



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**December 15, 2020**  
**6:00 pm in the Civic Center**  
**Agenda**

- I. **Call to Order-**
  - A. Pledge of Allegiance
  - B. Moment of Silence
  - C. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of minutes from the November 10, 2020 Special Meeting
  - B. Approval & Sealing of Closed Session minutes from the November 10<sup>th</sup> Special Meeting and the November 13<sup>th</sup> Recessed Meeting
  - C. Approval of minutes from the November 17<sup>th</sup> Regular Meeting
  - D. Approval & Sealing of Closed Session minutes from the November 17<sup>th</sup> meeting
  - E. Analysis of financial position of the Town of Jamestown
  - F. Analysis of financial position of the Jamestown Park & Golf Course
  - G. Notification of Advances
  - H. Budget Amendment #13
- III. **Public Comment**
- IV. **Old Business-**
  - A. Consideration of appointment of members to the AARP Communities Committee- Matthew Johnson, Assistant Town Manager/Director of Planning
  - B. Consideration of approval of Planner Job Description- Matthew Johnson, Assistant Town Manager/Director of Planning
- V. **New Business-**
  - A. Request to set date for public hearing for rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, & 5303 Mackay Road from Agricultural (AG) to Planned Unit Development (PUD)- Matthew Johnson, Assistant Town Manager/Director of Planning
  - B. Consideration of approval of NCDOT Title VI Non-Discrimination Policy- Matthew Johnson, Assistant Town Manager/Director of Planning
- VI. **Manager/Committee Reports-**
  - A. Manager Report
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

**Working Agenda for the December 15<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	A. Approval of minutes from the 11-10-20 Special Meeting B. Approval & Sealing of Closed Session minutes from the 11-10-20 Special Meeting & the 11-13-20 Recessed Meeting C. Approval of minutes from the 11-17-20 Regular Meeting D. Approval & Sealing of Closed Session minutes from the 11-17-20 Regular meeting E. Analysis of financial position of the Town of Jamestown F. Analysis of financial position of the Jamestown Park & Golf Course G. Notification of Advances H. Budget Amendment #13		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV. Old Business</b>		
6:20 pm	A. Consideration of appointment of members to the AARP Communities Committee	Call on M. Johnson	Johnson to give a brief overview of the scope of the AARP Communities Committee. Johnson to request that Council appoint members to the AARP Communities Committee. Council Member makes a motion to appoint Dee Fink, Wid Painter, Susan Joyner, Laura Gulledege, and Pamaila Burgess to the AARP Communities Committee. Council Member makes a second to the motion. Then vote.
6:30 pm	B. Consideration of approval of Planner Job Description	Call on M. Johnson	Johnson to present an overview of the Planner job description. Johnson to request that Council approve the change in title from Engineering Tech to Planner in the pay classification system and the approve the job description as written.. Council Member makes a motion to approve/deny the change in title from Engineering Tech to Planner in the pay classification system and approve/deny the Planner job description as written. Council Member makes a second to the motion. Then vote.
6:40 pm	<b>V. New Business</b>		
6:40 pm	A. Request to set date for public hearing for rezoning request-Johnson Property from AG to PUD	Call on M. Johnson	Johnson to request that Council set the date for the public hearing for the consideration of a rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road for the January 19 <sup>th</sup> Regular Meeting at 6:00 pm in the Civic Center. Council Member makes a motion to set the public hearing date for the consideration of a rezoning request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from Agricultural (AG) to Planned Unit Development (PUD) for the January 19th Regular Meeting at 6:00 pm in the Civic Center. Council Member makes a second to the motion. Then vote.
6:45 pm	B. Consideration of approval of NCDOT Title VI Non-Discrimination Policy	Call on M. Johnson	Johnson to give an overview on the NCDOT Title VI Non-Discrimination Policy requirements. Johnson to request that Council approve the Title VI documents as presented. Council Member makes a motion to approve/deny the adoption of the Title VI statement of compliance and designation of Title VI officer, approve/deny the adoption of the Title VI implementation plan, and approve/deny the adoption of the Title VI complaint form as presented. Council Member makes a second to the motion. Then vote.
6:55 pm	<b>VI. Manager/Committee Reports</b>		
6:55 pm	A. Manager Report	Call on M. Johnson	Johnson to present the monthly Manager's Report to Town Council.
7:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:05 pm	<b>VII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
7:20 pm	<b>VIII. Other Business</b>		

7:25 pm	<b>IX. Adjournment</b>	Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.
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**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the November 10th Special Meeting

**AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the November 10th Special Town Council meeting.

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**ATTACHMENTS:** Minutes from the November 10, 2020 Special Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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

**Special Meeting of the Town Council  
November 10, 2020  
10:00 am in the Civic Center  
Minutes & General Account**

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

**Staff Present:** Kenny Cole, Katie Weiner, & Matthew Johnson

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.

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

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

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

Council Member Wolfe made a motion to recess the closed session to Friday, November 13<sup>th</sup> at 11:30 am in the Civic Center. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 12:05 pm.

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval & Sealing of Closed Minutes from Nov. 10th & Nov. 13th

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

The Town Council had a Special Meeting on November 10th at 10:00 am in the Civic Center. Council went into closed session per general statutes 143-318.11(a)(6) to discuss the performance evaluation of the Town Manager at that meeting. No action was taken in open session at that meeting. However, Council did recess the closed session portion of the meeting to November 13th at 11:30 am in the Civic Center. No action was taken after Council came out of closed session.

Staff recommends that Council approve and seal the closed session minutes from the November 10th and November 13th closed sessions.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

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

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

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the November 17th Regular Meeting

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the November 17th Regular Town Council Meeting

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**ATTACHMENTS:** Minutes from the November 17, 2020 Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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

**Regular Meeting of the Town Council  
November 17, 2020  
6:00 pm in the Civic Center  
Minutes & General Account**

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

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

**Visitors Present:** Steve Allred & Derek Carson

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

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

Council Member Straughn made a motion to approve the agenda for the November 17<sup>th</sup> Regular Town Council meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

- Approval of minutes from the October 20, 2020 Regular Meeting
- Approval & Sealing of Closed Session minutes from October 20, 2020
- Resolution honoring the service of Robert Lichauer as an ETJ Member on the Planning Board
- Proclamation National Native American Heritage Month
- Proclamation Veterans Day
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #10

Council Member Wolfe made a motion to approve the consent agenda for the November 17<sup>th</sup> Regular meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution honoring the service of Robert Lichauer, Proclamation National Native American Heritage Month, Proclamation Veterans Day, & Budget Amendment #10)

**Public Comment-** Nobody signed up.

**Resolution honoring the retirement of Steve Allred as Fire Chief of the Pinecroft Sedgefield Fire Department-** Mayor Montgomery presented the resolution to Allred. She thanked him for his many years of service to the Town of Jamestown.



(Resolution honoring the retirement of Steve Allred as Fire Chief of the Pinecroft Sedgefield Fire Department)

**Old Business-**

- Consideration of the creation of the AARP Communities Committee- Cole stated that the Town would need to establish a committee in order to move forward with the AARP Communities initiative. He added that the members would guide the livability project. Cole requested that Council create the AARP Communities Committee.

Council Member Wolfe requested a description of the scope of the committee. Cole said that he would send a description to Council.

Council Member Capes made a motion to create the AARP Communities Committee. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Update on the Rezoning Request for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from Agricultural (AG) to Planned Unit Development (PUD) - Johnson said that the Planning Board had met six times since August 10<sup>th</sup> to discuss the proposed rezoning. He noted that Jason Epley, Benchmark Consulting Representative, had helped facilitate the conversation amongst Planning Board Members at several of the meetings. Johnson added that the applicant's attorney had presented an updated version of the Castleton Village Plan to the Board on November 9<sup>th</sup>. He stated that Vagn Hansen with Benchmark Consulting had provided some feedback to staff regarding the updated plan. Johnson noted that Hansen's comments were included in the packet. He added that the Planning Board would meet again to discuss the rezoning on November 23<sup>rd</sup>.
- Budget Amendment #11- Gallman stated that Council had discussed hiring someone to operate the audio and recording equipment for streaming meetings in October. She said that staff had found someone that was interested in providing that service. She noted that the budget amendment would cover the cost for streaming services for approximately five months.

Council Member Straughn briefly discussed the hourly rate for the service with Gallman.

Council Member Straughn made a motion to approve Budget Amendment #11. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #11)

**New Business**

- Request to set date for Town Council Retreat- Cole requested that Council set a date for their annual retreat.

Council Member Straughn made a motion to schedule the Town Council retreat for January 22<sup>nd</sup> at 9:00 am in the Clubhouse at the Jamestown Park & Golf Course. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of appointment of High School Representative- Cole stated that Win Scott had submitted an application to become the new High School Representative. He said that Dr.

Lonnie Smith, school counselor at Ragsdale High School, had submitted a recommendation letter on his behalf. Cole requested that Council appoint Scott to become the new representative.

Council Member Capes made a motion to appoint Win Scott to be the new High School Representative. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Engineering Technician Job Description- Cole said that Council had included the position within the budget for the current fiscal year. He requested that Council approve the job description.

Council Member Wolfe said that she recalled that the position was being funded from the Planning Department. She noted that she was surprised that the position would be considered a part of the Public Services Department.

Cole stated that he was open to any changes that Council had for the job description.

Council Member Wolfe requested that the job description state that the position would be supervised by the Planning Director. Cole said that he would make that change.

Council Members continued to discuss the details of the job description with staff.

Johnson stated that Council had originally discussed that the position would be within the Planning Department. He added that the entire description would need to be rewritten if the position would actually be within the Planning Department instead of Public Services.

Council Member Rayborn suggested that it may be best to continue the consideration of the approval of the description until it had been revised by staff.

Council Member Wolfe made a motion to continue the consideration of the approval of the job description until it had been revised by staff. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

## **Manager/Committee Reports-**

- Manager Report- Cole presented his monthly Manager's report to Council. He stated that he had sent his weekly report to Council on Friday and that not much had changed since then.

Council Member Wolfe asked if Cole had any updates from Preservation North Carolina about the Oakdale Cotton Mill. He said that he had not received an update. He stated that he had completed the inventory of improvements that needed to be made at the Oakdale Mill.

Mayor Montgomery asked Koonce about the status of 301 Lee Street. Koonce said that she and Johnson had been working on scheduling the demolition.

- Council Member Committee Reports-
  - Council Member Rayborn stated that the Planning Board would meet on November 23<sup>rd</sup>. She added that a vote on the proposed rezoning for the Johnson property was expected.

She said that the developer and his attorney had presented the final draft of the Castleton Village Plan. She noted that the new plan did have lower density. However, she stated that the Planning Board Members were still not satisfied with the small lot sizes and the number of proposed townhomes.

- o Council Member Wolfe said that she had a virtual TAC meeting that morning. She noted that the completion date for the Jamestown Bypass project was projected to be December 2021. She added that the completion date for the Lydia Sidewalk Project had been changed to February 2021. She stated that the fuel tax revenue had increased and that NCDOT was in a slightly better financial position.

**Public Comment-** Nobody signed up.

**Other Business-** No other business was discussed.

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

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

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

Council Member Capes made a motion to terminate Kenny Cole’s employment as Town Manager effective immediately and further that Cole be paid the severance amount set forth in section 7.1 of the first amendment of his employment agreement with the Town including his accrued vacation payout except withholdings, deductions, and taxes. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Gallman stated that Budget Amendment #12 would cover the expenses of six months of severance pay per the employment contract. She added that it would also include the accrued vacation payout, FICA, and retirement on vacation payout. Gallman requested that Council approve Budget Amendment #12.

Council Member Straughn made a motion to approve Budget Amendment #12. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 7:20 pm.

\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval & Sealing of Closed Session minutes from November 17th      **AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

The Town Council went into Closed Session at the November 17th Regular Town Council Meeting per General Statutes 143-318.11 (a)(6) to discuss the performance evaluation of the Town Manager.

Staff is requesting the approval and sealing of the minutes from the November 17th Closed Session.

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**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

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

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

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis as of November 30, 2020

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

### SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of November 30, 2020, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

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

Some items to note:

Non-recurring expenditures in the General Fund includes painting Town Hall (interior and exterior), construction of a HR office, purchase of camera system for streaming meetings (to be submitted to Guilford County for Cares Act funding), purchase of and installation costs for bench (sponsored) to be located at the library.

We received funding for the library from Guilford County, and these funds were passed on to the library.

We had recurring expenditures on the Comp Plan.

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

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

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of November 30, 2020

Petty Cash	\$	1,350
Operating Cash		2,433,511
Certificates of Deposit		3,000,000
Money Market Accounts - operating		511,423
North Carolina Capital Management Trust		<u>8,798,218</u>
	\$	<u>14,744,502</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	654,175
Cash reserved by Powell Bill for street improvements		448,915
General Capital Reserve Fund		178,811
East Fork Sidewalk Capital Project		38,553
Lydia Multi-use Greenway Capital Project		3,159
Oakdale Sidewalk Phase III		114,119
Water Sewer Capital Reserve Fund		<u>202,079</u>
	\$	<u>1,639,811</u>

Cash by Fund:

General	\$	4,958,960
General Capital Reserve Fund		178,811
East Fork Sidewalk Capital Project		38,553
Lydia Multi-use Greenway Capital Project		3,159
Oakdale Sidewalk Phase III		114,119
Water/Sewer		8,594,646
Randleman Reservoir		654,175
Water/Sewer Capital Reserve Fund		<u>202,079</u>
	\$	<u>14,744,502</u>

Cash by Bank:

NCCMT	\$	8,798,218
Pinnacle Bank		4,433,511
First Bank		1,511,423
		<u>14,743,152</u>
	\$	<u>14,743,152</u>

**Town of Jamestown  
Financial Summary Report  
Debt Balances  
as of November 30, 2020**

<b>Installment Purchase Debt:</b>	<b>Balance at 11/30/2020</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 97,717	12/1/2023	2023/2024
Leaf truck, financed in 2017	99,895	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	131,839	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>466,681</u>	11/3/2027	2027/2028
	<u>\$ 796,132</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 349,981</u>	11/3/2027	2027/2028

Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of November 30, 2020

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	2,589,989	69,845	3,132,386	95	410,477
% of budget received	41%	70%	42%	0%	23%
% of budget, excluding appropriated fund balance, received	53%	70%	58%	0%	103%
Expenditures (and transfers)	2,026,581	-	3,509,602	61,119	1,758,125
% of budget expended	32%	0%	47%	50%	98%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	1,661,259 @	1,433,591 @	214,226		
% of budget received	91%	82%	32%		
Life to Date Expenditures	1,660,324	1,338,031	98,512		
% of budget expended	94%	76%	15%		

@ Reimbursement requested and accrued, but not all yet received



10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	60,390.95	1,629,765.76	2,181,660.00	551,894.24	75 %
3101 Interest on Ad Valorem Taxes	54.98	231.90	3,000.00	2,768.10	8 %
3102 Tax and Tag revenue	20,307.36	63,103.48	213,850.00	150,746.52	30 %
3103 Interest on Tax and Tag Revenues	65.27	173.64	1,300.00	1,126.36	13 %
3220 SALES AND USE TAX	57,234.10	125,584.28	525,000.00	399,415.72	24 %
3250 Solid Waste Disposal Tax	791.04	1,589.10	2,500.00	910.90	64 %
3256 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	40,000.00	40,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	0.00	0.00	98,000.00	98,000.00	0 %
3311 STATE GRANTS - <i>Ash tree program</i>	470.00	470.00	0.00	-470.00	** %
3312 GRANTS FROM GUILFORD COUNTY - <i>pass thru to Library</i>	55,000.00	55,000.00	55,500.00	500.00	99 %
3316 POWELL BILL	0.00	52,279.81	100,000.00	47,720.19	52 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	12,500.00	25,000.00	50,000.00	25,000.00	50 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	1,775.00	6,273.94	10,000.00	3,726.06	63 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	50.00	200.00	150.00	25 %
3346 CELL TOWER RENTAL FEES	4,211.73	21,058.65	90,800.00	59,741.35	26 %
3348 REFUSE COLLECTION FEES	13,600.00	68,680.00	168,000.00	99,320.00	41 %
3600 GREEN FEES	41,742.00	266,290.73	472,500.00	206,209.27	56 %
3610 MECHANICAL CART RENTALS	22,216.00	150,976.00	245,700.00	94,724.00	61 %
3620 PULL CART RENTALS	23.00	198.00	300.00	102.00	66 %
3650 DRIVING RANGE	4,311.00	26,983.00	45,000.00	18,017.00	60 %
3660 GOLF SHOP CONCESSIONS SALES	6,168.26	41,775.36	82,800.00	41,024.64	50 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	2,931.91	4,500.00	1,568.09	65 %
3675 Golf Clubhouse Rental Fees	0.00	0.00	13,500.00	13,500.00	0 %
3831 INVESTMENT EARNINGS	224.95	16,109.09	35,000.00	18,890.91	46 %
3832 Sponsorships <i>bench</i>	1,000.00	1,000.00	0.00	-1,000.00	** %
3833 CONTRIBUTIONS AND DONATIONS	0.00	1,333.00	0.00	-1,333.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	4,670.42	28,688.28	45,000.00	16,311.72	64 %
3837 SHELTER RENTALS	200.00	350.00	2,500.00	2,150.00	14 %
3838 Building lease revenue	0.00	0.00	5,111.00	5,111.00	0 %
3839 MISCELLANEOUS REVENUES	9.99	283.17	500.00	216.83	57 %
3840 Rental Golf Sets	55.00	745.00	2,200.00	1,455.00	34 %
3841 Ball Field Rentals	0.00	1,231.25	5,000.00	3,768.75	25 %
3910 Insurance Recoveries	0.00	1,833.44	1,850.00	16.56	99 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	78,200.00	78,200.00	0 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,340,414.63	1,340,414.63	0 %
<b>Account Group Total:</b>	<b>307,021.05</b>	<b>2,589,988.79</b>	<b>6,385,985.63</b>	<b>3,795,996.84</b>	<b>41 %</b>
<b>Fund Total:</b>	<b>307,021.05</b>	<b>2,589,988.79</b>	<b>6,385,985.63</b>	<b>3,795,996.84</b>	<b>41 %</b>

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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	5,623.65	14,951.95	25,048.05	50,000.00	50,000.00	0.00
2100	DEPARTMENT SUPPLIES	312.74	610.07	0.00	610.07	2,000.00	1,389.93
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	3,301.96	3,301.96	0.00	3,301.96	5,250.00	1,948.04
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	75.00	0.00	75.00	2,500.00	2,425.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	250.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	ADVERTISING	0.00	94.25	0.00	94.25	600.00	505.75
3800	DATA PROCESSING SERVICES	48.60	242.45	607.55	850.00	850.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	2,015.21	0.00	2,015.21	2,400.00	384.79
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
4300	EQUIPMENT RENTAL	0.00	710.00	0.00	710.00	2,600.00	1,890.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	1,800.00	1,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	<b>Account Total:</b>	<b>9,286.95</b>	<b>22,000.89</b>	<b>35,655.60</b>	<b>57,656.49</b>	<b>74,350.00</b>	<b>16,693.51</b>
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	74,707.10	166,922.10	0.00	166,922.10	328,594.77	161,672.67
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	5,100.00	5,100.00
1009	FICA EXPENSE	4,905.68	11,550.62	0.00	11,550.62	25,441.81	13,891.19
1010	RETIREMENT EXPENSE	2,404.52	11,657.51	0.00	11,657.51	28,955.05	17,297.54
1011	HEALTH INSURANCE EXPENSE	2,715.09	13,858.53	0.00	13,858.53	33,000.00	19,141.47
1012	FLEX ADMINISTRATION FEES	12.00	60.00	240.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	781.32	3,895.50	0.00	3,895.50	10,800.00	6,904.50
1014	WORKER'S COMPENSATION	0.00	456.65	0.00	456.65	900.00	443.35
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	736.12	5,051.97	0.00	5,051.97	12,500.00	7,448.03
1019	PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	17,900.00	9,575.00
2100	DEPARTMENT SUPPLIES	154.85	235.62	0.00	235.62	1,700.00	1,464.38
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	0.00	379.33	0.00	379.33	2,000.00	1,620.67
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	9,000.00	9,000.00
3150	CONFERENCE FEES AND SCHOOLS	711.69	4,311.69	0.00	4,311.69	8,500.00	4,188.31
3200	COMMUNICATIONS	423.74	2,252.52	3,642.48	5,895.00	8,000.00	2,105.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	783.83	6,310.60	9,189.40	15,500.00	15,500.00	0.00
3950	DUES AND SUBSCRIPTIONS	409.05	6,507.63	1,125.00	7,632.63	9,500.00	1,867.37
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	149.00	0.00	149.00	750.00	601.00
4300	EQUIPMENT RENTAL	49.17	934.87	1,702.58	2,637.45	3,000.00	362.55
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	5,847.74	0.00	5,847.74	11,000.00	5,152.26
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	598.19	14,830.21	1,014.19	15,844.40	27,000.00	11,155.60

① Camera system for streaming meetings

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>89,392.35</b>	<b>263,537.09</b>	<b>19,913.65</b>	<b>283,450.74</b>	<b>570,241.63</b>	<b>286,790.89</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	7,348.00	40,199.00	0.00	40,199.00	121,000.00	80,801.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
1009	FICA EXPENSE	555.54	3,038.79	0.00	3,038.79	9,500.00	6,461.21
1010	RETIREMENT EXPENSE	749.50	4,100.32	0.00	4,100.32	13,000.00	8,899.68
1011	HEALTH INSURANCE EXPENSE	905.03	4,619.71	0.00	4,619.71	16,500.00	11,880.29
1012	FLEX ADMINISTRATION FEES	6.00	30.00	170.00	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	0.00	91.33	0.00	91.33	300.00	208.67
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017	401K EXPENSE	330.62	1,808.74	0.00	1,808.74	5,500.00	3,691.26
2100	DEPARTMENT SUPPLIES	97.11	819.71	0.00	819.71	2,000.00	1,180.29
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	0.00	21.12	0.00	21.12	2,500.00	2,478.88
2900	ASSETS NOT CAPITALIZED	0.00	2,412.10	0.00	2,412.10	6,000.00	3,587.90
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	80.00	211.25	0.00	211.25	3,000.00	2,788.75
3200	COMMUNICATIONS	144.25	713.37	936.63	1,650.00	3,000.00	1,350.00
3400	PRINTING	0.00	109.50	0.00	109.50	1,750.00	1,640.50
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	ADVERTISING	0.00	329.75	0.00	329.75	3,500.00	3,170.25
3800	DATA PROCESSING SERVICES	361.85	2,213.75	3,654.25	5,868.00	5,900.00	32.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	500.00	300.00
3950	DUES AND SUBSCRIPTIONS	936.99	2,362.90	580.00	2,942.90	4,500.00	1,557.10
3980	MISCELLANEOUS EXPENSE	0.00	12.00	0.00	12.00	650.00	638.00
4300	EQUIPMENT RENTAL	0.00	1,055.00	0.00	1,055.00	1,750.00	695.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	800.00	450.00
4500	INSURANCE AND BONDING	0.00	262.05	0.00	262.05	300.00	37.95
4990	OTHER CONTRACTED SERVICES	7,875.00	53,375.00	60,424.00	113,799.00	116,300.00	2,501.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>19,389.89</b>	<b>118,135.39</b>	<b>66,964.88</b>	<b>185,100.27</b>	<b>336,000.00</b>	<b>150,899.73</b>
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	591.74	2,228.21	2,889.65	5,116.86	7,000.00	1,883.14
2140	SEED and SOD	0.00	576.00	24.00	600.00	500.00	-100.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	278.00	0.00	278.00	500.00	222.00
2144	MULCH & PINE NEEDLES	0.00	83.82	0.00	83.82	4,000.00	3,916.18
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	188.33	0.00	188.33	2,500.00	2,311.67
2900	ASSETS NOT CAPITALIZED	1,140.00	2,954.00	3,370.00	6,324.00	13,500.00	7,176.00
3200	COMMUNICATIONS	150.07	712.34	1,197.66	1,910.00	2,000.00	90.00
3300	UTILITIES	1,409.42	8,462.47	3,900.46	12,362.93	28,000.00	15,637.07
3350	Water Utilities	41.80	113.08	0.00	113.08	400.00	286.92

*Complan*

*library concrete bench pad*

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE	14,833.55	16,632.85	975.00	17,607.85	79,425.00	61,817.15
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	3,347.37	18,641.05	15,925.00	34,566.05	35,000.00	433.95
4500	INSURANCE AND BONDING	0.00	22,252.60	0.00	22,252.60	25,000.00	2,747.40
4990	OTHER CONTRACTED SERVICES	871.54	871.54	0.00	871.54	15,000.00	14,128.46
5500	CAPITAL OUTLAY EQUIPMENT	0.00	19,867.65	0.00	19,867.65	34,250.00	14,382.35
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	19,000.00	19,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	4,550.00	4,550.00	21,955.00	26,505.00	41,575.00	15,070.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>26,935.49</b>	<b>98,411.94</b>	<b>50,235.77</b>	<b>148,647.71</b>	<b>309,350.00</b>	<b>160,702.29</b>
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	82,644.49	0.00	82,644.49	400,000.00	317,355.51
4911	Sheriff Off Duty - Town events	0.00	0.00	0.00	0.00	5,600.00	5,600.00
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	3,000.00	3,000.00
4920	ANIMAL CONTROL CONTRACT	0.00	2,613.00	0.00	2,613.00	12,500.00	9,887.00
<b>Account Total:</b>		<b>0.00</b>	<b>85,257.49</b>	<b>0.00</b>	<b>85,257.49</b>	<b>421,100.00</b>	<b>335,842.51</b>
5300 FIRE EXPENSES							
3956	Fire Inspection Fees	2,437.00	2,437.00	0.00	2,437.00	10,000.00	7,563.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	340,030.44	0.00	340,030.44	679,070.00	339,039.56
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	6,700.00	6,700.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>2,437.00</b>	<b>342,467.44</b>	<b>0.00</b>	<b>342,467.44</b>	<b>696,970.00</b>	<b>354,502.56</b>
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	0.00	633.23	0.00	633.23	6,000.00	5,366.77
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	330.69	0.00	330.69	6,000.00	5,669.31
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	28,000.00	28,000.00
3300	UTILITIES	6,592.43	32,453.28	0.00	32,453.28	134,000.00	101,546.72
3500	REPAIRS AND MAINTENANCE	0.00	490.70	0.00	490.70	10,000.00	9,509.30
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,048.20	0.00	1,048.20	1,200.00	151.80
4980	STORMWATER FEES	0.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	0.00	24,737.50	11,936.50	36,674.00	67,174.00	30,500.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	30,000.00	30,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,499.99	0.00	5,499.99	11,500.00	6,000.01
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>		<b>6,592.43</b>	<b>71,734.59</b>	<b>11,936.50</b>	<b>83,671.09</b>	<b>499,274.00</b>	<b>415,602.91</b>

② Town Hall painting - interior + exterior  
Library - heat/air

③ New HR office constructed

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700	POWELL BILL						
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	275,000.00	275,000.00
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>295,000.00</b>	<b>295,000.00</b>
5800	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	8,417.61	38,683.46	0.00	38,683.46	114,000.00	75,316.54
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	1009 FICA EXPENSE	623.90	2,847.72	0.00	2,847.72	8,900.00	6,052.28
	1010 RETIREMENT EXPENSE	858.60	3,953.39	0.00	3,953.39	12,000.00	8,046.61
	1011 HEALTH INSURANCE EXPENSE	2,708.70	11,130.73	0.00	11,130.73	33,000.00	21,869.27
	1012 FLEX ADMINISTRATION FEES	6.00	48.00	352.00	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	682.50	3,412.50	0.00	3,412.50	10,800.00	7,387.50
	1014 WORKER'S COMPENSATION	0.00	6,393.06	0.00	6,393.06	9,700.00	3,306.94
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	1017 401K EXPENSE	378.76	1,727.20	0.00	1,727.20	5,000.00	3,272.80
	2100 DEPARTMENT SUPPLIES	213.19	1,171.75	0.00	1,171.76	5,000.00	3,828.24
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	662.52	2,156.28	600.00	2,756.28	8,500.00	5,743.72
	2520 FUELS - GAS & OIL	850.27	4,587.21	15,412.79	20,000.00	20,000.00	0.00
	3200 COMMUNICATIONS	38.01	252.04	307.96	560.00	1,000.00	440.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	3700 ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	107.00	269.00	231.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	5,610.32	20,545.88	39,454.12	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,209.18	40,858.72	58,683.28	99,542.00	102,000.00	2,458.00
	3980 MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	0.00	1,572.31	0.00	1,572.31	1,800.00	227.69
	4990 OTHER CONTRACTED SERVICES	0.00	9,734.19	0.00	9,734.19	15,000.00	5,265.81
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>29,366.56</b>	<b>149,379.45</b>	<b>115,041.15</b>	<b>264,420.60</b>	<b>415,500.00</b>	<b>151,079.40</b>
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	8,080.40	43,903.41	0.00	43,903.41	107,000.00	63,096.59
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
	1009 FICA EXPENSE	612.73	3,328.42	0.00	3,328.42	8,500.00	5,171.58
	1010 RETIREMENT EXPENSE	736.99	4,019.04	0.00	4,019.04	10,000.00	5,980.96
	1011 HEALTH INSURANCE EXPENSE	1,810.06	9,238.82	0.00	9,238.82	22,000.00	12,761.18
	1012 FLEX ADMINISTRATION FEES	6.00	30.00	170.00	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	0.00	2,054.91	0.00	2,054.91	3,500.00	1,445.09
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	324.04	1,767.60	0.00	1,767.60	4,300.00	2,532.40
	2100 DEPARTMENT SUPPLIES	320.76	3,066.83	0.00	3,066.83	9,000.00	5,933.17
	2140 SEED and SOD	0.00	216.00	9.00	225.00	1,000.00	775.00
	2141 CHEMICALS	0.00	340.00	0.00	340.00	3,000.00	2,660.00
	2142 FERTILIZER AND LIME	0.00	651.00	34.00	685.00	2,000.00	1,315.00
	2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
	2144 MULCH & PINE NEEDLES	0.00	456.00	0.00	456.00	5,500.00	5,044.00
	2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	2200 FOOD AND PROVISIONS	0.00	44.22	0.00	44.22	50.00	5.78



10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	99.19	246.90	0.00	246.90	3,000.00	2,753.10
2500	VEHICLE SUPPLIES	0.00	110.37	0.00	110.37	1,000.00	889.63
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2550	EQUIPMENT SUPPLIES	278.29	1,562.15	0.00	1,562.15	4,500.00	2,937.85
2600	OFFICE SUPPLIES	0.00	51.46	0.00	51.46	300.00	248.54
2900	ASSETS NOT CAPITALIZED	767.97	1,657.97	0.00	1,657.97	6,900.00	5,242.03
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	100.00	0.00	100.00	1,500.00	1,400.00
3200	COMMUNICATIONS	74.58	323.26	461.74	785.00	2,000.00	1,215.00
3300	UTILITIES	450.60	3,958.73	0.00	3,958.73	14,500.00	10,541.27
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	21.29	106.85	149.15	256.00	820.00	564.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	345.00	0.00	345.00	370.00	25.00
3980	MISCELLANEOUS EXPENSE	0.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	0.00	900.00	1,000.00	1,900.00	14,000.00	12,100.00
4101	Library Services <i>pass thru to library</i>	55,000.00	81,000.00	0.00	81,000.00	107,500.00	26,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	25,250.00	25,250.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	320.42	3,433.95	11,200.54	14,634.49	21,300.00	6,665.51
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	1,800.00	1,260.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	0.00	1,747.01	0.00	1,747.01	2,000.00	252.99
4990	OTHER CONTRACTED SERVICES	0.00	1,833.44	0.00	1,833.44	4,350.00	2,516.56
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	400.00	400.00
<b>Account Total:</b>		<b>69,083.32</b>	<b>168,375.66</b>	<b>14,784.43</b>	<b>183,160.09</b>	<b>490,290.00</b>	<b>307,129.91</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	23,335.11	133,603.67	0.00	133,603.67	329,000.00	195,396.33
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	7,000.00	7,000.00
1009	FICA EXPENSE	1,686.96	9,917.53	0.00	9,917.53	26,000.00	16,082.47
1010	RETIREMENT EXPENSE	2,204.89	12,059.69	0.00	12,059.69	30,000.00	17,940.31
1011	HEALTH INSURANCE EXPENSE	4,525.15	23,097.95	0.00	23,097.95	55,000.00	31,902.05
1012	FLEX ADMINISTRATION FEES	6.00	30.00	270.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	1,847.90	0.00	1,847.90	10,800.00	8,952.10
1014	WORKER'S COMPENSATION	0.00	4,109.82	0.00	4,109.82	6,000.00	1,890.18
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	971.64	5,315.48	0.00	5,315.48	12,800.00	7,484.52
2100	DEPARTMENT SUPPLIES	309.75	1,714.03	0.00	1,714.03	8,500.00	6,785.97
2140	SEED and SOD	0.00	836.00	9.00	845.00	2,000.00	1,155.00
2141	CHEMICALS	4,688.95	13,068.90	5,640.00	18,708.90	40,000.00	21,291.10
2142	FERTILIZER AND LIME	640.44	12,207.12	0.00	12,207.12	30,000.00	17,792.88
2143	IRRIGATION SUPPLIES	0.00	436.35	0.00	436.35	7,000.00	6,563.65
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sand)	0.00	3,650.60	0.00	3,650.60	10,000.00	6,349.40
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	17.98	0.00	17.98	5,000.00	4,982.02

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	32.49	32.49	0.00	32.49	500.00	467.51
2520	FUELS - GAS & OIL	1,133.97	6,608.23	15,391.77	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	177.17	4,485.51	1,000.00	5,485.51	16,500.00	11,014.49
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	268.63	1,204.97	2,420.03	3,625.00	5,500.00	1,875.00
3300	UTILITIES	1,172.47	4,331.79	1,686.61	6,018.40	19,000.00	12,981.60
3350	Water Utilities	0.00	58.32	0.00	58.32	650.00	591.68
3500	REPAIRS AND MAINTENANCE	1,601.81	1,601.81	0.00	1,601.81	8,000.00	6,398.19
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	42.61	213.75	686.25	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	107.00	1,093.00	1,200.00	1,500.00	300.00
3940	LANDFILL FEES/DUMPSTER P/U	125.38	753.57	846.43	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	75.00	554.99	0.00	554.99	2,000.00	1,445.01
3980	MISCELLANEOUS EXPENSE	0.00	310.00	0.00	310.00	500.00	190.00
4300	EQUIPMENT RENTAL	4,792.38	27,690.12	25,729.72	53,419.84	62,000.00	8,580.16
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	2,996.00	0.00	2,996.00	4,000.00	1,004.00
4500	INSURANCE AND BONDING	0.00	10,482.05	0.00	10,482.05	12,000.00	1,517.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	3,550.00	5,550.00	0.00	5,550.00	6,000.00	450.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	1,967.00	0.00	1,967.00	570,000.00	568,033.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
<b>Account Total:</b>		<b>51,710.38</b>	<b>290,860.62</b>	<b>54,772.81</b>	<b>345,633.43</b>	<b>1,330,550.00</b>	<b>984,916.57</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	18,296.14	109,116.18	0.00	109,116.18	235,000.00	125,823.82
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
1009	FICA EXPENSE	1,406.64	8,382.39	0.00	8,382.39	18,200.00	9,817.61
1010	RETIREMENT EXPENSE	1,205.81	6,560.46	0.00	6,560.46	16,500.00	9,939.54
1011	HEALTH INSURANCE EXPENSE	2,715.09	13,858.53	0.00	13,858.53	33,000.00	19,141.47
1012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,839.72	0.00	1,839.72	10,800.00	8,960.28
1014	WORKER'S COMPENSATION	0.00	913.29	0.00	913.29	2,000.00	1,086.71
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	521.58	2,823.86	0.00	2,823.86	6,850.00	4,026.14
2100	DEPARTMENT SUPPLIES	235.01	4,040.39	1,651.01	5,691.40	9,500.00	3,808.60
2101	Grill Supplies	159.43	910.74	4,559.61	5,470.35	8,500.00	3,029.65
2156	RANGE SUPPLIES	0.00	2,972.10	0.00	2,972.10	5,500.00	2,527.90
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	345.87	345.87	0.00	345.87	1,000.00	654.13
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	237.29	0.00	237.29	1,000.00	762.71
2700	GOLF INVENTORY FOR RESALE	3,112.24	19,040.71	2,589.14	21,629.85	38,000.00	16,370.15
2705	Golf Special Orders - Purchases	909.91	2,715.97	0.00	2,715.97	5,000.00	2,284.03
2710	CONCESSION INVENTORY RESALE	2,293.51	14,509.91	7,067.61	21,577.52	52,000.00	30,422.48
2715	Food purchased not in inventory	618.63	3,759.55	9,064.00	12,823.55	22,000.00	9,176.45
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00

*trees cut down at golf course*

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TOWN OF JAMESTOWN, NC  
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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	790.37	3,823.84	5,001.16	8,825.00	11,000.00	2,175.00
3300	UTILITIES	1,102.76	5,309.51	2,061.23	7,370.74	16,000.00	8,629.26
3350	Water Utilities	0.00	58.32	0.00	58.32	500.00	441.68
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	301.87	0.00	301.87	3,000.00	2,698.13
3700	ADVERTISING	60.40	397.00	423.00	820.00	10,000.00	9,180.00
3800	DATA PROCESSING SERVICES	620.97	3,108.11	11,061.89	14,150.00	14,150.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	229.00	1,771.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	134.38	807.56	892.44	1,700.00	3,600.00	1,900.00
3950	DUES AND SUBSCRIPTIONS	0.00	429.00	0.00	429.00	800.00	371.00
3955	Permit Fees	0.00	120.00	0.00	120.00	200.00	80.00
3960	BANK AND MERCHANT FEES	1,873.91	11,557.72	4,942.28	16,500.00	17,500.00	1,000.00
3980	MISCELLANEOUS EXPENSE	0.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	146.81	1,397.21	1,029.65	2,426.86	4,500.00	2,073.14
4310	GOLF CART RENTALS	5,327.28	26,636.40	37,290.96	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	1,869.64	10,051.21	0.00	10,051.21	17,000.00	6,948.79
4400	SERVICE & MAINTENANCE CONTRACTS	935.68	6,376.40	6,693.76	13,070.16	16,000.00	2,929.84
4500	INSURANCE AND BONDING	0.00	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	0.00	1,304.96	0.00	1,304.96	4,000.00	2,695.04
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	<b>Account Total:</b>	<b>44,682.06</b>	<b>276,002.12</b>	<b>96,138.74</b>	<b>372,140.86</b>	<b>674,360.00</b>	<b>302,219.14</b>
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	23,605.66	61,713.21	0.00	61,713.21	152,000.00	90,286.79
7200	DEBT INTEREST PAYMENTS	3,700.72	8,882.76	0.00	8,882.76	21,000.00	12,117.24
	<b>Account Total:</b>	<b>27,306.38</b>	<b>70,595.97</b>	<b>0.00</b>	<b>70,595.97</b>	<b>173,000.00</b>	<b>102,404.03</b>
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	3,332.71	69,821.98	0.00	69,821.98	100,000.00	30,178.02
	<b>Account Total:</b>	<b>3,332.71</b>	<b>69,821.98</b>	<b>0.00</b>	<b>69,821.98</b>	<b>100,000.00</b>	<b>30,178.02</b>
	<b>Account Group Total:</b>	<b>379,515.52</b>	<b>2,026,580.63</b>	<b>465,443.53</b>	<b>2,492,024.16</b>	<b>6,385,985.63</b>	<b>3,893,961.47</b>
	<b>Fund Total:</b>	<b>379,515.52</b>	<b>2,026,580.63</b>	<b>465,443.53</b>	<b>2,492,024.16</b>	<b>6,385,985.63</b>	<b>3,893,961.47</b>



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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	5.30	22.81	100.00	77.19	23 %
3981 TRANSFER FROM GENERAL FUND	3,332.71	69,821.98	100,000.00	30,178.02	70 %
<b>Account Group Total:</b>	<b>3,338.01</b>	<b>69,844.79</b>	<b>100,100.00</b>	<b>30,255.21</b>	<b>70 %</b>
<b>Fund Total:</b>	<b>3,338.01</b>	<b>69,844.79</b>	<b>100,100.00</b>	<b>30,255.21</b>	<b>70 %</b>

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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	78,200.00	78,200.00
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	21,900.00	21,900.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,100.00</b>	<b>100,100.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,100.00</b>	<b>100,100.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,100.00</b>	<b>100,100.00</b>

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	93.20	512.79	3,200.00	2,687.21	16 %
3710 UTILITY CHARGE - WATER	71,079.41	383,740.88	905,000.00	521,259.12	42 %
3720 UTILITY CHARGE - SEWER	101,312.76	868,974.67	2,508,000.00	1,639,025.33	35 %
3741 Meter Fee	600.00	3,020.00	500.00	-2,520.00	604 %
3742 System Development Fees to be transferred	7,700.00	26,700.00	0.00	-26,700.00	** %
3743 System Admin / Installation fee	200.00	600.00	100.00	-500.00	600 %
3745 Connection Fees - Water and Sewer	600.00	4,700.00	10,000.00	5,300.00	47 %
3750 NONPAYMENT / RECONNECTION FEES	1,200.00	5,450.00	11,000.00	5,550.00	50 %
3755 Return Check Fees	25.00	75.00	350.00	275.00	21 %
3760 LATE FEES	1,860.00	7,359.20	23,000.00	15,640.80	32 %
3765 CREDIT CARD ADMINISTRATION FEES	69.22	118.38	800.00	681.62	15 %
3831 INVESTMENT EARNINGS	399.84	11,891.26	60,000.00	48,108.74	20 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	100.00	100.00	0 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	61,118.61	123,000.00	61,881.39	50 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	1,758,125.00	1,800,000.00	41,875.00	98 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,020,315.00	2,020,315.00	0 %
<b>Account Group Total:</b>	<b>185,139.43</b>	<b>3,132,385.79</b>	<b>7,465,365.00</b>	<b>4,332,979.21</b>	<b>42 %</b>
<b>Fund Total:</b>	<b>185,139.43</b>	<b>3,132,385.79</b>	<b>7,465,365.00</b>	<b>4,332,979.21</b>	<b>42 %</b>

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	45,056.75	245,065.28	0.00	245,065.38	674,500.00	429,434.62
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	12,450.00	12,450.00
1009	FICA EXPENSE	3,434.88	18,688.71	0.00	18,688.71	51,875.00	33,186.29
1010	RETIREMENT EXPENSE	4,595.77	24,695.89	0.00	24,695.89	64,900.00	40,204.11
1011	HEALTH INSURANCE EXPENSE	9,961.71	48,923.59	0.00	48,923.59	118,050.00	69,126.41
1012	FLEX ADMINISTRATION FEES	18.00	90.00	710.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	900.00	3,693.61	0.00	3,693.61	11,700.00	8,006.39
1014	WORKER'S COMPENSATION	0.00	9,359.94	0.00	9,359.94	13,000.00	3,640.06
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	2,130.48	11,311.26	0.00	11,311.26	27,725.00	16,413.74
1019	PROFESSIONAL SERVICES	0.00	8,325.00	0.00	8,325.00	11,350.00	3,025.00
2100	DEPARTMENT SUPPLIES	1,976.12	8,252.94	724.24	8,977.18	30,000.00	21,022.82
2105	WATER METERS	0.00	3,788.12	0.00	3,788.12	32,000.00	28,211.88
2200	FOOD AND PROVISIONS	0.00	47.34	0.00	47.34	1,000.00	952.66
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	2,496.25	1,200.00	3,696.25	15,000.00	11,303.75
2500	VEHICLE SUPPLIES	195.97	2,853.69	0.00	2,853.69	7,500.00	4,646.31
2520	FUELS - GAS & OIL	1,716.02	7,375.98	14,624.02	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	1.14	745.07	0.00	745.07	5,000.00	4,254.93
2600	OFFICE SUPPLIES	0.00	435.25	0.00	435.25	2,000.00	1,564.75
2750	PURCHASE OF WATER	20,086.51	88,695.27	169,778.17	258,473.44	340,000.00	81,526.56
2755	Water Transmission Fees	1,647.00	6,588.00	0.00	6,588.00	26,000.00	19,412.00
2900	ASSETS NOT CAPITALIZED	0.00	12,369.89	1,150.00	13,519.89	25,200.00	11,680.11
3100	TRAVEL	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	740.00	0.00	740.00	7,500.00	6,760.00
3200	COMMUNICATIONS	2,224.12	9,896.92	17,148.08	27,045.00	33,500.00	6,455.00
3300	UTILITIES	883.31	3,619.19	2,000.00	5,619.19	15,000.00	9,380.81
3350	Water Utilities	90.20	120.44	0.00	120.44	500.00	379.56
3400	PRINTING	359.23	1,663.38	2,958.12	4,621.50	7,000.00	2,378.50
3500	REPAIRS AND MAINTENANCE	441.01	2,810.71	0.00	2,810.71	30,000.00	27,189.29
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,310.14	6,556.64	12,943.36	19,500.00	19,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	123.00	1,877.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	36.96	0.00	36.96	4,000.00	3,963.04
3950	DUES AND SUBSCRIPTIONS	341.55	687.13	1,125.00	1,812.13	3,000.00	1,187.87
3955	Permit Fees	0.00	2,907.50	0.00	2,907.50	5,000.00	2,092.50
3960	BANK AND MERCHANT FEES	1,060.12	4,831.03	3,921.79	8,752.82	14,000.00	5,247.18
3980	MISCELLANEOUS EXPENSE	0.00	238.00	0.00	238.00	1,500.00	1,262.00
4300	EQUIPMENT RENTAL	49.16	8,183.73	1,702.60	9,886.33	12,500.00	2,613.67
4400	SERVICE & MAINTENANCE CONTRACTS	150.00	26,540.54	16,132.50	42,673.04	50,000.00	7,326.96
4401	NC811 Fees	225.75	600.00	1,625.75	2,225.75	2,000.00	-225.75
4500	INSURANCE AND BONDING	0.00	47,663.49	0.00	47,663.49	48,000.00	336.51
4950	LAB TESTING	140.00	1,059.00	7,941.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	56,119.75	187,753.45	0.00	187,753.45	800,000.00	612,246.55
4990	OTHER CONTRACTED SERVICES	1,417.51	7,190.55	7,056.45	14,247.00	230,000.00	215,753.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	42,287.73	87,898.89	130,186.62	142,000.00	11,813.38
5500	CAPITAL OUTLAY EQUIPMENT	1,090.24	1,090.24	4,776.80	5,867.04	5,000.00	-867.04
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	1,155,000.00	1,150,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	7,476.60	2,104,380.69	123.40	2,104,504.09	2,676,810.00	572,305.91

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	43,955.60	0.00	43,955.60	46,000.00	2,044.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	25,001.66	0.00	25,001.66	50,005.00	25,003.34
7200	DEBT INTEREST PAYMENTS	2,193.27	4,462.17	0.00	4,462.17	9,000.00	4,537.83
9600	TRANSFERS TO OTHER FUNDS	0.00	410,282.00	0.00	410,282.00	433,000.00	22,718.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>179,793.14</b>	<b>3,509,601.54</b>	<b>363,417.17</b>	<b>3,873,018.71</b>	<b>7,465,365.00</b>	<b>3,592,346.29</b>
<b>Account Group Total:</b>		<b>179,793.14</b>	<b>3,509,601.54</b>	<b>363,417.17</b>	<b>3,873,018.71</b>	<b>7,465,365.00</b>	<b>3,592,346.29</b>
<b>Fund Total:</b>		<b>179,793.14</b>	<b>3,509,601.54</b>	<b>363,417.17</b>	<b>3,873,018.71</b>	<b>7,465,365.00</b>	<b>3,592,346.29</b>

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	5.78	95.00	7,000.00	6,905.00	1 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	32,850.00	32,850.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
<b>Account Group Total:</b>	<b>5.78</b>	<b>95.00</b>	<b>123,000.00</b>	<b>122,905.00</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>5.78</b>	<b>95.00</b>	<b>123,000.00</b>	<b>122,905.00</b>	<b>0 %</b>

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Group Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Fund Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	6.11	195.20	300.00	104.80	65 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	410,282.00	400,000.00	-10,282.00	103 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,399,700.00	1,399,700.00	0 %
<b>Account Group Total:</b>	<b>6.11</b>	<b>410,477.20</b>	<b>1,800,000.00</b>	<b>1,389,522.80</b>	<b>23 %</b>
<b>Fund Total:</b>	<b>6.11</b>	<b>410,477.20</b>	<b>1,800,000.00</b>	<b>1,389,522.80</b>	<b>23 %</b>
<b>Grand Total:</b>	<b>495,510.38</b>	<b>6,202,791.57</b>	<b>15,874,450.63</b>	<b>9,671,659.06</b>	<b>39 %</b>



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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9500	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
	Account Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
	Account Group Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
	Fund Total:	0.00	1,758,125.00	0.00	1,758,125.00	1,800,000.00	41,875.00
	Grand Total:	559,308.66	7,355,425.78	828,860.70	8,184,286.48	15,874,450.63	7,690,164.15

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**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Abstract of Golf Report for November 2020

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

Attached is a report of golf operations for the month of November 2020. For the month of November 2020 in comparison to November 2019, revenues were up by approximately 90% due to increased green fees, cart rentals, driving range fees, grill revenues and golf shop inventory sales. Golf rounds played were up by 78% over November 2019. It is interesting to note that the grill revenues were greater even though the grill was open for take-out only, and the golf facility was not open for rentals.

Expenditures were down in November 2020 by approximately 3.7% in comparison to November 2019 expenditures.

As a result of the increased revenues and decreased expenditures, the net loss decreased by \$41,175 in November 2020 to a \$17,147 net loss, as opposed to a net loss of \$58,322 in November 2019.

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**ATTACHMENTS:** Golf Report November 2020

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Summary  
FYE 6/30/21

	November 2020	November 2019	Variance	% Variance	YTD FYE 6/30/21	YTD FYE 6/30/20	Variance	% Variance
<b>Golf Course Operating Revenues</b>	79,185	41,707	37,478	89.86%	518,588	426,874	91,714	21.49%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	51,710	61,197	(9,487)	-15.50%	290,861	281,383	9,478	3.37%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	44,622	38,832	5,790	14.91%	275,942	241,711	34,231	14.16%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	(17,147)	(58,322)	41,175		(48,215)	(96,220)	48,005	
<b>Capital Outlay</b>	-	-	-		1,967		(1,967)	
<b>Net expenditures &lt; or &gt; revenues</b>	<u>(17,147)</u>	<u>(58,322)</u>	41,175	-70.60%	<u>(50,182)</u>	<u>(96,220)</u>	46,038	47.85%
<b>Golf Rounds Played (not including complimentary play)</b>	2,221	1,248			15,665	13,027		
<b>Bad Weather Days (1)</b>	4	11			17	25		
<b>Days closed for aerification, covered greens, COVID (Thanksgiving)</b>	1	1			3	3		
<b>Golf course employees paid during the month:</b>								
Full-time positions	8	9						
Part-time hours	813	1,036						

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

**Golf Course Revenues**  
**Revenues**  
**FYE 6/30/21**

	<u>November 2020</u>	<u>November 2019</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
Greens	41,742	19,665	22,077	112.27%	266,291	221,715	44,576	20.11%
Cart Rentals	22,216	11,420	10,796	94.54%	150,976	114,216	36,760	32.18%
Pull Carts	23	14	9	64.29%	198	87	111	127.59%
Driving Range	4,311	1,982	2,329	117.51%	26,983	19,517	7,466	38.25%
Sales - Golf Shop Inventory	4,670	2,585	2,085	80.66%	31,620	22,711	8,909	39.23%
Sales - Golf Shop Concessions	6,168	4,816	1,352	28.07%	41,775	43,060	(1,285)	-2.98%
Golf Clubhouse Rental Fees	55 (golf clubs)	1,225	(1,170)	-95.51%	745 (golf clubs)	5,568	(4,823)	-86.62%
Ins Recoveries	<u>-</u>	<u>-</u>			<u>-</u>	<u>-</u>		
	<u>79,185</u>	<u>41,707</u>	37,478	89.86%	<u>518,588</u>	<u>426,874</u>	91,714	21.49%

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

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

		<u>November 2020</u>	<u>November 2019</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<b>Salaries &amp; Employee Benefits</b>	a	33,100	45,114	(12,014)	-26.63%	189,983	187,593	2,390	1.27%
<b>Supplies &amp; Materials</b>		6,982	7,962	(980)	-12.31%	43,057	47,943	(4,886)	-10.19%
<b>Contractual Services</b>	b	8,342	4,656	3,686	79.17%	46,717	33,694	13,023	38.65%
<b>Other Operating Expenditures (utilities, communications, etc)</b>		<u>3,286</u>	<u>3,465</u>	<u>(179)</u>	-5.17%	<u>9,137</u>	<u>12,153</u>	<u>(3,016)</u>	-24.82%
<b>Total Exp before Capital Outlay</b>		<u>51,710</u>	<u>61,197</u>	<u>(9,487)</u>	-15.50%	<u>288,894</u>	<u>281,383</u>	<u>7,511</u>	2.67%
<b>Capital Outlay</b>		<u>-</u>	<u>-</u>	<u>-</u>		<u>1,967</u>	<u>-</u>	<u>1,967</u>	
		<u>51,710</u>	<u>61,197</u>	<u>(9,487)</u>	-15.50%	<u>290,861</u>	<u>281,383</u>	<u>9,478</u>	3.37%

Variations explanations:

- a -1 less full time employee working in 2020
- b -contracted for several trees to be cut down in 2020
- c -electrical improvements to fairgrounds building

**Golf Shop Expenditures  
FYE 6/30/21**

		<u>November 2020</u>	<u>November 2019</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>Variance</u>	<u>% Variance</u>
<b>Salaries &amp; Employee Benefits</b>	a	24,146	28,250	(4,104)	-14.53%	143,494	117,903	25,591	21.71%
<b>Supplies &amp; Materials</b>	b	7,674	5,541	2,133	38.49%	48,532	48,907	(375)	-0.77%
<b>Contractual Services</b>	c	8,280	1,761	6,519	370.19%	57,797	52,124	5,673	10.88%
<b>Other Operating Expenditures (utilities, communications, etc)</b>	d	<u>4,522</u>	<u>3,280</u>	<u>1,242</u>	<u>37.87%</u>	<u>26,119</u>	<u>22,777</u>	<u>3,342</u>	<u>14.67%</u>
<b>Total Exp before Capital Outlay</b>		<u>44,622</u>	<u>38,832</u>	<u>5,790</u>	<u>14.91%</u>	<u>275,942</u>	<u>241,711</u>	<u>34,231</u>	<u>14.16%</u>
<b>Capital Outlay</b>		<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
		<u><u>44,622</u></u>	<u><u>38,832</u></u>	<u>5,790</u>	<u>14.91%</u>	<u><u>275,942</u></u>	<u><u>241,711</u></u>	<u>34,231</u>	<u>14.16%</u>

Variiances explanations:

- a -less part-time hours (no clubhouse rentals or parties)
- b -more supplies used due to higher volume of golf played
- c -No golf cart rental payments were made in 11/19; as  
2 payments were made in 10/19
- d -higher merchant fees on credit cards, due to higher  
volume of golf played

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

	<u>November 2020</u>	<u>YTD FYE 6/30/21</u>	<u>November 2019</u>	<u>YTD FYE 6/30/20</u>
Golf Shop Grill Revenues	6,168	41,775	4,816	43,060
Golf Shop Rental Revenue	-	-	1,175	4,420
	<u>6,168</u>	<u>41,775</u>	<u>5,991</u>	<u>47,480</u>
	see Note			
Expenditures:				
Wages	3,244	17,486	4,092	15,514
FICA	248	1,337	313	1,186
Benefits	1,374	7,060	1,261	5,615
Grill supplies	159	911	144	1,319
Food & beverage purchases	<u>2,912</u>	<u>18,269</u>	<u>3,204</u>	<u>20,131</u>
	<u>7,937</u>	<u>45,063</u>	<u>9,014</u>	<u>43,765</u>
	<u>(1,769)</u>	<u>(3,288)</u>	<u>(3,023)</u>	<u>3,715</u>

Note: Grill is currently open for take-out only.  
Golf shop is not open for rentals during COVID.

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Advances - Sidewalk Capital Project Funds

**AGENDA ITEM #:** II-G

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

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

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

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

East Main Street (Lydia) sidewalk project - \$363,062

East Fork Road sidewalk & pedestrian bridge project - \$142,563

Note: We have received reimbursements for 12 of our 16 requests so far from NCDOT.

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**



**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #13

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: December 15, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Our policy is to transfer funds from the Water/Sewer operating fund to the Water/Sewer Capital Reserve annually based on the amount of depreciation calculated for the previous year. This amount is not known until after the budget has already been adopted. So it is an estimate. The depreciation amount to transfer in the budget was under-estimated. Thus this budget amendment will bring the budget up to the amount that should get transferred.

ATTACHMENTS: Budget Amendment #13

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #13

BUDGETARY IMPACT: Increase W/S Fund and W/S Capital Reserve Fund transfers by \$10,500

SUGGESTED MOTION: Approve budget amendment #13

FOLLOW UP ACTION NEEDED:

**FYE 6/30/21  
BUDGET AMENDMENT #13**

		<u>Debit</u>	<u>Credit</u>
<b>Fund 30:</b>			
Transfer to Other Funds	30-7100-9600	10,500.00	
Net Position Appropriated	30-3992		10,500.00
Transfer to W/S Capital Reserve Fund - based on depreciation			
<b>Fund 61:</b>			
Net Position Appropriated	61-3992	10,500.00	
Transfer from Enterprise Funds	61-3986		10,500.00
Transfer from Water/Sewer Fund - based on depreciation			

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of members to the AARP Livability Team

**AGENDA ITEM #:** IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** Dec. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Manager

**SUMMARY:**

The Town Council has elected to participate in the AARP Livable Communities program. The goal of this initiative is to provide feedback to the Council regarding ways to make our community more accessible for aging adults. Additionally, team members are expected to be advocates for positive change with respect to improving livability for all citizens. There are several goals that this team will focus on:

- 1) Helping citizens feel safe in the community.
- 2) Participating in community activities.
- 3) Having access to safe, appropriate and affordable housing and transportation.
- 4) Having access to recreational opportunities and health services.
- 5) Knowing what services and activities are available and have access to information.
- 6) Being active, vital contributors to the economic, civic and social life of the community.

Included in your packet is a draft 'job description' and a list of interested parties who would be interested in serving.

Council must vote to establish the committee and appoint members. Council may wish to limit terms (suggested period is 2 years) and may limit the number of times members may be reappointed (suggested limit would be 3 terms). The minimum number of members would be 7, with a maximum of 9 members on the committee. It is also suggested that the Council appoint a Council member as a liaison to the committee.

**ATTACHMENTS:** Applications from interested parties

**RECOMMENDATION/ACTION NEEDED:** Establish the committee and appoint members

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to establish the AARP Livability Team and appoint members as needed (min. 7, max. 9).

**FOLLOW UP ACTION NEEDED:** Katie will contact appointees and the Asst. Manager will work with Council liaison to schedule first meeting.

## AARP Livability Team

### Job Description

The Town Council has elected to participate in the AARP Livable Communities program. The goal of this initiative is to provide feedback to the Council regarding ways to make our community more accessible for aging adults. Additionally, team members are expected to be advocates for positive change with respect to improving livability for all citizens. There are several goals that this team will focus on:

- 1) Helping citizens feel safe in the community.
- 2) Participating in community activities.
- 3) Having access to safe, appropriate and affordable housing and transportation.
- 4) Having access to recreational opportunities and health services.
- 5) Knowing what services and activities are available and have access to information.
- 6) Being active, vital contributors to the economic, civic and social life of the community.

The Town is seeking seven (7) citizens of the Town of Jamestown (must live within the Town's corporate limits) to volunteer to serve on the team.

Members of the Team will be expected to:

- A) Share a passion and vision for the livability project.
- B) Motivate one another.
- C) Bring different skills, experiences, contacts and interests to the work.
- D) Have expert knowledge.
- E) Are willing and able to put in the time to see the project through.

Similar to other Council-appointed committees, the AARP Livability Team will meet on an as-needed basis which is anticipated to approximately each month (could be less frequent, depending on workload). As an informal committee, there will not be a Chairperson and formal minutes will not be kept. In order to be respectful of our volunteer's time, Town staff will work with the members of the team appointed by Council to determine best times for meeting to minimize any disruption to your normal schedules.

**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

"Dee"		Date:	
Last Name:	Fink	First Name:	DeLinda
Middle Initial:	L		
Birthdate:	July 11, 1964		
Email:	justdeefink@gmail.com	Home Phone:	336-454-2801
Daytime Phone:	336-454-2801	Cell Phone:	336-884-2320
Home Address:	315 Guilford Road, Jamestown, NC 27282-9778		
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	disabled caregiver		
Employer/Business Name			
Business Address (with zip code):			
Supervisor's Name:			
Education:	<input checked="" type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	<del>abstract</del> all <sup>courses</sup> almost 2 years and will be art		
School Name/Years Attended:	Guilford Tech. Comm. College (?) <sup>over</sup> various years		
Applying for Board/Commission (enter one):	AARP Livable Communities		
Why are you interested in serving on that Board/Commission?	Because I am a lifelong resident of Jamestown and I strongly think livable communities are <del>needed</del> missing now. I am a good communicator and I know many older residents. This program is a win-win and I would greatly appreciate serving my town.		
What Board or Commission are you currently serving?			
Term Expiration Date:			
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	any you feel I would be good at		
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	any you feel I would be good at		

I have seen other kinds of livable communities by other organizations in my travels to Florida, Virginia, Maryland, Ohio, Pennsylvania especially, and Canada. I've been fortunate to stay in these types of communities. I'm briefly familiar with AARP Livable Communities and I applaud how they are working. I am of the opinion this could bring a divided Jamestown back together again.

always chosen leader at G.T.C.C classes, I've always wanted to help James town, Community fund raiser, advocate for the disabled and "unseen" I am fearless with the proper tools, art, people, always willing to learn, learn, learn

Interests/Skills/Areas of Expertise/ Professional Organizations:

List two professional references below:

1.	Name:	Brock Thomas	Daytime Phone:	336-454-
	Address:	725 W. Main St., Suite D, Jamestown, NC 27282		
	Relationship:	insurance agent		
2.	Name:	Councilwoman Rebecca Rayborn,	Daytime Phone:	
	Address:	Council woman Martha Wolfe, Council man John Capes, Town Manager Kenny Cole, Assit. Town Mgr. Matthew Johnson, Planning Board Eddie Stafford, Councilman Lawrence Straughter		
	Relationship:	Johnson, Planning Board Eddie Stafford, Councilman Lawrence Straughter		

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

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

Signature of Applicant: <i>(Please print and sign.)</i>	DeLinda L. Fink	Date:	October 17, 2020
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PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

Note: Applications will be kept on file for two years from the date of application.

\* I have out of state professional references and in state but they aren't aware of my abilities and both positive and negative. That is the only reason I listed Town officials. \*



## CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	Oct 18, 2020		
Last Name:	Painter		First Name:	Wid		
			Middle Initial:	J		
Birthdate:						
Email:	wipainter@northstate.net			Home Phone:	(336)454-4789	
Daytime Phone:			Cell Phone:			
Home Address:	114 Village Dr					
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No			
Current Occupation/Title	Retired chemistry professor					
Employer/Business Name	High Point University					
Business Address (with zip code):						
Supervisor's Name:	Dr. Aaron Titus, Chair, Physics Dept					
Education:	<input type="checkbox"/> High School		<input type="checkbox"/> College		<input checked="" type="checkbox"/> Graduate School	
	<input type="checkbox"/> Other:					
Degree and Subject of Study:	PhD in chemistry					
School Name/Years Attended:	Kansas St University, 1966-1970					
Applying for Board/Commission (enter one):						
Why are you interested in serving on that Board/Commission?	Was asked by town Council member					
What Board or Commission are you currently serving?						
	Term Expiration Date:					
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, please list:						
Are you interested in serving in any other community volunteer activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
If yes, please list:						

Interests/Skills/Areas of Expertise/ Professional Organizations: **Was President of Quarterpath HOA in Jamestown**

**List two professional references below:**

1.	Name:	Dr. Aaron Titus	Daytime Phone:	
	Address:	High Point University		
	Relationship:	Dept Chair		
2.	Name:		Daytime Phone:	
	Address:			
	Relationship:			

**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

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

Signature of Applicant:  
*(Please print and sign.)*

**Wid J. Painter**

Date:

**Oct 18, 2020**

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*





**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

			Date:	10/18/2020	
Last Name:	Joyner	First Name:	Susan	Middle Initial:	D
Birthdate:	8/1/1964				
Email:	susanjoyner1@gmail.com		Home Phone:	336-454-4549	
Daytime Phone:	336-686-3675	Cell Phone:	336-686-3675		
Home Address:	103 Newberry St., Jamestown, NC 27282				
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Current Occupation/Title	Retired from Guilford County Government				
Employer/Business Name					
Business Address (with zip code):					
Supervisor's Name:					
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:				
Degree and Subject of Study:	Justice and Policy Studies				
School Name/Years Attended:	Guilford College/Graduated in 1994				
Applying for Board/Commission (enter one):	Livable Communities Committee				
Why are you interested in serving on that Board/Commission?	<p>I believe it is important for Jamestown citizens to be able to age in place and continue to thrive in our community in later life. My parents have lived in Jamestown for almost 50 years in the same home, and my sister and I both returned to Jamestown since it was always "home" to us and we wanted to live close to my parents. I would like to have an opportunity to research and exchange information and ideas on how our community can meet the needs of our aging residents.</p>				
What Board or Commission are you currently serving?	None				
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, please list:					
Are you interested in serving in any other community volunteer activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, please list:					

Interests/Skills/Areas of Expertise/ Professional Organizations:

I retired from local government effective 12/1/2019. I was in management for over half of that time. I am a certified mediator.

**List two professional references below:**

1.	Name:	Rosanne Wiley Hayes	Daytime Phone:	336-582-3445
	Address:	108 Stone Moss Lane, Winston-Salem NC 27127		
	Relationship:	My supervisor at the time I retired on 12/1/2019		
2.	Name:	Sylvia Stracke	Daytime Phone:	919-602-1815
	Address:	3721 Northrop Drive, Haw River NC 27258		
	Relationship:	Long term coworker		

**AFFIRMATION OF ELIGIBILITY**

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction?  Yes  No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission?  Yes  No

If yes, explain.

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

Signature of Applicant:  
(Please print and sign.)

Susan D. Joyner



Date:

10/18/2020

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

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Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

**SUSAN DALTON JOYNER**

103 Newberry Street  
Jamestown, NC 27282  
susanjoyner1@gmail.com  
336-686-3675

**EDUCATION**

**Guilford College**

*Bachelor of Administrative Science in Justice and Policy Studies, December 1994*

- Graduated with Honors (3.67 Grade Point Average)

**EXPERIENCE**

**Guilford County Child Support Agency, October 1996-November 2019 (Retired)**

**Job Titles: Agent, Supervisor, Office Manager and Lead Agent**

- Worked closely with case participants on the phone, in the office, and in court.
- Ensured all legal documents were drafted timely and accurately.
- Supervised child support employees and monitored their performance.
- Ensured established County, State, and Federal policies and procedures were followed.
- Facilitated group and individual employee training sessions.
- Monitored customer service calls to ensure each representative provided quality service.
- Worked reports to improve agency performance.
- Created and updated Excel spreadsheets to monitor and analyze office performance.

**Guilford County Sheriff's Department, February 1995-October 1996**

**Job title: Office Specialist II**

- Conducted background investigations on handgun applicants and issued permits.
- Processed the Department's payroll.

**SKILLS**

- Strong interpersonal communication skills with the ability to diffuse volatile situations
- Outstanding customer service skills
- Excellent organizational skills
- Detail oriented
- Certified in District Court Mediation and Employment Mediation

**WORK ETHIC**


- Dependable
- Punctual
- Responsible



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

		Date:	10-18-2020
Last Name:	Gulledge	First Name:	Laura
		Middle Initial:	L
Birthdate:	03-23-1960		
Email:	LauraGulledge@Gmail.com	Home Phone:	n/a
Daytime Phone:	cell	Cell Phone:	336-906-0430
Home Address:	200 Castleton Place Jamestown, NC 27282		
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	Volunteer/Homemaker		
Employer/Business Name	n/a		
Business Address (with zip code):	n/a		
Supervisor's Name:	n/a		
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	BS Mechanical Engineering		
School Name/Years Attended:	NCSU/1978-1982		
Applying for Board/Commission (enter one):	Livable Communities		
Why are you interested in serving on that Board/Commission?	<p>I believe there is so much more we can do in our community to support active, healthy aging. After establishing a support group with the Alzheimer's Association in 2014 and then a Memory Cafe in 2019 with Senior Resources of GC, I have been envisioning what is next. I hope this is a way to develop and bring to fruition meaningful services to our community.</p>		
What Board or Commission are you currently serving?	n/a		
	Term Expiration Date:	n/a	
Are you willing to serve on any other Board/Commission?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please list:			
Are you interested in serving in any other community volunteer activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please list:			

Interests/Skills/Areas of Certified Facilitator with Alz.org, JUMC Memory Cafe Coordinator with Sr. Expertise/ Professional Resources of Guilford County, President Woman's Club of SWG, Volunteer Organizations: Logistics/Decorations with Family Service of Piedmont Pig Pickin

<b>List two professional references below:</b>			
1.	Name:	Jody Susong	Daytime Phone: 336-689-5297
	Address:	4901 Setter Court Jamestown, NC 27282	
	Relationship:	Family Service Committee/Pig Pickin', Book Club, Woman's Club	
2.	Name:	Melissa Moore	Daytime Phone: 336-209-3335
	Address:	4801 Worchester Place Jamestown, NC 27282	
	Relationship:	Woman's Club officer, Support Group facilitator, Bible Study, Stephen Minister	
<b>AFFIRMATION OF ELIGIBILITY</b>			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>			Date: 10-18-2020

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov) Fax: 336-886-3804 Telephone: 336-454-1138

*Note: Applications will be kept on file for two years from the date of application.*

Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Pamala Burgess

Home address: 207 Pearce Dr. Jamestown, NC 27202

\*Must reside within the Town limits of Jamestown

Email address: Pburgess@northstate.net

Telephone number: Home 336-454-2101 Mobile: 336-601-8854

Gender:  Male  Female Birthdate: 9-4-61

How long have you been a resident of Jamestown? 21 yrs.

Current Occupation/Title: Client Relations Specialist

Employer/Business Name: Gaiser Financial Group

Business Address and Zip: ~~455~~ 445 Dolly Madison Ave. Greensboro

Education: High School  College  Graduate School  Other  (2 yrs)

Degree/Subject of Study: Communications

School/Name Years Attended: Kean University - 2 yrs - Union, NJ

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): CPSC  
Committee

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

YMCA Camp Weaver Board Member - 7 yrs. - ongoing

What are your qualifications for serving on the Board/Committee for which you are applying?

Passion and involvement in town initiatives,  
Communication skills, Professional skills with extensive  
training, Wealth management background,  
Planning and development skills, Negotiation skills.

**\*Please submit a copy of your resume with this application\***

**AFFIRMATION OF ELIGIBILITY**

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

Yes  No  if yes, explain complete disposition. \_\_\_\_\_

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

Yes  No  if yes, explain \_\_\_\_\_

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

Signature of Applicant: Tamara Burgess Date: August 13, 2019

\*\*Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: [kmcbride@jamestown-nc.gov](mailto:kmcbride@jamestown-nc.gov)

**PAMAILA BURGESS**  
207 Perce Drive, Jamestown, NC 27282 (336)-601-8854  
[pburgess@northstate.net](mailto:pburgess@northstate.net)

---

### **SUMMARY OF QUALIFICATIONS**

Excellent interpersonal communication and follow-up skills. Strong front desk management skills. Ability to source alternate solutions to problems. Client loyalty and marketing skills. Peer leadership.

### **CORE COMPETENCIES**

Planning & Development  
Office Management  
Negotiation  
Multi-functional role

### **PROFESSIONAL EXPERIENCE**

#### **ATLANTIC STS**

**FEBRUARY 14, 2017 – PRESENT**

#### **ACCOUNT EXECUTIVE**

- Responsible for customer retention.
- Customer site visits to discuss services, telecommunication products, possible upgrades and amendments to existing services.
- Provide outstanding customer support.
- Uncover any possible onsite problems with previously installed business telephones and or services that may need further technical support or dispatch.
- Assist customer in reporting troubles or outage issues to carriers from beginning to end.
- Order lines for customer and follow up for seamless installation.
- Dispatch and communicate with field technicians on customer work orders.
- Support & work directly with Sales Manager.
- General office administration.
- BNI member

#### **RAYMOND JAMES FINANCIAL**

**January 2014-February 2017**

#### **SALES ASSOCIATE**

- Assist financial Advisor
- Cold calling & prospecting
- Face to face prospect meetings
- Seminar planning
- Data entry
- Monthly newsletter & mailings
- Marketing initiatives



- Basic office administration
- Office event planning

**STRATEGIC PARTNERS, INC./MASS MUTUAL**

**March 2013-July 2013**

**SALES ASSISTANT**

- Assist Insurance Broker
- Prepare Illustrations
- Prepare company training material for new employees
- Prepare & create policy application packets
- Data entry
- Investigate premium rates
- Basic office administration

**GREY OAK WEALTH MANAGEMENT**

**July 2009-January 2013**

**CLIENT SERVICES ASSOCIATE**

- Answer & direct incoming calls
- Assist with all client inquiries & requests
- Schedule client appointments
- Company event planning
- All areas of front desk management & reception
- Maintain Financial Advisor calendar
- Travel arrangements for Advisor
- Company marketing initiatives
- Amend & update client files
- Weekly economic updates
- Company telecommunications issues
- Day to day office management

**EDUCATION**

Kean College of NJ, Union NJ

Two Years

**APPLICATIONS**

MS Office Word, Microsoft Office Outlook, SAP knowledge, Financial Advisor applications, SMT knowledge, Salesforce applications.

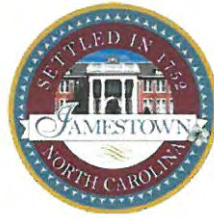
**PERSONAL ACCOMPLISHMENTS**

How to manage effectively, How to motivate manage & lead a team, North Carolina Notary

**VOLUNTEER**

YMCA Camp Weaver Board Member -2011-Present, 2015 Campaign Manager

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval of Planner job description and advertisement

**AGENDA ITEM #:** IV - B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** Dec. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Manager

**SUMMARY:**

During the November regular meeting, the Town Manager presented an "Engineering Tech" job description for the Council's approval. After some discussion, the Council directed staff to revisit this at the December meeting and to focus the position on the Department where funding is currently included, which is the Planning Department.

Included in your packet is a job description, job advertisement and job advertisement "brochure" for a "Planner". In the Council's budget discussions last year, it was noted that due to ongoing growth around the community, in anticipation of greater pressures on the Planning Department, and the greater number of duties placed on the Planning Department's single employee, that there is a definite need for the addition of another planning staff person. These documents have been reviewed by Judy (Finance Director), Sharen (Accounting Manager/HR) and Paul (Public Services Director).

Staff are asking for the approval of a change in the title (which is currently "Engineering Tech") in the pay classification system and approval of the job description included. There is no change to the pay grade, just the title name. If approved, staff anticipate advertising this position immediately with priority consideration given to applicants who respond on or before Feb. 1, 2021. Funding is available for this position in the current budget.

**ATTACHMENTS:** Planner job description, job advertisement and job ad brochure.

**RECOMMENDATION/ACTION NEEDED:** Approve job description and pay classification title change from Eng. Tech to Planner.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to change pay classification title from "Engineering Tech" to "Planner" and approve "Planner" job description as presented.

**FOLLOW UP ACTION NEEDED:** Advertisement of this position is scheduled to begin immediately.

## **PLANNER**

### **GENERAL STATEMENT OF DUTIES**

Serves as a Planner, performing complex administrative and professional level work to assist the Planning Director in handling a variety of administrative matters in support of the overall management of the Planning Department including, but not limited to, technical work in the enforcement of the town's zoning regulations, subdivision regulation, revision of town ordinances and codes, and complaint investigation.

### **ORGANIZATIONAL INFORMATION**

Salary grade: 14. Reports directly to the Planning Director. Generally scheduled between the hours of 8AM-5PM, Monday through Friday. Frequent evening meetings and extended work hours may be required to perform work in this classification.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical work in the enforcement of the town's zoning regulations, subdivision regulation, revision of town ordinances and codes, and complaint investigation. Employee must exercise independent judgment and initiative in applying technical principles and land use practices in daily operations. Employee must be able to communicate technical issues effectively. Tact and courtesy are of paramount importance in frequent public contact, often under stressful conditions.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Responds to complaints, inquiries, and requests from citizens, businesses, government or nonprofit agencies and local media; may conduct public speaking and presentation engagements; assists Planning Director by attending meetings of community boards and special committees.
- Represents the Town at various community and statewide functions in Planning Director's absence and as directed by the Planning Director.
- Interprets and enforces Town codes, ordinances, plans and policies, and State statutes; composes amendments to Town codes, ordinances, plans and policies.
- Coordinates with Planning Director the ongoing strategic vision and the setting of goals; ensures compliance with the law; and develops plans and strategies to meet Town's future needs.
- Identifies critical steps and stages for projects or programs that include physical development /construction and tracks the status and progress of the programs or projects.
- Assesses work flow and organization efficiency and assists in the installation of new programs, procedures, methods, and systems. Evaluates the need to establish new Department or Town procedures and programs that enhance services and reduce costs.
- Reviews rezoning requests with Planning Director and applicant and assists with presenting the request to Planning Board and the Town Council.
- Reviews variance requests with Planning Director and applicant and assists with process for submission to the Board of Adjustments.
- Reviews site and subdivision plans, conditional and conditional use plans.
- Issues sign permits in accordance with the town ordinance.
- Coordinates the process for watershed development reviews.
- Reviews street renaming, renumbering, and easement cases.

- Attends and assists with presentations to the Town Council, Parks & Recreation Committee and Planning Board.
- Researches tax information with Guilford County Tax department and otherwise provides technical assistance to real estate professionals regarding ownership, zoning, flood plain designation, etc.
- Prepares and maintains a variety of records for State and Federal regulations compliance and information such as census information, storm water planning, environmental engineering records, hazard mitigation and flood insurance records, Water Supply Watershed Ordinance Protection Ordinance, and grant information for DOT enhancement projects.
- Maintains Town's GIS databases and creates maps necessary to communicate initiatives to the public and local elected/appointed officials.
- Assists the Planning Director by participating in the annual departmental budget & CIP processes.
- Assists the Public Services Department on an as-needed basis at the direction of the Public Services Director.
- Performs related duties as required.
- Any other duties as assigned.

### **DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS**

**Light Work-** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures and to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

Employee is subject to both environmental conditions: Activities occur inside and outside.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of municipal government operations, codes, policies, statutes rules, and regulations which apply to policies and practices in the municipal sector.
- Considerable knowledge of Federal/State/local planning, zoning and other code enforcement regulations.
- Considerable knowledge of GIS data systems, map-making, editing, and database maintenance.
- Ability to develop long term plans and goals for the Town and provide management with target dates, costs, and implementation strategies.
- Ability to analyze facts, programs, and benefit costs and make recommendations and comprehensive reports in oral and written forms.
- Ability to communicate effectively with department heads, employees, and the public.
- Ability to solve problems involving high degree of complexity and consequence of error.
- Ability to produce written reports.
- Ability to work independently and in teams, as needed.
- Ability to exercise independent judgment and initiative in applying technical principles and land use practices in daily operations.
- Ability to communicate technical issues effectively.
- Use of tact and courtesy in frequent public contact, often under stressful conditions.

### **EDUCATION AND EXPERIENCE**

Minimum requirements: Bachelor's degree in public administration, planning, business or related field with a minimum of one (1) year of experience in the planning field. Preferred: Master's degree or higher in public administration, planning, business or related field with a minimum of five (5) years of experience in progressively responsible roles. AICP, PE or similar professional designations are preferred. Or an equivalent combination of training and experience.

### **SPECIAL REQUIREMENTS**

- North Carolina Driver's License – Class "C" is required.
- AICP, PE or similar professional designation is preferred.

**FLSA Status:** Non-exempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

Updated December 2020



## Town of Jamestown Planner Opening

**OPPORTUNITY:** Jamestown (pop. 4,300+) is seeking a qualified Planner for its beautiful community located in southwest Guilford County in the Piedmont region of North Carolina. The town operates as a full-services government and has excellent schools, parks, and a rapidly growing community with new residential and commercial development.

The Planner will work collaboratively with the Planning Director and other town staff with active involvement and influence in a broad variety of work areas. The position offers experience in many aspects of local government and includes engagement with citizens, developers, local officials, and state and regional agencies.

This will be a unique opportunity for the perfect candidate to be involved in a myriad of planning opportunities, project management, development projects and community engagement assignments.

The ideal applicant is self-motivated, well-organized, thrives in a collaborative but small-staff environment, and can think both linearly and strategically.

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**DETAILS:** Jamestown's Town Planner will be a new position and is precipitated by the ongoing growth in our community. The Planner position will primarily perform professional planning services, but may also act in a supporting role with other departments in the Town. The Planner will report to the Planning Director. The position requires extensive knowledge of land-use planning. The Planner will be responsible for effective implementation of the development ordinance and guiding short- and long-term planning needs. Duties involve: reviewing applications, permits, plats, and development plans; zoning interpretations; preparing materials for agenda packets; presenting cases to appropriate boards and Council, which involves some evening work; oversight of code enforcement; oversight of GIS database and mapping; providing assistance to the public; and, other work as needed to deliver expected departmental services to stakeholders. Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors.

Jamestown contracts for building inspections and some environmental services. The town provides public water and sewer to most locations within its jurisdiction. Watershed protection is enforced by planning staff.

A Bachelor's degree in planning or a related field is required, but a Master's degree in planning or a related field is strongly preferred, with 5+ years of planning experience and a progression of increased planning responsibilities, with small-town experience a plus. A competitive benefits package is offered with a \$50,000-60,000 (grade 14) hiring salary range, depending on experience. For more information, please see our full brochure [here](#). The town is an equal opportunity employer and the position is open until filled. Applications received prior on or before Feb. 1, 2021, will receive full consideration. Please mail (e-mail submissions will not be considered) a cover letter, resume, and salary history to:

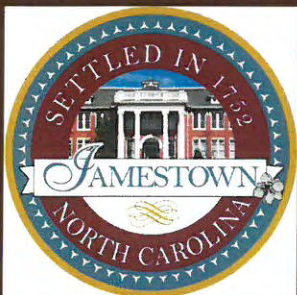
Town of Jamestown Planner Search  
Attn: Sharen Apple  
PO Box 848  
Jamestown, NC 27282

*(ad pasted 12/16/2020)*

The Town of Jamestown, North Carolina  
is seeking a  
**Planner**



*Jamestown Public Library*



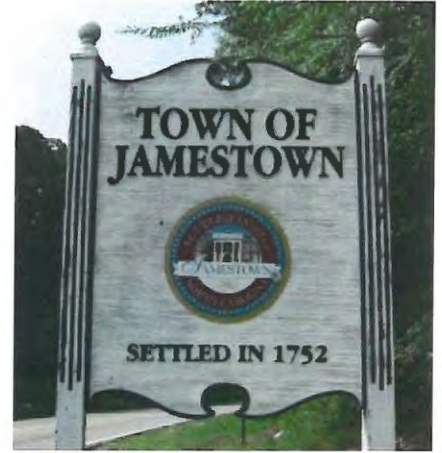
**Jamestown, North Carolina**  
*"The Pivot of the Piedmont"*

## INTRODUCING JAMESTOWN

The Town of Jamestown, centrally located in Guilford County, is ideally situated between the cities of Greensboro and High Point.

Founded in 1816 and named after Quaker James Mendenhall, Jamestown is nestled within minutes of the bustling Triad. Our quaint restaurants, desirable shops, welcoming neighborhoods and involved

citizens make Jamestown one of North Carolina's gems. The Town is a full service community that consists of approximately 3 square miles with a growing population of just over 4,000. Here you will find the charm of a community full of friendly faces and a helping hand, complemented by the amenities that a larger city has to offer.



### ■ KEY SERVICES

- Water & Sewer
- Solid Waste & Recycling
- Police & Fire Protection
- Planning
- Golf Course
- Parks & Recreation
- Street Maintenance

Selected Demographic Comparison Data		
	Jamestown	NC
Median Age	46.7	38.6
Homeowners	73%	65%
Average Household Income	\$61,107	\$52,413
Average Home Value	222,200	165,900
% of adults with Bachelor's Degree	28.3%	19.6%

## Jamestown's Mission Statement

The Town of Jamestown will provide excellent services through the departments of Administration, Finance, Public Services, Parks and Recreation, Planning, along with maintaining good contacts for both fire and police protection.





## Town Government

Jamestown operates under the Council-Manager form of government, with the Town Council serving as the governing body of the Town and the Town Manager serving as the Chief Administrative Officer.

## Town Council

The Town Council is comprised of four members elected at-large and one elected Mayor, all of whom are elected in nonpartisan elections. The Mayor and Councilmembers will begin serving staggered terms in 2021.

## Planning Board

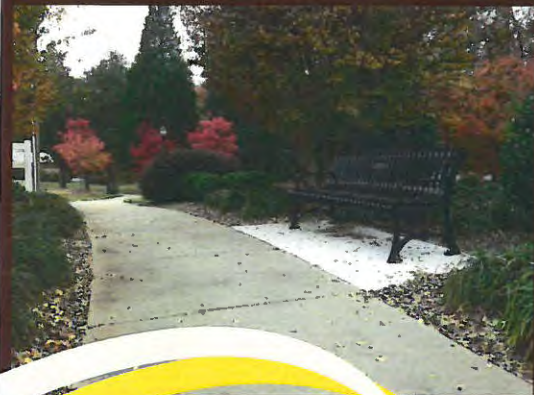
The Planning Board is comprised of five regular members and four ETJ members. The Board meets monthly or on an as-needed basis depending on workload.

For additional details on the Town of Jamestown and the community, please visit: [www.jamestown-nc.gov](http://www.jamestown-nc.gov).



The Planner will work collaboratively with the Planning Director and other town staff with active involvement and influence in a broad variety of work areas. The position offers experience in many aspects of local government and includes engagement with citizens, developers, local officials, and state and regional agencies.

This will be a unique opportunity for the perfect candidate to be involved in a myriad of planning opportunities, project management, development projects and community engagement assignments.



## EDUCATION & EXPERIENCE

### Required:

A Bachelor's degree in planning or related field.

1-3 years of progressively responsible work in the planning field.

Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors..

### The ideal candidate:

Master's degree in planning or a related field .

Extensive experience in GIS mapping , including editing and creating maps.

Experience in project management, grant-writing, and finance are a plus.

5+ years of planning experience and a demonstrated progression of increasing responsibilities within the organization are preferred.

AICP and/or PE designation or other professional affiliations are encouraged.

Experience working in a similar-sized community experiencing growth pressures.



### **Planner Position:**

Jamestown's Planner position will be a new position and is precipitated by the ongoing growth in our community. The Planner position will primarily perform professional planning services, but may also act in a supporting role with other departments in the Town. The Planner will report to the Planning Director. The position requires extensive knowledge of land-use planning. The Planner will be responsible for effective implementation of the development ordinance and guiding short- and long-term planning needs. Duties involve: reviewing applications, permits, plats, and development plans; zoning interpretations; preparing materials for agenda packets; presenting cases to appropriate boards and Council, which involves some evening work; oversight of code enforcement; oversight of GIS database and mapping; providing assistance to the public; and, other work as needed to deliver expected departmental services to stakeholders. Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors.

Jamestown contracts for building inspections and some environmental services. The town provides public water and sewer to most locations within its jurisdiction. Watershed protection is enforced by planning staff.

## Compensation and Benefits

- Salary anticipated to be in the \$50,000—\$60,000 range, depending on qualifications and experience.
- NC Local Government Employee Retirement System (LGERS)
- 401K, with at 4.5% contribution by the Town.
- Fully paid health benefits—medical, dental, and vision for the employee. Spouse and family coverage available for a cost.
- Vacation and sick leave
- Life Insurance



### ESSENTIAL SKILLS

Ability to communicate effectively and diplomatically build consensus among all elements of the community.

Able to adapt quickly to the needs of a growing community with a small staff.

Willingness to assist other departments with tasks that may not fit the traditional definition of a “Planner”.

Ability to think both linearly and strategically: He/She must be experience in providing impartial guidance to elected and appointed leaders to identify and address long-term strategic needs in the community and short-term steps necessary to sustain quality of life for citizens.

Must demonstrate unquestioned integrity in interactions with staff, citizens and town officials.



### HOW TO APPLY

Please **mail** a cover letter, resume and salary history to:

Town of Jamestown Planner Search

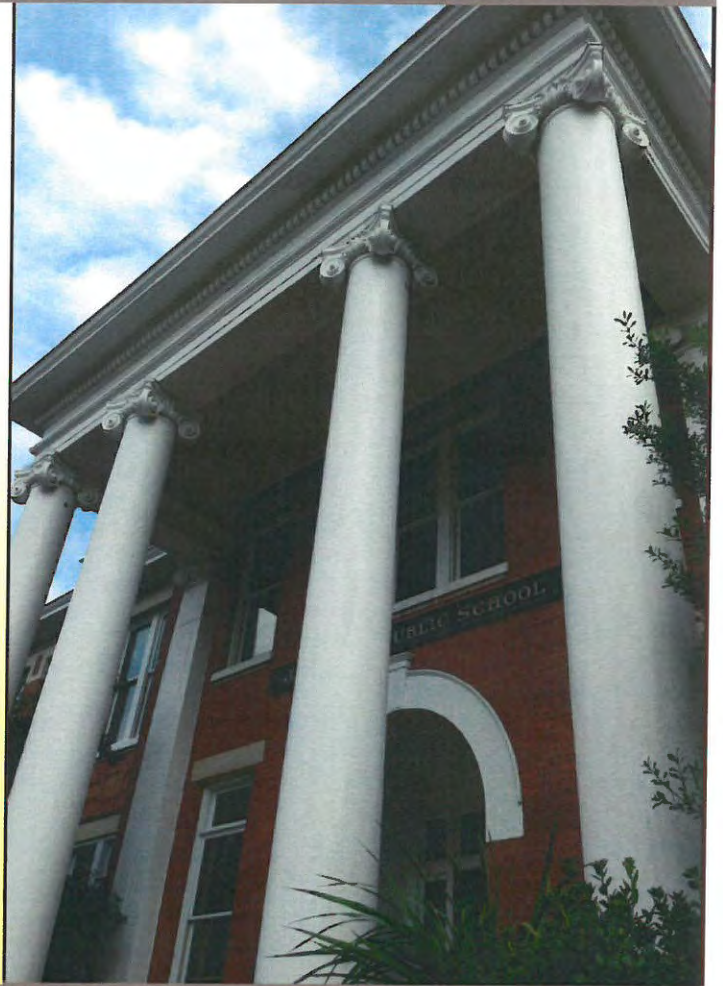
Attn: Sharen Apple

PO BOX 848

Jamestown, NC 27282

*Email submissions will not be considered*

The Town of Jamestown is an equal opportunity employer. This position will be considered open until filled. Priority consideration will be given to those who apply on or before February 1, 2021.



Town of Jamestown, NC—Planner

### For additional information:

Town of Jamestown

Matthew Johnson, AICP, ICMA-CM  
Assistant Town Manager/Planning  
Director

PO BOX 848

Jamestown, NC 27282

P: 336-454-7386

E: [mjohnson@jamestown-nc.gov](mailto:mjohnson@jamestown-nc.gov)

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Set Public Hearing date for Johnson property rezoning

**AGENDA ITEM #:** V - A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** December 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 2 min.

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, Asst. Manager

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**SUMMARY:**

The Planning staff would respectfully request that Council set a public hearing date for the consideration of a rezoning request for 2221 Guilford College Rd., 5300 Mackay Rd, 2207 Guilford College Rd. and 5303 Mackay Rd. (aka the "Johnson Property") for the January 19, 2021, regular meeting.

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**ATTACHMENTS:** N/A

**RECOMMENDATION/ACTION NEEDED:** Set Public Hearing date for Jan. 19, 2021, regular meeting.

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to set a public hearing date for consideration of the rezoning request for Jan. 19, 2021.

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery



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

**Town Attorney**  
Beth Koonce

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval of Title VI Nondiscrimination Policy

**AGENDA ITEM #:** V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** Dec. 15, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Asst. Manager

**SUMMARY:**

Title VI of the Civil Rights Act of 1964 describes the federal laws related to nondiscrimination. 28 CFR Part 42 requires a State to establish a Title VI compliance program for recipients and subrecipients of State and Federal funds. Municipalities are generally "subrecipients" and, as such, must meet all Title VI requirements, create internal controls and maintain records necessary to permit Federal officials to determine Title VI compliance.

Minimum requirements are:

- 1) Designation of a Title VI liaison
- 2) Statement of a Title VI Policy
- 3) Posting of Title VI grievance procedures
- 4) Data collection and record keeping.

The Town of Jamestown has been in contact with NCDOT officials who brought this to the Town's attention. Noncompliance could risk the Town losing its eligibility to receive State and Federal funding. Compliance is required no later than Jan. 4, 2021. Using a template provided, the Town's staff are presenting the following for adoption:

- 1) Statement of compliance with Title VI and designation of a Title VI officer.
- 2) Adoption of a Title VI implementation plan.
- 3) Adoption of a Title VI Complaint Form.

**ATTACHMENTS:** Title VI complaint form, Title VI implementation plan, Title VI statement and liaison designation.

**RECOMMENDATION/ACTION NEEDED:** Approve documents as presented

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to adopt the Title VI statement of compliance and designation of Title VI officer; adopt Title VI implementation plan; and adopt Title VI complaint form as presented.

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



*Settled 1752*  
**JAMESTOWN**  
**NORTH CAROLINA**

It is the policy of the Town of Jamestown to ensure that no person shall, on the grounds of race, color national origin, limited English Proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, including where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964, United States Department of Transportation (DOT) Order 1050.2A, Title 49, Code of Federal Regulations (CFR) Part 21, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout NCDOT to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any stander service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other program benefit to a person which is distinct in quality or quantity, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of Administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

To assure that appropriate program measures are implemented and monitored, the Town of Jamestown hereby designates Sharen Apple, Accounting Manager/HR; 336-454-1138; [sapple@jamestown-nc.gov](mailto:sapple@jamestown-nc.gov) as the Town's Title VI Liaison as an expression of the Town's commitment to and support of the Title VI Nondiscrimination Program.

---

Lynn Montgomery, Mayor  
Town of Jamestown

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Attest: Katie M. Weiner, CMC  
Town Clerk

PO Box 848  
Jamestown, NC 27282

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

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



**Town of Jamestown**

**Title VI Plan**

**Adopted December 15, 2020**

**by the**

**Town of Jamestown Town Council**



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## **Introduction**

The Town of Jamestown has adopted this Title VI Plan to ensure that the Town is in compliance with the provisions of Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Discrimination on the basis of gender, age, and disability is prohibited under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

Federal-aid recipients, subrecipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services whether these programs, activities and services are federally funded or not. The Town of Jamestown Accounting Manager/Human Resources liaison is responsible for providing leadership, direction and policy to ensure compliance with Title VI and environmental justice principles.

Title VI is a mechanism that directs the federal financial assistance, which drives or promotes economic development. By legislative mandate, Title VI examines the following public policy issues:

- Accessibility for all persons
- Accountability in public funds expenditures
- Disparate impact
- Economic empowerment
- Environmental justice
- Infrastructure development
- Minority participation in decision making
- Program service delivery
- Public and private partnerships built in part or whole with public funds
- Site and location of facilities

Title VI was enacted to ensure equal distribution of federal funds regardless of race, color, or national origin. Because of this, Title VI:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds
- Prohibits discriminatory activity in a facility built in whole or part with federal funds
- Prohibits entities from denying an individual any service, financial aid, or other benefit because of race, color, or national origin
- Prohibits entities from providing a different service or benefit, or providing these in a different manner from those provided to others under the program
- Prohibits entities from requiring different standards or conditions as prerequisites for serving individuals
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit

- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits
- Requires assurance of nondiscrimination in purchasing of services
- Requires entities to notify the respective population about applicable programs
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English speaking ability

Any Jamestown resident who has experienced discrimination or harassment or have a human rights concern, may file a discrimination complaint with the Town.

**Non-discrimination Policy, Appendix A**

The Town, includes in this plan, the adoption of a non-discrimination policy. This policy is therefore adopted by the Town as part of the Title VI Plan.

**Non-discrimination Notice, Appendix B**

The Town uses the general non-discrimination policy to reflect the adopted policy and support all activities and services provided by the Town of Jamestown

**Equal Employment Opportunity Statement, Appendix C**

This statement is included on the Town’s job application forms.

**Additional Authorities in Summary**

The Town of Jamestown establishes the Title VI plan not only on the adoption of a local policy, but by long standing federal law.

**Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352 (1964), codified as 42 U.S.C. §§2000d through 2000d-4]:**

Title VI of the Civil Rights Act of 1964 prohibits the discrimination in, or the denial of benefits under, any program or activity receiving federal financial assistance on grounds of race, color or national origin.

**The Civil Rights Restoration Act of 1987, [Pub. L. 100-259, Sec. 6 (1988), codified as 42 U.S.C. §2000d-4a] :**

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of federal aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

**Federal Aid Highway Act of 1973, [Pub. L. 93-87 (1973), codified as 23 U.S.C. §324]:**

The Federal Aid Highway Act of 1973 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**Age Discrimination Act of 1975, [Pub. L. 94-135 (1975), codified as 42 U.S.C. §6102]:**

The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**Americans with Disabilities Act of 1990, Subchapter 2, Part A [Pub. L. 101-336 (1990); codified as 42 U.S.C. §§12131-12134]:**

The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

**Section 504 of the Rehabilitation Act of 1973 [Pub. L. 93-112 (1973), codified as 29 U.S.C. §794]:**

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**23 CFR Part 200:**

23 CFR 200 are administration regulations promulgated by the Federal Highway Authority that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**49 CFR Part 21:**

49 CFR 21 are administration regulations promulgated by the US Department of Transportation that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**Executive Order No. 12898:**

Executive Order 12898 regards federal actions to address Environmental Justice in minority populations and low income populations. (Environmental justice seeks equal protection from environmental and public health hazards for all people regardless of race, income, culture and social class. Additionally, environmental justice means that no group of people including racial, ethnic or socioeconomic groups should bear a disproportionate share of the negative environmental consequences resulting from industrial, land-use planning and zoning, municipal

and commercial operations or the execution of federal, state, local and municipal program and policies).

**Executive Order No. 13166:**

Executive Order 13166 regards the improvement of access to services for persons with Limited English Proficiency.

**Definitions**

As used in this Title VI Plan, the following mean:

**Affected Parties:** persons protected against discrimination because of race, color, national origin, sex, age, disability, or income by the Title VI Requirements, and the Town of Jamestown's Non-Discrimination Policy.

**Contractor:** a person or entity who has entered into an agreement with the Town that is subject to the Title VI Requirements.

**LEP Program:** the Limited English Proficient program established by the Town to assist individuals who do not speak English as their primary language, and who therefore have limited ability to read, speak, or understand the English language and connect with Town government and assist with needed services.

**Locating and siting actions:** a recommendation by Town staff or decision by the Town staff or the Town Council that will result in the construction of a public facility that could have adverse environmental impacts on the surrounding area.

**Meaningful access:** the provision of communicative assistance by the Town necessary to allow affected persons to participate in governmental services/activities.

**Proposed Project:** a project that receives federal funds and is subject to the Title VI Requirements.

**Subrecipient:** a person or entity that receives federal funds from the Town to be used by the entity to further the objectives of the federal grant. The Town is the recipient of the grant, and the person or entity is a subrecipient of those grant funds. An example of a subrecipient relationship would be where the Town grants federal funds to a non-profit corporation that the corporation uses to provide assistance for low-income households to pay utility bills.

**Title VI Assurances:** conditions imposed upon contractors or subrecipients as a result of federal funding being directly or indirectly provided to the contractor or subrecipient.

**Title VI Requirements:** the nondiscrimination provisions contained in Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of

1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166.

### **Title VI Staffing and Organization for Implementation**

#### *Town Manager*

The Town Manager is ultimately responsible for ensuring the Town's compliance with Title VI Requirements, including, but not limited to, monitoring Town programs, preparing required reports and undertaking such other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21. To ensure compliance the Town Manager has appointed the Accounting Manager/Human Resources liaison to serve as the Title VI Plan and Program Coordinator until such time additional staff is hired to support compliance efforts. Other department heads will collaborate with the Accounting Manager/Human Resources liaison as needed to ensure required compliance.

#### *Accounting Manager/Human Resources liaison, Serving as Title VI Plan and Program Coordinator*

The Accounting Manager/Human Resources liaison responsible for the overall management of the Title VI Program, under the direct supervision of the Town Manager to include the following responsibilities as the Title VI Program Coordinator:

- Process and research complaints regarding compliance with this Title VI Plan that are received by the Town and coordinate with relevant and appropriate staff and the Town Attorney, to compile statistical data related to race, color, national origin, sex, age, disability, and income of participants in, and beneficiaries of, federally funded programs to ensure compliance with the Title VI Requirements.
- Review Town programs or projects receiving federal funding for matters regarding Title VI compliance and reporting.
- Conduct training programs related to Title VI Requirements for Town staff who are responsible for Title VI compliance, and for contractors or subrecipients who are subject to Title VI Requirements.
- Make recommendations to the Town Manager on ways to achieve compliance with Title VI Requirements.
- Develop information regarding this Title VI Plan for dissemination to the general public and, where appropriate, use the LEP Program to ensure dissemination of the information to affected populations.
- Ensure that individuals who will be affected by locating and siting actions obtain meaningful access to the public awareness/involvement process.
- Identify deficiencies in compliance with the Title VI Requirements, and make recommendations to the Town Manager for remedial actions to be taken to promptly resolve such deficiencies.
- Annually prepare a Title VI Plan Report that documents progress, accomplishments, impediments and goals in fulfilling this Title VI Plan.

### *Departmental Responsibility*

Each Department Head is responsible for Title VI compliance, with support from the Accounting Manager/Human Resources liaison, for individual projects. Compliance activities include, but are not limited to:

- Ensuring that all aspects of a project's planning process and operations comply with the Title VI Requirements.
- Ensuring that Affected Parties have meaningful access to a project's planning processes.
- Assisting the Accounting Manager/Human Resources liaison in gathering and organizing data for the Title VI Plan Report.
- Reviewing the Department work programs, policies, and other directives to ensure compliance with the Title VI Requirements.
- Verifying the level of participation of Affected Parties at public outreach meetings.

### **Title VI Plan: Areas of Practice**

#### *Policy and Public Notice*

The Town will create, publish and post a Public Notice of non-discrimination. **Appendix B.**

The Town adopts within this plan a Non-Discrimination Policy. **Appendix A.**

#### *Elimination of Discrimination*

The Town will continue its practice of identifying discrimination based on race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, and where such discrimination is found to exist, implementing programs or practices to eliminate the discrimination. Programs include, but are not limited to, hiring Minority/Women/Disadvantaged Business Enterprises (DBE) contractors, providing translations through the LEP Program, and conducting public outreach and involvement in Town projects.

#### *Public Dissemination of Information*

The Accounting Manager/Human Resources liaison shall assist Town staff in the creation and dissemination of Title VI Program information to Town employees, subrecipients, contractors, Affected Parties, and the general public. Public dissemination efforts may include: posting public statements setting forth the Town's non-discrimination policy; inclusion of Title VI Assurances in Town contracts and grants; and publishing a Title VI Policy Statement on the Town's website; including the notice and policy into all adopted plans and program documents.

#### *Title VI Assurances in Contracts and Grants*

Contracts and procurement are integrated into each department. Staff will ensure that all federally funded contracts administered by the Town contain Title VI Assurances. In the event that the Town distributes federal funds to another entity through grants or other agreements, the

Department Head administering the grant or agreement will ensure that such grants and agreements contain the Title VI Assurances. The Department's project administrator or grant administrator will monitor the performance of the contract or grant for compliance. The Accounting Manager/Human Resources liaison and Department Head will coordinate efforts to ensure that the requirements of Title VI are met throughout the entire contracting and grant performance process.

#### *Data collection*

Statistical data on Affected Parties will be compiled by each department head and provided to the Accounting Manager/Human Resources liaison. The data compilation process will be reviewed regularly by the Accounting Manager/Human Resources liaison to ensure the data is sufficient to meet the requirements of this Title VI Plan.

#### *Training program*

Annual training will be made available to Department Heads from the Accounting Manager/Human Resources liaison who will be required to provide to all staff. Training will provide comprehensive information on the Title VI Requirements and its application to specific programs or operations; assistance on the identification of Title VI issues; and an overview of the complaint process.

#### *Site and Facility Location*

The Town shall not make selection of a site or location of a facility for participants in and beneficiaries of the Town's federal aid programs if that selection could exclude individuals from participation in, or deny them benefits of, or subject them to discrimination on grounds of race, color or national origin, or could substantially impair the accomplishment of the objectives of the non-discrimination policy.

#### *Environmental Justice in Minority and Low-Income Populations*

In accordance with Executive Order 12898, titled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," the Town will develop strategies to review, consider, and address disproportionately high and adverse human health or environmental effects on minority and low-income populations, to promote non-discrimination in Federal-aid programs, substantially effect human health and the environment, and to provide minority and low-income communities access to public information and an opportunity for public participation in matters relating to human health or the environment.

#### *Limited English Proficiency*

In accordance with Executive Order 13166, the Town has established a LEP program. Approximately 4.5% of residents in Jamestown primarily speak a language other than English. About one-third of these residents speak Spanish. The Town of Jamestown will review demographic data annually and solicit data from the LEP community to identify language assistance needs within its service areas, utilizing the American Community Survey.



Staff will continue to monitor and evaluate the Town's efforts based on requests for LEP assistance and make adjustments or changes as needed. There are several measures that can be taken to identify persons who may need language assistance in our service area, with emphasis on our primary group requiring help:

- Send out notifications in Spanish of upcoming events/meeting(s).
- Select locations that may be more convenient for LEP persons; send out the notices in Spanish.
- Train staff to utilize translation apps to support LEP persons during regular customer service provided by Town staff.
- When open houses or public meetings are held, set-up a sign-in table and have a staff member greet and briefly speak to each attendee in order to informally gauge his/her ability to speak and understand English.
- Have the Census Bureau's "I Speak" card at various events. Although staff may not be able to provide translation assistance at the time, the cards are an excellent tool to identify language needs for future events/meetings.
- Post a notice of available language assistance at open houses/public meetings to encourage LEP persons to self-identify.
- Examine record requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings.
- Survey staff who have contact with LEP individuals to record language assistance requests.

Town of Jamestown has or will implement the following LEP measures:

Users of the Town of Jamestown's website have online access to Google Translate, the online language translation service which allows users to translate to and from Spanish and 56 other languages.

At a minimum, the following vital documents will be translated into Spanish:

- Title VI Public Notice
- Title VI Complaint Form
- ADA Complaint Procedures
- All Development Permits
- Bus System Map and Schedules (as provided by local and regional transit providers)

### **Title VI Program Reviews**

The Accounting Manager/Human Resources liaison will conduct an annual Title VI Plan and Program review to assess the Department's effectiveness in ensuring compliance with the Title VI Requirements. The Title VI Program review will be overseen by the Accounting Manager/Human Resources liaison with the assistance of other Department Heads, and will include an evaluation of administrative procedures and staffing; review of operational guidelines for town staff, contractors and subrecipients; and assessment of resources available to ensure compliance with the Title VI Requirements.

The Accounting Manager/Human Resources liaison shall annually prepare an annual report to be submitted to the Town Manager on or before June 30th of each year. The Department Report will be based on the data compiled by the Department Heads and the Title VI Program Review. The Department Report shall include an executive summary; a list of programs subject to the Title VI Requirements; a summary of any complaints of violations of the Title VI requirements and how each complaint was resolved; a summary of the statistical data compiled by the Department Head; a summary of Title VI training provided; and a general assessment of the Title VI compliance by the Department.

#### **Accounting Manager/Human Resources liaison's Title VI Plan Report**

The Accounting Manager/Human Resources liaison shall annually prepare a comprehensive Title VI Plan Report, and forward it to the Town Manager on or before August 19 of each year. The Title VI Plan Report will be based on the Department Title VI reports, and shall contain an assessment of the accomplishments during the preceding year; a list of recommended changes to the programs subject to the Title VI Requirements; and a list of recommended goals and objectives for the upcoming year.

#### **Prevention**

The Town will actively seek to prevent Title VI deficiencies or irregularities. In taking such action, the Department Head will work with the Accounting Manager/Human Resources liaison to create an action plan within 90 days of the date the need for preventive or remedial action is identified by Town staff. A copy of the action plan will be provided to the Department Head and the Town Manager and retained by the Accounting Manager/Human Resources liaison. When the Department Head reasonably believes a contractor or subrecipient has violated a Title VI Requirement, the Department Head will follow the following process:

The project or grant administrator and the Department Head will meet with the contractor or subcontractor to conduct an initial review of the facts supporting a finding that a violation of the Title VI Requirements has occurred or is occurring.

If, after the initial review, the Department Head concludes that the contractor or subrecipient has violated the Title VI Requirements, the contractor or subrecipient will be given a reasonable time, not to exceed 90 days from the date notice is provided to the contractor or subrecipient, to voluntarily correct noncompliance.

The Town will seek to obtain the cooperation of the contractor or subrecipient in correcting non-compliance, and will offer to provide technical assistance needed by the contractor or subrecipient to obtain voluntary compliance with the Title VI Requirements.

A follow-up review will be conducted within 180 days of the date notice is provided to the contractor or subrecipient to ensure that the violation of the Title VI Requirements has been corrected. If after the review, the contractor or subrecipient has failed to correct the violation, the Town Manager may take appropriate action (e.g., withhold funds, cancel contract) required to comply with the Town's obligation under the federal grant.

When a contractor or subrecipient has failed or has refused to comply with Title VI requirements within the 180 day period after the initial review, the Department Head will submit two copies of the file to the appropriate state or federal agency, along with a recommendation that the file be reviewed for a determination of whether the contractor or subrecipient has violated the Title VI Requirements.

### **Complaint Process**

Any person who believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in his or her receipt of benefits and/or services from the Town, or by a contractor or subrecipient on the grounds of race, color, national origin, sex, age, disability, or income, may file a Title VI Complaint with the Accounting Manager/Human Resources liaison.

Any person who believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, may file a complaint.

Every effort will be made to obtain early resolution of complaints. The option of information mediation meeting(s) between the Accounting Manager/Human Resources liaison, town staff, contractors, subrecipients and Affected Parties may be utilized for resolution.

The following procedures cover all complaints filed under Title VI. These procedures do not deny the right of the complainant after the completion of the Title VI process to file a complaint with state or federal agencies or to bring private action based on the complaint.

1. Any person, group of persons, or entity that believes they have been subjected to discrimination under the Title VI requirements may file a written complaint with the Accounting Manager/Human Resources liaison. The complaint must be filed within 180 days of the alleged discriminatory act or occurrence.
2. Upon receipt of the complaint, the Accounting Manager/Human Resources liaison will determine whether the Town has jurisdiction over the complaint, whether the complaint contains the necessary information, what additional information is needed, and whether further investigation is needed. Within five working days of receipt of the complaint, the Accounting Manager/Human Resources liaison will determine whether the Town has jurisdiction, if the complaint is complete, and if it requires additional investigation.
3. The Accounting Manager/Human Resources liaison will provide the respondent the opportunity to respond in writing to the allegations of the complaint. The respondent shall have fifteen days from receipt of notification to provide a response to the allegation in the complaint.
4. If the complaint is against a contractor or subrecipient, the Town shall have fifteen days from receipt of the complaint to advise the appropriate state or

- federal agency of the receipt of complaint and statutes of the investigation.
5. Within sixty days of the receipt of the complaint the Accounting Manager/Human Resources liaison shall prepare a written investigative report. The report shall include narrative description of the incident, identification of persons interviewed, findings, and recommendations for resolution and corrective action. The written report will be sent to the Town Attorney.
  6. The Town attorney will review the report and meet with the Accounting Manager/Human Resources liaison and the Town Manager to determine the appropriate action.
  7. When the investigative report is complete and appropriate action has been determined, the complainant and respondent shall receive a copy of the report, statement of appropriate action, and notification of appeal rights.
  8. Within fifteen days of the complainant and respondent receiving a copy of the report and determination of appropriate action, the Accounting Manager/Human Resources liaison will meet with each party to discuss the determination of appropriate action as well as the findings made in the investigative report.
  9. Within sixty days of receipt of the original complaint, a copy of the complaint and the Town's investigative report and determination of appropriate action will be provided to the appropriate federal or state agency for comments.
  10. Within fifteen days of receiving comments from the federal or state agency, the Accounting Manager/Human Resources liaison will meet with all parties to discuss comments provided by the responding agencies.
  11. After receiving comments from the federal or state agency, the Town Manager shall review the comments and adopt a final decision that includes taking appropriate actions to address any comments provided by a federal or state agency. The final decision shall be provided to all parties of the proceedings and shall include a statement that a party has a right to appeal the decision if the party produces evidence of new facts that were not previously considered and could not have been reasonably discovered during the investigation.
  12. If a party is not satisfied with the results of the investigation or the resolution of the complaint, the party may appeal the Town Manager's decision to the appropriate federal or state agency, by filing a request for an appeal no later than 180 days after the date of the Town Manager's final decision.

## **APPENDIX A: TITLE VI NON-DISCRIMINATION POLICY**

It is the policy of the Town of Jamestown to ensure that no person shall, on the grounds of race, color, national origin, Limited English Proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Jamestown program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Jamestown to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restricting in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Using methods of Administrations, which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Applying different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Using acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Allowing discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

## **APPENDIX B: NON-DISCRIMINATION NOTICE AND ACCESSIBILITY RIGHTS**

The Town of Jamestown, pursuant to its policy to comply with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, national origin, Limited English Proficiency, income-level, sex, age, or disability (or religion, where applicable), under any programs or activities conducted or funded by the Town of Jamestown.

Any person who believes they have been wronged by a discriminatory act (action or inaction) of the Town of Jamestown or its funding recipients, has the right to file a complaint with the Town of Jamestown. For instructions on how to file a complaint, or additional information regarding the Town of Jamestown's nondiscrimination obligations, please contact:

Town of Jamestown  
Accounting  
Manager/Human  
Resources liaison  
301 E. Main St.  
Jamestown, NC 27282

You may also visit [www.jamestown-nc.gov](http://www.jamestown-nc.gov)

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the Town of Jamestown. Relay NC can be accessed by dialing 711 or 1-877-735-8200.

ATTENTION: If you speak a language other than English, the following language assistance services are available to you, free of charge. Qualified interpreters and information written in other languages. Call 1-800-522-0453.

ATENCION: Si habla un idioma distinto del inglés, los siguientes servicios de asistencia de idiomas están disponibles para usted, de forma gratuita. Intérpretes cualificados e información escrita en otros idiomas. Llame al 1-800-522-0453.

**APPENDIX C: EOUAL EMPLOYEMENT OPPORTUNITY STATEMENT**

The Town of Jamestown is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information. The Town of Jamestown is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment opportunities.



**Town Jamestown**

301 E. Main St. • Jamestown • North Carolina • 27282  
Phone: 336-454-1138 • Fax: 336-886-3504

**Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.”

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complainant’s Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and ZIP Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Business: \_\_\_\_\_

**Person discriminated against (if someone other than the complainant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and ZIP Code: \_\_\_\_\_

**Which of the following best describes the reason you believe the Discrimination took place?**

**Was it because of your:** (check reason)

Race/Color: \_\_\_\_\_ Age: \_\_\_\_\_ National Origin: \_\_\_\_\_

Disability: \_\_\_\_\_

**What date did the alleged discrimination take place and the location? Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Have you filed this complaint with any other federal, state or local agency; or with any federal or state court?** \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, check all that apply:

\_\_\_\_ Federal Agency      \_\_\_\_ Federal Court      \_\_\_\_ State Agency  
\_\_\_\_ State Court      \_\_\_\_ Local Agency

**Please provide information about a contact person at the agency/court where the complaint was filed:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.**

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Please return form to:  
  
Sharen Apple  
Accounting Manager/Human  
Resources  
Town of Jamestown  
301 E. Main St. Jamestown, NC 27282  
[sapple@jamestown-nc.gov](mailto:sapple@jamestown-nc.gov)

### **Manager's Report for the 12-15-2020 Packet**

- Town offices will be closed Dec. 24, 25 & 28th in observance of the Christmas holiday and Jan 1, 2021, in observance of New Year's Day and finally Jan. 18, 2021, in observance of the MLK Jr. holiday.
- January, 22, 2021—9AM—until—Budget Retreat at the Golf Course Pro Shop.
- A/V assistance—We have hired Kenneth Clouser (a former employee who now does A/V for Summit Church) to assist us on a part-time basis. We look forward to introducing him at the December meeting. We have had some audio issues due to a hardware problem and have been in touch with the installer. They have provided us with a solution and Kenneth is working on that and will test it prior to the Dec. 15th meeting.
- JBA's Christmas on Main— Saturday Dec. 12th at dusk—luminaires will be placed around Town and Santa will be at Town Hall (front parking lot) for a drive-by with elves to receive letters and food donations will be accepted for Feeding Lisa's Kids.
- 301 Lee St. - I have been working with Beth and DH Griffin to schedule demolition of the structures on this property. Beth is working to gain access to the structures for an asbestos report, I have contacted 811 and have verified utilities have been disconnected and we are anticipating demolition shortly after the first of the year.
- Oakdale Cotton Mill—I am working with Preservation NC to (hopefully) secure a private deal between the owners of the mill and a mill renovation developer. Conversations are ongoing.
- Golf Maintenance Building— Paul would anticipate that a bid package should be ready for advertisement in late January or early February. Paul has asked for some information from the Golf Dept. and is awaiting their responses.
- Sidewalk along E. Main—Feb. 2021 is anticipated date for completion in Feb. 2021.
- Closed session minutes will be reviewed by the Town Attorney and discussions regarding keeping those sealed or opening them to the public will be on the Jan. 19<sup>th</sup> Council agenda.