runoff in floodplains. Matthew Johnson actually answered her email and asked her to come to the Town Hall for a meeting where he would answer her questions. It was an hour-long meeting with Matthew, the Mayor, Paul Blanchard and a couple of you here. She brought maps and photos and did most of the talking. It was a very nice meeting. But the response was pretty much we live here too. And we would never let anything happen to the town. And that was about it. She does not have time for like an hour-long town meeting and it's also a waste of time. She started doing her own research. The more she looked, the more she found from the North Carolina Department of Environmental Quality and EPA, public records and online databases. The water data on the Jamestown site comes from their files in Raleigh. It's not her if you want to call it mis-information. Don't direct it to her, take it to Raleigh because it is their data. The facts are two dozen companies discharge into Richland Creek Deep River Bull Run or Eastside manholes and pipes. Some of the companies are in High Point, some are in Jamestown and some have an address in Greensboro. But it all ends up in Randleman Lake, gets treated in this pipe back to us as drinking water. Her kitchen water was tested for five PFAS chemicals. Three of the five including PFOA and PFOS were above the health limit. She was flagged for high levels of chloroform lead and three compounds. She would love to test for more but has already spent over \$1,000. Our water is contaminated from industrial discharge, the leaching seaboard chemical plant and the Eastside Wastewater Treatment Plant. It is not cosmetics or toilet paper or laundry detergent. Look at the data on the Jamestown website. Towns and water systems all over North Carolina started filing lawsuits and applying for grants and funds to address the crisis years ago. And they're winning. The polluting companies and wastewater treatment plants are being forced to fix their discharge problems at the source for textile plants in Burlington, the City of Greensboro, and the DuPont Morris situation. It's their mess. They need to fix it, and they need to pay for it. Not us. The only person who offered a solution today is a plan by Andrew Kinsey. She highly endorses it. It incorporates a lot of the Clean Water Act plans for citizens to take action themselves. Thank you.

Krisdena Reeser, 2621 Glass House Road, said at the March 21, 2023, Town Council meeting she spoke about the Town's contaminated drinking water and the Town Manager's press release, which was riddled with inaccuracies and misinformation. During her speech, Councilman Capes continually clinked his glass and water pitcher making it known to the audience he was drinking Town Hall tap water. At the end of her speech in response to her question, do you feel comfortable using your tap water for drinking cooking or bathing, Mr. Capes took a drink of water and responded I like to say that I do. Cheers. Basically mocking her public comments. The last speaker of the night was soon to be declared Town Council candidate Pam Burgess who went on to blast certain Jamestown residents and community members for making noise, claiming they were spreading misinformation and negativity. Mind you, the Town did that all by themselves by denying factional information that is a matter of public record. Let's not forget another Town Council candidate, Sarah Glanville, who was not fulfilling her duties as Planning Board Chair skipping out on technical review committee meetings until she cited LDO language. Are these the qualities and behaviors you want representing you on the Town Council? How was the Town Code of Ethics being followed in any of these instances? Keep in mind, a year ago this week, Aberdeen fully spilled a minimum of 16,000 gallons of untreated wastewater into Bull Run over a minimum of five days. Yet a Jamestown representative was on site and the public was never notified of the spill as required by law. Then on February 14, 2023, the Town performed PFAS and PFOS testing, aka forever chemicals confirming what was already publicly known. Yet these test results have yet to be mentioned publicly or posted to the Town website. And now here we are here tonight waiting to hear from the so-called experts and reviewing NCDEQ documents. The Town organizational chart shows citizens above town officials, but as residents do you feel you have a seat at the table? The Town Manager serves at the pleasure of the Mayor and Town Council. By convenience the Mayor and Town Council do not have to entertain or address residents and public concerns. These government officials are supposed to be working in the best interests of its citizens and have the ultimate authority in regards to town matters. Yet they fail miserably in performing their jobs competently and keeping the public properly engaged and informed. It seems the Town of Jamestown is getting too big for their britches and continue to contract out more and more services with minimal oversight ultimately costing Jamestown residents more and more money as seen with increases in stormwater fees, vehicle fees and property taxes. Because the Town ignored the issues for years, which are finally coming to a head and town officials are scrambling to get control of this mess they created. And if you didn't know, coming in the near future is yet another property tax increase for residents, compliments of your elected officials. Thank you.

Presentation of Proclamation declaring October as Fire Prevention Month in the Town of Jamestown - Mayor Montgomery read and presented the proclamation to Fire Chief Carson.

(Proclamation declaring October as Fire Prevention Month)

Presentation of Proclamation declaring October 15th - 21st as Friends of Library Week - Council Member Rayborn read and presented the proclamation to Jean Regan, a member of the Library Board.

(Proclamation declaring October 15th-21st as Friends of Library Week)

Presentation regarding the operation of the Eastside Wastewater Treatment Plan

Town Manager Johnson said we often invite our representatives from the Sheriff's Department and the Fire Department to give updates and reports to our Council and to the public. We provide these updates to the public in order to promote transparency and to help provide accurate information to our citizens. We have expanded that invitation this evening to include representatives from two other agencies that we partner with: the City of High Point and the Piedmont Triad Regional Water Authority. We contract with them to help provide our citizens with water treatment and wastewater treatment. The representatives are with us to speak about the work that their agencies do, how our capital contributions are spent, and what is on the horizon for water quality in our area. It is my pleasure to introduce them to you now.

Robby Stone has been with the City of High Point since 2013 and has served as the Water and Sewer Main Superintendent, the assistant Public Service Director and most recently, the Deputy Public Services Director, and then he became the Public Services Director in March of 2022. As Public Services Director, Mr. Stone oversees the Public Services Department which includes streets, water and sewer; environmental services, which is garbage collection; landfill compost facility; the Materials Recovery Facility recycling facility; stormwater maintenance and the cemetery division. He is also a licensed professional engineer in the state of North Carolina.

Greg Flory is the Executive Director of the Piedmont Triad Regional Water Authority (PTRWA) and is responsible for the oversight and direction of the Water Authority, the water treatment plant, the marina and all PTRWA facilities. Mr. Flory has over twenty-five (25) years of experience in water and wastewater industry. Mr. Flory is a licensed professional engineer in both the states of Virginia and North Carolina.

Presentation regarding the operation of the Eastside Wastewater treatment Plant

Public Services Director Stone stated:

- There are seventeen (17) different river basins in North Carolina. Our area sits in two of those river basins; the Cape Fear River Basin and the Yakima Pee Dee River Basin. The City of Highpoint resides in four different counties.
- We work with Guilford, Randolph, Davidson and Forsyth counties. Our estimated population in 2023 was just over 117,279.
- We have sixteen (16) different divisions within our department. Those divisions are broken up into four different funds.
- We have a Water and Sewer Fund with a budget of around 66 million dollars. The Solid Waste Fund is about 21 million dollars; Storm water Fund is almost 8 million dollars and the General Fund just over 9 million dollars.
- Our wastewater treatment plant is permitted to treat twenty-four (24) million gallons per day (MGD) that is source water. There are two source water lakes; Arnold Koonce City Lake and Oak Hollow Lake.

- There are two raw water pump stations that bring that water to our plant. There are three elevated water storage tanks and one ground level storage tank.
- We purchase our water from PTRWA. Average purchase is 2.28 million gallons per day (MGD) from them. Our distribution system has 43,682 water accounts, and 625 miles of water lines. In FY 2023, we had 89 water main breaks, mostly due to cold weather. Even though we are permitted for 24 MGD, we usually process a little over 13 MGD. There is room for expansion at that plant.
- We have two wastewater plants; East Side plant is permitted for 26 MGD and the Westside plant is permitted for 10 MGD.
- Our collection system has 41,744 sewer accounts, 677 miles of sanitary sewer lines. In FY 2023, we had twenty-two (22) overflows. Overflows can be attributed to a number of different factors. Some have been vandalism or folks putting the wrong materials down the toilet and clogging the pipes over time.
- Our areas of focus are regulatory compliance, aging infrastructure, increased construction costs, staffing challenges, and future/current growth areas.

Council Member Wolfe said she talked to Robby (Mr. Stone) a long time ago when we first got wind about the new dam at City Lake, and again before the meeting. She said she appreciates that he has been keeping the Town Manager informed of what is happening there, but she asked him to make sure we take that further so that at least people would know what is going on. People just like to know what is happening.

Council Member Straughn stated that when we toured the plant the enormity of what they do out there is incredible. Seeing everything coming in and how it is processed to go from raw coming into the ending process when it goes out. It is basically cleaner than your average creek water. The testing detail is very impressive along with all the things they do to keep the public safe. He said he has traveled Highway 85 frequently and every time you go into the dip you get a pleasant odor. He always thought it was the creek water that was there. But after having toured it, he realized that is not what it is. It is the process that goes on. He said he appreciates how they keep people on call and all the different things that go on and the backup systems that they have so that we do not have issues.

Council Member Rayborn thanked Mr. Stone for the tour. She said she was also very impressed and it was on a ninety (90) degree day which heightened her appreciation for the work that is done.

Presentation regarding the operation of the Piedmont Triad Regional Water Authority (PTRWA)

Executive Flory stated:

- The Town of Jamestown currently owns a 2.5% stake in PTRWA, which basically equates to 1.20 million gallons a day (MGD) of total capacity in the water authority. That is the total water at full build out that the Town owns in the water authority.

- Jamestown has 0.775 MGD of treated drinking water currently available on a daily basis.
- Under the Master Agreement, each partner's initial construction allocation is 100% take or pay and follow on allocations are twenty-five percent (25%) take or pay.
- The Town's current take or pay allocation is 0.494 MGD.
- PTRWA currently delivers 0.625 MGD of the Town's water through Greensboro and Highpoint's systems with the split between the two systems being directed by the Town's staff based on need and operating agreements with those municipalities.
- Ownership of the water transitions from PTRWA to other partners when it leaves our pump station on Route 62. We still monitor water quality where it enters Jamestown's system on a weekly basis though.
- We are currently in the process of planning for an expansion of the water treatment plant. Greensboro has initiated an expansion request. Current plant capacity is 14.7 million MGD. The plan is to expand the plant to 26.7 MGD based on the needs that Greensboro had predicted.
- Estimated expansion cost is \$55,539,000.
- The next expansion will not be for at least another 10 to 16.5 years.
- Jamestown has to determine if its expected usage in that period will exceed its treated capacity currently available (0.775 MGD).
- Is the Town in the next 10 to 15 years going to need more than .7075 MGD? That is the question the Town has to answer.
- Expansion costs will be shared amongst those participating in the expansion. Given Greensboro's willingness to take as much of the 12 MGD that other partners do not use, it will be a percent of 12 MGD taken.
- It would be significantly more costly for the Town to have PTRWA undertake an expansion solely on its own accord.
- Take or pay amount under the expansion will be 25 percent of amount taken. This is designed so that the plant will operate at 50 % capacity at full build out. This reduces the burden on partners and lowers maintenance and overhead costs on the plant.
- PTRWA understands Jamestown is planning to take its remaining allocation (0.425 MGD) with this expansion. The Town's take or pay allocation will increase to 600,250 GPD, below what it currently receives from us.
- Your water comes from the Randleman Reservoir which was constructed by the Water Authority. It is 171 Square Mile Urban and Industrial Watershed with a multiple barrier approach used to mitigate associated risks. It is constructed Wetlands, 3,000 acre buffer with Redundant Filtration Technology.
- The size of the reservoir provides a significant amount of dilution, approximately twenty-two (22) million gallons of water. The goal is to minimize contaminants entering the reservoir. Incidental spills have a negligible effect on the base water quality at the raw water intake.

- Nonpoint source contamination is where we see more of an impact on source water quality.
- Compounds of Emerging Concern (CEC) are chemicals and constituents in the water that are newly detected that may pose a potential risk to human or environmental health.
- As testing becomes more refined, the industries became more aware of the sources of risk. Pharmaceuticals, personal care products, agricultural runoff, lawn care products, flame retardants, pesticides, industrial chemicals, and wastewater can have an impact.
- Two Compounds of Emerging concern in the spotlight at the moment are Poly-Perfluoroalkyl Substances (PFAS) and 1,4 Dioxane. They are known as forever chemicals since they do not break down in the environment.
- Science is identifying increased health risks if they are consumed above certain levels.
- Scientific understanding is changing rapidly. In 2013, Perfluorooctanoic Acid (PFOA) and Perfluorooctane Sulfonic Acid (PFOS) combined health advisory level was 70 parts per trillion (PPT). EPA has now proposed regulatory levels of four (4) PPT for PFOA and PFOS and a Health Hazard Index for four (4) other PFAS chemicals.
- PPT is an extremely small number. Regulatory transition from parts per million (PPM) to parts per billion (PPB) to Parts per Trillion (PPT). Example: one (1) cent in \$10 thousand to one (1) cent in \$10 million to one (1) cent in \$10 billion.
- 1,4 Dioxane has health advisory limits but regulations are not currently proposed. The advisory is based on lifetime risk thresholds. Thirty-five (35) PPB for one (1) in 10 thousand risk in drinking water, 0.35 PPB for one (1) in one million in water supply waters.
- PTRWA has identified 1,4 Dioxane and PFAS compounds in our source water and has been studying best available treatment technologies since identifying them as potential concerns, even though well below advisory levels at that time.
- With regulatory limits coming, PTRWA will not need to install treatment for CEC.
- We have presented treatment alternatives to the staff of our partners who have discussed it with their elected bodies. In Jamestown for instance, the PTRWA Board approved moving forward with a progressive design build solicitation for expansion, and treatment for CEC at our September meeting. Reverse Osmosis Treatment is currently the best available technology that offers the broadest level of treatment for currently known CEC in our water and protection against compounds that could become an issue in the future.
- The treatment goal will be to reduce PFAS levels below the regulatory limits and 1,4 Dioxane below the water supply water standard.
- Long term treatment efficiency is still an unknown with these constituents because training for them is such a new technology.
- Preliminary costs for the Reverse Osmosis (RO) System is \$120 million. It is very energy intensive and will have a higher cost to operate. The volumetric rate that we will charge to everybody will have to be adjusted accordingly to account for that. We are currently undergoing a rate study with financial advisors to determine what that will be.

- Based on current estimates, Jamestown's portion of construction and expansion cost is \$6,414,915.
- PRTWA is participating in a cost recovery lawsuit against forever chemical manufacturers which may offer some relief on the overall cost.
- PTRWA will investigate all options when it comes to funding alternatives to lower the burden on partners. Some options are Revolving Loan Funds, State and/or Federal earmarks, and Bond financing for the entire project.
- Other projects we are involved in are:
 - Wastewater Committee has been set up to look at wastewater capacity issues in the region. As all this economic growth is coming to the region, there is a realization that there is probably not enough wastewater capacity to support the growth that is coming.
 - PTRWA is working as the facilitator of discussions to see if a regional solution may be the best way to address long-term wastewater capacity needs.
 - Potential benefits PTRWA members could see are:
 - More partners could mean lower dues
 - Watershed planning is best done at the regional level and facilitates stronger long range planning.
 - It may allow some wastewater to be directed away from the reservoir, potentially could result in lower overall cost of service to citizens with a higher level of treatment.
 - It would position the region to compete with larger metropolitan areas at the utility service level.

Council Member Wolfe thanked Mr. Flory for the tour stating it was very informative and they welcome anyone to come. A picture is worth a thousand words. The whole process is very, very impressive.

Council Member Straughn said he also took the tour and applauded Mr. Flory for the process. He said he is looking forward to what is going to come and what the state is going to start mandating to try to come up with a solution that will likely get rid of those contaminants. Of course, as is always the case, if folks are really worried about their personal supply of water, they can always filter it themselves as well. Not that that is something they should have to do. But they can if they are worried about these contaminants that are just now emerging and are becoming more prevalent, that we ourselves are causing just from taking a shower and the chemicals that we use. It is about understanding and evaluating the risks to each individual user. The system we put in will not take everything out but it will take almost everything out. We cannot guarantee that it will take everything out all the time. Every user has to educate themselves as much as they can about the risks and evaluate that individually. He encouraged folks to go and see the system, how it is maintained, the different filters used and all the different things that have to be done to make it work. Watching the process was encouraging and he said he felt a whole lot better walking out of there than he did before going in.

Council Member Rayborn said she appreciated Mr. Flory's openness with everything. When we were touring, she wanted to take pictures but did not think that would be allowed, but it was. It is wonderful that they all are so open and welcoming and enthusiastic about their work. She said she was impressed to hear first of all about the Reverse Osmosis that is coming and the improvements that are coming. Other folks doing this job across the state and in the area are not even looking to that quite yet. We are ahead of the game.

Old Business –

- Consideration of approval of contract for services with the Historic Jamestown Society
Finance Director Wilson stated the Town received a request from the Historic Jamestown Society for funding in the amount of \$10,500.00 for the 2023-24 fiscal year. The funds will be for painting, siding and other structural repairs furnished to those historic structures held in trust by the Society. The request is an exception allowed by General Statute. Staff requests the Council approve the contract for this as presented.

Council Member Wolfe made a motion to approve the contract for funding with the Historic Jamestown Society in the amount of \$10,500.00 as presented. Council Members Rayborn made a second to the motion. The motion passed by a unanimous vote

- Consideration of approval of contract for services with the Jamestown Youth League
Finance Director Wilson said the Town wishes to provide recreation services to the citizens but does not have available staffing levels to do so. She presented a contract with the Jamestown Youth League (JYL) proposing an amount up to but not to exceed \$10,000 to provide recreation services for youth residents. JYL has proposed a cost per participant of \$100 per child. Staff requests the Council approve the contract as presented.

Council Member Rayborn made a motion to approve the contract with Jamestown Youth League for an amount up to but not to exceed \$10,000.00 to provide recreation services for youth residents as presented. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of contract for services with the YMCA
Finance Director Wilson presented a proposed contract with YMCA to provide recreation services for youth and adult residents at a cost up to but not to exceed \$10,000.00. As part of the contract, the YMCA will provide a list of names of each participant and their address. The Town will pay the YMCA based on the number of Jamestown residents that participate in each recreational activity.

Council Member Wolfe made a motion to approve the contract with the YMCA for an amount up to but not to exceed \$10,000.00 to provide recreation services for youth and adult residents as presented. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of contract for services with the Jamestown Public Library
Finance Director Wilson stated the annual contract for Library Services is in the agenda packet. This is an allowable use of public funds. The contract includes quarterly payments of \$16,000.00 each. Staff requests the Council approve the contract as presented.

Council Member Rayborn asked the attorney if she should recuse herself from voting as she serves on the Library board.

Attorney Brown replied no, it is okay for her to vote as she serves on the Board in a voluntary capacity.

Council Member Rayborn made a motion to approve the contract for services with the Jamestown Public Library in the amount of \$64,000 as presented. Council Member Straughn made a second to the motion. The motion was passed by a unanimous vote.

New Business-

- Presentation of report on the annual Fall Litter Sweep
Accounting Technician II Greeson stated there was a wonderful turnout for the Litter Sweep. Twenty-five (25) participants joined us. We were able to collect twenty-nine (29) bags of trash from locations along East Main Street at Lydia's Underpass. We had a group on our Main Street corridor at the Library and around Jamestown Elementary School, East Fork Road, Ragsdale Road, Oakdale/River Road and Scientific Street/Robbins & Kearns Street. Thank you to the Girl Scouts that were here earlier. We had two Boy Scout troops, the Rotary Club, the Civitans, residents, staff and Council that helped. It was a wonderful day. We do this twice a year with the North Carolina State Department of Transportation events. We look forward to joining again in the spring to be a part of that. Thank you to the residents and the participants and everyone that is aware of the areas within our town.
- Presentation of Jamestown Park & Golf Course Quarterly Maintenance Report
Golf Course Superintendent Claybrook reported the following:
Bathrooms – the tile is down and the builder is trimming around fixtures. The plumber is currently connecting the water and grading around the bathrooms will be happening soon. We are about two weeks from completion.
Temperatures – we have raised mowing heights on tee fairways and greens due to the cooler temperatures and falling leaves.
Dam on 4 – We will start repairing the dam and pond on number four in November. We will close down the front nine hole until this work is completed.
Maintenance – The new maintenance building is looking great. Most of the painting is finished and they are working on electrical throughout the building. The light switches are installed, cabinetry is being put into place, and glass is being installed in the grinding room. We hope to start moving in in November.

Hours Summary Metrics – We will take a look at employee hours and tasks performed on the golf course to get a good idea of exactly what is being accomplished on the course.

Council Member Straughn said he was asked why we have a grinding room. He explained it is because of the number of lawn mowers that we have and the cutters and the reels and the things of that nature that can basically keep one person busy 24/7. Just having an employee sharpening those will save us tons of money. Also, it is for safety factors. He said he took the time to ride around the course and see the things that have been done recently. We had someone call out some things that they thought were incorrect. He stated he admires what staff is doing to keep that course top notch.

- Presentation of Jamestown Park & Golf Quarterly Report
Golf Pro Marcy Newton stated the golf course continued to be really busy. Historically, July is very slow but it did not slow down. It was actually up 23% from this July over last. For the quarter, we were up about 15%. August, we were up and in September, we were up in rounds. We did \$33,000 in driving range sales for the quarter. It's hard to compare that to 2022 because we shut the range down for the renovation. Concessions were up over \$2,600 for three months on concession sales. In September, we did 10 golf outings. It was very good quarter.
- Consideration of approval of amendments to the Jamestown Park & Golf Course Complimentary Play Policy
Golf Pro Newton presented proposed amendments to the Complimentary Play Policy to update the policy as follows:
 - Remove spouses of former and current Council members as eligible for complimentary play.
 - Added condition that a part time employee(s) must work at least twenty-four (24) hours per month in the preceding month to qualify for complimentary play.
 - Changed some wording related to Professional Golf Association to be in compliance.
 - Deleted existing language in the 'other' section of the policy regarding management extension of privileges.She requested Council approve the proposed amendments as presented.

Council Member Wolfe said the amendments seem reasonable to her.

Council Member Rayborn made a motion to approve the amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park and Golf Course as presented. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course

Golf Pro Newton presented proposed amendments to the Facility Use Guide as follows:

- Changed some hours of use for the Medenhall Room that existed for when the grill was open
- Clarified policy regarding use of decorations for events
- Clarified when and how much insurance coverage may be required
- Clarified location of tables and chairs used for events in relation to location of entry/exit doors
- Changed “Sheriff Dept.” to “Law enforcement” in the ‘Security’ section, page 4

She requested Council approve the proposed amendments to the Facility Use Guide as presented.

Board members discussed with the attorney concerns about use of off-duty officers not with the Guilford County Sheriff’s Department and possible jurisdictional, legal matters that might arise.

Council Member Rayborn made a motion to approve the proposed amendments with the following two changes:

1. ‘Security’ section on page 4 – change to ‘Guilford County Sheriff’s Dept.’, not ‘law enforcement’.
2. ‘Section C’ (available bar services) on page 8 –change ‘paid security officers’ to ‘off duty Guilford County Sheriff’s Department officers’

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

- Consideration of approval of Jamestown Park & Golf Course Tee Time Reservation Policy

Golf Pro Newton stated that they were experiencing issues with people making reservations and then not showing up and not cancelling. In September, the Town lost \$3,200 in revenue due to this. To help with this, she proposed a new policy for Tee-Time Reservations to include a non-cancellation fee and requirement for a valid credit card to book a Tee Time. She requested Council consider adopting the Tee Time Reservation Policy.

Council Member Straughn made a motion to adopt the Tee Time Reservation Policy as presented. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of Implementation of Golf Course Event Contract

Golf Pro Newton stated she noticed that the Town did not have a contract in place for outings to regulate no shows or fewer people attending than were reserved for. A loss of \$4,000 in revenue occurred because of this. She drafted a new contract and asked Council to adopt it.

Council Member Rayborn pointed out that sleeveless shirts are sold in the Golf Pro Shop, so maybe they should be allowed for play.

Council Member Rayborn made a motion to adopt the contract for Golf Course Events with one change as follows:

1. Delete the first two sentences in the 'Dress Code' section that read:
'All participants must wear appropriate golf attire, no cut offs, or sleeveless shirts. Collared shirts are preferred.'

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

- Consideration of approval of amendments to the Uniform Park Rules and Regulations
Parks Superintendent Coakley presented proposed changes to the Uniform Park Rules and Regulations to simplify reservations, minimize cancellations and keep the parks clean. Staff proposes adding a \$50 deposit to all shelter reservations and adding a \$25 service charge for cancellation of a shelter reservation within seven (7) days of the date reserved as well as amending the FY2023-2024 Fee Schedule.

Council Members discussed issues such as excessive trash, tearing up of the soccer field and other misuse of the facilities and whether those abusing them should be allowed to continue to use them.

Council Member Wolfe suggested using the word 'prosecution' instead of 'arrest' in # 26 on the last page.

Council Member Rayborn made a motion to approve the proposed Uniform Park Rules and Regulations with one amendment to use 'prosecution' instead of 'arrest' consistently throughout the policy. Council Member Straughn made a second to the motion. The motion passed by a unanimous vote.

- Consideration of approval of Employee Incentive Bonus Policy
HR Analyst Strausser stated the purpose of the Employee Incentive bonus program is to reward Town employees for positive efforts in the form of suggestions to reduce Town expenditures, increase productivity and efficiency and to improve departmental service and operation. She explained how the process would work and said that awards will be \$500 for first place, \$300 for second place and \$100 for third place. She asked Council to approve the policy as presented.

Council Member Stafford suggested awards could also be equivalent time off.

Council Member Straughn said if someone has to step in to do someone else's job, the Town Manager should be able to give additional money to that person. This is a good policy to have.

Council Member Straughn made a motion to approve the Employee Incentive Bonus Policy as written. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

- Request to set a public hearing for the consideration of adoption of “Chapter 55: Storm water Utility Fee” in “Title V. Public Works” of the Town’s Code of Ordinances

Town Manager Johnson stated that Council budgeted to receive revenues from the storm water management fee as part of the annual budget. To enact the fee, Council must pass an ordinance to set the fee and an effective date for instituting the fee. Staff requests Council set a Public Hearing date for the November 21, 2023 regular Council meeting at 6 pm.

Council Member Rayborn made a motion to set a Public Hearing as requested. Council Member Wolfe made a second to the motion. The motion passed with a unanimous vote.

- Consideration of quotes for Oakdale Road Water Line Replacement
Director of Public Services Paul Blanchard stated the Town received two quotes for the Oakdale Road Water Line Replacement on October 23, 2023. The lowest quote is from Dillon & Griffith Enterprises, LLC of \$135,290.00. The cost estimate by staff is \$150,000. The second quote was from Breece Enterprises, Inc. in the amount of \$147,000.00. He requested Council award the quote to Dillon and Griffith Enterprises, LLC in the amount of \$135,290.00 and authorize the Finance Director and Town Manager to execute any documents.

Council Member Rayborn made a motion to award the quote to Dillon and Griffith Enterprises, LLC in the amount of \$135,290.00 and authorize the Finance Director and Town Manager to execute any documents. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Manager/Committee Reports-

Manager Report – Manager Johnson reported the following:

1. Several major projects are currently underway or completed.
 - A. Golf Maintenance Building – we are finalizing the interior components. The estimated completion date is mid-November. (Strategic Plan Goal 5.6)
 - B. Golf Course bathrooms are 90% complete. Minor electrical and plumbing work needs to be completed, and final touch-up painting is being done. Estimated completion is end of October. (Goal 5.10)
2. The Town hosted the season finale of our Music in the Park concert series on Friday, October 6th featuring “The Ryan Perry Band”. Our staff are already busy planning next year’s music events. (Goal 2.3)
3. Loose leaf collection began Monday, October 23rd. crews will make continuous rounds throughout the season which will run until February 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions.
4. Early voting will begin in the Civic Center on October 27th for Council elections which will be finalized November 7th.

Council Member Reports –

Council Member Wolfe said she attended a TRC meeting on September the 26th. It was held at the new Thomasville Aquatic Center. It is a very nice facility. The city opened that in May and it has been well received by the citizens.

The main things of interest to Jamestown are:

- The 2024- 2033 Metropolitan Transportation Improvement Program has been approved by DOT. Jamestown has one of our bike and pedestrian projects on that. This is the second step.
- The Transportation Improvement Plan for the project on West Main Street Penny Road to construct the existing sidewalk to the park access with curb and gutter has been amended to move it from the fiscal year 2023 to fiscal year 2024.
- The NC Board of Transportation did announce that the state had picked up to date 7.5 million pounds of litter and they have spent \$2.2 million on litter sweep. Just think if people did not litter, all the money that could be spent on other things.
- The October TRC has been canceled.

Council Member Straughn said he attended his last Guilford County Parks and Rec Board meeting this past month. They have finalized and awarded the contract for the total asset program within Guilford County to put everything in one big notebook of what Guilford County has, what they need to have worked on and those sorts of things. So they are starting that process, and he thinks it will be between 18 to 24 months to finish it up. It is a quite detailed survey that they are putting together.

On a personal note, he said he believes this is technically his last official Council meeting. He thanked everybody in Jamestown that supported him. He expressed hope that he supported them in a way that they wanted him to do. He tried to do everything by heart and by mind, and by talking to each and every person that will take the time to talk to him. We are here to spend your money as frugally as possible in a way that we save money. It has been an honor to serve you and to serve for the last six years with this Council and the folks that are on it. He said he cannot say enough good things about the staff and what they have accomplished over the years. Thank you for the opportunity. It is a sweet sorrow, but it is time for me to move on.

Council Member Rayborn said she had no meetings to report.

Mayor Montgomery said she had a PTRWA meeting and it was the annual awards banquet.

Public Comment

Andrew Kinsey said he is a citizen on Oakdale Road. He is here to talk a little bit about the storm water stuff. We just went through the three accreditation through the state for the DEQ. But in the presentation today brought forth by the Piedmont Triad Regional Water Authority, they spent one minute basically talking about PFOS and they downplayed the role of it. They downplayed that it's been around since the 1940s. And the fact that the studies began identifying the health

risks in the 1970s and the EPA got notice of health risks in 1998. So to say that this is a relatively new compound and new risk associated with it, is a little bit of false advertising and misinformation. He would like us to be more proactive with it. One of the things he is currently working on is his master's degree at American University for Public Administration and Policy. He created an impact evaluation study on the storm water effects of drinking water quality, and how storm water and storm water runoff can increase health risks if not properly managed. He printed out some to share with you to review it. Some of the information is not accurate because he does not have a board to go over numbers and everything else. It is something that as a town we could implement and look at the health risks to create a true proposal that mitigates those health risks, and try and be at the forefront within the country that's currently facing a storm water crisis. If you look all over media, every single city town, anything with a municipal water source has the same exact issues. We could actually set the national trend for mitigating these issues going forward. And that is what he would like to do. It would be beneficial to be able to sign up online via the website for Public Comment to be able to upload supporting documents for whatever the community wants to speak about. That way, you would have an opportunity to review it before coming to the meeting. To be able to provide feedback or say that is not a good proposal but thank you for your time. He thanked Council Member Straughn for the communication the other week on the Next Door app. He said he plans to try and better the town even if he does not get the Council position. He said he appreciates the opportunity to speak.

Tricia Payne, 304 Jordan Ridgeway, said she and her husband came to this location to vote because our normal polling place was closed for the municipal primary. Her husband has MS, a degenerative neurological disease. His balance and standing is impaired and climbing stairs are difficult. He came to the building to come up the ramp for the handicap. The door was locked. He pulled on it again. He made his way down the handicap ramp up the stairs and voted. The Chief Election Judge she spoke with about the door not being open said that was not on us but on the Town. He said next time that happens, just knock on the door real hard and we'll let you in. We want everybody to be able to come in and vote. It was interesting because when Mr. Flory was giving his presentation, somebody came to the handicap door and nobody did anything. Nobody went to the door to let somebody in. She requested that when the building is open make sure that the handicap accessible door is available to be open from the outside because it is very difficult for people who have mobility issues like my husband.

Other Business –None

Adjournment

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

The meeting ended at 8:32 pm.

Lynn Montgomery, Mayor

ATTEST: Nancy Avery, Interim Town Clerk

DRAFT

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 for October 2023

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: November 21, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statements is also included as of 10-31-23.

In October 2023 received first payment of sales tax in the amount of \$89,748.72.

Expenditures during October include final payment of town hall renovations and monthly lease payments. Services during the month include stormwater and library services.

Investment earnings are still earning strong.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Town of Jamestown
Financial Summary Report
Cash Balances
as of October 31, 2023**

Petty Cash	\$	1,350
Operating Cash		4,057,339
Certificates of Deposit		3,029,939
Money Market Accounts - First Bank		979,762
North Carolina Capital Management Trust		<u>10,063,643</u>
	\$	<u>18,132,033</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	485,917
Cash reserved by Powell Bill for street Improvements		96,048
General Capital Reserve Fund		153,465
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,200
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		259,252
Water Sewer Capital Reserve Fund		<u>1,318,596</u>
	\$	<u>2,508,581</u>

Cash by Fund:

General	\$	5,868,187
General Capital Reserve Fund		153,465
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,200
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		259,252
Water/Sewer		9,851,312
Randleman Reservoir		485,917
Water/Sewer Capital Reserve Fund		<u>1,318,596</u>
	\$	<u>18,132,033</u>

Cash by Bank:

NCCMT	\$	10,063,643
Pinnacle Bank		6,057,339
First Bank		2,009,701
		<u>18,130,683</u>
	\$	<u>18,130,683</u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of October 31, 2023**

Installment Purchase Debt:	Balance at 10/31/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 7,806	12/1/2023	2023/2024
Leaf truck, financed in 2017	7,978	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	52,830	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>283,355</u>	11/3/2027	2027/2028
	<u>\$ 351,968</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 212,470</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of October 31, 2023

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randeman Reservoir Fund (#80)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	3,451,119	101,229	1,696,077	8,380	1,274
% of budget received	43%	81%	24%	7%	0%
% of budget, excluding appropriated fund balance, received	48%	80%	38%	34%	0%
Expenditures (and transfers)	2,128,794	-	874,223	-	-
% of budget expended	27%	0%	12%	0%	0%

	<u>Fund (#18) Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Fund (#20) Recreational Maint Facility Capital Project</u>	<u>Fund (#21) Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Fund (#23) Penny Road Sidewalk Capital Project</u>
Life to Date Revenues & Other Financing Sources	218,918	1,079,255	79,689	51,000
% of budget received	32%	100%	40%	4%
Life to Date Expenditures	103,987	1,671,261	49,486	-
% of budget expended	15%	155%	25%	0%

11/13/23
10:14:01

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 23

Page: 1 of 11
Report ID: B110

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	171,271.87	2,402,543.86	3,187,350.00	784,806.14	75 %
3101 Interest on Ad Valorem Taxes	3.80	56.65	1,800.00	1,743.35	3 %
3102 Tax and Tag revenue	24,891.53	49,481.15	303,300.00	253,818.85	16 %
3103 Interest on Tax and Tag Revenues	261.21	509.01	2,480.00	1,970.99	21 %
3104 MOTOR VEHICLE FEES	1,890.00	3,030.00	114,000.00	110,970.00	3 %
3105 INTEREST ON MOTOR VEHICLE FEE	4.03	6.69	0.00	-6.69	** %
3230 SALES AND USE TAX	89,748.72	89,748.72	1,050,000.00	960,251.28	9 %
3250 Solid Waste Disposal Tax	0.00	746.13	3,200.00	2,453.87	23 %
3256 ELECTRICITY SALES TAX	0.00	0.00	206,000.00	206,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	25,000.00	25,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	29,090.00	29,090.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	32,000.00	32,000.00	0 %
3316 POWELL BILL	0.00	53,787.85	115,000.00	61,212.15	47 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	15,500.00	15,500.00	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	4,475.00	9,361.38	21,000.00	11,638.62	45 %
3345 INSPECTION AND PERMIT FEES	25.00	125.00	200.00	75.00	63 %
3346 CELL TOWER LEASE REVENUE	2,646.00	10,584.00	65,500.00	54,916.00	16 %
3348 REFUSE COLLECTION FEES	21,025.00	83,907.00	245,000.00	161,093.00	34 %
3350 STORMWATER FEES	0.00	0.00	50,000.00	50,000.00	0 %
3351 Sales of yard waste toters	1,080.00	12,900.00	18,000.00	5,100.00	72 %
3600 GREEN FEES	65,851.12	284,705.11	550,000.00	265,294.89	52 %
3603 Golf Now Booking Fees	276.39	1,556.26	2,500.00	943.74	62 %
3610 MECHANICAL CART RENTALS	35,997.64	154,349.76	288,000.00	133,650.24	54 %
3620 PULL CART RENTALS	38.00	87.00	300.00	213.00	29 %
3650 DRIVING RANGE	8,993.00	41,997.00	65,000.00	23,003.00	65 %
3660 GOLF SHOP CONCESSIONS SALES	9,812.44	47,276.50	55,000.00	7,723.50	86 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	0.00	12,000.00	12,000.00	0 %
3675 Golf Clubhouse Rental Fees	1,225.00	3,230.00	8,000.00	4,770.00	40 %
3831 INVESTMENT EARNINGS	17,475.11	133,618.77	210,000.00	76,381.23	64 %
3832 Sponsorships	75.00	4,575.00	4,500.00	-75.00	102 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	486.68	490.00	3.32	99 %
3836 SALES - PRO SHOP GOLF INVENTORY	6,867.71	32,591.92	80,000.00	47,408.08	41 %
3837 SHELTER RENTALS	100.00	2,356.85	7,000.00	4,643.15	34 %
3838 Building lease revenue	0.00	3,600.00	3,610.00	10.00	100 %
3839 MISCELLANEOUS REVENUES	13.52	5,078.10	5,500.00	421.90	92 %
3840 Rental Golf Sets	425.00	1,670.00	3,000.00	1,330.00	56 %
3841 Ball Field Rentals	675.00	4,652.63	15,000.00	10,347.37	31 %
3920 Issuance of installment purchase financing	0.00	0.00	344,000.00	344,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	75,000.00	75,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	783,443.67	783,443.67	0 %
Account Group Total:	465,147.09	3,451,119.02	8,054,763.67	4,603,644.65	43 %
Fund Total:	465,147.09	3,451,119.02	8,054,763.67	4,603,644.65	43 %

① First month to receive sales tax for FY 23-24

2

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 1 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	4,225.34	11,184.84	48,815.16	60,000.00	110,000.00	50,000.00
2100	DEPARTMENT SUPPLIES	44.94	64.94	0.00	64.94	2,000.00	1,935.06
2200	FOOD AND PROVISIONS	0.00	886.86	784.80	1,671.66	2,500.00	828.34
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,200.00	3,200.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	25.00	25.00	0.00	25.00	700.00	675.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	100.00	100.00
3700	MARKETING / ADVERTISING	0.00	310.00	0.00	310.00	1,000.00	690.00
3800	DATA PROCESSING SERVICES	69.88	183.54	520.47	704.01	794.00	89.99
3950	DUES AND SUBSCRIPTIONS	0.00	1,329.00	0.00	1,329.00	2,500.00	1,171.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	47.45	0.00	47.45	500.00	452.55
4990	OTHER CONTRACTED SERVICES	400.00	1,625.00	4,775.00	6,400.00	7,400.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	4,765.16	15,656.63	54,895.43	70,552.06	138,394.00	67,841.94
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	43,304.00	224,292.57	0.00	224,292.57	655,000.00	430,707.43
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
1009	FICA EXPENSE	3,287.38	17,042.01	0.00	17,042.01	50,500.00	33,457.99
1010	RETIREMENT EXPENSE	5,517.44	28,653.53	0.00	28,653.53	80,000.00	51,346.47
1011	HEALTH INSURANCE EXPENSE	5,437.09	23,659.83	0.00	23,659.83	66,000.00	42,340.17
1012	FLEX & PR TIME ADMIN FEES	6.00	24.00	48.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	596.59	0.00	596.59	1,000.00	403.41
1017	401K EXPENSE	2,089.50	9,989.22	0.00	9,989.22	30,000.00	20,010.78
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	153.93	1,773.55	0.00	1,773.55	5,500.00	3,726.45
2200	FOOD AND PROVISIONS	173.12	335.00	0.00	335.00	1,200.00	865.00
2600	OFFICE SUPPLIES	74.60	718.65	0.00	718.65	3,000.00	2,281.35
2900	ASSETS NOT CAPITALIZED	329.99	1,219.27	552.50	1,771.77	7,000.00	5,228.23
3100	TRAVEL	1,346.79	3,208.46	0.00	3,208.46	15,000.00	11,791.54
3150	CONFERENCE FEES AND SCHOOLS	35.00	494.00	0.00	494.00	10,825.00	10,331.00
3200	COMMUNICATIONS	627.17	2,813.21	2,737.50	5,550.71	11,400.00	5,849.29
3400	PRINTING	0.00	89.50	0.00	89.50	500.00	410.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	883.62	5,813.75	17,256.74	23,070.49	23,986.00	915.51
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	400.00	400.00	400.00	0.00
3950	DUES AND SUBSCRIPTIONS	58.70	8,482.61	5,932.40	14,415.01	16,165.00	1,749.99
3980	MISCELLANEOUS EXPENSE	-35.92	148.69	0.00	148.69	1,000.00	851.31
4300	EQUIPMENT RENTAL	-422.50	-160.56	2,362.27	2,201.71	6,381.00	4,179.29
4400	SERVICE & MAINTENANCE CONTRACTS	18.00	77.61	408.39	486.00	13,000.00	12,514.00
4500	INSURANCE AND BONDING	0.00	13,234.25	0.00	13,234.25	13,250.00	15.75
4990	OTHER CONTRACTED SERVICES	1,134.07	1,893.55	529.76	2,423.31	70,000.00	67,576.69
6820	First Bank Credit Card Encumbrance	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,250.00	1,250.00

3

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 2 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Account Total:		64,017.98	344,399.29	35,227.56	379,626.85	1,118,157.00	738,530.15
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	9,780.00	43,681.00	0.00	43,681.00	130,000.00	86,319.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,300.00	1,300.00
1009	FICA EXPENSE	752.29	3,355.62	0.00	3,355.62	9,900.00	6,544.38
1010	RETIREMENT EXPENSE	1,260.64	5,630.47	0.00	5,630.47	17,000.00	11,369.53
1011	HEALTH INSURANCE EXPENSE	1,812.36	7,297.60	0.00	7,297.60	21,600.00	14,302.40
1012	FLEX & PR TIME ADMIN FEES	6.00	24.00	48.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	0.00	298.30	0.00	298.30	500.00	201.70
1017	401K EXPENSE	489.00	2,184.05	0.00	2,184.05	6,400.00	4,215.95
1019	PROFESSIONAL SERVICES	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
2100	DEPARTMENT SUPPLIES	79.09	420.59	0.00	420.59	1,000.00	579.41
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	94.84	191.73	0.00	191.73	2,000.00	1,808.27
2600	OFFICE SUPPLIES	18.62	18.62	0.00	18.62	2,000.00	1,981.38
2900	ASSETS NOT CAPITALIZED	0.00	582.50	552.50	1,135.00	4,500.00	3,365.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	397.00	1,722.00	0.00	1,722.00	4,500.00	2,778.00
3200	COMMUNICATIONS	222.62	887.50	1,132.50	2,020.00	4,100.00	2,080.00
3400	PRINTING	0.00	0.00	0.00	0.00	700.00	700.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3800	DATA PROCESSING SERVICES	351.87	618.93	6,319.66	6,938.59	7,791.00	852.41
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	228.70	2,005.52	1,375.38	3,380.90	3,500.00	119.10
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	0.00	277.71	0.00	277.71	400.00	122.29
4990	OTHER CONTRACTED SERVICES	2,975.00	4,170.00	1,000.00	5,170.00	15,000.00	9,830.00
4991	Telecommunications Contracted	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00
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	2,500.00	2,500.00
Account Total:		18,468.03	73,366.14	24,178.04	97,544.18	257,891.00	160,346.82
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	112.65	2,246.42	702.72	2,949.14	8,250.00	5,300.86
2140	SEED and SOD	970.00	970.00	0.00	970.00	1,000.00	30.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	264.00	264.00	0.00	264.00	800.00	536.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	131.61	2,456.25	0.00	2,456.25	2,500.00	43.75
2900	ASSETS NOT CAPITALIZED	0.00	11,234.99	3,500.00	14,734.99	17,500.00	2,765.01
3200	COMMUNICATIONS	-461.89	-1,885.57	1,003.72	-881.85	527.00	1,408.85
3300	UTILITIES	525.26	4,487.04	5,429.38	9,916.42	33,000.00	23,083.58
3350	Water Utilities	0.00	0.00	0.00	0.00	600.00	600.00
3500	REPAIRS AND MAINTENANCE	0.00	8,207.18	850.00	9,057.18	40,000.00	30,942.82
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	126.04	126.04	0.00	126.04	200.00	73.96

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 3 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4400	SERVICE & MAINTENANCE CONTRACTS	3,929.04	14,717.94	22,240.06	36,958.00	43,000.00	6,042.00
4500	INSURANCE AND BONDING	0.00	17,009.93	0.00	17,009.93	20,300.00	3,290.07
4990	OTHER CONTRACTED SERVICES	0.00	2,435.93	4,499.19	6,935.12	8,800.00	1,864.88
5800	CAPITAL OUTLAY - BUILDINGS &	① 12,991.80	158,725.29	0.00	158,725.29	205,631.65	46,906.36
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	18,588.51	220,995.44	38,225.07	259,220.51	386,608.65	127,388.14
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	500,000.00	500,000.00
4911	Sheriff Off Duty - Town events	1,048.00	2,882.00	3,118.00	6,000.00	6,500.00	500.00
4912	Sheriff off-duty for non-profit	0.00	1,022.80	977.20	2,000.00	2,500.00	500.00
4920	ANIMAL CONTROL CONTRACT	2,903.00	2,903.00	11,097.00	14,000.00	14,000.00	0.00
	Account Total:	3,951.00	6,807.80	15,192.20	22,000.00	523,000.00	501,000.00
5300	FIRE EXPENSES						
2100	DEPARTMENT SUPPLIES	0.00	778.96	0.00	778.96	800.00	21.04
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	14,000.00	14,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	213,914.24	0.00	213,914.24	856,000.00	642,085.76
9700	CONTINGENCY	0.00	0.00	0.00	0.00	200.00	200.00
	Account Total:	0.00	214,693.20	0.00	214,693.20	873,000.00	658,306.80
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	919.48	1,623.11	1,500.00	3,123.11	6,500.00	3,376.89
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2900	ASSETS NOT CAPITALIZED	1,303.00	1,303.00	2,600.60	3,903.60	12,500.00	8,596.40
3300	UTILITIES	15,611.06	46,871.21	0.00	46,871.21	182,000.00	135,128.79
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3805	Subscription Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,100.00	1,100.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400	SERVICE & MAINTENANCE CONTRACTS	176.80	696.60	1,414.40	2,111.00	6,500.00	4,389.00
4500	INSURANCE AND BONDING	0.00	937.28	0.00	937.28	1,350.00	412.72
4990	OTHER CONTRACTED SERVICES	0.00	24,058.06	31,649.00	55,707.06	60,843.68	5,136.62
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	114,000.00	114,000.00
	Account Total:	18,010.34	75,489.26	38,164.00	113,653.26	419,893.68	306,240.42
5650	STORMWATER EXPENDITURES						
4400	SERVICE & MAINTENANCE CONTRACTS	200.00	800.00	1,600.00	2,400.00	2,400.00	0.00
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	② 3,705.00	5,102.50	42,397.50	47,500.00	50,000.00	2,500.00
	Account Total:	3,905.00	11,507.50	43,997.50	55,505.00	58,400.00	2,895.00

① Capital Outlay - Final payment on Town Hall renovations

② Other Contracted Services - Blue Stream Environmental-
Stormwater assistance.

5

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 4 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	9,636.80	34,871.36	0.00	34,871.36	150,000.00	115,128.64
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,200.00	1,200.00
1009	FICA EXPENSE	726.99	2,622.11	0.00	2,622.11	10,500.00	7,877.89
1010	RETIREMENT EXPENSE	1,242.18	4,494.91	0.00	4,494.91	17,000.00	12,505.09
1011	HEALTH INSURANCE EXPENSE	2,716.60	9,072.75	0.00	9,072.75	32,400.00	23,327.25
1012	FLEX & PR TIME ADMIN FEES	6.00	24.00	48.00	72.00	750.00	678.00
1014	WORKER'S COMPENSATION	0.00	5,965.91	0.00	5,965.91	10,000.00	4,034.09
1017	401K EXPENSE	481.84	1,741.57	0.00	1,741.57	6,300.00	4,558.43
2100	DEPARTMENT SUPPLIES	103.42	44,906.71	0.00	44,906.71	49,300.00	4,393.29
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	300.00	300.00
2500	VEHICLE SUPPLIES	32.40	1,756.15	114.02	1,870.17	12,000.00	10,129.83
2520	FUELS - GAS & OIL	2,379.66	11,681.03	23,372.34	35,053.37	80,000.00	44,946.63
3200	COMMUNICATIONS	91.38	323.96	0.00	323.96	2,400.00	2,076.04
3400	PRINTING	0.00	1,525.53	0.00	1,525.53	3,800.00	2,274.47
3500	REPAIRS AND MAINTENANCE	1,872.62	2,191.36	0.00	2,191.36	9,300.00	7,108.64
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3805	Subscription Fees	0.00	0.00	4,000.00	4,000.00	4,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	155.00	155.00	845.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	4,707.71	19,299.79	38,969.07	58,268.86	69,300.00	11,031.14
3945	Recycle Fees	2,014.86	7,586.13	22,413.87	30,000.00	40,000.00	10,000.00
3980	MISCELLANEOUS EXPENSE	125.00	125.00	0.00	125.00	200.00	75.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	500.00	500.00
4500	INSURANCE AND BONDING	0.00	5,004.32	0.00	5,004.32	5,000.00	-4.32
4990	OTHER CONTRACTED SERVICES	0.00	3,891.61	24,408.39	28,300.00	28,300.00	0.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	2,006.00	0.00	2,006.00	2,100.00	94.00
	Account Total:	26,292.46	159,245.20	114,170.69	273,415.89	540,650.00	267,234.11
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	13,691.97	60,673.34	0.00	60,673.34	179,000.00	118,326.66
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,900.00	3,900.00
1009	FICA EXPENSE	1,040.85	4,610.45	0.00	4,610.45	12,800.00	8,189.55
1010	RETIREMENT EXPENSE	1,764.90	7,820.82	0.00	7,820.82	21,500.00	13,679.18
1011	HEALTH INSURANCE EXPENSE	2,783.96	11,093.53	0.00	11,093.53	32,400.00	21,306.47
1012	FLEX & PR TIME ADMIN FEES	12.00	48.00	96.00	144.00	750.00	606.00
1014	WORKER'S COMPENSATION	0.00	4,176.14	0.00	4,176.14	7,000.00	2,823.86
1017	401K EXPENSE	682.75	2,984.61	0.00	2,984.61	8,000.00	5,015.39
2100	DEPARTMENT SUPPLIES	964.79	4,979.35	0.00	4,979.35	11,300.00	6,320.65
2140	SEED and SOD	970.00	970.00	0.00	970.00	2,500.00	1,530.00
2141	CHEMICALS	0.00	405.30	0.00	405.30	5,000.00	4,594.70
2142	FERTILIZER AND LIME	264.00	924.00	0.00	924.00	4,500.00	3,576.00
2143	IRRIGATION SUPPLIES	0.00	408.08	0.00	408.08	1,000.00	591.92
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	873.48	975.31	0.00	975.31	3,000.00	2,024.69
2500	VEHICLE SUPPLIES	0.00	78.59	0.00	78.59	1,500.00	1,421.41
2520	FUELS - GAS & OIL	829.54	1,781.44	0.00	1,781.44	10,000.00	8,218.56
2550	EQUIPMENT SUPPLIES	179.54	721.94	0.00	721.94	3,000.00	2,278.06
2600	OFFICE SUPPLIES	0.00	81.37	0.00	81.37	300.00	218.63
2900	ASSETS NOT CAPITALIZED	220.00	5,093.49	0.00	5,093.49	9,500.00	4,406.51

6

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 5 of 17
Report ID: B100B

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
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	826.85	3,217.87	5,074.48	8,292.35	13,000.00	4,707.65
3300 UTILITIES	598.84	2,436.53	0.00	2,436.53	18,000.00	15,563.47
3350 Water Utilities	0.00	109.17	0.00	109.17	450.00	340.83
3500 REPAIRS AND MAINTENANCE	0.00	1,182.00	0.00	1,182.00	5,000.00	3,818.00
3800 DATA PROCESSING SERVICES	332.08	934.90	2,815.34	3,750.24	3,958.00	207.76
3805 Subscription Fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	600.00	600.00	600.00	0.00
3940 LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3950 DUES AND SUBSCRIPTIONS	0.00	275.00	0.00	275.00	2,200.00	1,925.00
3960 BANK AND MERCHANT FEES	0.00	382.34	147.66	530.00	500.00	-30.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
3981 Special Events	2,354.33	8,900.44	4,082.68	12,983.12	20,000.00	7,016.88
4101 Library Services	16,000.00	32,000.00	0.00	32,000.00	119,500.00	87,500.00
4102 Recreation Services	0.00	0.00	0.00	0.00	20,000.00	20,000.00
4103 Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300 EQUIPMENT RENTAL	1,825.90	1,989.79	13,135.64	15,125.43	18,400.00	3,274.57
4301 Property tax on leased equip	0.00	0.00	1,800.00	1,800.00	1,800.00	0.00
4400 SERVICE & MAINTENANCE CONTRACTS	159.12	626.94	1,272.96	1,899.90	3,000.00	1,100.10
4500 INSURANCE AND BONDING	0.00	1,180.28	0.00	1,180.28	1,700.00	519.72
4990 OTHER CONTRACTED SERVICES	2,425.75	8,532.75	9,440.95	17,973.70	18,700.00	726.30
5500 CAPITAL OUTLAY EQUIPMENT	0.00	16,660.00	0.00	16,660.00	16,700.00	40.00
Account Total:	48,801.05	186,253.77	38,465.71	224,719.48	604,008.00	379,288.52
6300 GOLF COURSE MAINTENANCE						
1000 SALARIES AND WAGES	29,692.54	136,557.72	0.00	136,557.72	450,000.00	313,442.28
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	6,600.00	6,600.00
1009 FICA EXPENSE	2,153.27	9,946.24	0.00	9,946.24	35,000.00	25,053.76
1010 RETIREMENT EXPENSE	3,558.48	16,623.52	0.00	16,623.52	55,000.00	38,376.48
1011 HEALTH INSURANCE EXPENSE	6,242.57	22,640.66	0.00	22,640.66	76,000.00	53,359.34
1012 FLEX & PR TIME ADMIN FEES	12.00	48.00	96.00	144.00	650.00	506.00
1013 RETIREE HEALTH INSURANCE EXPENSE	636.38	1,713.40	0.00	1,713.40	10,800.00	9,086.60
1014 WORKER'S COMPENSATION	0.00	5,188.79	0.00	5,188.79	8,000.00	2,811.21
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	1,500.00	1,500.00
1017 401K EXPENSE	1,392.75	6,100.82	0.00	6,100.82	21,000.00	14,899.18
2100 DEPARTMENT SUPPLIES	130.11	1,342.92	0.00	1,342.92	12,000.00	10,657.08
2140 SEED and SOD	540.00	540.00	0.00	540.00	8,000.00	7,460.00
2141 CHEMICALS	1,410.22	14,774.34	28,688.08	43,462.42	45,000.00	1,537.58
2142 FERTILIZER AND LIME	1,656.00	4,060.72	0.00	4,060.72	30,000.00	25,939.28
2143 IRRIGATION SUPPLIES	2,929.72	4,144.79	0.00	4,144.79	7,000.00	2,855.21
2144 MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2145 TOPSOIL (Sand)	0.00	4,116.46	116.09	4,232.55	20,000.00	15,767.45
2155 TEE AND GREEN SUPPLIES	47.46	498.05	0.00	498.05	5,000.00	4,501.95
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2500 VEHICLE SUPPLIES	47.04	47.04	0.00	47.04	1,000.00	952.96
2520 FUELS - GAS & OIL	1,355.43	8,331.20	24,642.58	32,973.78	35,000.00	2,026.22
2550 EQUIPMENT SUPPLIES	1,031.30	4,865.43	4,411.10	9,276.53	35,000.00	25,723.47
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2900 ASSETS NOT CAPITALIZED	0.00	1,688.40	13,911.88	15,600.28	23,000.00	7,399.72

① Library Services

7

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 6 of 17
Report ID: B1008

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	590.34	2,301.59	2,468.96	4,770.55	11,500.00	6,729.45
3300	UTILITIES	741.94	3,929.61	1,929.38	5,858.99	23,000.00	17,141.01
3350	Water Utilities	0.00	109.16	0.00	109.16	500.00	390.84
3500	REPAIRS AND MAINTENANCE	910.00	997.50	2,155.00	3,152.50	10,000.00	6,847.50
3800	DATA PROCESSING SERVICES	39.89	49.83	617.13	666.96	898.00	231.04
3805	Subscription Fees	0.00	2,550.00	0.00	2,550.00	5,200.00	2,650.00
3900	DRUG TESTING & BACKGROUND CHECKS	123.00	123.00	877.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	484.22	1,402.54	1,886.76	2,600.00	713.24
3950	DUES AND SUBSCRIPTIONS	705.00	799.99	0.00	799.99	3,000.00	2,200.01
3980	MISCELLANEOUS EXPENSE	0.00	55.90	0.00	55.90	500.00	444.10
4300	EQUIPMENT RENTAL	1,612.81	7,999.82	25,762.39	33,762.21	60,957.00	27,194.79
4301	Property tax on leased equip	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	53.04	208.98	424.32	633.30	4,500.00	3,866.70
4500	INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	0.00	4,250.00	705.44	4,955.44	10,000.00	5,044.56
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	355,081.74	355,081.74	701,922.84	346,841.10
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	48,894.20	73,341.30	122,235.50	122,235.50	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	Account Total:	57,611.29	324,313.69	541,430.93	865,744.62	1,884,863.34	1,019,118.72
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	18,147.02	102,655.44	0.00	102,655.44	285,000.00	182,344.56
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,600.00	1,600.00
1009	FICA EXPENSE	1,395.30	7,881.49	0.00	7,881.49	21,000.00	13,118.51
1010	RETIREMENT EXPENSE	1,013.92	6,897.70	0.00	6,897.70	14,000.00	7,102.30
1011	HEALTH INSURANCE EXPENSE	1,812.36	7,345.76	0.00	7,345.76	21,600.00	14,254.24
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	3,088.08	0.00	3,088.08	10,800.00	7,711.92
1014	WORKER'S COMPENSATION	0.00	1,193.18	0.00	1,193.18	2,000.00	806.82
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1017	401K EXPENSE	393.30	1,963.55	0.00	1,963.55	5,000.00	3,036.45
2100	DEPARTMENT SUPPLIES	796.12	4,315.93	2,218.23	6,534.16	10,500.00	3,965.84
2101	Grill Supplies	0.00	79.18	920.82	1,000.00	5,000.00	4,000.00
2156	RANGE SUPPLIES	123.51	123.51	4,150.00	4,273.51	8,500.00	4,226.49
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	400.00	400.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2600	OFFICE SUPPLIES	173.77	304.45	0.00	304.45	1,000.00	695.55
2700	GOLF INVENTORY FOR RESALE	4,594.84	23,868.38	6,136.02	30,004.40	70,000.00	39,995.60
2705	Golf Special Orders - Purchases	0.00	2,250.80	311.72	2,562.52	12,000.00	9,437.48
2710	CONCESSION INVENTORY RESALE	3,760.48	19,998.77	22,751.23	42,750.00	50,000.00	7,250.00
2900	ASSETS NOT CAPITALIZED	1,320.00	3,439.99	0.00	3,439.99	11,500.00	8,060.01
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	733.02	2,069.91	5,034.57	7,104.48	10,056.00	2,951.52
3300	UTILITIES	1,264.69	5,324.86	1,889.75	7,214.61	20,000.00	12,785.39
3350	Water Utilities	0.00	109.14	0.00	109.14	450.00	340.86
3400	PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
3500	REPAIRS AND MAINTENANCE	0.00	536.36	0.00	536.36	5,000.00	4,463.64

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 7 of 17
Report ID: B100B

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3700	MARKETING / ADVERTISING	60.40	241.60	483.20	724.80	10,000.00	9,275.20
3800	DATA PROCESSING SERVICES	257.43	-68.55	8,124.36	8,055.81	11,823.00	3,767.19
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	603.02	1,758.82	2,361.84	3,500.00	1,138.16
3950	DUES AND SUBSCRIPTIONS	69.99	69.99	0.00	69.99	2,500.00	2,430.01
3955	Permit Fees	0.00	0.00	0.00	0.00	220.00	220.00
3960	BANK AND MERCHANT FEES	3,113.21	13,116.58	250.00	13,366.58	30,000.00	16,633.42
3980	MISCELLANEOUS EXPENSE	-12.68	28.93	0.00	28.93	250.00	221.07
4300	EQUIPMENT RENTAL	-378.89	-220.55	1,272.95	1,052.40	2,034.00	981.60
4310	GOLF CART RENTALS	0.00	8,483.89	37,290.96	45,774.85	53,122.00	7,347.15
4311	SALES AND USE TAX PAID	5,222.53	12,647.07	0.00	12,647.07	21,000.00	8,352.93
4400	SERVICE & MAINTENANCE CONTRACTS	1,785.68	5,886.40	9,662.76	15,549.16	18,000.00	2,450.84
4500	INSURANCE AND BONDING	0.00	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	0.00	402.07	950.00	1,352.07	5,000.00	3,647.93
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	Account Total:	45,646.00	242,968.32	104,705.39	347,673.71	754,355.00	406,681.29
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	39,721.46	0.00	39,721.46	226,500.00	186,778.54
7101	LEASE PRINCIPAL	① 11,765.84	46,856.54	0.00	46,856.54	35,241.00	-11,615.54
7102	Subscription Principal	1,646.19	6,564.95	0.00	6,564.95	4,927.00	-1,637.95
7200	DEBT INTEREST PAYMENTS	0.00	2,358.19	0.00	2,358.19	27,000.00	24,641.81
7201	LEASE INTEREST	188.73	809.24	0.00	809.24	664.00	-145.24
7202	Subscription Interest	29.73	138.73	0.00	138.73	123.00	-15.73
	Account Total:	13,630.49	96,449.11	0.00	96,449.11	294,455.00	198,005.89
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	② 8,103.81	156,648.52	0.00	156,648.52	180,500.00	23,851.48
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	20,570.00	20,570.00
	Account Total:	8,103.81	156,648.52	0.00	156,648.52	201,070.00	44,421.48
	Account Group Total:	331,791.12	2,128,793.87	1,048,652.52	3,177,446.39	8,054,745.67	4,877,299.28
	Fund Total:	331,791.12	2,128,793.87	1,048,652.52	3,177,446.39	8,054,745.67	4,877,299.28

① Monthly lease payments
 ② Transfer of the .02 tax collection transfer to stormwater capital project.

9

11/13/23
10:14:01

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 23

Page: 2 of 11
Report ID: B110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	46.56	80.35	100.00	19.65	80 %
3981 TRANSFER FROM GENERAL FUND	① 8,103.81	101,148.52	125,000.00	23,851.48	81 %
Account Group Total:	8,150.37	101,228.87	125,100.00	23,871.13	81 %
Fund Total:	8,150.37	101,228.87	125,100.00	23,871.13	81 %

① Transfer of .02 tax collection.

(10)

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 8 of 17
Report ID: B100B

11 General Capital Reserve Fund

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
9600 OTHER FINANCING USES						
9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	50,100.00	50,100.00
Account Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00
Account Group Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00
Fund Total:	0.00	0.00	0.00	0.00	125,100.00	125,100.00



11/13/23
10:14:01

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 23

Page: 9 of 11
Report ID: B110

30 WATER AND SEWER

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	91.88	409.11	1,000.00	590.89	41 %
3710 UTILITY CHARGE - WATER	80,841.47	348,915.42	990,000.00	641,084.58	35 %
3720 UTILITY CHARGE - SEWER	671,818.50	1,179,796.50	3,000,000.00	1,820,203.50	39 %
3741 Meter Fee	0.00	650.00	2,000.00	1,350.00	33 %
3742 System Development Fees to be transferred	0.00	4,300.00	0.00	-4,300.00	** %
3743 System Admin / Installation fee	0.00	200.00	500.00	300.00	40 %
3745 Connection Fees - Water and Sewer	350.00	2,450.00	11,000.00	8,550.00	22 %
3750 NONPAYMENT / RECONNECTION FEES	1,650.00	7,500.00	20,000.00	12,500.00	38 %
3755 Return Check Fees	25.00	100.00	300.00	200.00	33 %
3760 LATE FEES	1,980.00	7,930.00	20,000.00	12,070.00	40 %
3765 CREDIT CARD ADMINISTRATION FEES	75.83	307.56	800.00	492.44	38 %
3831 INVESTMENT EARNINGS	32,137.26	142,315.67	300,000.00	157,684.33	47 %
3839 MISCELLANEOUS REVENUES	150.00	1,202.80	500.00	-702.80	241 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	118,400.00	118,400.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,689,830.00	2,689,830.00	0 %
Account Group Total:	789,119.94	1,696,077.06	7,154,330.00	5,458,252.94	24 %
Fund Total:	789,119.94	1,696,077.06	7,154,330.00	5,458,252.94	24 %

12

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 14 of 17
Report ID: B100B

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	63,726.96	280,363.16	0.00	280,363.16	855,000.00	574,636.84
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	16,000.00	16,000.00
1009	FICA EXPENSE	4,810.96	21,179.01	0.00	21,179.01	66,500.00	45,320.99
1010	RETIREMENT EXPENSE	8,100.95	36,025.33	0.00	36,025.33	110,000.00	73,974.67
1011	HEALTH INSURANCE EXPENSE	10,874.16	43,785.60	0.00	43,785.60	144,000.00	100,214.40
1012	FLEX & PR TIME ADMIN FEES	12.00	48.00	96.00	144.00	1,600.00	1,456.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	5,467.96	0.00	5,467.96	21,600.00	16,132.04
1014	WORKER'S COMPENSATION	0.00	8,948.86	0.00	8,948.86	15,000.00	6,051.14
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	3,100.78	13,809.99	0.00	13,809.99	42,000.00	28,190.01
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	366.05	5,181.96	3,134.78	8,316.74	35,000.00	26,683.26
2105	WATER METERS	0.00	0.00	0.00	0.00	90,000.00	90,000.00
2200	FOOD AND PROVISIONS	105.38	224.89	0.00	224.89	1,000.00	775.11
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	8,974.22	69.82	9,044.04	40,000.00	30,955.96
2500	VEHICLE SUPPLIES	210.41	1,068.14	0.00	1,068.14	8,000.00	6,931.86
2520	FUELS - GAS & OIL	1,103.66	10,050.31	55,552.82	65,603.13	65,000.00	-603.13
2550	EQUIPMENT SUPPLIES	0.00	836.94	2,000.00	2,836.94	15,500.00	12,663.06
2600	OFFICE SUPPLIES	18.62	624.86	0.00	624.86	2,000.00	1,375.14
2750	PURCHASE OF WATER	22,715.70	69,661.48	320,338.52	390,000.00	390,000.00	0.00
2755	Water Transmission Fees	3,230.18	9,506.75	0.00	9,506.75	30,000.00	20,493.25
2900	ASSETS NOT CAPITALIZED	0.00	308.10	0.00	308.10	20,000.00	19,691.90
3100	TRAVEL	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	50.00	510.00	560.00	10,000.00	9,440.00
3200	COMMUNICATIONS	2,350.76	8,191.31	13,616.18	21,807.49	40,000.00	18,192.51
3300	UTILITIES	839.87	2,704.26	0.00	2,704.26	20,000.00	17,295.74
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	400.50	1,291.80	3,297.70	4,589.50	7,000.00	2,410.50
3500	REPAIRS AND MAINTENANCE	13,513.69	29,276.16	27.69	29,303.85	52,400.00	23,096.15
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,128.31	2,381.16	15,294.63	17,675.79	24,941.00	7,265.21
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,000.50	6,555.00	7,555.50	12,500.00	4,944.50
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	1,454.24	5,647.08	7,561.19	13,208.27	22,000.00	8,791.73
3980	MISCELLANEOUS EXPENSE	0.00	265.20	0.00	265.20	1,500.00	1,234.80
4300	EQUIPMENT RENTAL	-422.50	-313.07	2,362.28	2,049.21	8,883.00	6,833.79
4400	SERVICE & MAINTENANCE CONTRACTS	2,203.00	9,443.61	19,466.39	28,910.00	65,000.00	36,090.00
4401	NC811 Fees	105.85	423.40	4,576.60	5,000.00	5,000.00	0.00
4500	INSURANCE AND BONDING	2,316.00	25,460.49	0.00	25,460.49	30,000.00	4,539.51
4950	LAB TESTING	251.90	4,230.89	5,781.70	10,012.59	10,000.00	-12.59
4960	SEWER TREATMENT	0.00	107,489.41	0.00	107,489.41	779,500.00	672,010.59
4990	OTHER CONTRACTED SERVICES	8,147.41	35,514.15	194,991.95	230,506.10	244,020.00	13,513.90
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	4,123.81	57,036.19	61,160.00	91,160.00	30,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	67,112.60	67,112.60	68,500.00	1,387.40
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	135,290.00	135,290.00	1,600,000.00	1,464,710.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,281,800.00	1,281,800.00
6800	OPERATING PAYMENTS TO REGIONAL	0.00	46,317.91	0.00	46,317.91	48,000.00	1,682.09

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 15 of 17
Report ID: B100B

30 WATER AND SEWER

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6801 DEBT PRINCIPLE PAYMENTS TO PTRWA	0.00	53,826.25	0.00	53,826.25	108,200.00	54,373.75
6802 INTEREST PAYMENTS - PTRWA	0.00	5,361.51	0.00	5,361.51	10,300.00	4,938.49
6810 PRINCIPLE PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	21,400.00	21,400.00
6811 INTEREST PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	1,100.00	1,100.00
6820 First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
7100 DEBT PRINCIPAL PAYMENTS	0.00	12,500.84	0.00	12,500.84	50,050.00	37,549.16
7101 LEASE PRINCIPAL	402.31	1,464.84	0.00	1,464.84	1,062.00	-402.84
7200 DEBT INTEREST PAYMENTS	0.00	1,361.34	0.00	1,361.34	6,700.00	5,338.66
7201 LEASE INTEREST	20.19	72.66	0.00	72.66	33.00	-39.66
7202 Subscription Interest	15.63	71.78	0.00	71.78	81.00	9.22
9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	517,000.00	517,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:	152,469.96	874,222.85	918,172.04	1,792,394.89	7,154,330.00	5,361,935.11
Account Group Total:	152,469.96	874,222.85	918,172.04	1,792,394.89	7,154,330.00	5,361,935.11
Fund Total:	152,469.96	874,222.85	918,172.04	1,792,394.89	7,154,330.00	5,361,935.11

14

11/13/23
10:14:01

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 23

Page: 10 of 11
Report ID: B110

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	2,148.56	8,380.09	8,000.00	-380.09	105 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	17,000.00	17,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	93,400.00	93,400.00	0 %
Account Group Total:	2,148.56	8,380.09	118,400.00	110,019.91	7 %
Fund Total:	2,148.56	8,380.09	118,400.00	110,019.91	7 %

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 16 of 17
Report ID: B100B

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Account Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Account Group Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
	Fund Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00

11/13/23
10:14:01

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 23

Page: 11 of 11
Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	422.32	1,273.82	1,000.00	-273.82	127 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	500,000.00	500,000.00	0 %
Account Group Total:	422.32	1,273.82	501,000.00	499,726.18	0 %
Fund Total:	422.32	1,273.82	501,000.00	499,726.18	0 %
Grand Total:	1,265,116.10	5,313,998.45	20,622,523.67	15,308,525.22	26 %

11/13/23
10:03:09

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 10 / 23

Page: 17 of 17
Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Fund Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Grand Total:	517,315.48	3,106,717.06	2,506,663.76	5,613,380.82	19,941,611.05	14,328,230.23

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for October 2023

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: November 21, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Heather Lunsford

SUMMARY:

Attached is the report for golf operations for October 2023.

Total revenues for the month of October 2023 were \$129,486 and operating expenditures were \$103,257. Thus there was a net operating gain of \$26,229 for the month. In October 2022, there was an operating loss of \$9,810.

For the month of October 2023 there were 3,366 rounds played, and 2,864 rounds played in October 2022.

October 2023 was a good month for golf; the course had 3 bad weather days and no closed days.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/24

	<u>October 2023</u>	<u>October 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	129,486	115,279	14,207	12.32%	567,464	481,871	85,593	17.76%
Golf Course Maintenance Expenditures (before capital outlay)	57,611	68,116	(10,505)	-15.42%	279,695	284,830	(5,135)	-1.80%
Golf Course Golf Shop Expenditures (before capital outlay)	45,646	56,973	(11,327)	-19.88%	271,860	275,418	(3,558)	-1.29%
Net exp < or > rev before Capital Outlay	26,229	(9,810)	36,039	-367.4%	15,909	(78,377)	94,286	
Capital Outlay	-	-	-		48,894	28,250	(20,644)	
Net expenditures < or > revenues	<u>26,229</u>	<u>(9,810)</u>	<u>36,039</u>	<u>367.37%</u>	<u>(32,985)</u>	<u>(106,627)</u>	<u>73,642</u>	<u>69.07%</u>
Golf Rounds Played (not including complimentary play)	3,366	2,864			7,586	9,385		
Bad Weather Days (1)	3	4			5	11		
Days closed for aerification, covered greens	0	0			-	1		
Golf course employees paid during the month:								
Full-time positions	8	11						
Part-time hours	1,012	648						
	(1)	(1)						
Variances:								

**Revenues
FYE 6/30/24**

	<u>October 2023</u>	<u>October 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Greens	65,851	62,860	2,991	4.76%	218,854	251,142	(32,288)	-12.86%
Golf Now Booking Fees	276		276	1	1,280		(131,821)	-10299.57%
Cart Rentals	35,998	30,700	5,298	17.3%	118,352	133,101	118,244	109485.30%
Pull Carts	38	37	1	2.70%	49	108	(15,062)	-99.68%
Driving Range	8,993	3,284	5,709	173.84%	33,004	15,111	(775)	-2.29%
Sales - Golf Shop Inventory	6,868	6,800	68	0.99%	25,724	33,779	(19,166)	-42.70%
Sales - Golf Shop Concessions	9,812	10,078	(266)	-2.64%	37,464	44,890	33,724	901.71%
Golf Clubhouse Rental Fees and golf clubs	<u>1,650</u>	<u>1,520</u>	<u>130</u>	<u>8.55%</u>	<u>3,250</u>	<u>3,740</u>	<u>(490)</u>	<u>-13.10%</u>
	<u><u>129,486</u></u>	<u><u>62,860</u></u>	<u><u>14,207</u></u>	<u><u>22.60%</u></u>	<u><u>437,977</u></u>	<u><u>251,142</u></u>	<u><u>(47,634)</u></u>	<u><u>-18.97%</u></u>

Variations:

**Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/24**

	<u>October 2023</u>	<u>October 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	43,688	42,288	1,400	3.31%	198,819	191,767	7,052	3.68%
Supplies & Materials	9,147	15,409	(6,261)	-40.64%	45,458	43,388	2,070	4.77%
Contractual Services	1,666	7,649	(5,983)	-78.22%	23,984	36,945	(12,961)	-35.08%
Other Operating Expenditures (utilities, communications, etc)	<u>3,110</u>	<u>2,771</u>	<u>339</u>	<u>12.25%</u>	<u>11,434</u>	<u>12,730</u>	<u>(1,296)</u>	<u>-10.18%</u>
Total Exp before Capital Outlay	<u>57,611</u>	<u>68,116</u>	<u>(10,505)</u>	<u>-15.42%</u>	<u>279,695</u>	<u>284,830</u>	<u>(5,135)</u>	<u>-1.80%</u>
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>48,894</u>	<u>-</u>	<u>48,894</u>	
	<u>57,611</u>	<u>68,116</u>	<u>(10,505)</u>	<u>-15.42%</u>	<u>328,589</u>	<u>284,830</u>	<u>43,759</u>	<u>15.36%</u>

Variances:

**Jamestown Park Golf Course Operations
Golf Shop Expenditures
FYE 6/30/24**

	<u>October 2023</u>	<u>October 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	22,762	29,530	(6,768)	-22.92%	131,025	144,059	(13,034)	-9.05%
Supplies & Materials	10,769	9,789	980	10.01%	54,381	49,546	4,835	9.76%
Contractual Services	6,629	10,624	(3,995)	-37.60%	63,651	57,847	5,804	10.03%
Other Operating Expenditures (utilities, communications, etc)	<u>5,486</u>	<u>7,030</u>	<u>(1,544)</u>	<u>-21.97%</u>	<u>22,803</u>	<u>23,966</u>	<u>(1,163)</u>	<u>-4.85%</u>
Total Exp before Capital Outlay	<u>45,646</u>	<u>56,973</u>	<u>(11,327)</u>	<u>-19.88%</u>	<u>271,860</u>	<u>275,418</u>	<u>(3,558)</u>	<u>-1.29%</u>
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>28,250</u>	<u>(28,250)</u>	
	<u><u>45,646</u></u>	<u><u>56,973</u></u>	<u><u>(11,327)</u></u>	<u><u>-19.88%</u></u>	<u><u>271,860</u></u>	<u><u>303,668</u></u>	<u><u>(31,808)</u></u>	<u><u>-10.47%</u></u>

Variances:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 #10

AGENDA ITEM #:



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: November 21, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions. Planning Director passed the CZO certification exam.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #10

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #10

FOLLOW UP ACTION NEEDED:

P.O. Box 848 • Jamestown, North Carolina 27282
Tel: (336) 454-1138 • Fax: (336) 886-3504

**FYE 6/30/24
BUDGET AMENDMENT #10**

Fund 10:

		Debit	Credit
a.	Lease Principal Payments	11,768.00	
	Lease Interest	189.00	
	Copier leases		423.00
	Town Hall phones leased		624.00
	Recreation equipment leased		1,850.00
	Golf Equipment leased		3,200.00
	Golf Equipment		153.00
	Golf Equipment		5,328.00
	Golf Shop phones leased		379.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,650.00	
	Subscription Interest	31.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		13.00
	Data Processing Services		34.00
	Data Processing Services		392.00
	Data Processing Services		1.00
	To adjust budgets for GASB96 subscriptions/principal & interest		
c.	Contingency		1,400.00
	Salaries and Wages	1,200.00	
	FICA Expense	150.00	
	Retirement Expense	50.00	
	Planning Director passed CZO certification exam		

Fund 30:

a.	Lease Principal Payments	403.00	
	Lease Interest	21.00	
	Copier leases		424.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	19.00	
	Data Processing Services		19.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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 Stormwater Utility Fee Ordinance

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Nov. 21, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Town Council included provisions budgeting for a stormwater utility fee in the FY 23-24 budget. The purpose of this fee is to help maintain and upgrade stormwater infrastructure and to fund the stormwater management directives which are mandated by State through the Town's NPDES permit. The fee will be applied to all properties located within the corporate limits through the utility billing system. The rate will be \$5 per month for residential customers and is based on an "Equivalent Residential Unit" (ERU) of measure. The ERU reflects the average impervious area of residential properties in Jamestown. This value has been calculated at 4,000 sq. ft. Therefore, each residential customer will be billed 1 ERU or \$5/month.

Commercial/Industrial customers will be billed based on the actual amount of impervious surfaces located on their property. For example, if a commercial property has 200,000 sq. ft. of impervious area, that total will be divided by 4,000 (1 ERU) to reach the ERU's for that property. In this case, $200,000/4,000=50$ ERUs. $50 \text{ ERUs} \times \$5 = \$250/\text{month}$ for that property.

The attached ordinance will establish the Stormwater Utility and provide the authority for the Town to begin billing for this utility on January 1, 2024.

ATTACHMENTS: Stormwater Utility Fee Ordinance

RECOMMENDATION/ACTION NEEDED: Adopt the ordinance as presented.

BUDGETARY IMPACT: This will begin funding the stormwater division. Budgeted revenues for 2023-24 are approx. \$50,000.

SUGGESTED MOTION: Move to approve the Stormwater Utility Fee Ordinance as presented.

FOLLOW UP ACTION NEEDED: Town staff will begin to send notices to utility customers about the new fees in the coming month.

Town of Jamestown Code of Ordinances

Title V. "Public Works", Chapter 55. Stormwater Utility Fee

Authority

N.C.G.S 160A-314 Authorizes the Town of Jamestown to establish and revise, as needed,-schedules of rates, fees, & charges to fund the stormwater management program activities as well as structural and natural stormwater and drainage systems.

Purpose and Intent

The purpose of this ordinance is to create and establish a Stormwater Utility Fee to address the stormwater management needs of the Town including but not limited to the continued implementation and management of the State mandated NPDES phase 2 stormwater permit and management of structural and natural stormwater and drainage systems with the overall goal of safeguarding the public health, safety, and general welfare of Jamestown citizens and protect water quality and aquatic resources.

Jurisdiction & Applicability

The Stormwater Utility Fee shall be applicable to all properties within the Town limits of Jamestown. This ordinance shall be effective immediately upon adoption, the associated fee will be implemented beginning January 1, 2024.

Establishment of Fees

The Stormwater Utility Fee shall be based on the area of impervious surface located upon each tax parcel and is calculated and applied utilizing Equivalent Residential Units (ERUs) as a unit of measure. Each residential property equates to one (1) ERU; non-residential properties will be measured and the impervious area shall be converted to ERUs by measuring the square footage of impervious area and dividing by the ERU equivalent. The Town Council shall establish a Stormwater Utility Fee and a collection procedure (please see the adopted Fee Schedule for current rates).

Appeals

Any person who considers the Stormwater Utility Fee billed pursuant to the provisions of this Ordinance to be inaccurate or erroneous may request a review thereof by the Public Services Director or their designee. The findings of the Public Service Director shall be considered final.

Exemptions

Properties that contain less than 600 square feet of impervious area are exempt from the Stormwater Utility Fee.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: Nov. 21, 2023

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: None

- I. Several major projects are currently underway or completed.
 - A. Recreation Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is late November.
 - B. Golf Course bathrooms – 98% complete. An architectural design issue required us to pivot slightly and we lost a few weeks with that issue, but we are now moving forward. Estimate completion by early December. (Goal 5.10)
- II. Loose leaf collection began on Monday, Oct. 23rd. Crews will make continuous rounds throughout the season which will run until Feb. 23, 2024. Please keep piles clear of sticks and other debris. Be sure to place leaves in areas which are away from cars, trash cans, mailboxes, or other obstructions. To date, crews have collected over 40 tons of leaves and have made over 3 complete circuits around the Town. Leaves tend to fall quickly and our heaviest volumes are likely to occur in the next couple of weeks. Crews will do their best to collect them as quickly as possible.
- III. The Jamestown Business Association will be sponsoring the “Christmas on Main” event again this year. On Dec. 6th, 13th, and 20th, businesses will remain open until 8pm to allow shoppers to come visit local shops and experience food, music, and the spirit of Christmas. More information can be found on the JBA Facebook site at: <https://www.facebook.com/Jamestownbusinessassociation>.

Key Dates:

November 23-24th – Town offices closed for Thanksgiving holiday.
December 3rd – Rotary Club of Jamestown’s Annual Christmas Parade – 3 PM
December 6th, 13th, 20th – Christmas on Main
December 7th – Bulky Item pickup
December 19th – Town Council meeting and swearing in of new Council members
December 25th-27th – Town offices closed for Christmas holiday.
January 1 – Town offices closed for New Year’s holiday.