



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**February 18, 2020**  
**6:30 pm in the Council Chambers**  
**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 January 10, 2020 Town Council Retreat
  - B. Approval of minutes from the January 21, 2020 Regular meeting
  - C. Approval & Sealing of the January 21, 2020 Closed Session minutes
  - D. Proclamation declaring February 2020 Black History Month
  - E. Proclamation Arbor Day 2020
  - F. Analysis of financial position of the Town of Jamestown
  - G. Analysis of financial position of the Jamestown Park & Golf Course
- III. **Public Comment**
- IV. **Old Business-**
  - A. Consideration of adoption of Guilford County Smoking Policy-Kenny Cole, Town Manager
  - B. Request to set the date for the Town Council Budget Retreat- Kenny Cole, Town Manager
  - C. Update on Sidewalk Projects- Paul Blanchard, Public Services Director
  - D. **Public Hearing**
    - I. Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts"
      - a. Consideration of approval/denial of text amendment
      - b. Consideration of approval of Consistency/Inconsistency Statement
- V. **New Business-**
  - A. Discussion of the AARP Livable Communities Program- Mark Hensley, AARP Representative
  - B. Consideration of appointment of Planning Board Alternate- Katie Weiner, Town Clerk
  - C. Budget Amendment #14- Judy Gallman, Finance Director
  - D. Consideration of approval of Town Manager or Designee to make cash advances from the General Fund to Sidewalk Capital Project Funds- Judy Gallman, Finance Director
  - E. Discussion of Nonprofit Policy and potential Grant Funded Services- Kenny Cole, Town Manager
- VI. **Manager/Committee Reports-**
  - A. Manager Report- Kenny Cole, Town Manager
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session Per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown**
- X. **Adjournment**

**Working Agenda for the February 18<sup>th</sup> Regular Town Council Meeting**

| Tentative Time Line | Agenda Item   | Responsible Party    | Action required by the Town Council   |
|---------------------|---|----------------------|---|
| 6:30 pm             | <b>I. Call to Order</b>   | Mayor Montgomery     | Mayor Montgomery to call the meeting to order. Mayor Montgomery to present introduction for the meeting.  |
| 6:30 pm             | A. Pledge of Allegiance   | Mayor Montgomery     | Mayor Montgomery to request that the Adams Farm Christian Preschool Students lead everyone in the Pledge of Allegiance.   |
| 6:30 pm             | B. Moment of Silence  | Mayor Montgomery     | Mayor Montgomery to call for a moment of silence  |
| 6:30 pm             | C. Approval of Agenda   | Mayor Montgomery     | Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.   |
| 6:35 pm             | <b>II. Consent Agenda</b>   |                      |   |
| 6:35 pm             | A. Approval of minutes from the January 10, 2020 TC Retreat<br>B. Approval of minutes from the January 21 <sup>st</sup> Regular Meeting<br>C. Approval & Sealing of the January 21 <sup>st</sup> Closed Minutes<br>D. Proclamation declaring February 2020 Black History Month<br>E. Proclamation Arbor Day 2020<br>F. Analysis financial position of the Town of Jamestown<br>G. Analysis of financial position of Jamestown Park & GC |                      | Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.  |
| 6:35 pm             | <b>III. Public Comment</b>  |                      | Please state your name and address and adhere to the 3 minute time limit  |
| 6:50 pm             | <b>IV. Old Business</b>   |                      |   |
| 6:50 pm             | A. Consideration of adoption of Guilford County Smoking Policy  | Call on K. Cole      | Cole to introduce Merle Green, Guilford County Health Director, to give Council an overview of the policy and answer any questions that they may have. Cole to request that Council adopt the Guilford County Smoking Policy. Council Member makes a motion to amend/adopt the Guilford County Smoking Policy. Council Member makes a second to the motion. Then vote.  |
| 7:00 pm             | B. Request to set the date for the Town Council Budget Retreat  | Call on K. Cole      | Cole to request that Council set a date, time, and location for the Town Council Budget Retreat. Council Member makes a motion to set the date for the Budget Retreat as March 20 <sup>th</sup> at 8:30 am at the Club House of the Jamestown Park and Golf Course. Council Member makes a second to the motion. Then vote.   |
| 7:05 pm             | C. Update on Sidewalk Projects  | Call on P. Blanchard | Blanchard to update Council on the ongoing sidewalk projects.   |
| 7:15 pm             | <b>D. Public Hearing</b>  |                      |   |
| 7:15 pm             | I. P.H. to consider a text amendment to the LDO to add a new zoning district  | Call on M. Johnson   | Johnson to present his staff report on the text amendment to the LDO to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts"<br>Mayor Montgomery to call Sarah Glanville, Planning Board Chair, forward to give the Planning Board's recommendation on the text amendment.<br>Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the text amendment. Please state your name and address and adhere to the 3 minute time limit.<br>Mayor Montgomery to close the public hearing and open the floor to Council for discussion.<br>Council Member makes a motion to approve/deny the text amendment to the LDO to add "Planned Unit Development" to Article 8 "Zoning Districts." Council Member makes a second to the motion. Roll Call Vote.<br>Council Member makes a motion that the text amendment is consistent/inconsistent with the Land Development Ordinance (LDO). Council Member makes a second to the motion. Then vote. |
| 7:45 pm             | <b>V. New Business</b>  |                      |   |
| 7:45 pm             | A. Discussion of the AARP Livable Communities Program   | Call on M. Hensley   | Hensley to present Council with information on AARP Livable Communities Program.  |
| 7:55 pm             | B. Consideration of appointment of Planning Board Alternate   | Call on K. Weiner    | Weiner to request that Council appoint Dennis Sholl as an Alternate Planning Board Member. Council Member makes a motion to approve/deny the appointment of Dennis Sholl as an Alternate Planning Board Member. Council Member makes a second to the motion. Then vote.   |
| 8:00 pm             | C. Consideration of approval of Town Manager or Designee to make cash advances from the General Fund to Sidewalk Capital Project Funds  | Call J. Gallman      | Gallman to request that Council grant the Town Manager or his Designee to make cash advances to Sidewalk Capital Project Funds. Council Member makes a motion to grant/deny the Town Manager or his Designee the authority to make cash advances to Sidewalk Capital Project Funds. Council Member makes a second to the motion. Then vote.   |
| 8:05 pm             | D. Budget Amendment #14   | Call on J. Gallman   | Gallman to give Council an overview of Budget Amendment #14. Council Member makes a motion to approve/deny Budget Amendment #14. Council Member makes a second to the motion. Then vote.  |

|         |   |                  |  |
|---------|---|------------------|--|
| 8:10 pm | E. Discussion of nonprofit Policy and potential Grant Funded Services | Call on K. Cole  | Cole to request that Council Member Rayborn and Council Member Straughn give an update on the potential grant funded services that the Town may contract out to provide. Council Member Rayborn and Straughn to give Council an update on the potential grant funded services the Town could provide.  |
| 8:20 pm | <b>VI. Member/Committee Reports</b>                                   |                  |  |
| 8:20 pm | A. Manager Report   | Call on K. Cole  | Cole to present his monthly Manager's Report to Council  |
| 8:25 pm | B. Council Member Committee Reports                                   | Mayor Montgomery | Mayor Montgomery to request that Council Members give an update on any Committees they serve on.   |
| 8:30 pm | <b>VII. Public Comment</b>  |                  | Please state your name and address and adhere to the 3 minute time limit   |
| 8:45 pm | <b>VIII. Other Business</b>   |                  |  |
| 8:50 pm | <b>IX. Closed Session</b>   |                  | Council Member makes a motion to go into Closed Session per General Statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege- Lori Herron (2216 Guilford College Road) vs. the Town of Jamestown. Council Member makes a second to the motion. Then Vote. After Closed Session, Council Member makes a motion to return to open session. Council Member makes a second to the motion. Then vote. |
| 9:00 pm | <b>X. Adjournment</b>   |                  | Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.  |

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT: Approval of minutes from the January 10, 2020 Town Council Retreat    AGENDA ITEM #:    II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE: February 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

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**SUMMARY:**

Minutes from the January 10th Town Council Retreat

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ATTACHMENTS: Minutes from the January 10, 2020 Town Council Retreat

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the January 10th Town Council Retreat

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**DRAFT**

**Town Council Retreat 2020  
Special Meeting  
January 10, 2020  
9:00 am at Pennybyrn, 109 Penny Road  
Minutes & General Account**

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

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

**Visitors Present-** Gary Haynes & Carol Brooks

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

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

Cole thanked everyone for attending the Town Council Retreat. He stated that he wanted to have an open discussion about a few issues that the Town may be facing in the near future. He encouraged Council Members to speak freely, but he also noted that he would like to stick to the agenda as much as possible. Cole requested that Weiner go over the orientation notebooks that she had put together for the newly elected Council.

Weiner gave Council an overview of the orientation notebooks.

**Discussion of Growth & Development in Jamestown-** Cole stated that the first item on the agenda was addressing growth and development in Jamestown. He noted that Johnson had created a map that showed all the potential parcels that may be developed in the coming years. The Mayor and Council viewed the map and Johnson gave them an overview of the different locations that may face development pressure in the future.

Council discussed the details of the specific parcels with Johnson. He noted that the number of housing units and the population could potentially double if certain properties were developed within Town. He added that this could lead to an increase in tax revenue that the Town received. However, it would also increase the cost of providing services to citizens. Johnson noted that the development could happen within one to three years and highlighted the importance of planning ahead for the increase in population.

Council Members discussed the amount of control Council had over the quality of potential development with Cole and Johnson.

Blanchard spoke about the impact of the growth on water and sewer services. He noted that the current infrastructure would support a large increase in population in terms of sewer flow. He added that an increased demand on water would also be sustainable. He noted that the Town had the option of purchasing additional water from High Point if necessary.

Council Members discussed the possibility of reaching out to those within the school system to talk about the potential increase in population. Mayor Montgomery said that she would be willing to speak with members of the School Board about the issue.

Cole spoke about how the growth could impact recreation. He added that Council may want to consider offering more recreation programs to citizens in the future.

Council Member Capes asked Cole how the Town could prepare for an increase in population in regard to the number of staff at Town Hall. Cole stated that the Public Services Department would be impacted the most as a result of an increased demand in services. He noted that there would need to be additional employees within that department, but he did not anticipate having to double the current number of staff. He added that it would also be beneficial to hire an Engineering Tech to assist Johnson and Blanchard with reviews and permits.

Blanchard stated that there would be a strain on garbage collection if the number of citizens were to double. He added that the costs would probably double because the Town pays by the ton for garbage and also contracts out for recycling pickup. He noted that more sanitation workers would need to be hired to continue the same level of service that has been provided to those that live in Town.

Johnson said that one solution to the issue would be to move towards garbage carts. He stated that it would allow staff to maintain the same high level of service in a cost-effective way. He added that there were other options such as adding another garbage collection crew, but it may be more expensive than using garbage totes.

Council Members discussed the option of moving to totes for garbage. Council Member Straughn stated that he did not like the idea of people leaving the cans on the street for days at a time. Council Member Wolfe stated that she was hesitant about having totes for the recycling at first, but that she knows a lot of citizens that were really receptive to the change. She said that she was open to the idea of using totes for garbage.

Council Members continued to consider the pros and cons of using totes for garbage with staff.

Cole stated that staff could research different options for garbage collection and the corresponding costs. He added that a community survey could be distributed to gain a better understanding of how citizens would feel about using carts. Cole said that he could present more information about garbage collection options at the Budget Retreat. Council Members agreed that they would like to discuss it further at the upcoming Retreat.

Cole spoke about the need for additional staff members. He reiterated that the first position that would need to be created would be for an Engineering Technician. He added that eventually the Town would need to hire about six additional public service employees and another person that would work in the front office.

Council Member Capes highlighted the need to hire a Deputy Finance Officer in order to train them before Gallman retired. Council Members discussed the importance of succession planning with staff.

Mayor Montgomery called for a brief recess.



Mayor Montgomery resumed the meeting.

Cole presented a drawing of Town Hall to Council and highlighted the need for more office space. He noted that the current layout would not provide the amount of space necessary to accommodate new employees. Council Members discussed potential Town Hall renovations with Cole.

Council Members spoke with staff about utilizing the Civic Center for Council meetings. Cole stated he knew Council wanted to continue to allow civic clubs to meet in that space. He added that there were some changes that could be made that would allow Council to use the Civic Center as their permanent meeting room without preventing it from being a multipurpose space.

**Interpretation of Authority to make Grants to Private Entities-** Gallman gave Council a brief overview of the Town's history of giving grant money to various nonprofits in the community. She noted that municipalities routinely receive requests from nonprofits and other private organizations for funding to support certain community activities and projects. Gallman added that local governments do not have the authority to make grants to private entities, including nonprofits. However, she noted that municipalities were allowed to enter into contracts with private entities and pay them to perform a function on behalf of the local government. She stated that the Town of Jamestown would have to contract with nonprofits to provide specific services instead of giving them a lump sum of money.

Council Members discussed the change with staff. Gallman stated that Council should decide what kinds of services that they would like to offer citizens that the Town was not currently providing. She noted that they could start to consider which organizations may be able to provide those services and then potentially enter into a contract with them.

Council Members spoke about the changes that needed to be implemented with Gallman. She highlighted that the nonprofit policy that was currently in place would no longer be valid. She added that Council could give further recommendations about potential services to contract out for during the budget process.

Cole stated that a Committee could be created to give recommendations to staff and Council about potential contracted services. Mayor Montgomery suggested that Council Member Rayborn and Council Member Straughn serve on that Committee. They both agreed to serve and to give Council their recommendations at an upcoming meeting.

Mayor Montgomery called for a recess for lunch.

Mayor Montgomery resumed the meeting.

**Future of Powell Bill Funding and Impacts to Street Maintenance-** Blanchard stated that Powell Bill funding and money from the Water & Sewer Fund had been used to maintain streets throughout Town. He added that U.S. Infrastructure (USI) had rated the Town's streets in 2017 to determine which ones needed to be prioritized in terms of repairs. He gave an overview of the overall rating and spoke about the process of resurfacing and maintaining roads throughout Town. He noted that there was not currently enough funding to address all the issues and repairs. Blanchard added that additional revenue would be needed in order to sustain the current level of maintenance.

Council Members spoke about specific roads and projects that they believed should be prioritized.

Council Members discussed the process of maintaining the sewer and water system with Blanchard. He gave them an overview of how staff inspects the lines and checks specific areas for issues. He also noted the equipment that staff utilized to ensure everything was working properly.

Gallman stated that Powell Bill funding could be used for a lot of different things including sidewalks. However, she noted that the state has said that the majority of the funds should be used for resurfacing. She stated that the Town needed to use Powell Bill funding mainly for resurfacing going forward. She added that there would still be money needed to maintain the Town's current infrastructure even if the funding were used solely for repaving.

Cole stated that there were some options that Council could use to address the lack of funding for resurfacing. He said that they could implement a small increase in taxes or charge a vehicle fee. Gallman said that if the Town charged an annual \$30 vehicle fee that it would result in approximately \$88,500 that would be reserved for resurfacing.

Council Members discussed the pros and cons of the options with staff. Council Member Straughn was against any fees or increased taxes. The other Council Members agreed that they did not want to implement another fee or tax, but they also acknowledged that it was their responsibility to maintain the roads. There was discussion amongst Council Members about decreasing funding to other areas and putting a motor vehicle fee in place to pay for the recurring expense of resurfacing.

**Storm Water Utility Issues-** Cole stated that the Town was also facing storm water issues. Blanchard said that several municipalities have created storm water utilities to address repairs and increased regulations regarding runoff. He noted that the largest known problem with storm water was in Forestdale East from O'Neill to Royal and Wiltshire. He added that street department funding had been used to address minor repairs that resulted from the issue in the past. He noted that staff had estimated that it would cost about \$142,000 to repair the overall problem in the area. Blanchard said that there was no funding mechanism in place to pay for storm water repairs. He added that other municipalities charged citizens a monthly fee for storm water which allowed them to cover the costs associated with repairs.

Cole stated that it was possible to take money from the Town's reserve to pay for the problems on a case-by-case basis. He noted that there may need to be a policy put into place to address the issues. He added that some municipalities charge a monthly fee, but that may not be necessary.

Council Members discussed how much money the Town typically spends on storm water issues per year with Blanchard. He gave them an overview of the numbers.

Johnson stated that he believed that having some funding mechanism in place to address the problems would be wise. He added that the funds could also be used for street cleaning and education. Blanchard stated that it could also assist with the salary for an Engineering Technician.

Council Members spoke with staff about how to best address the ongoing issues. Council Members believed that maintaining the Town's streets took higher priority over the storm water problems. There was discussion about creating a policy to address the issue between Council Members and Cole. Council was supportive of the idea.



**Future Town-Initiated Projects-** Cole asked Council if there were any other projects that they would like to include in the CIP in the future.

Council Member Wolfe stated that there had been discussion about making restrooms available to citizens at Wrenn Miller Park in the past.

Council Member Rayborn said that several citizens had approached her about the possibility of extending the sidewalk at Jamestown Elementary School on Potter Drive. She noted that a lot of people within the community walk their kids to school and a sidewalk extension would increase safety for pedestrians. She added that flashing pedestrian crosswalk signs or pavement stamping could also help.

Council Member Wolfe requested that staff research the options that the Town would have to make it safer for pedestrians on Potter Drive. Cole and Johnson agreed to look into potential solutions.

Council Members spoke about a few maintenance issues at the Jamestown Park and Golf Course, the possibility of purchasing a drone, and some smaller sidewalk projects that the Town could initiate with staff.

Council Members also discussed the details of the Town’s contract with the Guilford County Sheriff’s Department with staff.

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

The meeting ended at 2:23 pm.

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Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the January 21, 2020 Regular meeting

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the January 21st Regular Town Council meeting

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**ATTACHMENTS:** Minutes from the January 21, 2020 Town Council meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of the minutes from the January 21st Town Council meeting

**BUDGETARY IMPACT:** N/A

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

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

**Regular Meeting of the Town Council  
January 21, 2020  
6:30 pm in the Council Chambers  
Minutes & General Account**

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

**Council Member Absent:** Council Member Capes

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

**Visitors Present:** Steve Allred, Sarah Glanville, Dee Fink, Robert Frederick, Amanda Hodierne, Derek Carson, Matt Holder, Jason Spangler, & Carol Brooks.

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

- Pledge of Allegiance- Mayor Montgomery asked the Jamestown Anchor Club to lead everyone in the Pledge of Allegiance. The Jamestown Anchor Club led everyone in the Pledge.
- 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 requests made.

Council Member Straughn made a motion to approve the agenda as presented. Council Member Rayborn 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 December 17, 2019 Regular meeting
- Approval & Sealing of the December 17, 2019 Closed Session minutes
- Approval of Annual Regular Town Council meeting schedule
- Resolution Adopting the Code of Ethics recommended by the Government Finance Officers Association (GFOA)
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course

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

(Annual Regular Town Council meeting schedule & Resolution Adopting the Code of Ethics recommended by the GFOA)

**Public Comment-** Nobody signed up.

**Old Business-**

- Consideration of approval of Rules and Procedures for the Town Council- Cole stated that Council had considered amending the Rules and Procedures in the past. He noted that the version that had been included in their packets was suggested for small municipalities by the

UNC School of Government. He added that he had made a few minor changes since the packet had been sent out, and he gave a brief overview of the edits that had been made.

Council Member Straughn made a motion to approve the Rules and Procedures for the Town Council. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Update on Sidewalk Projects- Blanchard said that the road closure signs for the East Fork project had gone up prematurely. He noted that staff had increased their meetings with the contractor in order to improve communication. He added that North State Environmental had begun clearing some of the area for the project.

Blanchard gave Council an update on the East Main Street Sidewalk Project. He noted that staff had verified that the North Carolina Railroad (NCR) underground infrastructure was in very poor shape. He added that the North Carolina Department of Transportation (NDOT) and NCR had committed to helping the Town find a solution to that problem. He also spoke about the lane closure that had been required to construct the project.

- Public Hearing-
  - **Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, “Planned Unit Development” (PUD) to Article 8 “Zoning Districts”-** Johnson stated that there was a proposed amendment to add PUD as a base zoning district to the LDO. He noted that the Town had included similar zoning districts in the LDO in the past. He gave examples of areas that were developed according to similar guidelines in the past.

Council Members discussed the details of the amendment and potential impacts that it may have on development if it were approved.

Mayor Montgomery called Glanville forward to present the Planning Board’s recommendation to Town Council.

Glanville stated that the Planning Board had met on November 18<sup>th</sup> to hold a public hearing on the issue. She said that nobody spoke for or against adding PUD as a zoning district. Glanville stated that the Planning Board unanimously voted to recommend the adoption of the text amendment.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the text amendment. There was no one.

Mayor Montgomery opened the public hearing to anyone that like to speak in opposition of the text amendment.

- Robert Frederick, 706 Ragsdale Road- Frederick stated that there were currently sixteen zoning districts included in the LDO. Frederick said that it was not clear why the current zoning districts were not sufficient. He requested that Council table any consideration of an additional district until after the Comprehensive Plan update.

- Dee Fink, 315 Guilford College Road- Fink stated that the Town was already growing too fast in her opinion. She said that she did not think that Jamestown needed a PUD district.

Mayor Montgomery asked if there was anyone else that would like to speak about the text amendment. There was no one. She closed the public hearing and opened the floor to Council for discussion.

Council Member Rayborn stated that she was not very comfortable voting on the text amendment at that time without the entire Council present. She added that the Town Manager had noted that there was development interest in certain areas of Jamestown and she would want the public to know more about that before the text amendment was approved.

Council Member Wolfe agreed that it would be nice to have Council Member Capes present so that he could give his opinion on the issue. She noted that she was not opposed to continuing the public hearing until February.

Council Member Straughn made a motion to continue the public hearing until the February 18<sup>th</sup> Town Council meeting at 6:30 pm in the Council Chambers without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

#### **New Business-**

- Annual Fire Department Report- Derek Carson, Division Chief, presented the annual fire department report on behalf of Pinecroft Sedgefield Fire Department (PSFD). He noted that PSFD had been serving the Town of Jamestown since 2003. He gave an overview of the organizational chart and the personnel breakdown of each of the station's locations. He noted that the insurance rating in Jamestown was a Class 2 which was very beneficial to citizens in regard to their insurance premiums. He spoke about the importance of fire prevention education. He said that Station 46 in Jamestown was their second busiest station last year. He added that most of the calls were related to medical incidents. Carson stated that the firefighters at Station 46 had been focused on bringing their response time down as low as possible and that they had been very successful. He asked Council if they had any questions.

Mayor Montgomery thanked the firefighters for their quick reaction time to the fire that occurred on Gannaway Street.

Council thanked him for his service to the Town.

- Annual Law Enforcement Report- Captain Holder presented the annual law enforcement report on behalf of the Guilford County Sheriff's Department. He gave a brief overview of the personnel that works for District III in Jamestown. He noted that there were 40 Part I crimes that occurred in Jamestown in 2019. Holder gave a few details about the crimes that had occurred. He stated that overall crime in Jamestown was down according to a multi-year trend analysis. He said that the Sheriff's Department was focusing on saturating areas that were known to have more issues. He noted that increased visibility may reduce crime. Holder also encouraged



citizens to keep their cars locked in order to prevent theft. He asked Council if they have any questions.

Council Members discussed ways that citizens could stay informed and the impacts of the opioid epidemic on Jamestown with Holder.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He noted that there had been an increase in the number of rounds of golf played over the past few months. He added that the revenues that resulted from the green fees and the cart rentals had also gone up.
- Jamestown Park & Golf Course Greens Report- Crowe gave Council an update on the greens at the Golf Course. He stated that the greens have been able to keep their color throughout the colder season. He noted that staff focuses on ensuring that the grass has enough moisture. He added that staff monitored the weather forecast and changes in soil temperatures frequently in order to determine when the greens need to be covered.

Council thanked him for coming to the meeting and for giving them an update.

- Request to set the date for the Town Council Budget Retreat- Cole requested that Council set a time, date, and place for the Town Council Budget Retreat. He noted that Council Member Capes was absent and he was unsure of which dates would work best for him. Cole stated that Council could set the date at the February Town Council meeting if they did not want to make a decision without Council Member Capes.

Council Members discussed potential dates for the upcoming Town Council Budget Retreat. They came to the consensus to tentatively set the date for March 20<sup>th</sup> at 8:30 am in the Clubhouse at the Jamestown Park and Golf Course. They decided to formally set the date at the February 18<sup>th</sup> Town Council meeting.

- Discussion of the possibility of receiving quarterly reports from contracted agencies- Cole spoke about the possibility of receiving reports from other agencies that the Town has contracts with such as animal control.

Council Member Wolfe stated that she did not know if it were necessary for someone to give a formal presentation, but she would like to see a report about the types of calls they receive. She also said that she would be interested in hearing from Guilford County Building Inspection.

The Mayor and other Council Members agreed that it would be nice to receive reports from those agencies.

- Appointment of Piedmont Triad Regional Council (PTRC) Delegate & Alternate- Cole requested that Council appoint someone to serve a two-year term as the PTRC Delegate and Alternate. He noted that the past Delegate was Mayor Montgomery and the previous Alternate was Georgia Nixon.

Mayor Montgomery volunteered to continue to serve as the Delegate, and Council Member Straughn volunteered to serve as the Alternate.

Council Member Wolfe made a motion to appoint Mayor Montgomery as the Delegate and Council Member Straughn as the Alternate to the PTRC. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Appointment of Transportation Advisory Committee (TAC) Representative and Alternate for the High Point Metropolitan Planning Organization (HPMPO) - Cole requested that Council appoint someone to serve a two-year term as the TAC Delegate and Alternate. He stated that Council Member Wolfe served as the previous Delegate and Georgia Nixon was the Alternate. He noted that Blanchard would continue to serve as the representative on the Technical Coordinating Committee (TCC).

Council Member Wolfe volunteered to continue to serve as the Delegate and Council Member Straughn volunteered to be the new Alternate.

Council Member Rayborn made a motion to appoint Council Member Wolfe as the TAC Delegate and Council Member Straughn as the TAC Alternate. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Representative to the Planning Board- Mayor Montgomery stated that a Council Member needed to be appointed to serve as the Council liaison to the Planning Board. She noted that Council Member Rayborn was the previous representative to the Board.

Council Member Rayborn volunteered to continue serving as the Planning Board liaison.

Council Member Wolfe made a motion to appoint Council Member Rayborn to be the Planning Board liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Appointment of Council Representative to the Parks & Recreation Committee- Mayor Montgomery said that a Council Member needed to be appointed to serve as the Council liaison to the Parks and Rec Committee. She added that Council Member Capes had served in that role for the last two years. She noted that he was willing to continue to serve in that capacity.

Council Member Rayborn made a motion to appoint Council Member Capes to be the Parks and Rec Committee liaison. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

#### **Manager/Committee Reports-**

- Manager Report- Cole presented his monthly report to the Town Council. He thanked Blanchard and Johnson for all their hard work on the projects that were in progress throughout Town.
- Council Member Committee Reports-
  - Council Member Wolfe stated that the TAC had not met in December. She said that she would attend the Complete Count and the Comprehensive Plan Steering Committee meetings that were coming up.
  - Council Member Rayborn said that the Planning Board had not met in December. However, she had met with a representative from AARP about the Livable Communities

Initiative. She added that a representative would be attending the February meeting to give everyone more information about different ways to improve the community.

- Council Member Straughn spoke about the Guilford County Parks and Rec meeting that he had attended. He noted that the County uses GPS mapping to make citizens aware of park amenities in the area. He stated that it would be beneficial for the Town of Jamestown to be added to the app once the pedestrian bridge was completed.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Wolfe spoke with Blanchard briefly about the loose leaf pickup program.

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

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

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

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

The meeting ended at 8:43 pm.

\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval & Sealing of the January 21, 2020 Closed Session minutes      **AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 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 January 21st Town Council meeting per General Statutes 143-318.11(a)(3) to discuss matters related to attorney client privilege. Staff is requesting the approval and sealing of the minutes from the January 21st Closed Session.

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**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

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

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Proclamation declaring February 2020 Black History Month

**AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Black History Month was formally adopted in 1976 to honor the importance of the contributions that African Americans have made throughout history. The proclamation recognizes February as Black History Month in the Town of Jamestown.

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**ATTACHMENTS:** Proclamation declaring February 2020 Black History Month

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

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*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**PROCLAMATION BLACK HISTORY MONTH**

**WHEREAS**, much of the Town of Jamestown's honor, strength, and stature can be attributed to the diversity of cultures and traditions that are celebrated by the residents of this great region; and

**WHEREAS**, African Americans have played significant roles in the history of North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

**WHEREAS**, as a result of their determination, hard work, intelligence, and perseverance, African Americans have made valuable and lasting contributions to the Town of Jamestown and our state, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and

**WHEREAS**, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience, which goes back thousands of years and includes some of the greatest, most advanced, and innovative societies in our history that we can all draw inspiration from; and

**WHEREAS**, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities; and

**WHEREAS**, during Black History Month all Americans are encouraged to reflect on past successes and challenges of African Americans and look to the future to continue to improve society so that we live up to the ideals of freedom, equality, and justice;

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

**BLACK HISTORY MONTH**

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

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this 18<sup>th</sup> day of February 2020.

---

Mayor S. Lynn Montgomery

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Proclamation Arbor Day 2020

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Arbor Day was celebrated for the first time in 1872. It is a day that encourages the planting of trees in order to increase environmental resources. It also recognizes the many positive ways that trees impact society.

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**ATTACHMENTS:** Arbor Day Proclamation

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

**BUDGETARY IMPACT:** N/A

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

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



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**PROCLAMATION**  
**ARBOR DAY**  
**March 20, 2020**

**WHEREAS**, the Town of Jamestown recognizes a need to promote tree preservation efforts; and

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

**WHEREAS**, trees in our Town increase property values, enhance the economic vitality of business areas; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown do hereby proclaim March 20, 2020, as Arbor Day in the Town of Jamestown, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and;

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**IN WITNESS WHEREOF**, I have hereunto set my name and affixed the Great Seal of the Town of Jamestown this 18<sup>th</sup> day of February, 2020.

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Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis as of January 31, 2020

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** February 18, 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 January 31, 2020, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

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

Some items to note:

Payments were made on the Comprehensive plan project and the Stormwater utility project.

Repairs were made to the fire department building, as well as Town Hall. There will be more repair work upcoming.

E. Main Street and E. Fork sidewalk construction has begun. Payments were made on construction administration on both projects. Payments to the construction contractors should begin in February. Reimbursement on these will be requested from Dept of Transportation.

A payment was made to the City of High Point for Jamestown's portion of work on the Eastside Wastewater Treatment Plant. More payments will be required shortly for additional work.

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

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

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

|   |    |                   |
|---|----|-------------------|
| Petty Cash                              | \$ | 1,350             |
| Operating Cash                          |    | 2,353,525         |
| Certificates of Deposit                 |    | 3,018,620         |
| Money Market Accounts - operating       |    | 771,400           |
| North Carolina Capital Management Trust |    | <u>10,024,669</u> |
|   | \$ | <u>16,169,564</u> |

Reservations of cash:

|  |    |                  |
|--|----|------------------|
| Cash reserved for Randleman Reservoir                | \$ | 773,621          |
| Cash reserved by Powell Bill for street improvements |    | 369,328          |
| General Capital Reserve Fund                         |    | 149,349          |
| East Fork Sidewalk Capital Project                   |    | 935              |
| Lydia Multi-use Greenway Capital Project             |    | 3,624            |
| Oakdale Sidewalk Phase III                           |    | 116,677          |
| Water Sewer Capital Reserve Fund                     |    | <u>1,493,996</u> |
|  | \$ | <u>2,907,530</u> |

Cash by Fund:

|  |    |                   |
|--|----|-------------------|
| General                                  | \$ | 5,216,948         |
| General Capital Reserve Fund             |    | 149,349           |
| East Fork Sidewalk Capital Project       |    | 935               |
| Lydia Multi-use Greenway Capital Project |    | 3,624             |
| Oakdale Sidewalk Phase III               |    | 116,677           |
| Water/Sewer                              |    | 8,414,414         |
| Randleman Reservoir                      |    | 773,621           |
| Water/Sewer Capital Reserve Fund         |    | <u>1,493,996</u>  |
|  | \$ | <u>16,169,564</u> |

Cash by Bank:

|               |    |                   |
|---------------|----|-------------------|
| NCCMT         | \$ | 10,024,669        |
| Pinnacle Bank |    | 4,353,525         |
| First Bank    |    | 1,527,917         |
| Wells Fargo   |    | 3,789             |
| BB & T        |    | <u>258,314</u>    |
|               | \$ | <u>16,168,214</u> |



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

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

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

|   | <u>General<br/>Fund (#10)</u>        | <u>General<br/>Capital Reserve<br/>Fund (#11)</u> | <u>Water/Sewer<br/>Fund (#30)</u>         | <u>Randleman<br/>Reservoir<br/>Fund (#60)</u> | <u>Water/Sewer<br/>Capital Reserve<br/>Fund (#61)</u> |
|---|--------------------------------------|---|---|---|---|
| Current Year Revenues (and transfers)                         | 3,073,103                            | 82,488  | 2,378,614                                 | 35,676  | 394,868   |
| % of budget received  | 49%                                  | 85%   | 53%                                       | 29%   | 98%   |
| % of budget, excluding appropriated<br>fund balance, received | 59%                                  | 85%   | 58%                                       | 87%   | 98%   |
| <br>  |                                      |   |   |   |   |
| Expenditures (and transfers)                                  | 2,419,367                            | 20,094  | 1,855,434                                 | 61,119  | -   |
| % of budget expended  | 39%                                  | 21%   | 41%                                       | 50%   | 0%  |
| <br>  |                                      |   |   |   |   |
|   | <u>Fund (#16)</u>                    | <u>Fund (#17)</u>                                 | <u>Fund (#18)</u>                         |   |   |
|   | <u>East Fork<br/>Capital Project</u> | <u>Lydia<br/>Capital Project</u>                  | <u>Oakdale Ph III<br/>Capital Project</u> |   |   |
| Life to Date Revenues & Other Financing Sources               | 60,000                               | -   | 193,606                                   |   |   |
| % of budget received  | 3%                                   | 0%  | 29%                                       |   |   |
| <br>  |                                      |   |   |   |   |
| Life to Date Expenditures                                     | 59,065                               | 46,376  | 76,929                                    |   |   |
| % of budget expended  | 3%                                   | 3%  | 11%                                       |   |   |

10 GENERAL FUND

| Account   | Received      |              |                   | Revenue        | %        |
|---|---------------|--------------|-------------------|----------------|----------|
|   | Current Month | Received YTD | Estimated Revenue | To Be Received | Received |
| 3000  |               |              |                   |                |          |
| 3100 AD VALOREM TAXES                           | 224,553.57    | 1,750,103.94 | 2,004,000.00      | 253,896.06     | 87 %     |
| 3101 Interest on Ad Valorem Taxes               | 3.79          | 291.79       | 3,000.00          | 2,708.21       | 10 %     |
| 3102 Tax and Tag revenue                        | 14,024.70     | 86,867.46    | 193,000.00        | 106,132.54     | 45 %     |
| 3103 Interest on Tax and Tag Revenues           | 134.74        | 672.28       | 1,250.00          | 577.72         | 54 %     |
| 3230 SALES AND USE TAX                          | 63,888.90     | 247,624.79   | 650,000.00        | 402,375.21     | 38 %     |
| 3250 Solid Waste Disposal Tax                   | 0.00          | 1,638.64     | 2,500.00          | 861.36         | 66 %     |
| 3256 ELECTRICITY SALES TAX                      | 0.00          | 63,124.02    | 200,000.00        | 136,875.98     | 32 %     |
| 3257 TELECOMMUNICATIONS SALES TAX               | 0.00          | 9,174.60     | 45,000.00         | 35,825.40      | 20 %     |
| 3258 PIPED NATURAL GAS SALES TAX                | 0.00          | 2,413.03     | 16,000.00         | 13,586.97      | 15 %     |
| 3261 VIDEO PROGRAMMING TAX                      | 0.00          | 10,566.73    | 40,000.00         | 29,433.27      | 26 %     |
| 3310 FEDERAL GRANTS                             | 0.00          | 0.00         | 138,000.00        | 138,000.00     | 0 %      |
| 3312 GRANTS FROM GUILFORD COUNTY                | 0.00          | 49,981.00    | 55,500.00         | 5,519.00       | 90 %     |
| 3313 Local Grants                               | 0.00          | 0.00         | 10,000.00         | 10,000.00      | 0 %      |
| 3316 POWELL BILL                                | 0.00          | 110,893.59   | 108,000.00        | -2,893.59      | 103 %    |
| 3322 ALCOHOLIC BEVERAGES TAX                    | 0.00          | 0.00         | 18,000.00         | 18,000.00      | 0 %      |
| 3325 ABC DISTRIBUTION                           | 0.00          | 25,000.00    | 50,000.00         | 25,000.00      | 50 %     |
| 3341 Telecommunications Planning Fees           | 0.00          | 0.00         | 5,000.00          | 5,000.00       | 0 %      |
| 3343 REVIEW FEES                                | 100.00        | 4,071.00     | 7,500.00          | 3,429.00       | 54 %     |
| 3344 CODE ENFORCEMENT FEES                      | 0.00          | 0.00         | 100.00            | 100.00         | 0 %      |
| 3345 INSPECTION AND PERMIT FEES                 | 0.00          | 50.00        | 200.00            | 150.00         | 25 %     |
| 3346 CELL TOWER RENTAL FEES                     | 4,085.73      | 27,034.38    | 80,000.00         | 52,965.62      | 34 %     |
| 3348 REFUSE COLLECTION FEES                     | 13,600.00     | 95,530.00    | 259,000.00        | 163,470.00     | 37 %     |
| 3600 GREEN FEES                                 | 10,359.00     | 248,818.67   | 515,000.00        | 266,181.33     | 48 %     |
| 3610 MECHANICAL CART RENTALS                    | 5,116.00      | 127,992.00   | 270,000.00        | 142,008.00     | 47 %     |
| 3620 PULL CART RENTALS                          | 7.00          | 123.00       | 300.00            | 177.00         | 41 %     |
| 3650 DRIVING RANGE                              | 1,396.00      | 22,256.00    | 50,000.00         | 27,744.00      | 45 %     |
| 3660 GOLF SHOP CONCESSIONS SALES                | 2,089.16      | 48,006.94    | 90,000.00         | 41,993.06      | 53 %     |
| 3661 Golf Shop Grill Catering Revenues          | 0.00          | 0.00         | 2,000.00          | 2,000.00       | 0 %      |
| 3665 Golf Special Orders - Sales                | 0.00          | 2,057.42     | 5,000.00          | 2,942.58       | 41 %     |
| 3675 Golf Clubhouse Rental Fees                 | 2,075.00      | 7,465.00     | 12,000.00         | 4,535.00       | 62 %     |
| 3831 INVESTMENT EARNINGS                        | 9,371.52      | 51,864.97    | 75,000.00         | 23,135.03      | 69 %     |
| 3833 CONTRIBUTIONS AND DONATIONS                | 0.00          | 2,050.00     | 0.00              | -2,050.00      | ** %     |
| 3834 CIVIC CENTER RENTAL FEES                   | 295.00        | 620.00       | 1,000.00          | 380.00         | 62 %     |
| 3835 SALES OF FIXED ASSETS                      | 0.00          | 123.00       | 0.00              | -123.00        | ** %     |
| 3836 SALES - PRO SHOP GOLF INVENTORY            | 1,235.29      | 24,470.27    | 50,000.00         | 25,529.73      | 49 %     |
| 3837 SHELTER RENTALS                            | 100.00        | 1,850.00     | 3,000.00          | 1,150.00       | 62 %     |
| 3838 Building lease revenue                     | 0.00          | 4,101.00     | 5,120.00          | 1,019.00       | 80 %     |
| 3839 MISCELLANEOUS REVENUES                     | 65.72         | 579.94       | 500.00            | -79.94         | 116 %    |
| 3840 Rental Golf Sets                           | 15.00         | 1,380.00     | 1,200.00          | -180.00        | 115 %    |
| 3841 Ball Field Rentals                         | 0.00          | 5,847.95     | 11,000.00         | 5,152.05       | 53 %     |
| 3910 Insurance Recoveries                       | 0.00          | 18,365.68    | 17,478.18         | -887.50        | 105 %    |
| 3920 Issuance of installment purchase financing | 0.00          | 0.00         | 145,680.00        | 145,680.00     | 0 %      |
| 3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND | 0.00          | 20,094.00    | 80,000.00         | 59,906.00      | 25 %     |
| 3991 FUND BALANCE APPROPRIATED                  | 0.00          | 0.00         | 996,368.50        | 996,368.50     | 0 %      |
| Account Group Total:                            | 352,516.12    | 3,073,103.09 | 6,216,696.68      | 3,143,593.59   | 49 %     |
| Fund Total:                                     | 352,516.12    | 3,073,103.09 | 6,216,696.68      | 3,143,593.59   | 49 %     |

2

10 GENERAL FUND

| Account | Object                           | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|---------|----------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 0       |                                  |                           |                   |                   |                   |                          |                            |
| 4100    | GOVERNING BODY EXPENDITURES      |                           |                   |                   |                   |                          |                            |
| 1019    | PROFESSIONAL SERVICES            | 2,062.50                  | 12,419.15         | 15,487.50         | 27,906.65         | 28,000.00                | 93.35                      |
| 2100    | DEPARTMENT SUPPLIES              | 57.50                     | 1,075.55          | 0.00              | 1,075.55          | 2,000.00                 | 924.45                     |
| 2200    | FOOD AND PROVISIONS              | 0.00                      | 1,027.29          | 0.00              | 1,027.29          | 1,500.00                 | 472.71                     |
| 2600    | OFFICE SUPPLIES                  | 80.98                     | 80.98             | 0.00              | 80.98             | 200.00                   | 119.02                     |
| 3100    | TRAVEL                           | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
| 3150    | CONFERENCE FEES AND SCHOOLS      | 150.00                    | 1,120.00          | 0.00              | 1,120.00          | 1,500.00                 | 380.00                     |
| 3200    | COMMUNICATIONS                   | 0.00                      | 240.00            | 0.00              | 240.00            | 169.50                   | -70.50                     |
| 3700    | ADVERTISING                      | 0.00                      | 166.50            | 0.00              | 166.50            | 500.00                   | 333.50                     |
| 3800    | DATA PROCESSING SERVICES         | 68.05                     | 387.15            | 312.85            | 700.00            | 700.00                   | 0.00                       |
| 3950    | DUES AND SUBSCRIPTIONS           | 0.00                      | 1,956.00          | 0.00              | 1,956.00          | 2,500.00                 | 544.00                     |
| 3955    | Permit Fees                      | 0.00                      | 0.00              | 0.00              | 0.00              | 800.00                   | 800.00                     |
| 3970    | ELECTIONS                        | 0.00                      | 0.00              | 0.00              | 0.00              | 5,000.00                 | 5,000.00                   |
| 3980    | MISCELLANEOUS EXPENSE            | 0.00                      | 102.98            | 0.00              | 102.98            | 250.00                   | 147.02                     |
| 4917    | Sheriff off-duty for non-profit  | 0.00                      | 742.08            | 0.00              | 742.08            | 2,126.50                 | 1,384.42                   |
| 4990    | OTHER CONTRACTED SERVICES        | 800.00                    | 800.00            | 0.00              | 800.00            | 800.00                   | 0.00                       |
| 6300    | Non-profit Grants                | 0.00                      | 0.00              | 0.00              | 0.00              | 0.00                     | 0.00                       |
| 6310    | LIBRARY GRANT                    | 4,926.27                  | 100,437.27        | 0.00              | 100,437.27        | 117,500.00               | 17,062.73                  |
| 6920    | HISTORIC JAMESTOWN GRANT         | 0.00                      | 0.00              | 0.00              | 0.00              | 10,500.00                | 10,500.00                  |
| 6930    | YMCA GRANT                       | 20,254.00                 | 20,254.00         | 0.00              | 20,254.00         | 20,254.00                | 0.00                       |
| 6945    | JYL Grant                        | 0.00                      | 0.00              | 0.00              | 0.00              | 5,000.00                 | 5,000.00                   |
| 9700    | CONTINGENCY                      | 0.00                      | 0.00              | 0.00              | 0.00              | 200.00                   | 200.00                     |
|         | <b>Account Total:</b>            | <b>28,399.30</b>          | <b>140,808.95</b> | <b>15,800.35</b>  | <b>156,609.30</b> | <b>200,500.00</b>        | <b>43,890.70</b>           |
| 4200    | ADMINISTRATION EXPENDITURES      |                           |                   |                   |                   |                          |                            |
| 1000    | SALARIES AND WAGES               | 19,594.00                 | 146,097.00        | 0.00              | 146,097.00        | 256,500.00               | 110,403.00                 |
| 1003    | LONGEVITY PAY                    | 0.00                      | 3,938.00          | 0.00              | 3,938.00          | 4,000.00                 | 62.00                      |
| 1009    | FICA EXPENSE                     | 1,418.96                  | 10,997.56         | 0.00              | 10,997.56         | 20,000.00                | 9,002.44                   |
| 1010    | RETIREMENT EXPENSE               | 1,720.36                  | 13,247.79         | 0.00              | 13,247.79         | 23,200.00                | 9,952.21                   |
| 1011    | HEALTH INSURANCE EXPENSE         | 2,088.99                  | 14,622.85         | 0.00              | 14,622.85         | 25,200.00                | 10,577.15                  |
| 1012    | FLEX ADMINISTRATION FEES         | 24.00                     | 169.56            | 30.44             | 200.00            | 200.00                   | 0.00                       |
| 1013    | RETIREE HEALTH INSURANCE EXPENSE | 777.62                    | 3,926.97          | 0.00              | 3,926.97          | 10,800.00                | 6,873.03                   |
| 1014    | WORKER'S COMPENSATION            | 0.00                      | 618.30            | 0.00              | 618.30            | 900.00                   | 281.70                     |
| 1015    | Unemployment Compensation        | 0.00                      | 0.00              | 0.00              | 0.00              | 250.00                   | 250.00                     |
| 1016    | Wellness Program Expenditures    | 36.00                     | 252.00            | 0.00              | 252.00            | 500.00                   | 248.00                     |
| 1017    | 401K EXPENSE                     | 840.54                    | 6,304.05          | 0.00              | 6,304.05          | 11,300.00                | 4,995.95                   |
| 1019    | PROFESSIONAL SERVICES            | 0.00                      | 11,100.00         | 0.00              | 11,100.00         | 11,100.00                | 0.00                       |
| 2100    | DEPARTMENT SUPPLIES              | 129.23                    | 608.59            | 0.00              | 608.59            | 1,700.00                 | 1,091.41                   |
| 2200    | FOOD AND PROVISIONS              | 0.00                      | 399.82            | 0.00              | 399.82            | 750.00                   | 350.18                     |
| 2600    | OFFICE SUPPLIES                  | 66.42                     | 300.33            | 0.00              | 300.33            | 2,500.00                 | 2,199.67                   |
| 2900    | ASSETS NOT CAPITALIZED           | 0.00                      | 2,925.35          | 0.00              | 2,925.35          | 3,500.00                 | 574.65                     |
| 3100    | TRAVEL                           | 0.00                      | 1,197.25          | 0.00              | 1,197.25          | 4,000.00                 | 2,802.75                   |
| 3150    | CONFERENCE FEES AND SCHOOLS      | 485.00                    | 2,155.00          | 0.00              | 2,155.00          | 8,000.00                 | 5,845.00                   |
| 3200    | COMMUNICATIONS                   | 493.71                    | 3,778.24          | 2,344.58          | 6,122.82          | 8,760.00                 | 2,637.18                   |
| 3400    | PRINTING                         | 0.00                      | 64.50             | 0.00              | 64.50             | 500.00                   | 435.50                     |
| 3500    | REPAIRS AND MAINTENANCE          | 0.00                      | 0.00              | 0.00              | 0.00              | 300.00                   | 300.00                     |
| 3800    | DATA PROCESSING SERVICES         | 748.27                    | 4,630.22          | 10,369.78         | 15,000.00         | 15,000.00                | 0.00                       |
| 3950    | DUES AND SUBSCRIPTIONS           | 792.00                    | 6,855.61          | 0.00              | 6,855.61          | 9,000.00                 | 2,144.39                   |
| 3960    | BANK AND MERCHANT FEES           | 0.00                      | 900.96            | 0.00              | 900.96            | 1,000.00                 | 99.04                      |
| 3980    | MISCELLANEOUS EXPENSE            | 0.00                      | 357.57            | 0.00              | 357.57            | 500.00                   | 142.43                     |

*Photos of Council*

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10 GENERAL FUND

| Account                               | Object                                     | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|---------------------------------------|--|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 4300                                  | EQUIPMENT RENTAL                           | 184.49                    | 1,217.75          | 1,227.25          | 2,445.00          | 3,000.00                 | 555.00                     |
| 4400                                  | SERVICE & MAINTENANCE CONTRACTS            | 0.00                      | 5,622.17          | 379.24            | 6,001.41          | 11,000.00                | 4,998.59                   |
| 4500                                  | INSURANCE AND BONDING                      | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
| 4990                                  | OTHER CONTRACTED SERVICES                  | 734.47                    | 15,526.60         | 564.93            | 16,091.53         | 26,000.00                | 9,908.47                   |
| 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>30,134.06</b>          | <b>257,814.04</b> | <b>17,916.22</b>  | <b>275,730.26</b> | <b>464,460.00</b>        | <b>188,729.74</b>          |
| 4900 PLANNING DEPARTMENT EXPENDITURES |  |                           |                   |                   |                   |                          |                            |
| 1000                                  | SALARIES AND WAGES                         | 6,918.00                  | 51,818.50         | 0.00              | 51,818.50         | 90,000.00                | 38,181.50                  |
| 1003                                  | LONGEVITY PAY                              | 0.00                      | 2,248.00          | 0.00              | 2,248.00          | 2,250.00                 | 2.00                       |
| 1009                                  | FICA EXPENSE                               | 475.68                    | 3,767.11          | 0.00              | 3,767.11          | 7,000.00                 | 3,232.89                   |
| 1010                                  | RETIREMENT EXPENSE                         | 623.32                    | 4,871.44          | 0.00              | 4,871.44          | 8,500.00                 | 3,628.56                   |
| 1011                                  | HEALTH INSURANCE EXPENSE                   | 696.33                    | 4,874.31          | 0.00              | 4,874.31          | 8,400.00                 | 3,525.69                   |
| 1012                                  | FLEX ADMINISTRATION FEES                   | 12.00                     | 84.78             | 25.22             | 110.00            | 110.00                   | 0.00                       |
| 1014                                  | WORKER'S COMPENSATION                      | 0.00                      | 123.66            | 0.00              | 123.66            | 200.00                   | 76.34                      |
| 1015                                  | Unemployment Compensation                  | 0.00                      | 0.00              | 0.00              | 0.00              | 200.00                   | 200.00                     |
| 1016                                  | Wellness Program Expenditures              | 12.00                     | 94.00             | 0.00              | 84.00             | 144.00                   | 60.00                      |
| 1017                                  | 401K EXPENSE                               | 311.28                    | 2,334.60          | 0.00              | 2,334.60          | 4,100.00                 | 1,765.40                   |
| 2100                                  | DEPARTMENT SUPPLIES                        | 6.00                      | 413.28            | 0.00              | 413.28            | 750.00                   | 336.72                     |
| 2200                                  | FOOD AND PROVISIONS                        | 0.00                      | 215.43            | 0.00              | 215.43            | 750.00                   | 534.57                     |
| 2500                                  | VEHICLE SUPPLIES                           | 0.00                      | 49.00             | 0.00              | 49.00             | 300.00                   | 251.00                     |
| 2520                                  | FUELS - GAS & OIL                          | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 2600                                  | OFFICE SUPPLIES                            | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
| 2900                                  | ASSETS NOT CAPITALIZED                     | 0.00                      | 1,499.50          | 0.00              | 1,499.50          | 1,500.00                 | 0.50                       |
| 3100                                  | TRAVEL                                     | 0.00                      | 735.88            | 0.00              | 735.88            | 2,000.00                 | 1,264.12                   |
| 3150                                  | CONFERENCE FEES AND SCHOOLS                | 170.00                    | 1,470.00          | 0.00              | 1,470.00          | 2,500.00                 | 1,030.00                   |
| 3200                                  | COMMUNICATIONS                             | 165.06                    | 1,177.04          | 698.95            | 1,875.99          | 2,600.00                 | 724.01                     |
| 3400                                  | PRINTING                                   | 0.00                      | 0.00              | 0.00              | 0.00              | 1,500.00                 | 1,500.00                   |
| 3500                                  | REPAIRS AND MAINTENANCE                    | 0.00                      | 145.00            | 0.00              | 145.00            | 250.00                   | 105.00                     |
| 3700                                  | ADVERTISING                                | 0.00                      | 523.50            | 0.00              | 523.50            | 3,000.00                 | 2,476.50                   |
| 3800                                  | DATA PROCESSING SERVICES                   | 266.68                    | 1,650.25          | 1,849.75          | 3,500.00          | 3,500.00                 | 0.00                       |
| 3900                                  | DRUG TESTING & BACKGROUND CHECKS           | 0.00                      | 0.00              | 200.00            | 200.00            | 200.00                   | 0.00                       |
| 3950                                  | DUES AND SUBSCRIPTIONS                     | 0.00                      | 1,733.00          | 0.00              | 1,733.00          | 2,000.00                 | 267.00                     |
| 3980                                  | MISCELLANEOUS EXPENSE                      | 0.00                      | 19.50             | 0.00              | 19.50             | 356.00                   | 336.50                     |
| 4400                                  | SERVICE & MAINTENANCE CONTRACTS            | 0.00                      | 0.00              | 0.00              | 0.00              | 400.00                   | 400.00                     |
| 4500                                  | INSURANCE AND BONDING                      | 0.00                      | 239.48            | 0.00              | 239.48            | 300.00                   | 60.52                      |
| 4990                                  | OTHER CONTRACTED SERVICES <i>comp-plan</i> | 3,382.39                  | 3,732.39          | 72,617.61         | 76,350.00         | 77,000.00                | 650.00                     |
| 4991                                  | Telecommunications Contracted              | 0.00                      | 0.00              | 0.00              | 0.00              | 5,000.00                 | 5,000.00                   |
| 4995                                  | ENGINEERING FEES NOT CAPITALIZED           | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 6820                                  | First Bank Credit Card Encumbrance         | 0.00                      | 0.00              | 1,000.00          | 1,000.00          | 1,000.00                 | 0.00                       |
| 9700                                  | CONTINGENCY                                | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
| <b>Account Total:</b>                 |  | <b>13,038.74</b>          | <b>83,809.65</b>  | <b>76,391.53</b>  | <b>160,201.18</b> | <b>228,810.00</b>        | <b>68,608.82</b>           |
| 5000 BUILDING & GROUNDS EXPENDITURES  |  |                           |                   |                   |                   |                          |                            |
| 2100                                  | DEPARTMENT SUPPLIES                        | 504.78                    | 3,221.43          | 911.75            | 4,133.18          | 7,000.00                 | 2,866.82                   |
| 2140                                  | SEED and SOD                               | 0.00                      | 420.00            | 0.00              | 420.00            | 500.00                   | 80.00                      |
| 2141                                  | CHEMICALS                                  | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 2142                                  | FERTILIZER AND LIME                        | 0.00                      | 273.25            | 0.00              | 273.25            | 500.00                   | 226.75                     |
| 2144                                  | MULCH & PINE NEEDLES                       | 0.00                      | 1,593.60          | 66.40             | 1,660.00          | 2,500.00                 | 840.00                     |
| 2400                                  | CONSTRUCTION & REPAIR SUPPLIES             | 270.36                    | 354.79            | 0.00              | 354.79            | 3,500.00                 | 3,145.21                   |



10 GENERAL FUND

| Account                              | Object                             | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|--------------------------------------|------------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 2900                                 | ASSETS NOT CAPITALIZED             | 0.00                      | 3,869.87          | 0.00              | 3,869.87          | 13,500.00                | 9,630.13                   |
| 3200                                 | COMMUNICATIONS                     | 150.07                    | 1,012.48          | 909.58            | 1,922.06          | 2,000.00                 | 77.94                      |
| 3300                                 | UTILITIES                          | 2,268.44                  | 11,824.15         | 2,967.76          | 14,791.91         | 28,000.00                | 13,208.09                  |
| 3350                                 | Water Utilities                    | 34.56                     | 244.64            | 0.00              | 244.64            | 400.00                   | 155.36                     |
| 3500                                 | REPAIRS AND MAINTENANCE            | ② 2,137.10                | 4,717.95          | 800.00            | 5,517.95          | 17,500.00                | 11,982.05                  |
| 3940                                 | LANDFILL FEES/DUMPSTER P/U         | 304.70                    | 304.70            | 0.00              | 304.70            | 500.00                   | 195.30                     |
| 3980                                 | MISCELLANEOUS EXPENSE              | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 4300                                 | EQUIPMENT RENTAL                   | 0.00                      | 96.01             | 0.00              | 96.01             | 165.00                   | 68.99                      |
| 4400                                 | SERVICE & MAINTENANCE CONTRACTS    | 1,950.00                  | 19,539.07         | 9,750.00          | 29,289.07         | 32,000.00                | 2,710.93                   |
| 4500                                 | INSURANCE AND BONDING              | 0.00                      | 19,956.96         | 0.00              | 19,956.96         | 25,000.00                | 5,043.04                   |
| 4990                                 | OTHER CONTRACTED SERVICES          | ① 1,506.16                | 2,899.91          | 530.00            | 3,429.91          | 15,000.00                | 11,570.09                  |
| 5700                                 | CAPITAL OUTLAY - LAND AND          | 4,985.00                  | 4,985.00          | 0.00              | 4,985.00          | 43,000.00                | 38,015.00                  |
| 5800                                 | CAPITAL OUTLAY - BUILDINGS &       | 0.00                      | 9,791.00          | 0.00              | 9,791.00          | 40,000.00                | 30,209.00                  |
| 9700                                 | CONTINGENCY                        | 0.00                      | 0.00              | 0.00              | 0.00              | 335.00                   | 335.00                     |
| <b>Account Total:</b>                |                                    | <b>14,111.17</b>          | <b>85,104.81</b>  | <b>15,935.49</b>  | <b>101,040.30</b> | <b>232,400.00</b>        | <b>131,359.70</b>          |
| 5100 PUBLIC SAFETY EXPENDITURES      |                                    |                           |                   |                   |                   |                          |                            |
| 4910                                 | SHERIFF CONTRACT                   | 0.00                      | 82,427.50         | 0.00              | 82,427.50         | 369,500.00               | 287,072.50                 |
| 4911                                 | Sheriff Off Duty - Town events     | 0.00                      | 2,447.52          | 0.00              | 2,447.52          | 2,500.00                 | 52.48                      |
| 4920                                 | ANIMAL CONTROL CONTRACT            | 2,809.00                  | 5,618.00          | 0.00              | 5,618.00          | 11,250.00                | 5,632.00                   |
| <b>Account Total:</b>                |                                    | <b>2,809.00</b>           | <b>90,493.02</b>  | <b>0.00</b>       | <b>90,493.02</b>  | <b>383,250.00</b>        | <b>292,756.98</b>          |
| 5300 FIRE EXPENSES                   |                                    |                           |                   |                   |                   |                          |                            |
| 3956                                 | Fire Inspection Fees               | 0.00                      | 3,823.50          | 0.00              | 3,823.50          | 6,000.00                 | 2,176.50                   |
| 3980                                 | MISCELLANEOUS EXPENSE              | 0.00                      | 0.00              | 0.00              | 0.00              | 200.00                   | 200.00                     |
| 4900                                 | PINECROFT SEDGEFIELD FIRE CONTRACT | 0.00                      | 423,895.38        | 0.00              | 423,895.38        | 565,194.00               | 141,298.62                 |
| 5500                                 | CAPITAL OUTLAY EQUIPMENT           | 438.00                    | 5,264.91          | 0.00              | 5,264.91          | 12,000.00                | 6,735.09                   |
| 9700                                 | CONTINGENCY                        | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
| <b>Account Total:</b>                |                                    | <b>438.00</b>             | <b>432,983.79</b> | <b>0.00</b>       | <b>432,983.79</b> | <b>584,394.00</b>        | <b>151,410.21</b>          |
| 5600 STREET MAINTENANCE EXPENDITURES |                                    |                           |                   |                   |                   |                          |                            |
| 2100                                 | DEPARTMENT SUPPLIES                | 250.92                    | 506.12            | 0.00              | 506.12            | 6,000.00                 | 5,493.88                   |
| 2400                                 | CONSTRUCTION & REPAIR SUPPLIES     | 59.79                     | 59.79             | 0.00              | 59.79             | 6,000.00                 | 5,940.21                   |
| 2500                                 | VEHICLE SUPPLIES                   | 119.60                    | 972.43            | 1,000.00          | 1,972.43          | 5,000.00                 | 3,027.57                   |
| 2520                                 | FUELS - GAS & OIL                  | 0.00                      | 0.00              | 0.00              | 0.00              | 3,000.00                 | 3,000.00                   |
| 2900                                 | ASSETS NOT CAPITALIZED             | 0.00                      | 13,113.73         | 0.00              | 13,113.73         | 26,000.00                | 12,886.27                  |
| 3300                                 | UTILITIES                          | 6,563.82                  | 45,953.37         | 0.00              | 45,953.37         | 115,000.00               | 69,046.63                  |
| 3500                                 | REPAIRS AND MAINTENANCE            | 0.00                      | 4,910.19          | 0.00              | 4,910.19          | 10,000.00                | 5,089.81                   |
| 3700                                 | ADVERTISING                        | 0.00                      | 0.00              | 0.00              | 0.00              | 2,000.00                 | 2,000.00                   |
| 3940                                 | LANDFILL FEES/DUMPSTER P/U         | 0.00                      | 0.00              | 0.00              | 0.00              | 2,000.00                 | 2,000.00                   |
| 3955                                 | Permit Fees                        | 0.00                      | 860.00            | 0.00              | 860.00            | 1,055.00                 | 195.00                     |
| 3980                                 | MISCELLANEOUS EXPENSE              | 0.00                      | 0.00              | 0.00              | 0.00              | 100.00                   | 100.00                     |
| 4500                                 | INSURANCE AND BONDING              | 0.00                      | 957.93            | 0.00              | 957.93            | 1,200.00                 | 242.07                     |
| 4980                                 | STORMWATER FEES                    | 0.00                      | 5,605.00          | 0.00              | 5,605.00          | 5,605.00                 | 0.00                       |
| 4990                                 | OTHER CONTRACTED SERVICES          | ③ 7,575.00                | 19,161.00         | 21,864.00         | 41,025.00         | 44,174.00                | 3,149.00                   |
| 5400                                 | CAPITAL OUTLAY - MOTOR VEHICLES    | 390.00                    | 390.00            | 145,680.00        | 146,070.00        | 147,000.00               | 930.00                     |
| 5500                                 | CAPITAL OUTLAY EQUIPMENT           | 0.00                      | 6,311.00          | 0.00              | 6,311.00          | 6,350.00                 | 39.00                      |
| 5700                                 | CAPITAL OUTLAY - LAND AND          | 0.00                      | 1,920.00          | 8,080.00          | 10,000.00         | 250,900.00               | 240,900.00                 |
| <b>Account Total:</b>                |                                    | <b>14,959.13</b>          | <b>100,720.56</b> | <b>176,624.00</b> | <b>277,344.56</b> | <b>631,384.00</b>        | <b>354,039.44</b>          |

- ① replace brick sidewalk behind Town Hall
- ② repairs to Town Hall + Fire Dept buildings
- ③ Stormwater utility survey

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 1 / 20

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10 GENERAL FUND

| Account | Object                                | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|---------|---------------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 5700    | POWELL BILL                           |                           |                   |                   |                   |                          |                            |
|         | 2100 DEPARTMENT SUPPLIES              | 0.00                      | 0.00              | 0.00              | 0.00              | 3,000.00                 | 3,000.00                   |
|         | 5700 CAPITAL OUTLAY - LAND AND        | 16,414.70                 | 16,414.70         | 159,070.88        | 175,485.58        | 194,000.00               | 18,514.42                  |
|         | <b>Account Total:</b>                 | <b>16,414.70</b>          | <b>16,414.70</b>  | <b>159,070.88</b> | <b>175,485.58</b> | <b>197,000.00</b>        | <b>21,514.42</b>           |
| 5800    | SANITATION EXPENDITURES               |                           |                   |                   |                   |                          |                            |
|         | 1000 SALARIES AND WAGES               | 5,745.39                  | 51,843.01         | 0.00              | 51,843.01         | 98,000.00                | 46,156.99                  |
|         | 1003 LONGEVITY PAY                    | 0.00                      | 1,069.00          | 0.00              | 1,069.00          | 1,100.00                 | 31.00                      |
|         | 1009 FICA EXPENSE                     | 416.84                    | 3,910.79          | 0.00              | 3,910.79          | 7,500.00                 | 3,589.21                   |
|         | 1010 RETIREMENT EXPENSE               | 519.91                    | 4,783.12          | 0.00              | 4,783.12          | 9,300.00                 | 4,516.88                   |
|         | 1011 HEALTH INSURANCE EXPENSE         | 1,392.66                  | 13,926.60         | 0.00              | 13,926.60         | 25,200.00                | 11,273.40                  |
|         | 1012 FLEX ADMINISTRATION FEES         | 18.00                     | 90.78             | 309.22            | 400.00            | 400.00                   | 0.00                       |
|         | 1013 RETIREE HEALTH INSURANCE EXPENSE | 0.05                      | 4,150.73          | 0.00              | 4,150.73          | 10,800.00                | 6,649.27                   |
|         | 1014 WORKER'S COMPENSATION            | 0.00                      | 6,678.25          | 0.00              | 6,678.25          | 12,000.00                | 5,321.75                   |
|         | 1015 Unemployment Compensation        | 0.00                      | 0.00              | 0.00              | 0.00              | 250.00                   | 250.00                     |
|         | 1016 Wellness Program Expenditures    | 24.00                     | 240.00            | 0.00              | 240.00            | 432.00                   | 192.00                     |
|         | 1017 401K EXPENSE                     | 278.66                    | 2,413.02          | 0.00              | 2,413.02          | 4,300.00                 | 1,886.98                   |
|         | 2100 DEPARTMENT SUPPLIES              | 0.00                      | 1,011.94          | 0.00              | 1,011.94          | 13,200.00                | 12,188.06                  |
|         | 2200 FOOD AND PROVISIONS              | 0.00                      | 31.50             | 0.00              | 31.50             | 100.00                   | 68.50                      |
|         | 2500 VEHICLE SUPPLIES                 | 19.42                     | 2,474.01          | 0.00              | 2,474.01          | 8,500.00                 | 6,025.99                   |
|         | 2520 FUELS - GAS & OIL                | 1,481.11                  | 9,427.10          | 10,498.24         | 19,925.34         | 20,000.00                | 74.66                      |
|         | 3200 COMMUNICATIONS                   | 63.01                     | 403.06            | 231.94            | 635.00            | 1,000.00                 | 365.00                     |
|         | 3400 PRINTING                         | 0.00                      | 0.00              | 0.00              | 0.00              | 1,000.00                 | 1,000.00                   |
|         | 3500 REPAIRS AND MAINTENANCE          | 877.23                    | 1,243.23          | 0.00              | 1,243.23          | 5,000.00                 | 3,756.77                   |
|         | 3700 ADVERTISING                      | 0.00                      | 0.00              | 0.00              | 0.00              | 200.00                   | 200.00                     |
|         | 3900 DRUG TESTING & BACKGROUND CHECKS | 0.00                      | 108.00            | 392.00            | 500.00            | 500.00                   | 0.00                       |
|         | 3940 LANDFILL FEES/DUMPSTER P/U       | 4,234.04                  | 25,713.39         | 34,286.61         | 60,000.00         | 60,000.00                | 0.00                       |
|         | 3945 Recycle Fees                     | 8,100.00                  | 56,700.00         | 40,500.00         | 97,200.00         | 97,200.00                | 0.00                       |
|         | 3980 MISCELLANEOUS EXPENSE            | 0.00                      | 0.00              | 0.00              | 0.00              | 68.00                    | 68.00                      |
|         | 4500 INSURANCE AND BONDING            | 0.00                      | 1,436.90          | 0.00              | 1,436.90          | 1,800.00                 | 363.10                     |
|         | 9700 CONTINGENCY                      | 0.00                      | 0.00              | 0.00              | 0.00              | 1,950.00                 | 1,950.00                   |
|         | <b>Account Total:</b>                 | <b>23,170.32</b>          | <b>187,654.43</b> | <b>86,218.01</b>  | <b>273,872.44</b> | <b>379,800.00</b>        | <b>105,927.56</b>          |
| 6200    | RECREATION EXPENDITURES               |                           |                   |                   |                   |                          |                            |
|         | 1000 SALARIES AND WAGES               | 7,308.30                  | 55,043.74         | 0.00              | 55,043.74         | 100,000.00               | 44,956.26                  |
|         | 1003 LONGEVITY PAY                    | 0.00                      | 1,714.00          | 0.00              | 1,714.00          | 2,100.00                 | 386.00                     |
|         | 1009 FICA EXPENSE                     | 553.65                    | 4,309.15          | 0.00              | 4,309.15          | 8,000.00                 | 3,690.85                   |
|         | 1010 RETIREMENT EXPENSE               | 592.47                    | 4,589.67          | 0.00              | 4,589.67          | 8,400.00                 | 3,810.33                   |
|         | 1011 HEALTH INSURANCE EXPENSE         | 1,392.66                  | 9,742.01          | 0.00              | 9,742.01          | 16,800.00                | 7,057.99                   |
|         | 1012 FLEX ADMINISTRATION FEES         | 12.00                     | 84.78             | 115.22            | 200.00            | 200.00                   | 0.00                       |
|         | 1014 WORKER'S COMPENSATION            | 0.00                      | 2,782.37          | 0.00              | 2,782.37          | 4,500.00                 | 1,717.63                   |
|         | 1015 Unemployment Compensation        | 0.00                      | 0.00              | 0.00              | 0.00              | 400.00                   | 400.00                     |
|         | 1016 Wellness Program Expenditures    | 24.00                     | 167.89            | 0.00              | 167.89            | 288.00                   | 120.11                     |
|         | 1017 401K EXPENSE                     | 294.80                    | 2,203.00          | 0.00              | 2,203.00          | 4,000.00                 | 1,797.00                   |
|         | 2100 DEPARTMENT SUPPLIES              | 430.98                    | 5,124.47          | 0.00              | 5,124.47          | 8,000.00                 | 2,875.53                   |
|         | 2140 SEED and SOD                     | 0.00                      | 280.00            | 0.00              | 280.00            | 1,500.00                 | 1,220.00                   |
|         | 2141 CHEMICALS                        | 394.48                    | 486.48            | 0.00              | 486.48            | 4,000.00                 | 3,513.52                   |
|         | 2142 FERTILIZER AND LIME              | 0.00                      | 791.50            | 0.00              | 791.50            | 4,000.00                 | 3,208.50                   |
|         | 2143 IRRIGATION SUPPLIES              | 65.93                     | 65.93             | 0.00              | 65.93             | 800.00                   | 734.07                     |
|         | 2144 MULCH & PINE NEEDLES             | 0.00                      | 1,518.90          | 348.60            | 1,867.50          | 7,000.00                 | 5,132.50                   |
|         | 2145 TOPSOIL (Sand)                   | 0.00                      | 0.00              | 0.00              | 0.00              | 1,500.00                 | 1,500.00                   |

④ E. main + E. Fork sidewalks construction administration

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10 GENERAL FUND

| Account               | Object                           | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|-----------------------|----------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 2200                  | FOOD AND PROVISIONS              | 0.00                      | 25.00             | 0.00              | 25.00             | 50.00                    | 25.00                      |
| 2400                  | CONSTRUCTION & REPAIR SUPPLIES   | 295.94                    | 1,412.83          | 0.00              | 1,412.83          | 6,100.00                 | 4,687.17                   |
| 2500                  | VEHICLE SUPPLIES                 | 0.00                      | 236.96            | 0.00              | 236.96            | 500.00                   | 263.04                     |
| 2520                  | FUELS - GAS & OIL                | 200.99                    | 1,006.79          | 0.00              | 1,006.79          | 5,000.00                 | 3,993.21                   |
| 2550                  | EQUIPMENT SUPPLIES               | 0.00                      | 598.56            | 0.00              | 598.56            | 4,000.00                 | 3,401.44                   |
| 2600                  | OFFICE SUPPLIES                  | 0.00                      | 50.17             | 0.00              | 50.17             | 300.00                   | 249.83                     |
| 2900                  | ASSETS NOT CAPITALIZED           | 373.28                    | 3,870.77          | 0.00              | 3,870.77          | 6,000.00                 | 2,129.23                   |
| 3100                  | TRAVEL                           | 0.00                      | 0.00              | 0.00              | 0.00              | 800.00                   | 800.00                     |
| 3150                  | CONFERENCE FEES AND SCHOOLS      | 0.00                      | 115.00            | 0.00              | 115.00            | 1,000.00                 | 885.00                     |
| 3200                  | COMMUNICATIONS                   | 120.96                    | 770.37            | 592.14            | 1,362.51          | 2,000.00                 | 637.49                     |
| 3300                  | UTILITIES                        | 1,504.64                  | 6,324.21          | 0.00              | 6,324.21          | 14,500.00                | 8,175.79                   |
| 3350                  | Water Utilities                  | 38.50                     | 154.49            | 0.00              | 154.49            | 650.00                   | 495.51                     |
| 3400                  | PRINTING                         | 0.00                      | 0.00              | 0.00              | 0.00              | 250.00                   | 250.00                     |
| 3500                  | REPAIRS AND MAINTENANCE          | 0.00                      | 88.60             | 0.00              | 88.60             | 2,500.00                 | 2,411.40                   |
| 3710                  | Sponsorship expenditures         | 38.50                     | 38.50             | 0.00              | 38.50             | 100.00                   | 61.50                      |
| 3800                  | DATA PROCESSING SERVICES         | 0.00                      | 0.00              | 200.00            | 200.00            | 200.00                   | 0.00                       |
| 3900                  | DRUG TESTING & BACKGROUND CHECKS | 108.00                    | 108.00            | 392.00            | 500.00            | 500.00                   | 0.00                       |
| 3940                  | LANDFILL FEES/DUMPSTER P/U       | 0.00                      | 8.74              | 475.00            | 483.74            | 300.00                   | -183.74                    |
| 3950                  | DUES AND SUBSCRIPTIONS           | 0.00                      | 175.00            | 0.00              | 175.00            | 500.00                   | 325.00                     |
| 3980                  | MISCELLANEOUS EXPENSE            | 79.00                     | 158.00            | 0.00              | 158.00            | 212.00                   | 54.00                      |
| 3981                  | Special Events                   | 0.00                      | 6,858.53          | 750.00            | 7,608.53          | 13,000.00                | 5,391.47                   |
| 4300                  | EQUIPMENT RENTAL                 | 320.42                    | 2,579.44          | 1,426.64          | 4,006.08          | 4,055.00                 | 48.92                      |
| 4400                  | SERVICE & MAINTENANCE CONTRACTS  | 185.00                    | 1,561.68          | 925.00            | 2,486.68          | 2,700.00                 | 213.32                     |
| 4500                  | INSURANCE AND BONDING            | 0.00                      | 1,596.56          | 0.00              | 1,596.56          | 2,000.00                 | 403.44                     |
| 4990                  | OTHER CONTRACTED SERVICES        | 325.26                    | 26,904.23         | 12,493.60         | 39,397.83         | 48,986.18                | 9,588.35                   |
| 5700                  | CAPITAL OUTLAY - LAND AND        | 0.00                      | 0.00              | 0.00              | 0.00              | 9,800.00                 | 9,800.00                   |
| 5800                  | CAPITAL OUTLAY - BUILDINGS &     | 0.00                      | 7,450.00          | 0.00              | 7,450.00          | 7,450.00                 | 0.00                       |
| 9700                  | CONTINGENCY                      | 0.00                      | 0.00              | 0.00              | 0.00              | 645.00                   | 645.00                     |
| <b>Account Total:</b> |                                  | <b>14,659.76</b>          | <b>150,996.32</b> | <b>17,718.20</b>  | <b>168,714.52</b> | <b>305,586.18</b>        | <b>136,871.66</b>          |
| 6300                  | GOLF COURSE MAINTENANCE          |                           |                   |                   |                   |                          |                            |
| 1000                  | SALARIES AND WAGES               | 23,096.31                 | 181,777.82        | 0.00              | 181,777.82        | 318,000.00               | 136,222.18                 |
| 1003                  | LONGEVITY PAY                    | 0.00                      | 6,354.00          | 0.00              | 6,354.00          | 6,400.00                 | 46.00                      |
| 1009                  | FICA EXPENSE                     | 1,702.93                  | 13,922.08         | 0.00              | 13,922.08         | 24,500.00                | 10,577.92                  |
| 1010                  | RETIREMENT EXPENSE               | 2,035.10                  | 15,839.39         | 0.00              | 15,839.39         | 27,500.00                | 11,660.61                  |
| 1011                  | HEALTH INSURANCE EXPENSE         | 4,177.98                  | 29,252.39         | 0.00              | 29,252.39         | 50,400.00                | 21,147.61                  |
| 1012                  | FLEX ADMINISTRATION FEES         | 12.00                     | 84.78             | 215.22            | 300.00            | 300.00                   | 0.00                       |
| 1013                  | RETIREE HEALTH INSURANCE EXPENSE | 369.58                    | 1,145.86          | 0.00              | 1,145.86          | 10,800.00                | 9,654.14                   |
| 1014                  | WORKER'S COMPENSATION            | 0.00                      | 3,664.73          | 0.00              | 3,664.73          | 8,000.00                 | 4,335.27                   |
| 1015                  | Unemployment Compensation        | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 1016                  | Wellness Program Expenditures    | 72.00                     | 504.11            | 0.00              | 504.11            | 864.00                   | 359.89                     |
| 1017                  | 401K EXPENSE                     | 1,015.36                  | 7,616.18          | 0.00              | 7,616.18          | 13,400.00                | 5,783.82                   |
| 2100                  | DEPARTMENT SUPPLIES              | 420.55                    | 4,308.60          | 900.00            | 5,208.60          | 8,500.00                 | 3,291.40                   |
| 2140                  | SEED and SOD                     | 0.00                      | 961.32            | 0.00              | 961.32            | 3,500.00                 | 2,538.68                   |
| 2141                  | CHEMICALS                        | 11,900.00                 | 33,412.05         | 0.00              | 33,412.05         | 35,000.00                | 1,587.95                   |
| 2142                  | FERTILIZER AND LIME              | 0.00                      | 9,286.90          | 0.00              | 9,286.90          | 29,500.00                | 21,213.10                  |
| 2143                  | IRRIGATION SUPPLIES              | 0.00                      | 2,365.24          | 0.00              | 2,365.24          | 7,000.00                 | 4,634.76                   |
| 2145                  | TOPSOIL (Sand)                   | 0.00                      | 3,322.49          | 0.00              | 3,322.49          | 15,000.00                | 11,677.51                  |
| 2155                  | TEE AND GREEN SUPPLIES           | 0.00                      | 0.00              | 0.00              | 0.00              | 3,000.00                 | 3,000.00                   |
| 2200                  | FOOD AND PROVISIONS              | 38.37                     | 138.37            | 0.00              | 138.37            | 200.00                   | 61.63                      |
| 2400                  | CONSTRUCTION & REPAIR SUPPLIES   | 110.76                    | 263.11            | 0.00              | 263.11            | 5,000.00                 | 4,736.89                   |

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10 GENERAL FUND

| Account               | Object                           | Expended<br>Current Month | Expended<br>YTD   | Encumbered<br>YTD | Committed<br>YTD  | Current<br>Appropriation | Available<br>Appropriation |
|-----------------------|----------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 2500                  | VEHICLE SUPPLIES                 | 0.00                      | 64.58             | 0.00              | 64.58             | 1,500.00                 | 1,435.42                   |
| 2520                  | FUELS - GAS & OIL                | 761.52                    | 10,810.42         | 11,289.24         | 22,099.66         | 22,000.00                | -99.66                     |
| 2550                  | EQUIPMENT SUPPLIES               | 1,824.07                  | 8,828.55          | 0.00              | 8,828.55          | 15,500.00                | 6,671.45                   |
| 2600                  | OFFICE SUPPLIES                  | 0.00                      | 0.00              | 0.00              | 0.00              | 300.00                   | 300.00                     |
| 2900                  | ASSETS NOT CAPITALIZED           | 0.00                      | 0.00              | 0.00              | 0.00              | 4,000.00                 | 4,000.00                   |
| 3100                  | TRAVEL                           | 0.00                      | 616.95            | 0.00              | 616.95            | 1,000.00                 | 383.05                     |
| 3150                  | CONFERENCE FEES AND SCHOOLS      | 0.00                      | 1,090.00          | 0.00              | 1,090.00          | 1,500.00                 | 410.00                     |
| 3200                  | COMMUNICATIONS                   | 361.19                    | 2,420.80          | 2,021.36          | 4,442.16          | 5,700.00                 | 1,257.84                   |
| 3300                  | UTILITIES                        | 1,556.29                  | 10,045.57         | 1,368.96          | 11,414.53         | 19,000.00                | 7,585.47                   |
| 3350                  | Water Utilities                  | 38.50                     | 154.49            | 0.00              | 154.49            | 650.00                   | 495.51                     |
| 3500                  | REPAIRS AND MAINTENANCE          | 0.00                      | 386.93            | 5,050.00          | 5,436.93          | 6,500.00                 | 1,063.07                   |
| 3700                  | ADVERTISING                      | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 3800                  | DATA PROCESSING SERVICES         | 67.88                     | 419.52            | 780.48            | 1,200.00          | 1,200.00                 | 0.00                       |
| 3900                  | DRUG TESTING & BACKGROUND CHECKS | 0.00                      | 406.00            | 794.00            | 1,200.00          | 1,200.00                 | 0.00                       |
| 3940                  | LANDFILL FEES/DUMPSTER P/U       | 251.34                    | 1,028.89          | 1,046.11          | 2,075.00          | 5,000.00                 | 2,925.00                   |
| 3950                  | DUES AND SUBSCRIPTIONS           | 0.00                      | 805.39            | 0.00              | 805.39            | 2,200.00                 | 1,394.61                   |
| 3980                  | MISCELLANEOUS EXPENSE            | 0.00                      | 82.53             | 0.00              | 82.53             | 500.00                   | 417.47                     |
| 4300                  | EQUIPMENT RENTAL                 | 4,792.38                  | 33,119.57         | 27,647.46         | 60,767.03         | 60,000.00                | -767.03                    |
| 4400                  | SERVICE & MAINTENANCE CONTRACTS  | 0.00                      | 0.00              | 950.00            | 950.00            | 4,000.00                 | 3,050.00                   |
| 4500                  | INSURANCE AND BONDING            | 0.00                      | 9,940.34          | 0.00              | 9,940.34          | 12,000.00                | 2,059.66                   |
| 4950                  | LAB TESTING                      | 0.00                      | 0.00              | 0.00              | 0.00              | 400.00                   | 400.00                     |
| 4990                  | OTHER CONTRACTED SERVICES        | 0.00                      | 218.70            | 0.00              | 218.70            | 5,000.00                 | 4,781.30                   |
| 5700                  | CAPITAL OUTLAY - LAND AND        | 0.00                      | 0.00              | 0.00              | 0.00              | 50,000.00                | 50,000.00                  |
| 5800                  | CAPITAL OUTLAY - BUILDINGS &     | 0.00                      | 0.00              | 2,200.00          | 2,200.00          | 533,500.00               | 531,300.00                 |
| 9700                  | CONTINGENCY                      | 0.00                      | 0.00              | 0.00              | 0.00              | 3,136.00                 | 3,136.00                   |
| <b>Account Total:</b> |                                  | <b>54,604.11</b>          | <b>393,658.65</b> | <b>54,262.83</b>  | <b>447,921.48</b> | <b>1,323,650.00</b>      | <b>875,728.52</b>          |
| 6301                  | GOLF SHOP EXPENDITURES           |                           |                   |                   |                   |                          |                            |
| 1000                  | SALARIES AND WAGES               | 14,836.30                 | 119,995.79        | 0.00              | 119,995.79        | 206,000.00               | 86,004.21                  |
| 1003                  | LONGEVITY PAY                    | 0.00                      | 1,872.00          | 0.00              | 1,872.00          | 1,900.00                 | 28.00                      |
| 1009                  | FICA EXPENSE                     | 1,141.96                  | 9,379.93          | 0.00              | 9,379.93          | 16,000.00                | 6,620.07                   |
| 1010                  | RETIREMENT EXPENSE               | 941.81                    | 6,833.61          | 0.00              | 6,833.61          | 12,000.00                | 5,166.39                   |
| 1011                  | HEALTH INSURANCE EXPENSE         | 2,088.99                  | 14,622.93         | 0.00              | 14,622.93         | 25,200.00                | 10,577.07                  |
| 1012                  | FLEX ADMINISTRATION FEES         | 0.00                      | 0.00              | 55.00             | 55.00             | 55.00                    | 0.00                       |
| 1013                  | RETIREE HEALTH INSURANCE EXPENSE | 0.00                      | 606.12            | 0.00              | 606.12            | 10,800.00                | 10,193.88                  |
| 1014                  | WORKER'S COMPENSATION            | 0.00                      | 1,236.69          | 0.00              | 1,236.69          | 2,000.00                 | 763.31                     |
| 1015                  | Unemployment Compensation        | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 1016                  | Wellness Program Expenditures    | 36.00                     | 252.00            | 0.00              | 252.00            | 432.00                   | 180.00                     |
| 1017                  | 401K EXPENSE                     | 431.92                    | 3,239.40          | 0.00              | 3,239.40          | 5,700.00                 | 2,460.60                   |
| 2100                  | DEPARTMENT SUPPLIES              | 634.33                    | 3,820.77          | 1,259.59          | 5,080.36          | 9,500.00                 | 4,419.64                   |
| 2101                  | Grill Supplies                   | 3.14                      | 1,346.33          | 4,119.74          | 5,466.07          | 7,500.00                 | 2,033.93                   |
| 2156                  | RANGE SUPPLIES                   | 0.00                      | 2,625.00          | 0.00              | 2,625.00          | 5,000.00                 | 2,375.00                   |
| 2160                  | TOURNAMENT SUPPLIES and PRIZES   | 0.00                      | 0.00              | 0.00              | 0.00              | 100.00                   | 100.00                     |
| 2200                  | FOOD AND PROVISIONS              | 0.00                      | 52.50             | 0.00              | 52.50             | 350.00                   | 297.50                     |
| 2400                  | CONSTRUCTION & REPAIR SUPPLIES   | 0.00                      | 78.35             | 0.00              | 78.35             | 1,000.00                 | 921.65                     |
| 2500                  | VEHICLE SUPPLIES                 | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 2520                  | FUELS - GAS & OIL                | 0.00                      | 0.00              | 0.00              | 0.00              | 500.00                   | 500.00                     |
| 2600                  | OFFICE SUPPLIES                  | 0.00                      | 226.52            | 0.00              | 226.52            | 1,000.00                 | 773.48                     |
| 2700                  | GOLF INVENTORY FOR RESALE        | 0.00                      | 19,937.22         | 1,704.41          | 21,641.63         | 38,000.00                | 16,358.37                  |
| 2705                  | Golf Special Orders - Purchases  | 0.00                      | 1,644.08          | 0.00              | 1,644.08          | 6,000.00                 | 4,355.92                   |
| 2710                  | CONCESSION INVENTORY RESALE      | 884.65                    | 16,226.83         | 13,802.33         | 30,029.16         | 49,000.00                | 18,970.84                  |



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10 GENERAL FUND

| Account                     | Object                           | Expended<br>Current Month | Expended<br>YTD     | Encumbered<br>YTD | Committed<br>YTD    | Current<br>Appropriation | Available<br>Appropriation |
|-----------------------------|----------------------------------|---------------------------|---------------------|-------------------|---------------------|--------------------------|----------------------------|
| 2715                        | Food purchased not in inventory  | 186.63                    | 5,496.15            | 7,404.10          | 12,900.25           | 22,000.00                | 9,099.75                   |
| 2900                        | ASSETS NOT CAPITALIZED           | 0.00                      | 987.58              | 0.00              | 987.58              | 2,500.00                 | 1,512.42                   |
| 3100                        | TRAVEL                           | 0.00                      | 0.00                | 0.00              | 0.00                | 500.00                   | 500.00                     |
| 3150                        | CONFERENCE FEES AND SCHOOLS      | 0.00                      | 275.00              | 0.00              | 275.00              | 1,000.00                 | 725.00                     |
| 3200                        | COMMUNICATIONS                   | 800.94                    | 5,537.23            | 6,124.88          | 9,662.11            | 11,000.00                | 1,337.89                   |
| 3300                        | UTILITIES                        | 1,021.19                  | 7,595.32            | 1,633.87          | 9,229.19            | 13,500.00                | 4,270.81                   |
| 3350                        | Water Utilities                  | 38.50                     | 154.50              | 0.00              | 154.50              | 500.00                   | 345.50                     |
| 3400                        | PRINTING                         | 0.00                      | 49.00               | 0.00              | 49.00               | 500.00                   | 451.00                     |
| 3500                        | REPAIRS AND MAINTENANCE          | 0.00                      | 689.58              | 0.00              | 689.58              | 4,000.00                 | 3,310.42                   |
| 3700                        | ADVERTISING                      | 60.40                     | 517.80              | 302.20            | 820.00              | 15,000.00                | 14,180.00                  |
| 3800                        | DATA PROCESSING SERVICES         | 544.40                    | 3,354.45            | 4,145.55          | 7,500.00            | 7,500.00                 | 0.00                       |
| 3900                        | DRUG TESTING & BACKGROUND CHECKS | 0.00                      | 390.00              | 1,610.00          | 2,000.00            | 2,000.00                 | 0.00                       |
| 3940                        | LANDFILL FEES/DUMPSTER P/U       | 251.35                    | 974.88              | 525.12            | 1,500.00            | 3,600.00                 | 2,100.00                   |
| 3950                        | DUES AND SUBSCRIPTIONS           | 125.00                    | 554.00              | 0.00              | 554.00              | 800.00                   | 246.00                     |
| 3955                        | Permit Fees                      | 0.00                      | 120.00              | 0.00              | 120.00              | 200.00                   | 80.00                      |
| 3960                        | BANK AND MERCHANT FEES           | 552.65                    | 9,173.99            | 7,326.01          | 16,500.00           | 22,000.00                | 5,500.00                   |
| 3980                        | MISCELLANEOUS EXPENSE            | 186.33                    | 186.33              | 0.00              | 186.33              | 250.00                   | 63.67                      |
| 4300                        | EQUIPMENT RENTAL                 | 146.81                    | 1,027.67            | 1,234.97          | 2,262.64            | 2,500.00                 | 237.36                     |
| 4310                        | GOLF CART RENTALS                | 5,327.28                  | 37,290.96           | 26,636.40         | 63,927.36           | 65,800.00                | 1,872.64                   |
| 4311                        | SALES AND USE TAX PAID           | 1,269.70                  | 9,460.50            | 0.00              | 9,460.50            | 20,000.00                | 10,539.50                  |
| 4400                        | SERVICE & MAINTENANCE CONTRACTS  | 935.68                    | 7,902.08            | 4,822.40          | 12,724.48           | 16,000.00                | 3,275.52                   |
| 4500                        | INSURANCE AND BONDING            | 0.00                      | 9,930.84            | 0.00              | 9,930.84            | 12,000.00                | 2,069.16                   |
| 4990                        | OTHER CONTRACTED SERVICES        | 363.76                    | 1,039.26            | 2,070.00          | 3,109.26            | 3,000.00                 | -109.26                    |
| 5700                        | CAPITAL OUTLAY - LAND AND        | 0.00                      | 0.00                | 0.00              | 0.00                | 24,000.00                | 24,000.00                  |
| 9700                        | CONTINGENCY                      | 0.00                      | 0.00                | 0.00              | 0.00                | 2,068.00                 | 2,068.00                   |
| <b>Account Total:</b>       |                                  | <b>32,809.72</b>          | <b>306,703.19</b>   | <b>82,776.57</b>  | <b>389,479.76</b>   | <b>651,255.00</b>        | <b>261,775.24</b>          |
| 8000 Debt Service           |                                  |                           |                     |                   |                     |                          |                            |
| 7100                        | DEBT PRINCIPAL PAYMENTS          | 0.00                      | 79,509.58           | 0.00              | 79,509.58           | 177,000.00               | 97,490.42                  |
| 7200                        | DEBT INTEREST PAYMENTS           | 0.00                      | 10,282.83           | 0.00              | 10,282.83           | 24,200.00                | 13,917.17                  |
| <b>Account Total:</b>       |                                  | <b>0.00</b>               | <b>89,792.41</b>    | <b>0.00</b>       | <b>89,792.41</b>    | <b>201,200.00</b>        | <b>111,407.59</b>          |
| 9600 OTHER FINANCING USES   |                                  |                           |                     |                   |                     |                          |                            |
| 9600                        | TRANSFERS TO OTHER FUNDS         | 10,493.04                 | 82,412.26           | 0.00              | 82,412.26           | 433,007.50               | 350,595.24                 |
| <b>Account Total:</b>       |                                  | <b>10,493.04</b>          | <b>82,412.26</b>    | <b>0.00</b>       | <b>82,412.26</b>    | <b>433,007.50</b>        | <b>350,595.24</b>          |
| <b>Account Group Total:</b> |                                  | <b>256,041.05</b>         | <b>2,419,366.78</b> | <b>702,714.08</b> | <b>3,122,080.86</b> | <b>6,216,696.68</b>      | <b>3,094,615.82</b>        |
| <b>Fund Total:</b>          |                                  | <b>256,041.05</b>         | <b>2,419,366.78</b> | <b>702,714.08</b> | <b>3,122,080.86</b> | <b>6,216,696.68</b>      | <b>3,094,615.82</b>        |

2¢ of tax collections to Gen. Capital Reserve

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 1 / 20

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11 General Capital Reserve Fund

| Account                         | Received         |                  | Estimated Revenue | Revenue %        |             |
|---------------------------------|------------------|------------------|-------------------|------------------|-------------|
|                                 | Current Month    | Received YTD     |                   | To Be Received   | Received    |
| 3000                            |                  |                  |                   |                  |             |
| 3931 INVESTMENT EARNINGS        | 17.81            | 75.33            | 150.00            | 74.67            | 50 %        |
| 3981 TRANSFER FROM GENERAL FUND | 10,493.04        | 82,412.26        | 97,000.00         | 14,587.74        | 85 %        |
| <b>Account Group Total:</b>     | <b>10,510.85</b> | <b>82,487.59</b> | <b>97,150.00</b>  | <b>14,662.41</b> | <b>85 %</b> |
| <b>Fund Total:</b>              | <b>10,510.85</b> | <b>82,487.59</b> | <b>97,150.00</b>  | <b>14,662.41</b> | <b>85 %</b> |



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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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11 General Capital Reserve Fund

| Account | Object                            | Expended<br>Current Month | Expended<br>YTD  | Encumbered<br>YTD | Committed<br>YTD | Current<br>Appropriation | Available<br>Appropriation |
|---------|-----------------------------------|---------------------------|------------------|-------------------|------------------|--------------------------|----------------------------|
| 0       |                                   |                           |                  |                   |                  |                          |                            |
| 3600    | OTHER FINANCING USES              |                           |                  |                   |                  |                          |                            |
| 9600    | TRANSFERS TO OTHER FUNDS          | 0.00                      | 20,094.00        | 0.00              | 20,094.00        | 80,000.00                | 59,906.00                  |
| 9801    | Res for Future Exp-Jamestown Park | 0.00                      | 0.00             | 0.00              | 0.00             | 17,150.00                | 17,150.00                  |
|         | <b>Account Total:</b>             | <b>0.00</b>               | <b>20,094.00</b> | <b>0.00</b>       | <b>20,094.00</b> | <b>97,150.00</b>         | <b>77,056.00</b>           |
|         | <b>Account Group Total:</b>       | <b>0.00</b>               | <b>20,094.00</b> | <b>0.00</b>       | <b>20,094.00</b> | <b>97,150.00</b>         | <b>77,056.00</b>           |
|         | <b>Fund Total:</b>                | <b>0.00</b>               | <b>20,094.00</b> | <b>0.00</b>       | <b>20,094.00</b> | <b>97,150.00</b>         | <b>77,056.00</b>           |

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 1 / 20

11

30 WATER AND SEWER

| Account   | Received          |                     | Estimated Revenue   | Revenue             |             |
|---|-------------------|---------------------|---------------------|---------------------|-------------|
|   | Current Month     | Received YTD        |                     | To Be Received      | % Received  |
| 3000  |                   |                     |                     |                     |             |
| 3345 INSPECTION AND PERMIT FEES                   | 86.19             | 672.23              | 3,000.00            | 2,327.77            | 22 %        |
| 3710 UTILITY CHARGE - WATER                       | 73,644.65         | 556,155.07          | 905,000.00          | 348,844.93          | 61 %        |
| 3720 UTILITY CHARGE - SEWER                       | 531,627.88        | 1,647,918.94        | 2,900,000.00        | 1,252,081.06        | 57 %        |
| 3741 Meter Fee                                    | 0.00              | 300.00              | 500.00              | 200.00              | 60 %        |
| 3742 System Development Fees to be transferred    | 0.00              | 3,000.00            | 0.00                | -3,000.00           | ** %        |
| 3743 System Admin / Installation fee              | 0.00              | 100.00              | 100.00              | 0.00                | 100 %       |
| 3745 Connection Fees - Water and Sewer            | 650.00            | 5,400.00            | 10,000.00           | 4,600.00            | 54 %        |
| 3750 NONPAYMENT / RECONNECTION FEES               | 2,040.00          | 9,640.00            | 10,000.00           | 360.00              | 96 %        |
| 3755 Return Check Fees                            | 125.00            | 300.00              | 500.00              | 200.00              | 60 %        |
| 3760 LATE FEES                                    | 1,870.00          | 14,450.00           | 22,000.00           | 7,550.00            | 66 %        |
| 3765 CREDIT CARD ADMINISTRATION FEES              | 63.39             | 481.73              | 700.00              | 218.27              | 69 %        |
| 3831 INVESTMENT EARNINGS                          | 15,339.19         | 79,037.02           | 125,000.00          | 45,962.98           | 63 %        |
| 3839 MISCELLANEOUS REVENUES                       | 0.00              | 40.80               | 500.00              | 459.20              | 8 %         |
| 3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND | 0.00              | 61,118.66           | 123,000.00          | 61,881.34           | 50 %        |
| 3992 NET POSITION APPROPRIATED                    | 0.00              | 0.00                | 408,305.00          | 408,305.00          | 0 %         |
| <b>Account Group Total:</b>                       | <b>625,446.30</b> | <b>2,378,614.45</b> | <b>4,508,605.00</b> | <b>2,129,990.55</b> | <b>53 %</b> |
| <b>Fund Total:</b>                                | <b>625,446.30</b> | <b>2,378,614.45</b> | <b>4,508,605.00</b> | <b>2,129,990.55</b> | <b>53 %</b> |

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30 WATER AND SEWER

| Account | Object                              | Expended<br>Current Month | Expended<br>YTD | Encumbered<br>YTD | Committed<br>YTD | Current<br>Appropriation | Available<br>Appropriation |
|---------|-------------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0       |                                     |                           |                 |                   |                  |                          |                            |
| 7100    | WATER AND SEWER                     |                           |                 |                   |                  |                          |                            |
| 1000    | SALARIES AND WAGES                  | 50,894.68                 | 339,140.70      | 0.00              | 339,140.70       | 580,000.00               | 240,859.30                 |
| 1003    | LONGEVITY PAY                       | 0.00                      | 13,628.00       | 0.00              | 13,628.00        | 13,500.00                | -128.00                    |
| 1009    | FICA EXPENSE                        | 3,880.77                  | 26,979.79       | 0.00              | 26,979.79        | 46,000.00                | 19,020.21                  |
| 1010    | RETIREMENT EXPENSE                  | 4,497.40                  | 31,004.43       | 0.00              | 31,004.43        | 53,000.00                | 21,995.57                  |
| 1011    | HEALTH INSURANCE EXPENSE            | 6,266.97                  | 48,046.77       | 0.00              | 48,046.77        | 84,000.00                | 35,953.23                  |
| 1012    | FLEX ADMINISTRATION FEES            | 36.00                     | 254.33          | 545.67            | 800.00           | 800.00                   | 0.00                       |
| 1013    | RETIREE HEALTH INSURANCE EXPENSE    | 1,398.00                  | 1,907.90        | 0.00              | 1,907.90         | 16,200.00                | 14,292.10                  |
| 1014    | WORKER'S COMPENSATION               | 0.00                      | 9,789.00        | 0.00              | 9,789.00         | 15,000.00                | 5,211.00                   |
| 1015    | Unemployment Compensation           | 0.00                      | 0.00            | 0.00              | 0.00             | 1,000.00                 | 1,000.00                   |
| 1016    | Wellness Program Expenditures       | 108.00                    | 828.00          | 0.00              | 828.00           | 1,440.00                 | 612.00                     |
| 1017    | 401K EXPENSE                        | 1,827.00                  | 14,314.47       | 0.00              | 14,314.47        | 26,000.00                | 11,685.53                  |
| 1019    | PROFESSIONAL SERVICES               | 0.00                      | 11,100.00       | 0.00              | 11,100.00        | 11,100.00                | 0.00                       |
| 2100    | DEPARTMENT SUPPLIES                 | 1,333.65                  | 16,762.64       | 468.56            | 17,231.20        | 30,000.00                | 12,768.80                  |
| 2105    | WATER METERS                        | 0.00                      | 0.00            | 0.00              | 0.00             | 30,000.00                | 30,000.00                  |
| 2200    | FOOD AND PROVISIONS                 | 86.86                     | 347.22          | 0.00              | 347.22           | 1,000.00                 | 652.78                     |
| 2400    | CONSTRUCTION & REPAIR SUPPLIES      | 1,004.00                  | 1,005.67        | 0.00              | 1,005.67         | 15,000.00                | 13,994.33                  |
| 2500    | VEHICLE SUPPLIES                    | 483.76                    | 2,786.10        | 0.00              | 2,786.10         | 7,500.00                 | 4,713.90                   |
| 2520    | FUELS - GAS & OIL                   | 1,502.87                  | 8,784.52        | 11,887.60         | 20,372.12        | 22,000.00                | 1,627.88                   |
| 2550    | EQUIPMENT SUPPLIES                  | 231.87                    | 2,044.89        | 0.00              | 2,044.89         | 5,000.00                 | 2,955.11                   |
| 2600    | OFFICE SUPPLIES                     | 17.48                     | 153.71          | 0.00              | 153.71           | 2,000.00                 | 1,846.29                   |
| 2750    | PURCHASE OF WATER                   | 20,170.99                 | 125,561.25      | 210,430.38        | 335,991.63       | 350,000.00               | 14,008.37                  |
| 2755    | Water Transmission Fees             | 3,814.48                  | 12,049.48       | 0.00              | 12,049.48        | 26,000.00                | 13,950.52                  |
| 2900    | ASSETS NOT CAPITALIZED              | 0.00                      | 12,561.50       | 0.00              | 12,561.50        | 15,000.00                | 2,438.50                   |
| 3100    | TRAVEL                              | 0.00                      | 0.00            | 0.00              | 0.00             | 3,000.00                 | 3,000.00                   |
| 3150    | CONFERENCE FEES AND SCHOOLS         | 0.00                      | 2,750.00        | 0.00              | 2,750.00         | 5,000.00                 | 2,250.00                   |
| 3200    | COMMUNICATIONS                      | 2,355.98                  | 16,159.12       | 14,235.87         | 30,394.99        | 32,300.00                | 1,905.01                   |
| 3300    | UTILITIES                           | 2,392.38                  | 6,739.66        | 697.79            | 7,437.45         | 15,000.00                | 7,562.55                   |
| 3350    | Water Utilities                     | 12.96                     | 53.36           | 0.00              | 53.36            | 500.00                   | 446.64                     |
| 3400    | PRINTING                            | 363.59                    | 2,403.00        | 2,461.50          | 4,864.50         | 7,000.00                 | 2,135.50                   |
| 3500    | REPAIRS AND MAINTENANCE             | 1,164.95                  | 4,447.82        | 800.00            | 5,247.82         | 30,000.00                | 24,752.18                  |
| 3700    | ADVERTISING                         | 199.80                    | 199.80          | 0.00              | 199.80           | 1,000.00                 | 800.20                     |
| 3800    | DATA PROCESSING SERVICES            | 1,509.24                  | 8,300.62        | 9,699.38          | 18,000.00        | 18,000.00                | 0.00                       |
| 3900    | DRUG TESTING & BACKGROUND CHECKS    | 0.00                      | 123.00          | 1,877.00          | 2,000.00         | 2,000.00                 | 0.00                       |
| 3940    | LANDFILL FEES/DUMPSTER P/U          | 0.00                      | 1,136.20        | 1,800.00          | 2,936.20         | 3,000.00                 | 63.80                      |
| 3950    | DUES AND SUBSCRIPTIONS              | 0.00                      | 1,155.01        | 0.00              | 1,155.01         | 2,500.00                 | 1,344.99                   |
| 3955    | Permit Fees                         | 0.00                      | 2,907.50        | 0.00              | 2,907.50         | 4,000.00                 | 1,092.50                   |
| 3960    | BANK AND MERCHANT FEES              | 867.39                    | 7,576.52        | 2,953.24          | 10,529.76        | 11,000.00                | 470.24                     |
| 3980    | MISCELLANEOUS EXPENSE               | 0.00                      | 666.39          | 0.00              | 666.39           | 1,500.00                 | 833.61                     |
| 4300    | EQUIPMENT RENTAL                    | 184.48                    | 1,217.77        | 1,227.23          | 2,445.00         | 3,500.00                 | 1,055.00                   |
| 4400    | SERVICE & MAINTENANCE CONTRACTS     | 1,950.00                  | 29,786.01       | 13,669.26         | 43,455.27        | 50,000.00                | 6,544.73                   |
| 4500    | INSURANCE AND BONDING               | 0.00                      | 38,213.02       | 0.00              | 38,213.02        | 45,000.00                | 6,786.98                   |
| 4950    | LAB TESTING                         | 220.00                    | 1,698.00        | 7,302.00          | 9,000.00         | 9,000.00                 | 0.00                       |
| 4960    | SEWER TREATMENT                     | 60,493.25                 | 278,428.06      | 0.00              | 278,428.06       | 900,000.00               | 621,571.94                 |
| 4990    | OTHER CONTRACTED SERVICES           | 266.87                    | 4,692.96        | 16,676.65         | 21,369.61        | 150,000.00               | 128,630.39                 |
| 4995    | ENGINEERING FEES NOT CAPITALIZED    | 0.00                      | 0.00            | 0.00              | 0.00             | 10,000.00                | 10,000.00                  |
| 5400    | CAPITAL OUTLAY - MOTOR VEHICLES     | 0.00                      | 37,590.26       | 0.00              | 37,590.26        | 78,000.00                | 40,409.74                  |
| 5500    | CAPITAL OUTLAY EQUIPMENT            | 2,750.00                  | 96,482.85       | 173,469.00        | 269,951.85       | 350,000.00               | 80,048.15                  |
| 5900    | CAPITAL OUTLAY - WATER IMPROVEMENTS | 0.00                      | 0.00            | 5,000.00          | 5,000.00         | 500,000.00               | 495,000.00                 |
| 5910    | CAPITAL OUTLAY - SEWER IMPROVEMENTS | 16,144.00                 | 16,144.00       | 0.00              | 16,144.00        | 241,200.00               | 225,056.00                 |

locator kit  
Eastside Wastewater Treatment Plant  
upgrade - our portion

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30 WATER AND SEWER

| Account                     | Object                             | Expended<br>Current Month | Expended<br>YTD     | Encumbered<br>YTD | Committed<br>YTD    | Current<br>Appropriation | Available<br>Appropriation |
|-----------------------------|------------------------------------|---------------------------|---------------------|-------------------|---------------------|--------------------------|----------------------------|
| 6800                        | OPERATING PAYMENTS TO REGIONAL     | 0.00                      | 44,175.60           | 0.00              | 44,175.60           | 45,000.00                | 824.40                     |
| 6801                        | DEBT PAYMENTS TO PIEDMONT TRIAD    | 61,118.63                 | 122,237.29          | 0.00              | 122,237.29          | 123,000.00               | 762.71                     |
| 6810                        | Payments for Odor Control Project  | 0.00                      | 0.00                | 0.00              | 0.00                | 22,000.00                | 22,000.00                  |
| 6820                        | First Bank Credit Card Encumbrance | 0.00                      | 0.00                | 1,000.00          | 1,000.00            | 1,000.00                 | 0.00                       |
| 7100                        | DEBT PRINCIPAL PAYMENTS            | 0.00                      | 25,001.66           | 0.00              | 25,001.66           | 50,005.00                | 25,003.34                  |
| 7200                        | DEBT INTEREST PAYMENTS             | 0.00                      | 5,067.22            | 0.00              | 5,067.22            | 10,000.00                | 4,932.78                   |
| 9600                        | TRANSFERS TO OTHER FUNDS           | 421,031.00                | 421,031.00          | 0.00              | 421,031.00          | 427,000.00               | 5,969.00                   |
| 9700                        | CONTINGENCY                        | 0.00                      | 0.00                | 0.00              | 0.00                | 6,560.00                 | 6,560.00                   |
| <b>Account Total:</b>       |                                    | <b>670,579.30</b>         | <b>1,855,434.07</b> | <b>475,901.13</b> | <b>2,331,335.20</b> | <b>4,508,605.00</b>      | <b>2,177,269.80</b>        |
| <b>Account Group Total:</b> |                                    | <b>670,579.30</b>         | <b>1,855,434.07</b> | <b>475,901.13</b> | <b>2,331,335.20</b> | <b>4,508,605.00</b>      | <b>2,177,269.80</b>        |
| <b>Fund Total:</b>          |                                    | <b>670,579.30</b>         | <b>1,855,434.07</b> | <b>475,901.13</b> | <b>2,331,335.20</b> | <b>4,508,605.00</b>      | <b>2,177,269.80</b>        |

Debt payments to PT water Authority

Transfers to w/s capital Reserve +  
Randleman capital Reserve

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

| Account                             | Received         |                  | Estimated Revenue | Revenue %        |             |
|-------------------------------------|------------------|------------------|-------------------|------------------|-------------|
|                                     | Current Month    | Received YTD     |                   | To Be Received   | Received    |
| 2000                                |                  |                  |                   |                  |             |
| 3831 INVESTMENT EARNINGS            | 1,103.27         | 8,676.10         | 14,000.00         | 5,323.90         | 62 %        |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 27,000.00        | 27,000.00        | 27,000.00         | 0.00             | 100 %       |
| 3992 NET POSITION APPROPRIATED      | 0.00             | 0.00             | 82,000.00         | 82,000.00        | 0 %         |
| <b>Account Group Total:</b>         | <b>28,103.27</b> | <b>35,676.10</b> | <b>123,000.00</b> | <b>87,323.90</b> | <b>29 %</b> |
| <b>Fund Total:</b>                  | <b>28,103.27</b> | <b>35,676.10</b> | <b>123,000.00</b> | <b>87,323.90</b> | <b>29 %</b> |

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

| Account | Object                        | Expended<br>Current Month | Expended<br>YTD | Encumbered<br>YTD | Committed<br>YTD | Current<br>Appropriation | Available<br>Appropriation |
|---------|-------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0       |                               |                           |                 |                   |                  |                          |                            |
| 7130    | RANDLEMAN RESERVOIR           |                           |                 |                   |                  |                          |                            |
|         | 9600 TRANSFERS TO OTHER FUNDS | 0.00                      | 61,118.66       | 0.00              | 61,118.66        | 123,000.00               | 61,881.34                  |
|         | Account Total:                | 0.00                      | 61,118.66       | 0.00              | 61,118.66        | 123,000.00               | 61,881.34                  |
|         | Account Group Total:          | 0.00                      | 61,118.66       | 0.00              | 61,118.66        | 123,000.00               | 61,881.34                  |
|         | Fund Total:                   | 0.00                      | 61,118.66       | 0.00              | 61,118.66        | 123,000.00               | 61,881.34                  |



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TOWN OF JAMESTOWN, NC  
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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            | 141.05              | 837.47              | 1,500.00             | 662.53              | 56 %        |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 394,031.00          | 394,031.00          | 400,000.00           | 5,969.00            | 99 %        |
| <b>Account Group Total:</b>         | <b>394,172.05</b>   | <b>394,868.47</b>   | <b>401,500.00</b>    | <b>6,631.53</b>     | <b>98 %</b> |
| <b>Fund Total:</b>                  | <b>394,172.05</b>   | <b>394,868.47</b>   | <b>401,500.00</b>    | <b>6,631.53</b>     | <b>98 %</b> |
| <br>                                |                     |                     |                      |                     |             |
| <b>Grand Total:</b>                 | <b>1,410,748.59</b> | <b>5,964,749.70</b> | <b>11,346,951.68</b> | <b>5,382,201.98</b> | <b>53 %</b> |

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Report ID: B100B

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61 WATER AND SEWER CAPITAL RESERVE FUND

| Account | Object                               | Expended<br>Current Month | Expended<br>YTD | Encumbered<br>YTD | Committed<br>YTD | Current<br>Appropriation | Available<br>Appropriation |
|---------|--------------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0       |                                      |                           |                 |                   |                  |                          |                            |
| 9600    | OTHER FINANCING USES                 |                           |                 |                   |                  |                          |                            |
|         | 9600 RESERVE FOR FUTURE EXPENDITURES | 0.00                      | 0.00            | 0.00              | 0.00             | 401,500.00               | 401,500.00                 |
|         | Account Total:                       | 0.00                      | 0.00            | 0.00              | 0.00             | 401,500.00               | 401,500.00                 |
|         | Account Group Total:                 | 0.00                      | 0.00            | 0.00              | 0.00             | 401,500.00               | 401,500.00                 |
|         | Fund Total:                          | 0.00                      | 0.00            | 0.00              | 0.00             | 401,500.00               | 401,500.00                 |

Grand Total: 926,620.35 4,356,013.51 1,178,615.21 5,534,628.72 11,346,951.68 5,812,322.96

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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

**AGENDA ITEM #:** II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Attached is a report of golf operations for the month of January 2020. For the month of January 2020 in comparison to January 2019, revenues were up approximately 6%. There were 20 bad weather days in January 2020 as opposed to 22 days in January 2019.

Expenditures were up in January 2020 by approximately 29% in comparison to January 2019 expenditures.

The resulting net operating loss for the golf course for the month of January 2020 before capital outlay amounts to -\$65,122, while the net operating loss in January 2019 before capital outlay was -\$46,698. Grill operations net loss was -\$1,459 in January 2020 as opposed to -\$1,817 net loss in January 2019.

Golf rounds for January 2020 were 646 while golf rounds for January 2019 were 663, a decrease of approximately 3%.

**ATTACHMENTS:** January 2020 Golf Report

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

Summary  
FYE 6/30/20

|   | January<br>2020 | January<br>2019 | VARIANCE<br>positive /<br>(negative) | %<br>Variance | YTD<br>FYE 6/30/20 | YTD<br>FYE 6/30/19 | VARIANCE<br>positive /<br>(negative) | %<br>Variance |
|---|-----------------|-----------------|--------------------------------------|---------------|--------------------|--------------------|--------------------------------------|---------------|
| <i>Golf Course Operating Revenues</i>                                   | 22,292          | 21,082          | 1,210                                | 5.74%         | 482,569            | 435,330            | 47,239                               | 10.85%        |
| <i>Golf Course Maintenance Expenditures<br/>(before capital outlay)</i> | 54,604          | 43,183          | 11,421                               | 26.45%        | 393,658            | 374,102            | (19,556)                             | -5.23%        |
| <i>Golf Course Golf Shop Expenditures<br/>(before capital outlay)</i>   | 32,810          | 24,597          | 8,213                                | 33.39%        | 306,703            | 276,764            | (29,939)                             | -10.82%       |
| <i>Net exp &lt; or &gt; rev before Capital Outlay</i>                   | (65,122)        | (46,698)        | (18,424)                             | 39.45%        | (217,792)          | (215,536)          | (2,256)                              | -1.05%        |
| <i>Capital Outlay</i>   | -               | -               | -                                    |               |                    | 5,516              | 5,516                                | 100.00%       |
| <i>Net expenditures &lt; or &gt; revenues</i>                           | <u>(65,122)</u> | <u>(46,698)</u> | (18,424)                             | -39.45%       | <u>(217,792)</u>   | <u>(221,052)</u>   | 3,260                                | 1.47%         |
| <br>  |                 |                 |                                      |               |                    |                    |                                      |               |
| <i>Golf Rounds Played (not including<br/>complimentary play)</i>        | 646             | 663             |                                      |               | 14,700             | 13,085             |                                      |               |
| <br>  |                 |                 |                                      |               |                    |                    |                                      |               |
| <i>Bad Weather Days (1)</i>   | 20              | 22              |                                      |               | 61                 | 73                 |                                      |               |
| <i>Days closed for aerification, covered greens, etc.</i>               | 3               |                 |                                      |               | 7                  | 3                  |                                      |               |
| <br>  |                 |                 |                                      |               |                    |                    |                                      |               |
| Golf course employees paid during the month:                            |                 |                 |                                      |               |                    |                    |                                      |               |
| Full-time positions   | 9               | 9               |                                      |               |                    |                    |                                      |               |
| Part-time hours   | 534             | 438             |                                      |               |                    |                    |                                      |               |

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

Golf Course Revenues  
 Revenues  
 FYE 6/30/20

|                               | January<br>2020 | January<br>2019 | VARIANCE<br>positive /<br>(negative) | %<br>Variance | YTD<br>FYE 6/30/20 | YTD<br>FYE 6/30/19 | VARIANCE<br>positive /<br>(negative) | %<br>Variance |
|-------------------------------|-----------------|-----------------|--------------------------------------|---------------|--------------------|--------------------|--------------------------------------|---------------|
| Greens                        | 10,359          | 10,514          | (155)                                | -1.47%        | 248,819            | 225,758            | 23,061                               | 10.21%        |
| Cart Rentals                  | 5,116           | 5,348           | (232)                                | -4.34%        | 127,992            | 111,454            | 16,538                               | 14.84%        |
| Pull Carts                    | 7               | 25              | (18)                                 | -72.00%       | 123                | 127                | (4)                                  | -3.15%        |
| Driving Range                 | 1,396           | 1,473           | (77)                                 | -5.23%        | 22,256             | 21,662             | 594                                  | 2.74%         |
| Sales - Golf Shop Inventory   | 1,235           | 1,262           | (27)                                 | -2.14%        | 26,527             | 25,449             | 1,078                                | 4.24%         |
| Sales - Golf Shop Concessions | 2,089           | 1,700           | 389                                  | 22.88%        | 48,007             | 45,285             | 2,722                                | 6.01%         |
| Golf Clubhouse Rental Fees    | 2,090           | 760             | 1,330                                | 175.00%       | 8,845              | 5,595              | 3,250                                | 58.09%        |
|                               | <u>22,292</u>   | <u>21,082</u>   | 1,210                                | 5.74%         | <u>482,569</u>     | <u>435,330</u>     | 47,239                               | 10.85%        |

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

|  | January<br>2020 | January<br>2019 | VARIANCE<br>(positive) /<br>negative | %<br>Variance | YTD<br>FYE 6/30/20 | YTD<br>FYE 6/30/19 | VARIANCE<br>(positive) /<br>negative | %<br>Variance |
|--|-----------------|-----------------|--------------------------------------|---------------|--------------------|--------------------|--------------------------------------|---------------|
| <i>Salaries &amp; Employee Benefits</i>                                  | 32,481          | 29,237          | 3,244                                | 11.10%        | 260,156            | 233,754            | 26,402                               | 11.29%        |
| <i>Supplies &amp; Materials</i>  | 15,056          | 5,859           | 9,197                                | 156.97%       | 72,766             | 66,810             | 5,956                                | 8.91%         |
| <i>Contractual Services</i>  | 4,792           | 4,691           | 101                                  | 2.15%         | 43,279             | 49,925             | (6,646)                              | -13.31%       |
| <i>Other Operating Expenditures<br/>(utilities, communications, etc)</i> | <u>2,275</u>    | <u>3,396</u>    | (1,121)                              | -33.01%       | <u>17,457</u>      | <u>23,613</u>      | (6,156)                              | -26.07%       |
| <i>Total Exp before Capital Outlay</i>                                   | <u>54,604</u>   | <u>43,183</u>   | 11,421                               | 26.45%        | <u>393,658</u>     | <u>374,102</u>     | 19,556                               | 5.23%         |
| <i>Capital Outlay</i>  | <u>-</u>        | <u>-</u>        | <u>-</u>                             |               | <u>-</u>           | <u>5,516</u>       | <u>(5,516)</u>                       | -100.00%      |
|  | <u>54,604</u>   | <u>43,183</u>   | <u>11,421</u>                        | 26.45%        | <u>393,658</u>     | <u>379,618</u>     | 14,040                               | 3.70%         |



Golf Shop Expenditures  
 FYE 6/30/19

|  | January<br>2020      | January<br>2019      | VARIANCE<br>(positive) /<br>negative | %<br>Variance | YTD<br>FYE 6/30/20    | YTD<br>FYE 6/30/19    | VARIANCE<br>(positive) /<br>negative | %<br>Variance |
|--|----------------------|----------------------|--------------------------------------|---------------|-----------------------|-----------------------|--------------------------------------|---------------|
| <i>Salaries &amp; Employee Benefits</i>                                  | 19,477               | 17,170               | 2,307                                | 13.44%        | 158,039               | 139,083               | 18,956                               | 13.63%        |
| <i>Supplies &amp; Materials</i>  | 1,748                | 1,087                | 661                                  | 60.81%        | 52,441                | 41,987                | 10,454                               | 24.90%        |
| <i>Contractual Services</i>  | 8,044                | 1,324                | 6,720                                | 507.55%       | 66,651                | 61,426                | 5,225                                | 8.51%         |
| <i>Other Operating Expenditures<br/>(utilities, communications, etc)</i> | <u>3,541</u>         | <u>5,016</u>         | (1,475)                              | -29.41%       | <u>29,572</u>         | <u>34,268</u>         | (4,696)                              | -13.70%       |
| <i>Total Exp before Capital Outlay</i>                                   | <u>32,810</u>        | <u>24,597</u>        | 8,213                                | 33.39%        | <u>306,703</u>        | <u>276,764</u>        | 29,939                               | 10.82%        |
| <i>Capital Outlay</i>  | <u>-</u>             | <u>-</u>             | <u>-</u>                             |               | <u>-</u>              | <u>-</u>              | <u>-</u>                             |               |
|  | <u><u>32,810</u></u> | <u><u>24,597</u></u> | 8,213                                | 33.39%        | <u><u>306,703</u></u> | <u><u>276,764</u></u> | 29,939                               | 10.82%        |

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**Grill Operations  
FYE 6/30/20**

|                           | <u>January<br/>2020</u> | <u>YTD<br/>FYE 6/30/20</u> | <u>January<br/>2019</u> | <u>YTD<br/>FYE 6/30/19</u> |
|---------------------------|-------------------------|----------------------------|-------------------------|----------------------------|
| Golf Shop Grill Revenues  | 2,089                   | 48,007                     | 1,700                   | 45,285                     |
| Golf Shop Rental Revenue  | 2,075                   | 7,465                      | 760                     | 5,595                      |
|                           | <u>4,164</u>            | <u>55,472</u>              | <u>2,460</u>            | <u>50,880</u>              |
| <br>Expenditures:         |                         |                            |                         |                            |
| Wages                     | 3,197                   | 22,137                     | 2,635                   | 21,136                     |
| FICA                      | 244                     | 1,695                      | 201                     | 1,618                      |
| Benefits                  | 1,107                   | 7,790                      | 891                     | 6,504                      |
| Grill supplies            | 3                       | 1,346                      | 169                     | 947                        |
| Food & beverage purchases | 1,072                   | 21,723                     | 381                     | 18,771                     |
|                           | <u>5,623</u>            | <u>54,691</u>              | <u>4,277</u>            | <u>48,976</u>              |
|                           | <u>(1,459)</u>          | <u>781</u>                 | <u>(1,817)</u>          | <u>1,904</u>               |

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Adoption of Guilford County Smoking Policy

**AGENDA ITEM #:** IV-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 min

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Mrs. Merle Green, Guilford County Health Director, attended our October 2019 Council meeting outlining Board of Health Rules for the regulation of smoking, E cigarettes and Tobacco Products in Guilford County. They have requested Jamestown to support their efforts towards addressing this critical and current issue. We received a letter that Guilford County Board of Health adopted a policy that went into effect prohibiting the use of all tobacco products in all local government buildings and vehicles, including smoking and electronic cigarettes.

Attached you will find our existing policy with revisions reflecting the policy adopted by the Board of Health.

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**ATTACHMENTS:** BOH Correspondence, Amended Smoking Policy

**RECOMMENDATION/ACTION NEEDED:** Discuss and approve the Policy

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Approve the suggested amendments to the Smoking Policy.

**FOLLOW UP ACTION NEEDED:** none



December 11, 2019

Mr. Kenny Cole, Town Manager  
Town of Jamestown  
301 East Main Street  
Jamestown, NC 27282

Dear Mr. Cole:

I hope this letter finds you well as we enter the holiday season and beginning of a new year. As you may recall, I sent you a letter on September 27 updating you on our discussions concerning a strengthened tobacco rule to be considered in November by the Guilford County Board of Commissioners (acting as the Board of Public Health.) As you no doubt are aware, they adopted the rule on November 7, effective January 1, 2020. I have enclosed the finalized rule for your information. We thank you for your valuable input which was carefully considered in this revised rule.

You will note that the main scope of this rule clarifies prohibiting the use of all tobacco products in all local government buildings and vehicles, including smoking and **electronic cigarettes**. We trust that this is no doubt a written or informal policy for most government buildings and vehicles, making the compliance with this new rule a relatively common-sense measure. Nevertheless, we believe this provides an important health measure at a time when the dangers of electronic cigarette use are becoming more apparent every day.

We greatly value the partnership with our municipalities as we support the health of Guilford County residents. Your candid feedback throughout this process has been very valuable. We stand ready to assist you and you will find enclosed a sample sign design with recommended wording which is inclusive of all tobacco products. We will have door clings similar to these available to you shortly (in limited quantities.) Please contact Mary Gillett and let her know your desired number (as supplies are available.) We would also be happy to offer a presentation to your Council updating them on the dangers of electronic cigarettes, or providing technical assistance should they want to develop an ordinance that covers municipal grounds or (indoor) public places. Please feel free to contact me directly (336.641.3288, [mgreen@guilfordcountync.gov](mailto:mgreen@guilfordcountync.gov)) or reach out to our Regional Tobacco Manager, Mary Gillett, ([mgillett@guilfordcountync.gov](mailto:mgillett@guilfordcountync.gov), 336-641-6000) for further assistance.

With Best Regards,

A handwritten signature in black ink that reads "Merle Green".

Merle Green, MBA, MPH  
Guilford County Health Director

**Board of Health Rules for Guilford County  
Regulation of Smoking, E-cigarettes and Tobacco Products in Local  
Government Buildings, and Vehicles**

**Section I. Title**

This regulation shall be entitled Tobacco Control Rules for County, Municipal or other Local Government Buildings, and Vehicles in Guilford County.

**Section II. Findings and Purpose**

WHEREAS, tobacco use is the number one preventable cause of premature death in North Carolina and the nation; and

WHEREAS, secondhand smoke has been proven to cause cancer, heart disease, and asthma in both smokers and nonsmokers; and,

WHEREAS, the 2014 Surgeon General's Health Consequences of Smoking Report documents that while the decline of smoking consequent to tobacco control is surely one of public health's greatest successes, if smoking persists at the current rate among young adults in this country, 5.6 million of today's Americans younger than 18 years of age are projected to die prematurely from a smoking-related illness, and;

WHEREAS, research indicates that, during active smoking, outdoor levels of secondhand smoke may be as high as indoor levels and may pose a health risk for people in close proximity, and some hazard exists beyond 30 feet;

WHEREAS, in 2016, the U.S. Surgeon General's Report on E-cigarette Use Among Youth and Young Adults stated that emitted e-cigarette aerosol is not just water vapor, but contains nicotine and can contain additional toxins, making it less safe than clean air. Furthermore, e-cigarette use has the potential to involuntarily expose children and adolescents, pregnant women, and non-users to aerosolized nicotine and, if the products are altered, to other psychoactive substances. Therefore, clean air—free of both smoke and e-cigarette aerosol—remains the standard to protect health;

WHEREAS, the use of e-cigarettes in places where smoking traditional tobacco products is prohibited could lead to difficulties in enforcing smoke-free policies;

WHEREAS, in 2009, the United States Food and Drug Administration (FDA) announced that an analysis of e-cigarette samples indicated that the e-cigarettes contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze; and it has been found that the emitted aerosol is not just water vapor, but contains nicotine and can contain additional toxins, making it less safe than clean air to those nearby;

WHEREAS, the County of Guilford is committed to protecting the health and environment of individuals, children, and employees in the local government buildings, vehicles, and grounds by eliminating exposure to secondhand smoke;

WHEREAS, local governments are granted broad authority under N.C. Gen. Stat. § 130A, Article 23 to adopt local ordinances, laws, or rules restricting smoking in local government buildings, vehicles, and grounds; and,

WHEREAS, local governments are granted broad authority under SL 2008-149 (H 2252/S1681) to adopt local ordinances, laws, or rules restricting smoking in local government vehicles, and;

WHEREAS, pursuant to G.S. 130A-39(a), local boards of health have the responsibility to protect and promote the public's health and to adopt rules necessary for that purpose;

NOW, THEREFORE, THE GUILFORD COUNTY BOARD OF HEALTH ADOPTS THE FOLLOWING RULES:

**Section III. Definitions**

1. "City/Town building". – A building owned, leased as lessor, or the area leased as lessee and occupied by the City/Town.
2. "City/Town vehicle". – A passenger-carrying vehicle owned, leased, or otherwise controlled by the City/Town and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official City/Town business.
3. "County building". – A building owned, leased as lessor, or the area leased as lessee and occupied by the County.
4. "County vehicle". – A passenger-carrying vehicle owned, leased, or otherwise controlled by the County and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official County business.
5. "E-cigarette". – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, vapes, vaporizers, vape pens, hookah pens or under any other product name or descriptor.
6. "Local government" – A local political subdivision of this State, an airport authority, or an authority or body created by an ordinance, joint resolution, or rules of any such entity.
7. "Local government building" – a building owned, leased as lessor, or the area leased as lessee and occupied by a local government.



9. "Local government vehicle" - A passenger-carrying vehicle owned, leased, or otherwise controlled by a local government and assigned permanently or temporarily by local government to local government employees, agencies, institutions, or facilities for official local government business.

10. "Person in Charge" – County, City, or Town Managers (Mayor if no manager position), heads of other local governmental agencies, or their designees.

11. "Smoking". – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

12. "Tobacco product". – Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

13. "Universal 'No Smoking Symbol'". – Symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.

14. "Universal 'No Smoking and Use of Tobacco Products Prohibited' Symbol". – Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

#### **Section IV. Smoking, and the use of E-cigarettes and Tobacco Products Prohibited in Local Government Buildings and Local Government Vehicles**

Smoking and the use of Tobacco Products, including E-Cigarettes is prohibited in/on all of the following:

- (a) Buildings that are owned by Guilford County or any municipality or local government within the County. Cigarettes, E-cigarettes and any other Tobacco Products are prohibited within 50 feet of the Health and Human Services buildings;
- (b) Buildings that are leased as lessor by Guilford County or any municipality or local government within the County;
- (c) Buildings or areas of buildings that are leased as lessee and occupied by Guilford County or any municipality or local government within the County;
- (d) Local vehicles owned or leased by Guilford County or any municipality or local government within the County.

**Section V. Signage**

(a) Persons in charge of buildings identified in Section IV shall post signs at all entrances and exits explaining the prohibition set out herein. Signs may be posted in other areas of the buildings as well.

(b) Persons in charge of vehicles identified in Section IV shall post signs conveying the prohibition. The signs must be in plain sight of the drivers and passengers.

(c) The signs required by subsections (a) and (b) of this Section must use clear and unambiguous language and/or universal symbols to convey the prohibition.

(d) Persons in charge of buildings where smoking is prohibited by this rule shall remove all publicly available ashtrays from the building.

(e) Persons in charge of buildings and vehicles identified in Section IV must determine whether signs should be posted in languages other than English. Under Title VI, Guilford County Department of Public Health provides translations of all vital documents in languages other than English that meet the Low English Proficiency threshold.

**Section VI. Compliance and Penalties**

An individual in charge of a building or vehicle identified in Section IV or his or her designee who sees an individual who is in violation of these rules shall direct the individual to discontinue the use of the product.

The second and subsequent violations may be considered Class 1 misdemeanors pursuant to 130A of the North Carolina General Statute.

Employees of the Guilford County or any municipality or local government unit within the county, are also subject to sanctions for violations of this rule.

**Section VII. Effective Date**

These rules shall become effective January 1, 2020, County Board of Health.

ADOPTED DATE: November 7, 2019

I HEREBY CERTIFY THAT  
THE FOREGOING WAS ADOPTED BY  
THE BOARD OF COUNTY COMMISSIONERS  
OF GUILFORD COUNTY

ON November 7, 2019  
BY Rabun B. Keller  
CLERK TO BOARD





DRAFT Sample for vehicles stickers


DRAFT Sample for building door clings



**No Tobacco Use**  
*Including*  
**Electronic Cigarettes**  
And all other vaping  
or tobacco products

**For help in quitting, call 1-800-QUIT-NOW**

To request assistance with obtaining door clings or window stickers for vehicles, please contact Mary Gillett, at [mgillett@guilfordcountync.gov](mailto:mgillett@guilfordcountync.gov) or 336-641-6000. Supplies will be limited.

|  |                                       |   |
|--|---------------------------------------|---|
| <b>Town of Jamestown</b><br><br><b>Administrative Policy and Procedures</b> | <b>Subject:</b> Prohibited Smoking    | # |
|  | <b>Effective Date:</b> March 17, 2009 |   |
|  | <b>Amended:</b> February 18, 2020     |   |
|  | <b>Prepared by:</b> Kathryn Billings  |   |
|  | <b>Approved by:</b> Town Council      |   |

## A POLICY PROHIBITING SMOKING IN MUNICIPAL BUILDING

### Section I. Purpose

The Town of Jamestown recognizes the health risks of smoking and secondhand smoke for non-smokers. The Town of Jamestown is committed to providing a safe work environment for employees, volunteers, contractual persons, and the public by prohibiting smoking in any building or structure owned or leased by the Town. The aim is to minimize the harmful effects of smoking among staff and eliminate secondhand smoke exposure for staff and the public in those buildings controlled by the town. In support of this commitment, smoking will be prohibited in all Town-owned or leased buildings, and vehicles.

### Section II. Definitions

1. "Town building". - A building owned, leased as lessor, or the area leased as lessee and occupied by the Town.
2. "Town vehicle". - A passenger-carrying vehicle owned, leased, or otherwise controlled by the Town and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official Town business.
3. "E-cigarette". – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, vapes, vaporizers, vape pens, hookah pens or under any other product name or descriptor.
4. "Local government" - A local political subdivision of this State, an airport authority, or an authority or body created by an ordinance, joint resolution, or rules of any such entity.
5. "Local government building" - a building owned, leased as lessor, or the area leased as lessee and occupied by a local government
9. "Local government vehicle" - A passenger-carrying vehicle owned, leased, or otherwise controlled by a local government and assigned permanently or temporarily by local government to local government employees, agencies, institutions, or facilities for official local government

business .

10. "Person in Charge"- County, City, or Town Managers (Mayor if no manager position), heads of other local governmental agencies, or their designees.

11. "Smoking". - The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

12. "Tobacco product"- Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved , inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

13. "Universal 'No Smoking Symbol". - Symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.

14. "Universal 'No Smoking and Use- of Tobacco Products Prohibited' Symbol". - Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

15. "Local government vehicle" - A passenger-carrying vehicle owned, leased, or otherwise controlled by a local government and assigned permanently or temporarily by local government to local government employees , agencies, institutions , or facilities for official local government business .

16. "Person in Charge"- County, City, or Town Managers (Mayor if no manager position), heads of other local governmental agencies, or their designees.

17. "Smoking" . - The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

18. "Tobacco product" . - Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved , inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

19. "Universal 'No Smoking Symbol". - Symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.

20. "Universal 'No Smoking and Use- of Tobacco Products Prohibited' Symbol". - Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

### **Section III. Policy**

Smoking and the use of Tobacco Products, including Electronic Cigarettes is prohibited in/on all of the following:

- (a) Buildings that are owned by Jamestown. Cigarettes, E-cigarettes and any other Tobacco Products are prohibited within 50 feet of all buildings;
- (b) Buildings that are leased as lessor by Jamestown;
- (c) Buildings or areas of buildings that are leased as lessee and occupied by the Town of Jamestown;
- (d) Local vehicles owned or leased by Jamestown.

### **Section IV. Applicability**

This policy applies to all employees, volunteers, contractual persons and the public.

### **Section V. Signage**

- A. Persons in charge of buildings identified in Section III shall post signs at all entrances and exits explaining the prohibition on smoking. Signs may be posted in other areas of the buildings as well. For example, signs may be posted in other areas in the building where smoking use is likely, such as bathrooms and dining areas.
- B. Persons in charge of vehicles identified in Section III shall post signs in the vehicles explaining the prohibition. The signs must be displayed in areas where passengers will be able to see the signs but the placement of the signs must not interfere with the safe operation of the vehicle.
- C. The signs required by subsections (A) and (B) of this Section must be use clear and unambiguous language to convey the prohibition. The signs may include language such as "SMOKE FREE BUILDINGS," "SMOKING PROHIBITED IN THIS BUILDING," "SMOKING NOT PERMITTED IN THIS BUILDING," OR "SMOKING NOT PERMITTED IN THIS VEHICLE." If a sign includes the international "No Smoking" symbol (which consists of a pictorial representative of a burning cigarette enclosed in a red circle with a red bar across it), it must also include written text explaining the prohibition.
- D. Persons in charge of buildings and vehicles identified in Section III determine whether signs should be posted in languages other than English.
- E. The owner, operator, manager or other person having control of the area shall remove all publicly available ashtrays from any area where smoking is prohibited by the Policy.

### **Section VI. Public Education**

The Town Manager and supervisors shall engage in a continuing program to explain and clarify the purposes and requirements of this policy to employees, volunteers, contractual workers and citizens affected by it, and to guide owners, operators and managers in their compliance with it. The program



may include publication of a brochure for affected buildings and individuals explaining the provisions of this policy. The policy shall be included and documented as part of all new employee orientations. Supervisors are responsible in answering employee questions related to smoking cessation programs.

**Section VII. Tobacco Cessation Programs**

The Town of Jamestown provides support to employees who want to quit smoking. These employees are encouraged to talk to their health care provider about quitting; or use the programs offered by the Town employee health insurance.

**Section VIII. Smoking Permitted Outside Buildings**

Smoking is permitted outside the buildings identified in Section III.

**Section IX. Compliance and Penalties**

- A. A person in charge of the building, management and supervisors shall ensure the smoking policy is enforced. This does not preclude employees from bringing violations to the attention of their supervisors.
  
- B. Employees are responsible for complying with the smoking policy. Employees who violate this policy may be subject to penalties.

**Section X. Effective Date**

This policy shall be effective on \_\_\_\_\_.

Adopted this 18<sup>th</sup> day of February 2020.

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Request to set a date for Town Council Budget Retreat

**AGENDA ITEM #:** IV-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Administration

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

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**SUMMARY:**

At our January Council Meeting, a tentative date was selected for our 2020 Budget Work Session. All council members have confirmed this date. We are requesting Town Council set the date of March 20, 2020, 8:30 am at the Jamestown Golf Course.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Discuss and approve and set date for our Budget Work Session.

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Approve the recommended date of March 20, 2020, 8:30 am.

**FOLLOW UP ACTION NEEDED:** none

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Sidewalk Updates

**AGENDA ITEM #:** IV-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 minutes

**DEPARTMENT:** Public Services

**CONTACT PERSON:** Paul Blanchard

**SUMMARY:**

**East Main Street/Lydia Sidewalk:**

The contractor continues to install underground features, mostly storm drainage improvements. Recent rains have added to the work, but the erosion control features have done an adequate job preventing offsite erosion. Runoff along the roadway will continue to be problematic until curb and gutter is installed, which should follow the subsurface utility improvements.

A significant length of fencing was removed at 404 E. Main Street and has been replaced. The contractor and inspectors have been good to work with. We are still working with NCR and NCDOT to install storm drainage improvements outside of the contract. We are coordinating lighting replacement with Duke Energy.

**East Fork Pedestrian Bridge:**

North State Environmental received approval for the retaining wall system they selected from NCDOT, and we closed East Fork Road on February 3. We have received mixed input from citizens/residents/commuters about the closure. The closure itself was fairly uneventful and commuters are finding their way to their destinations.

The clearing has been done, the erosion control features are installed, and the guardrails have been removed. NSE has installed hundreds of feet of sidewalk. The piles for the bridge were driven on Saturday, February 8. The retaining wall materials are readily available for delivery. The bridge is to be delivered the week of February 17. Since the closure, the contractor has appeared to make good use of time considering weather conditions and time of year.

We are meeting with the contractor and NCDOT every other week.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** n/a

**SUGGESTED MOTION:** n/a

**FOLLOW UP ACTION NEEDED:** none

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** Feb. 18, 2020

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

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, AICP

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**SUMMARY:**

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

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

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

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

**BUDGETARY IMPACT:** N/A

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

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



Town of Jamestown  
Planning Board

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

TO: Planning Board Members

FROM: Matthew Johnson, AICP - Director of Planning

RE: **SPECIAL CALLED Meeting**  
**Monday, November 18, 2019 – 6:30 PM**  
**Jamestown Town Hall, Council Chambers**

Items on the agenda:

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

5. Public Comment Period:

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

6. Adjourn

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



**WORKING AGENDA**

*Items on the agenda:*

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

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

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

- ii. Second:
- iii. VOTE:

**4. Public Hearings**

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

**5. Public Comment**

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

**6. Adjourn**

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

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

**Chair**  
Sarah Glanville

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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

**AGENDA ITEM #:** 3

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** November 18, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the September 16th Special Planning Board meeting

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

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

**BUDGETARY IMPACT:** N/A

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

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

5-11-19

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

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

**Planning Board Members Absent:** Eddie Oakley

**Council Member Representative:** Rebecca Mann Rayborn

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

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

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

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

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

Council Member Rayborn- Present

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

**Public Hearings:**

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

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



5-17-17

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

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

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

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

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

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

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

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

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

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

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5-11-11

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

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

McBride took a roll call vote as follows:

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

The motion passed by unanimous vote.

Wise made the following motion:

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

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

AND

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

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

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

AND

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

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

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



CONFIDENTIAL

AND

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

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

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

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

The meeting ended at 7:10 pm.

**Chair**  
Sarah Glanville

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** November 18, 2019

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

**DEPARTMENT:** Planning

**CONTACT PERSON:** Matthew Johnson, AICP

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**SUMMARY:**

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

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

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**ATTACHMENTS:** Proposed text amendment

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

**BUDGETARY IMPACT:** N/A

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

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

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

2019-01  
Text Amendment 2018-03

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

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

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

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

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

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

Planned Unit Development (PUD)

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

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

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

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

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

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

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

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

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

**(D) Permitted Residential Density**

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

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

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



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

**(F) Other Minimum Requirements**

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

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

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

Attest:

Town Council  
Town of Jamestown, North Carolina

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

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

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

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

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

AND

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

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

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

AND

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

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

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

[Call for second etc.]



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

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

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

AND/OR

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

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

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

AND/OR

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

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

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

[Call for second etc.]

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

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

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

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

AND

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

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

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

AND

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

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

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

AND

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

[Call for second etc.]



## TOWN OF JAMESTOWN PLANNING BOARD

### CONSISTENCY STATEMENT

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

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

AND

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

AND

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

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

Sarah Glanville, Chair

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion of the AARP Livable Communities Program

**AGENDA ITEM #:** V-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

Council Members have expressed an interest in learning more about the Livable Communities Program offered by AARP. Mark Hensley, an AARP Representative, has agreed to attend the February 18th meeting in order to present additional information about the program to Council.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Consideration of Appointment of Planning Board Alternate

**AGENDA ITEM #:** V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

There is currently an opening for an Alternate Member on the Planning Board. Alternate Members are not required to attend all Planning Board meetings, but staff will request their presence if a full-time Member is going to be absent. They are required to vote on matters facing the Board if they are filling in for a full-time Member.

Dennis Sholl has applied to fill the vacancy. Staff is requesting that Council appoint Dennis Sholl to the Alternate position.

**ATTACHMENTS:** Application from Dennis Sholl

**RECOMMENDATION/ACTION NEEDED:** Council Member approve/deny appointment of Dennis Sholl to be an Alt. Member of the PB

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Council Member makes a motion to approve/deny the appointment of Dennis Sholl to be an Alternate Member of the Planning Board.



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



# TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

## CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name DENNIS W. STOLL

Gender:  Male  Female Birthdate: 1/13/51 E mail LDH511351@AOL.COM

Home Phone: 336 454 5902 Daytime Phone: <sup>CELL</sup> 336 457 1333 Fax: —

Home Address: 303 ROYAL RD JAMESTOWN NC 27282

How long have you been a resident of Jamestown? 13.5 yrs

Current Occupation/Title: RETIRED 12/15/15

Employer/Business Name: VOLVO GROUP NA

Business Address and Zip: \_\_\_\_\_

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

Education: High School  College  Graduate School  Other

Degree/Subject of Study: BUSINESS ADM & MBA

School/Name Years Attended: GETTYSBURG COLLEGE GRAD 1972 WILKES UNIVERSITY  
MBA GRAD 1983

BOARD/COMMITTEE APPLYING FOR (list one): PLANNING

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

What are your qualifications for serving on the Board/Committee for which you are applying? PREVIOUS EXPERIENCE 1998-2000 ON WASHINGTON TOWNSHIP, BERK COUNTY PENNSYLVANIA PLANNING COMMISSION

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

NOT AT THIS TIME

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

?



Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

ACCOUNTING, LOGISTICS  
CPA, CIA (LICENSES INACTIVE)

List two personal references below:

Name: HOWARD TUCKER Daytime Telephone: 336 887 8535  
Address: 202 ROYAL RD JAMESTOWN Relationship: NEIGHBOR / FRIEND  
Name: PETE TODORA Daytime Telephone: 336 644 9295 #  
Address: 6904 POLO FARMS DRIVE Relationship: FRIEND  
SUMMERTOWN NC 27358

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: [Signature] Date: 4/5/16

RETURN COMPLETED FORM TO:

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Budget Amendment #14

**AGENDA ITEM #:** V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

This budget amendment, if approved, will increase the current fiscal year budget for attorney services. Due to the Lori Herron matter (2216 Guilford College Rd), we have incurred, and will incur further, extensive unanticipated amounts of expenditures to our Town Attorney and outside Counsel.

The potential additional amount estimated for fiscal year 2019/20 is \$50,000 over and above our normal budget amount for legal services.

**ATTACHMENTS:** Budget Amendment #14

**RECOMMENDATION/ACTION NEEDED:** Approve Budget Amendment #14

**BUDGETARY IMPACT:** \$50,000

**SUGGESTED MOTION:** Approve Budget Amendment #14

**FOLLOW UP ACTION NEEDED:**

FYE 6/30/20  
BUDGET AMENDMENT #14

Fund 10:

|    |                           | <u>Debit</u> | <u>Credit</u> |
|----|---------------------------|--------------|---------------|
| a. | Professional Services     |              |               |
|    | Fund Balance Appropriated | 50,000.00    | 50,000.00     |
|    |                           | 10-4100-1019 |               |
|    |                           | 10-3991      |               |

Increase in budget needed due to unanticipated attorney fees in regards to the Lori Herron matter - 2216 Guilford College Road

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval for Cash Advances to sidewalk project funds

**AGENDA ITEM #:** V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

The sidewalk projects are underway! As a result, we will have to pay the construction invoices as they come due. There are no funds currently in these projects, as it should be all reimbursed by federal and state grants. However, we must pay the invoices first and then request reimbursement from DOT. We do not know how much of a time lag between payment and receipt of reimbursement request.

The current budget ordinance allows the Town Manager or designee to make cash advances between funds for periods not to exceed 60 days. Any advances over 60 days must be approved by Town Council. Thus we are requesting for approval for the Town Manager or designee to make cash advances to the sidewalk capital projects that are currently in place in order to timely pay invoices for construction.

**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Approval for Town Manager or designee to make cash advances to sidewalk CP

**BUDGETARY IMPACT:** none - cash advance only

**SUGGESTED MOTION:** Allow Town Manager or designee to make cash advances from Gen fund to sidewalk capital project funds

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Discussion of Non-profit Policy and Potential Grant Funded Services

**AGENDA ITEM #:** V-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** February 18, 2020

**ESTIMATED TIME FOR DISCUSSION:** 15 min

**DEPARTMENT:** Administration

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

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**SUMMARY:**

An item of discussion at our 2020 Retreat was the changes to non-profit funding. Council appointed a committee consisting of Rebecca Mann Rayborn and Lawrence Straughn to bring recommendations to Council. Administration met with all the non-profits highlighting the changes. Each non-profit is to provide staff with a list of programs/services that they can make available to the community. The committee will provide Town Council with a brief update.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Discussion

**BUDGETARY IMPACT:** none

**SUGGESTED MOTION:** Discussion

**FOLLOW UP ACTION NEEDED:** none