



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
March 17, 2020
6:30 pm in the Civic Center
Agenda

- I. **Call to Order-**
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Introduction of New Town Employees
 - D. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the February 18, 2020 Regular meeting
 - B. Approval & Sealing of the February 18, 2020 Closed Session minutes
 - C. Proclamation Vietnam Veterans Day
 - D. Proclamation Women's History Month
 - E. Proclamation Spring Litter Sweep 2020
 - F. Analysis of financial position of the Town of Jamestown
 - G. Analysis of financial position of the Jamestown Park & Golf Course
 - H. Budget Amendment #15
- III. **Public Comment**
- IV. **Old Business-**
 - A. Discussion of Planned Unit Developments (PUD)- Jason Epley, Benchmark Representative
 - B. **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
 - C. Update on Sidewalk Projects- Paul Blanchard, Public Services Director
- V. **New Business-**
 - A. Discussion of precautionary measures for the Coronavirus- Guilford County Health Department
- VI. **Manager/Committee Reports-**
 - A. Manager Report- Kenny Cole, Town Manager
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the March 17th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	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 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. Introduction of new Town employees	Call on K. Cole	Cole to introduce Jamie Johnson, Kody Adkins, and Ethan Dills to Council.
6:30 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the February 18 th Regular meeting B. Approval & Sealing of the February 18 th Closed Session Minutes C. Proclamation Vietnam Veterans Day D. Proclamation Women's History Month E. Proclamation Spring Litter Sweep 2020 F. Analysis of financial position of the Town of Jamestown G. Analysis of financial position of the Jamestown Park & GC H. Budget Amendment #15		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:50 pm	IV. Old Business		
6:50 pm	A. Discussion of Planned Unit Development (PUD)	Jason Epley	Jason Epley, Benchmark Consulting Firm Representative, to give Council an overview of Planned Unit Developments (PUD).
7:00 pm	B. Public Hearing		
7:00 pm	I. P.H. to consider a text amendment to the LDO to add a new zoning district: PUD	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" 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. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. 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. 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.
7:30 pm	C. Update on Sidewalk Projects	Call on P. Blanchard	Blanchard to give Council an update on the ongoing sidewalk projects.
7:40 pm	V. New Business		
7:40 pm	A. Discussion of precautionary measures for Coronavirus	Call on K. Cole	Cole to introduce the representative from the Guilford County Health Department. The representative will give Council an overview of the precautionary measures for the Coronavirus and answer any questions Council may have.
7:55 pm	VI. Member/Committee Reports		
7:55 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council
8:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give an update on any Committees they serve on.
8:05 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit.
8:20 pm	VIII. Other Business		

8:25 pm	IX. Adjournment	Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.
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Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the February 18, 2020 Regular meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the February 18th Regular Town Council meeting

ATTACHMENTS: Minutes from the February 18, 2020 Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the February 18th 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

DRAFT

**Regular Meeting of the Town Council
February 18, 2020
6:30 pm in the Council Chambers
Minutes & General Account**

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

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

Visitors Present: John McGinnis, Dee Fink, Robert Frederick, Mark Hensley, Anna Black, Malcolm Black, Jennifer Black, Rae Marie Smith, Ed Stafford, Robert Coon, Lt. Col. Lee Richmond, Tom DelVecchio, Joel Cranford, Tammy Boggs, Mason Smith, Brady Joerger, Adrian Rodriguez, Robin Thomas, Kim Joerger, Dennis Sholl, & Carol Brooks.

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

- Pledge of Allegiance- The Adams Farm Christian Preschool students led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Council Member Wolfe requested to move the Public Hearing for the Planned Unit Development (PUD) text amendment to item "III" on the agenda.

Council Member Wolfe made a motion to approve the agenda with the requested change. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the January 10, 2020 Town Council Retreat
- Approval of minutes from the January 21, 2020 Regular meeting
- Approval & Sealing of the January 21, 2020 Closed Session minutes
- Proclamation declaring February 2020 Black History Month
- Proclamation Arbor Day 2020
- 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 a second to the motion. The motion passed by unanimous vote.

(Proclamation Black History Month & Proclamation Arbor Day)

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"- Mayor

Montgomery opened the public hearing. Johnson stated that staff was requesting that the public hearing be continued until March 10th at 6:30 pm in the Ragsdale Civic Center.

Council Member Wolfe made a motion to continue the public hearing for the text amendment to the Land Development Ordinance to March 10th at 6:30 pm in the Ragsdale Civic Center, 301 East Main Street, without further advertisement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Public Comment-

- Bob Battista, 109 Channel Cove Court - Battista stated that he had lived in Jamestown for ten years. He said that he has noticed a real issue with crows getting into the trash bags that citizens put out on the curb for garbage pickup. He noted that the crows were constantly tearing up the bags and trash was getting scattered all over the neighborhood. He encouraged Council to consider providing garbage totes for citizens to use for pickup to resolve the problem.
- Joel Cranford, 113 Thora Drive- Cranford stated that he was frustrated about animals consistently getting into the trash that was placed outside in bags. He noted that he waits until the last possible minute to put the bags out, but it has not helped the issue. He said that it was a problem that needed to be addressed. He encouraged Council to make utilizing totes for garbage collection a priority.

Old Business-

- Consideration of adoption of Guilford County Smoking Policy- Cole stated that Council had discussed the Guilford County Smoking Policy at a previous meeting. He noted that the initial draft that the County had submitted to the Town had been amended. He stated that he had added a few things to the Town of Jamestown's policy to reflect the new Guilford County policy. Cole introduced Mary Gillette, Guilford County Board of Health Representative, to update Council on the issue.

Gillette gave Council a brief history of the County's policy regarding smoking. She said that the County had recently tweaked their policy to include all tobacco products. She noted that restrictions had been placed on the use of electronic cigarettes in government buildings and local government vehicles.

Cole gave Council a brief overview of the changes to the policy. He recommended that Council approve the amended Town of Jamestown policy that reflected the new restrictions on electronic cigarette usage.

Council Member Rayborn made a motion to approve the amended smoking policy for the Town of Jamestown. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Request to set the date for the Town Council Budget Retreat- Cole stated that Council had discussed setting the date for their annual budget retreat at the previous meeting. He noted that Council had selected March 20th as the potential date for the retreat. He requested that they formally set the date for March 20th at 8:30 am in the Clubhouse at the Jamestown Park & Golf Course.

Council Member Straughn made a motion to set the date for the budget retreat for March 20th at 8:30 am in the Clubhouse at the Jamestown Park & Golf Course. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Update on Sidewalk Projects- Blanchard gave Council an update on the ongoing sidewalk projects. He stated that the contractor was continuing to work on the installation of underground features for the East Main Street sidewalk project. He said that the road had been closed on February 3rd in order for the East Fork Pedestrian Bridge to be constructed. He added that the closure was an inconvenience, but commuters were able to reach their destinations. Blanchard stated that staff was working with NCDOT to get the project completed in a timely manner.

New Business

- Discussion of the AARP Livable Communities Program- Mayor Montgomery called Mark Hensley forward to discuss the AARP Livable Communities Program.

Hensley stated that he represented 1.1 million members of AARP in North Carolina. He noted that there had been a movement across the nation towards AARP livable and age-friendly communities. He said that livable communities had gained popularity because people were living longer than ever before. Hensley added that the amenities that these areas would provide would be beneficial to people of all ages. He gave Council a brief overview of the AARP Livable Communities Program. He informed Council about additional resources that they could use to identify areas that they could improve to make the Town of Jamestown more livable.

There was a brief discussion between Council and Hensley about the Livable Communities Program.

- Consideration of appointment of Planning Board Alternate- Weiner stated that there was currently a vacancy for a Planning Board Alternate. She noted that Dennis Sholl had applied to fill the position and that his application was in their packet. She said that staff was requesting that Council appoint Dennis Sholl to fill the vacancy.

Council Member Wolfe thanked Sholl for his patience. She added that his application had been on file for quite some time.

Council Member Wolfe made a motion to appoint Dennis Sholl to be an Alternate on the Planning Board. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Budget Amendment #14- Gallman said that Budget Amendment #14 would increase the amount of money in the budget for legal services. She had spoken with the Town's attorney to get an estimate of how much additional funding would be necessary. Gallman stated that she had determined that \$50,000 would be required to pay for legal services in the current fiscal year. She added that the increase in expenditures was directly related to the Lori Herron matter at 2216 Guilford College Road.

Council Member Capes made a motion to approve Budget Amendment #14. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

DRAFT

(Budget Amendment #14)

- Consideration of approval of Town Manager or Designee to make cash advances from the General Fund to Sidewalk Capital Project Funds- Gallman stated that the sidewalk projects were underway and construction had begun. She added that staff was beginning to receive invoices from the contractors that needed to be paid in a timely manner. She noted that the projects were funded by state and federal grants, and the Town had not been reimbursed that funding yet. Gallman stated that money needed to be advanced from the general fund into the capital project fund in order to pay the invoices. She said that the funding that the Town would be reimbursed in the future would be used to pay the advances back to the general fund.

Gallman noted that the current ordinance allowed the Town Manager to make cash advances for periods that did not extend sixty days. She was not sure how long it would take to receive the reimbursement. Therefore, she requested that Council approve the Town Manager or his Designee to make cash advances as needed into the sidewalk capital project fund without a time restriction.

Council Member Wolfe made a motion to grant the Town Manager or his Designee the authority to make cash advances to the sidewalk capital project funds. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Discussion of Nonprofit Policy and potential Grant Funded Services- Cole said that he and Gallman had met with the nonprofit agencies in regard to the change in grant funding. He added that Council Member Rayborn and Council Member Straughn had met to discuss potential Town funded services.

Council Member Rayborn stated that the nonprofits had submitted information detailing the services that they provide to Jamestown residents. She said that she had reviewed that information with Council Member Straughn and Gallman. She added that the nonprofits had been given a deadline to submit additional information prior to the Town Council's Budget Retreat.

Council Member Wolfe discussed the details of the nonprofit meetings with Council and staff.

Manager/Committee Reports-

- Manager Report- Cole presented his monthly report to Council. He noted that Flowers Bakery had requested some additional revisions to a legal contract before allowing the Town to place a sign on their property. He added that he anticipated that March 30th would be the bid date for the construction of the recreation building. He also gave Council an overview of a sewer spill that had occurred.

Blanchard gave Council additional information about the sewer spill incident.

- Council Member Committee Reports-
 - Council Member Wolfe stated that she had been going to the Complete Count Census Committee meetings. She said that she had been placed on the Government Subcommittee. She added that there were several representatives from neighboring

communities that were working together to increase public awareness about the census. She stated that Paul had attended the TAC meeting in her absence and that the construction of the Jamestown Bypass was still on schedule. Council Member Wolfe also gave an overview of the Comprehensive Plan Steering Committee meeting. She noted the various ways that the consultants were seeking to receive feedback from citizens in regard to the Comp Plan update.

- o Council Member Straughn briefly updated Council about Part 150 Team’s noise study that they were completing for the airport.

Public Comment- Nobody signed up.

Other Business- There was no other business discussed.

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. the Town of Jamestown- Council Member Rayborn made a motion to go into closed session per General Statutes 143-318.11(a)(3) to discuss matters relating to attorney client privilege in regard to Lori Herron at 2216 Guilford College Road and the legal contract with Flowers Bakery. Council Member Capes 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 Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Capes made a motion to direct Beth Koonce, Town Attorney, to proceed with the legal contract revisions with Flowers Bakery. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 8:05 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of the February 18, 2020 Closed Session minutes AGENDA ITEM#: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The Town Council went into Closed Session at the February 18th Town Council meeting per General Statutes 143-318.11(a)(3) to discuss matters related to attorney client privilege regarding Lori Herron (2216 Guilford College Road) and the legal contract revisions with Flowers Bakery. Staff is requesting the approval and sealing of the minutes from the February 18th Closed Session.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/a

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

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation recognizing Vietnam Veterans Day

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Proclamation recognizing March 29th as Vietnam Veteran's Day in the Town of Jamestown. It commemorates the sacrifice of the more than 3 million American soldiers that served in the Vietnam War. It also provides an opportunity to honor Vietnam veterans and their contributions to our community.

ATTACHMENTS: Vietnam Veterans 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
VIETNAM VETERANS DAY
MARCH 29, 2020**

WHEREAS, 47 years ago today our nation ended military operations in the Republic of Vietnam, thus ending military involvement in what was then the longest war in our country's history; and

WHEREAS, it is important to honor the men and women who survived and the 58,220 men and women who gave their lives; and

WHEREAS, since their return, these veterans have contributed tremendously to their communities, their states, and the nation; and

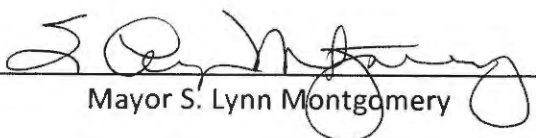
WHEREAS, as citizens of Jamestown, and the great state of North Carolina, we must never forget the pain and suffering that lingers today for the men and women who fought with honor and distinction, in the name of freedom and democracy for all; and

WHEREAS, today, March 29, 2020 as defined by Veteran's Affairs Secretary Robert McDonald, is a day to honor living United States veterans who served on active duty in the United States Armed Forces at anytime during the period of November 1, 1955 to May 15, 1975, regardless of location; and

WHEREAS, of the names listed on the Vietnam memorial wall there are 1,624 from the great state of North Carolina; let us remember that is never too late to pay tribute to the men and women who answered the call of duty with courage and valor; and

WHEREAS, throughout this 13 year commemoration which began November 13, 2012 and extends through November 11, 2025, let us strive to live up to their example by showing our Vietnam veterans, their families, and all the veterans that served our country the respect and support of a grateful town, state, and nation:

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim March 29, 2020 as Vietnam Veterans Day in Jamestown, North Carolina.


Mayor S. Lynn Montgomery



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: Proclamation Women's History Month

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Proclamation declaring March 2020 as Women's History Month

ATTACHMENTS: Proclamation Women's History Month

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 WOMEN'S HISTORY MONTH
March 2020

WHEREAS, March is celebrated as Women's History Month; and

WHEREAS, generations of women have helped to shape our culture, our traditions, our economy, and our history; and

WHEREAS, American women have played and continue to play a critical economic, cultural, and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside of the home; and

WHEREAS, American women have played a unique role throughout history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the country; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement; and

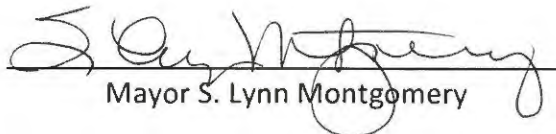
WHEREAS, today's women are creating new models for the women of tomorrow so that future generations of women will benefit from greater choices than previous generations;

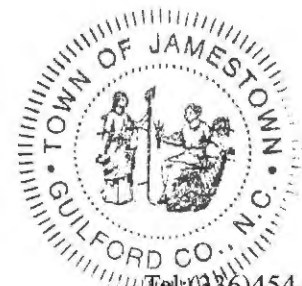
NOW, THEREFORE, I, Lynn Montgomery, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim the month of March 2020 to be

WOMEN'S 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 17th day of March 2020.


Mayor S. Lynn Montgomery



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: Proclamation for Spring Litter Sweep 2020

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor and organize roadside cleanups every Spring and Fall. The Town of Jamestown will be participating in a Spring Litter Sweep on April 18th. Town staff and volunteers will meet at the Jamestown Library's parking lot at 9:00 am. The Litter Sweep will last until 11:00 am. Volunteers are encouraged to wear long sleeve shirts and high top shoes to protect against any hazards.

ATTACHMENTS: Proclamation Spring Litter Sweep 2020 & Litter Sweep Flyer

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION
SPRING LITTER SWEEP 2020

WHEREAS, the North Carolina Department of Transportation organizes an annual spring statewide roadside cleanup to ensure clean and beautiful roads across our state; and

WHEREAS, the **SPRING 2020 LITTER SWEEP** roadside cleanup will take place April 11th-April 25th, 2020 and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Public Safety-Division of Adult Correction inmates, community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during **SPRING LITTER SWEEP** and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

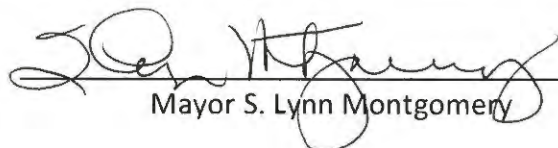
WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

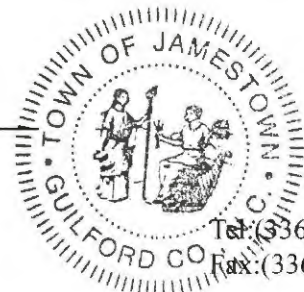
WHEREAS, the **SPRING 2020 LITTER SWEEP** cleanup will be the 34th biannual celebration of the North Carolina Adopt-A-Highway and its 4,400 volunteer groups that donate their labor and time year round to keep our roadsides clean; and

WHEREAS, the **SPRING LITTER SWEEP** cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, I, LYNN MONTGOMERY, Mayor of the Town of Jamestown, do hereby proclaim April 18th, 2020 as "**Spring Litter Sweep**" day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

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


Mayor S. Lynn Montgomery



Join Town of Jamestown Annual Spring Litter Sweep

April 18, 2020----9-11am

**Meet at the Jamestown Library Parking Lot –
Main Street and Ragsdale Road**

RSVP to 336-454-1138

**Plan to wear long sleeve shirts and high top shoes to
protect against unforeseen hazards.**

HOPE TO SEE YOU THERE!



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 February 29, 2020

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of February 29, 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 February 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.

A new air conditioning system was installed at Town Hall, which serves a portion of the building.

E. Main Street and E. Fork sidewalk construction is underway. Payments were made on construction administration on both projects. Payments on the E Main sidewalk project were made to the contractor. Reimbursement will be requested from Dept of Transportation.

A site survey was conducted at the soccer complex where the new recreational maintenance building will be constructed. Bid requests for this building will soon be advertised.

ATTACHMENTS: 3-Page Summary and Detail Budget to Actual Report for February 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 February 29, 2020

Petty Cash	\$	1,350
Operating Cash		2,380,645
Certificates of Deposit		3,018,620
Money Market Accounts - operating		771,907
North Carolina Capital Management Trust		<u>10,101,455</u>
	\$	<u>16,273,977</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	774,615
Cash reserved by Powell Bill for street improvements		356,579
General Capital Reserve Fund		124,182
East Fork Sidewalk Capital Project		935
Lydia Multi-use Greenway Capital Project		5,817
Oakdale Sidewalk Phase III		115,758
Water Sewer Capital Reserve Fund		<u>1,494,166</u>
	\$	<u>2,872,052</u>

Cash by Fund:

General	\$	5,335,866
General Capital Reserve Fund		124,182
East Fork Sidewalk Capital Project		935
Lydia Multi-use Greenway Capital Project		5,817
Oakdale Sidewalk Phase III		115,758
Water/Sewer		8,422,638
Randleman Reservoir		774,615
Water/Sewer Capital Reserve Fund		<u>1,494,166</u>
	\$	<u>16,273,977</u>

Cash by Bank:

NCCMT	\$	10,101,455
Pinnacle Bank		4,380,645
First Bank		1,528,422
Wells Fargo		3,789
BB & T		<u>258,316</u>
	\$	<u>16,272,627</u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of February 29, 2020**

Installment Purchase Debt:	Balance at 2/29/2020	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
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>516,679</u>	11/3/2027	2027/2028
	<u>\$ 766,567</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 387,484</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of February 29, 2020

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randiemans Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	3,601,394	97,207	2,557,523	36,670	395,039
% of budget received	57%	100%	57%	30%	98%
% of budget, excluding appropriated fund balance, received	69%	100%	62%	89%	98%
Expenditures (and transfers)	2,775,559	59,980	2,044,678	61,119	-
% of budget expended	44%	62%	45%	50%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	60,000	-	193,619		
% of budget received	3%	0%	29%		
Life to Date Expenditures	59,065	94,183	77,862		
% of budget expended	3%	5%	12%		

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 20

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	317,532.48	2,067,636.42	2,004,000.00	-63,636.42	103 %
3101 Interest on Ad Valorem Taxes	528.48	820.27	3,000.00	2,179.73	27 %
3102 Tax and Tag revenue	16,297.99	103,165.45	193,000.00	89,834.55	53 %
3103 Interest on Tax and Tag Revenues	129.39	801.67	1,250.00	448.33	64 %
3230 SALES AND USE TAX	63,179.86	311,404.65	650,000.00	338,595.35	48 %
3250 Solid Waste Disposal Tax	843.26	2,481.90	2,500.00	18.10	99 %
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	18,300.00	0 %
3325 ABC DISTRIBUTION	12,500.00	37,500.00	50,000.00	12,500.00	75 %
3341 Telecommunications Planning Fees	0.00	0.00	5,000.00	5,000.00	0 %
3343 REVIEW FEES	225.00	4,296.00	7,500.00	3,204.00	57 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	35.00	85.00	200.00	115.00	43 %
3346 CELL TOWER RENTAL FEES	35,909.73	62,944.11	80,000.00	17,055.89	79 %
3348 REFUSE COLLECTION FEES	13,640.00	109,170.00	259,000.00	149,830.00	42 %
3600 GREEN FEES	10,830.00	259,648.67	515,000.00	255,351.33	50 %
3610 MECHANICAL CART RENTALS	5,024.00	133,016.00	270,000.00	136,984.00	49 %
3620 PULL CART RENTALS	8.00	131.00	300.00	169.00	44 %
3650 DRIVING RANGE	1,803.00	24,059.00	50,000.00	25,941.00	48 %
3660 GOLF SHOP CONCESSIONS SALES	2,260.07	50,267.01	90,000.00	39,732.99	56 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,000.00	2,000.00	0 %
3665 Golf Special Orders - Sales	84.31	2,141.73	5,000.00	2,858.27	43 %
3675 Golf Clubhouse Rental Fees	570.00	8,035.00	12,000.00	3,965.00	67 %
3801 INVESTMENT EARNINGS	5,091.95	56,957.02	75,000.00	18,042.98	76 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	2,050.00	0.00	-2,050.00	** %
3834 CIVIC CENTER RENTAL FEES	0.00	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	852.15	25,322.42	50,000.00	24,677.58	51 %
3837 SHELTER RENTALS	400.00	2,250.00	3,000.00	750.00	75 %
3838 Building lease revenue	0.00	4,101.00	5,120.00	1,019.00	80 %
3839 MISCELLANEOUS REVENUES	20.73	600.67	500.00	-100.67	120 %
3840 Rental Golf Sets	40.00	1,420.00	1,200.00	-220.00	119 %
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	39,885.52	59,979.52	80,000.00	20,020.48	75 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,046,368.50	1,046,368.50	0 %
Account Group Total:	528,290.92	3,601,394.11	6,266,696.68	2,665,302.57	57 %
Fund Total:	528,290.92	3,601,394.11	6,266,696.68	2,665,302.57	57 %

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 20

2

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	10,642.00	23,061.15	5,804.50	28,865.65	78,000.00	49,134.35
2100	DEPARTMENT SUPPLIES	469.98	1,545.53	0.00	1,545.53	2,000.00	454.47
2200	FOOD AND PROVISIONS	71.94	1,099.23	0.00	1,099.23	1,500.00	400.77
2600	OFFICE SUPPLIES	0.00	80.98	0.00	80.98	200.00	119.02
3100	TRAVEL	0.00	0.00	0.00	0.00	600.00	600.00
3150	CONFERENCE FEES AND SCHOOLS	450.00	1,570.00	0.00	1,570.00	1,500.00	-70.00
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	136.10	523.25	272.95	796.20	700.00	-96.20
3950	DUES AND SUBSCRIPTIONS	0.00	1,956.00	0.00	1,956.00	2,500.00	544.00
3955	Permit Fees	800.00	800.00	0.00	800.00	800.00	0.00
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
4500	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	600.00	600.00
4912	Sheriff off-duty for non-profit	0.00	742.08	0.00	742.08	2,126.50	1,384.42
4990	OTHER CONTRACTED SERVICES	0.00	800.00	0.00	800.00	800.00	0.00
6900	Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910	LIBRARY JAMESTOWN	11,543.73	111,981.00	0.00	111,981.00	117,500.00	5,519.00
6920	HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6930	YMCA GRANT	0.00	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	0.00	0.00
	Account Total:	24,113.75	164,922.70	6,077.45	171,000.15	250,500.00	79,499.85
4200 ADMINISTRATION EXPENDITURES							
1000	SALARIES AND WAGES	19,594.00	165,691.00	0.00	165,691.00	256,500.00	90,809.00
1003	LONGEVITY PAY	0.00	3,938.00	0.00	3,938.00	4,000.00	62.00
1009	FICA EXPENSE	1,418.96	12,416.52	0.00	12,416.52	20,000.00	7,583.48
1010	RETIREMENT EXPENSE	1,720.36	14,968.15	0.00	14,968.15	23,200.00	8,231.85
1011	HEALTH INSURANCE EXPENSE	2,088.99	16,711.84	0.00	16,711.84	25,200.00	8,488.16
1012	FLEX ADMINISTRATION FEES	12.00	181.56	18.44	200.00	200.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	777.62	4,704.59	0.00	4,704.59	10,800.00	6,095.41
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	288.00	0.00	288.00	500.00	212.00
1017	401K EXPENSE	840.54	7,144.59	0.00	7,144.59	11,300.00	4,155.41
1019	PROFESSIONAL SERVICES	0.00	11,100.00	0.00	11,100.00	11,100.00	0.00
2100	DEPARTMENT SUPPLIES	134.24	742.83	0.00	742.83	1,700.00	957.17
2200	FOOD AND PROVISIONS	0.00	399.82	0.00	399.82	750.00	350.18
2600	OFFICE SUPPLIES	137.49	437.82	0.00	437.82	2,500.00	2,062.18
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	1,220.00	3,375.00	0.00	3,375.00	8,000.00	4,625.00
3200	COMMUNICATIONS	493.32	4,271.56	1,901.26	6,172.82	8,760.00	2,587.18
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	1,518.90	6,149.12	8,828.92	14,978.04	15,000.00	21.96
3950	DUES AND SUBSCRIPTIONS	300.00	7,155.61	0.00	7,155.61	9,000.00	1,844.39
3960	BANK AND MERCHANT FEES	0.00	900.96	0.00	900.96	1,000.00	99.04

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3980	MISCELLANEOUS EXPENSE	0.00	357.57	0.00	357.57	500.00	142.43
4300	EQUIPMENT RENTAL	424.41	1,642.16	802.84	2,445.00	3,000.00	555.00
4400	SERVICE & MAINTENANCE CONTRACTS	120.65	5,742.82	258.59	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	4,134.12	19,660.72	527.04	20,187.76	26,000.00	5,812.24
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
Account Total:		34,971.60	292,785.64	15,337.09	308,122.73	464,460.00	156,337.27
<i>OPEB reports</i>							
4900	PLANNING DEPARTMENT EXPENDITURES						
1000	SALARIES AND WAGES	6,918.00	56,736.50	0.00	58,736.50	90,000.00	31,263.50
1003	LONGEVITY PAY	0.00	2,248.00	0.00	2,248.00	2,250.00	2.00
1009	FICA EXPENSE	475.68	4,242.79	0.00	4,242.79	7,000.00	2,757.21
1010	RETIREMENT EXPENSE	623.32	5,494.76	0.00	5,494.76	8,500.00	3,005.24
1011	HEALTH INSURANCE EXPENSE	696.33	5,570.64	0.00	5,570.64	8,400.00	2,829.36
1012	FLEX ADMINISTRATION FEES	6.00	90.78	19.22	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	96.00	0.00	96.00	144.00	48.00
1017	401K EXPENSE	311.28	2,645.88	0.00	2,645.88	4,100.00	1,454.12
2100	DEPARTMENT SUPPLIES	0.00	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	235.14	235.14	0.00	235.14	500.00	264.86
2600	OFFICE SUPPLIES	49.88	49.88	0.00	49.88	1,000.00	950.12
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	225.00	1,695.00	0.00	1,695.00	2,500.00	805.00
3200	COMMUNICATIONS	165.11	1,342.15	583.84	1,925.99	2,600.00	674.01
3400	PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500	REPAIRS AND MAINTENANCE	0.00	145.00	0.00	145.00	250.00	105.00
3700	ADVERTISING	204.75	728.25	0.00	728.25	3,000.00	2,271.75
3800	DATA PROCESSING SERVICES	541.33	2,191.58	1,308.42	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	105.00	1,838.00	0.00	1,838.00	2,000.00	162.00
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	11,983.87	15,716.26	62,742.61	78,458.87	78,500.00	41.13
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	0.00	0.00
Account Total:		22,552.69	106,362.34	65,854.09	172,216.43	228,810.00	56,593.57
5000	BUILDING & GROUNDS EXPENDITURES						
2100	DEPARTMENT SUPPLIES	523.36	3,744.79	766.65	4,511.44	7,000.00	2,488.56
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

Comp Plan

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	310.92	665.71	0.00	665.71	3,500.00	2,834.29
2900	ASSETS NOT CAPITALIZED	0.00	3,869.87	0.00	3,869.87	13,500.00	9,630.13
3200	COMMUNICATIONS	150.07	1,162.55	759.51	1,922.06	2,000.00	77.94
3300	UTILITIES	1,913.99	13,738.14	2,464.04	16,202.18	28,000.00	11,797.82
3350	Water Utilities	30.24	274.88	0.00	274.88	400.00	125.12
3500	REPAIRS AND MAINTENANCE	372.50	5,090.45	800.00	5,890.45	17,500.00	11,609.55
3940	LANDFILL FEES/DUMPSTER P/U	0.00	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	2,950.00	22,489.07	6,800.00	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	175.00	3,074.91	1,030.00	4,104.91	15,000.00	10,895.09
5700	CAPITAL OUTLAY - LAND AND	0.00	4,985.00	0.00	4,985.00	43,000.00	38,015.00
5800	CAPITAL OUTLAY - BUILDINGS &	7,515.00	17,306.00	0.00	17,306.00	40,000.00	22,694.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	335.00	335.00
	Account Total:	13,941.08	99,045.89	12,686.60	111,732.49	232,400.00	120,667.51
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	78,611.77	161,039.27	0.00	161,039.27	369,500.00	208,460.73
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	0.00	5,618.00	0.00	5,618.00	11,250.00	5,632.00
	Account Total:	78,611.77	169,104.79	0.00	169,104.79	383,250.00	214,145.21
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	2,005.00	5,828.50	0.00	5,828.50	6,000.00	171.50
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	0.00	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
	Account Total:	2,005.00	434,988.79	0.00	434,988.79	584,394.00	149,405.21
5500	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	0.00	506.12	0.00	506.12	6,000.00	5,493.88
2400	CONSTRUCTION & REPAIR SUPPLIES	126.94	186.73	0.00	186.73	6,000.00	5,813.27
2500	VEHICLE SUPPLIES	885.17	3,857.60	0.00	3,857.60	5,000.00	3,142.40
2520	FUELS - GAS & OIL	2,104.27	2,104.27	0.00	2,104.27	3,000.00	895.73
2900	ASSETS NOT CAPITALIZED	401.25	13,514.98	0.00	13,514.98	26,000.00	12,485.02
3300	UTILITIES	6,565.76	52,519.13	0.00	52,519.13	115,000.00	62,480.87
3500	REPAIRS AND MAINTENANCE	100.73	5,010.92	0.00	5,010.92	10,000.00	4,989.08
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	3,015.00	22,176.00	18,849.00	41,025.00	44,174.00	2,149.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	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
	Account Total:	13,199.12	113,919.68	172,609.00	286,528.68	631,384.00	344,855.32

① New A/C system - Town Hall
② Stormwater inventory project

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700	POWELL BILL						
	2100 DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	5700 CAPITAL OUTLAY - LAND AND	12,749.40	29,164.10	146,321.48	175,485.58	194,000.00	18,514.42
	Account Total:	12,749.40	29,164.10	146,321.48	175,485.58	197,000.00	21,514.42
5800	SANITATION EXPENDITURES						
	1000 SALARIES AND WAGES	6,612.00	58,455.01	0.00	58,455.01	98,000.00	39,544.99
	1003 LONGEVITY PAY	0.00	1,069.00	0.00	1,069.00	1,100.00	31.00
	1009 FICA EXPENSE	483.07	4,393.86	0.00	4,393.86	7,500.00	3,106.14
	1010 RETIREMENT EXPENSE	597.99	5,381.11	0.00	5,381.11	9,300.00	3,918.89
	1011 HEALTH INSURANCE EXPENSE	2,088.99	16,015.59	0.00	16,015.59	25,200.00	9,184.41
	1012 FLEX ADMINISTRATION FEES	12.00	102.78	297.22	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	1,383.51	5,534.24	0.00	5,534.24	10,800.00	5,265.76
	1014 WORKER'S COMPENSATION	0.00	6,678.25	0.00	6,678.25	9,700.00	3,021.75
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	2,550.00	2,550.00
	1016 Wellness Program Expenditures	24.00	264.00	0.00	264.00	432.00	168.00
	1017 401K EXPENSE	303.86	2,716.88	0.00	2,716.88	4,300.00	1,583.12
	2100 DEPARTMENT SUPPLIES	408.78	1,420.72	6.71	1,427.43	13,200.00	11,772.57
	2200 FOOD AND PROVISIONS	0.00	31.50	0.00	31.50	100.00	68.50
	2500 VEHICLE SUPPLIES	0.00	2,474.01	0.00	2,474.01	8,500.00	6,025.99
	2520 FUELS - GAS & OIL	-905.80	8,521.30	9,457.72	17,979.02	20,000.00	2,020.98
	3200 COMMUNICATIONS	63.01	466.07	193.93	660.00	1,000.00	340.00
	3400 PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	3500 REPAIRS AND MAINTENANCE	0.00	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	342.00	450.00	50.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPS/TER P/U	3,600.26	29,313.65	30,686.35	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,100.00	64,800.00	32,400.00	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
	Account Total:	23,113.67	210,768.10	73,091.93	283,860.03	379,800.00	95,939.97
6200	RECREATION EXPENDITURES						
	1000 SALARIES AND WAGES	7,350.80	62,394.54	0.00	62,394.54	100,000.00	37,605.46
	1003 LONGEVITY PAY	0.00	1,714.00	0.00	1,714.00	2,100.00	386.00
	1009 FICA EXPENSE	556.90	4,866.05	0.00	4,866.05	8,000.00	3,133.95
	1010 RETIREMENT EXPENSE	592.47	5,182.14	0.00	5,182.14	8,400.00	3,217.86
	1011 HEALTH INSURANCE EXPENSE	1,392.66	11,134.67	0.00	11,134.67	16,800.00	5,665.33
	1012 FLEX ADMINISTRATION FEES	6.00	90.78	109.22	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	191.89	0.00	191.89	288.00	96.11
	1017 401K EXPENSE	294.80	2,497.80	0.00	2,497.80	4,000.00	1,502.20
	2100 DEPARTMENT SUPPLIES	1,007.36	6,131.83	5.42	6,137.25	8,000.00	1,862.75
	2140 SEED and SOD	0.00	280.00	0.00	280.00	1,500.00	1,220.00
	2141 CHEMICALS	0.00	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	13.80	79.73	0.00	79.73	800.00	720.27
	2144 MULCH & PINE NEEDLES	300.00	1,818.90	348.60	2,167.50	7,000.00	4,832.50
	2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00

③ E Fork + E Main sidewalks - CEI (summit)

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	0.00	25.00	0.00	25.00	50.00	25.00
2400	CONSTRUCTION & REPAIR SUPPLIES	358.56	1,771.39	0.00	1,771.39	6,100.00	4,328.61
2500	VEHICLE SUPPLIES	72.09	309.05	0.00	309.05	500.00	190.95
2520	FUELS - GAS & OIL	198.32	1,195.11	0.00	1,195.11	5,000.00	3,804.89
2550	EQUIPMENT SUPPLIES	181.55	780.11	2,751.58	3,531.69	4,000.00	468.31
2600	OFFICE SUPPLIES	16.29	66.46	0.00	66.46	300.00	233.54
2900	ASSETS NOT CAPITALIZED	0.00	3,870.77	0.00	2,870.77	6,000.00	2,129.23
3100	TRAVEL	580.45	580.45	0.00	580.45	800.00	219.55
3150	CONFERENCE FEES AND SCHOOLS	0.00	115.00	0.00	115.00	1,000.00	885.00
3200	COMMUNICATIONS	120.63	891.00	496.51	1,387.51	2,000.00	612.49
3300	UTILITIES	1,501.67	7,825.88	0.00	7,825.88	14,500.00	6,674.12
3350	Water Utilities	21.60	176.09	0.00	176.09	650.00	473.91
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	0.00	38.50	0.00	38.50	100.00	61.50
3800	DATA PROCESSING SERVICES	234.52	234.52	122.48	357.00	200.00	-157.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	108.00	392.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	250.00	258.74	475.00	733.74	300.00	-433.74
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	500.00	325.00
3980	MISCELLANEOUS EXPENSE	0.00	158.00	0.00	158.00	212.00	54.00
3981	Special Events	1,365.50	8,224.03	2,470.00	10,694.03	13,000.00	2,305.97
4200	EQUIPMENT RENTAL	416.67	2,996.11	1,106.22	4,102.33	4,055.00	-47.33
4400	SERVICE & MAINTENANCE CONTRACTS	185.00	1,746.68	740.00	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	0.00	26,904.23	12,673.60	39,577.83	48,986.18	9,408.35
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
Account Total:		17,031.64	168,027.96	21,690.63	189,718.59	305,586.18	115,867.59
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	22,153.55	203,931.37	0.00	203,931.37	318,000.00	114,068.63
1003	LONGEVITY PAY	0.00	6,354.00	0.00	6,354.00	6,400.00	46.00
1009	FICA EXPENSE	1,630.80	15,552.88	0.00	15,552.88	24,500.00	8,947.12
1010	RETIREMENT EXPENSE	1,934.19	17,773.58	0.00	17,773.58	27,500.00	9,726.42
1011	HEALTH INSURANCE EXPENSE	3,829.81	33,082.20	0.00	33,082.20	50,400.00	17,317.80
1012	FLEX ADMINISTRATION FEES	6.00	90.78	209.22	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	1,515.44	0.00	1,515.44	10,800.00	9,284.56
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	60.00	564.11	0.00	564.11	864.00	299.89
1017	401K EXPENSE	964.96	8,581.14	0.00	8,581.14	13,400.00	4,818.86
2100	DEPARTMENT SUPPLIES	864.88	5,173.48	0.00	5,173.48	8,500.00	3,326.52
2140	SEED and SOD	0.00	961.32	0.00	961.32	3,500.00	2,538.68
2141	CHEMICALS	0.00	33,412.05	0.00	33,412.05	35,000.00	1,587.95
2142	FERTILIZER AND LIME	309.56	8,596.46	866.00	9,462.46	29,500.00	20,037.54
2143	IRRIGATION SUPPLIES	35.54	2,400.78	0.00	2,400.78	7,000.00	4,599.22
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	0.00	138.37	0.00	138.37	200.00	61.63
2400	CONSTRUCTION & REPAIR SUPPLIES	248.66	511.77	0.00	511.77	5,000.00	4,488.23

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	64.58	0.00	64.58	1,500.00	1,435.42
2520	FUELS - GAS & OIL	737.80	11,548.22	10,551.44	22,099.66	22,000.00	-99.66
2550	EQUIPMENT SUPPLIES	554.25	9,382.80	0.00	9,382.80	15,500.00	6,117.20
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,845.00	2,845.00	4,000.00	1,155.00
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	361.41	2,782.21	1,677.19	4,459.40	5,700.00	1,240.60
3300	UTILITIES	1,331.69	11,377.26	1,172.44	12,549.70	19,000.00	6,450.30
3350	Water Utilities	21.60	176.09	0.00	176.09	650.00	473.91
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	122.87	542.39	657.61	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	430.47	1,459.36	915.64	2,375.00	5,000.00	2,625.00
3950	DUES AND SUBSCRIPTIONS	0.00	805.39	0.00	805.39	2,200.00	1,394.61
3980	MISCELLANEOUS EXPENSE	46.99	129.52	0.00	129.52	500.00	370.48
4300	EQUIPMENT RENTAL	6,521.89	39,641.46	21,221.82	60,863.28	60,000.00	-863.28
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	250.00	468.70	500.00	968.70	5,000.00	4,031.30
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	2,200.00	2,200.00	0.00	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
Account Total:		44,986.50	438,645.15	47,410.36	486,055.51	1,323,650.00	837,594.49
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	13,506.14	133,501.93	0.00	133,501.93	206,000.00	72,498.07
1003	LONGEVITY PAY	0.00	1,872.00	0.00	1,872.00	1,900.00	28.00
1009	FICA EXPENSE	1,040.21	10,420.14	0.00	10,420.34	16,000.00	5,579.86
1010	RETIREMENT EXPENSE	885.31	7,718.92	0.00	7,718.92	12,000.00	4,281.08
1011	HEALTH INSURANCE EXPENSE	2,088.99	16,711.92	0.00	16,711.92	25,200.00	8,488.08
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	288.00	0.00	288.00	432.00	144.00
1017	401K EXPENSE	431.92	3,671.32	0.00	3,671.32	5,700.00	2,028.68
2100	DEPARTMENT SUPPLIES	588.26	4,409.03	1,144.27	5,553.30	9,500.00	3,946.70
2101	Grill Supplies	283.91	1,620.24	3,835.83	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	435.32	513.67	0.00	513.67	1,000.00	486.33
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	2,153.33	22,090.55	5,751.08	27,841.63	38,000.00	10,158.37
2705	Golf Special Orders - Purchases	24.01	1,668.09	0.00	1,668.09	6,000.00	4,331.91
2710	CONCESSION INVENTORY RESALE	802.47	17,029.30	12,999.86	30,029.16	49,000.00	18,970.84

4

4 Site survey - Recreation maintenance building

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
	2715 Food purchased not in inventory	845.84	6,341.99	6,558.25	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	165.00	440.00	0.00	440.00	1,000.00	560.00
	3200 COMMUNICATIONS	800.61	6,337.84	3,449.27	9,787.11	11,000.00	1,212.89
	3300 UTILITIES	935.96	8,531.28	1,449.38	9,980.66	13,500.00	3,519.34
	3350 Water Utilities	21.60	176.10	0.00	176.10	500.00	323.90
	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	578.20	241.80	820.00	15,000.00	14,180.00
	3800 DATA PROCESSING SERVICES	898.05	4,252.50	3,040.50	7,293.00	7,500.00	207.00
	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	139.46	1,114.34	385.66	1,500.00	3,600.00	2,100.00
	3950 DUES AND SUBSCRIPTIONS	0.00	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	347.17	9,521.16	6,978.84	16,500.00	22,000.00	5,500.00
	3980 MISCELLANEOUS EXPENSE	0.00	186.33	0.00	186.33	250.00	63.67
	4300 EQUIPMENT RENTAL	146.81	1,174.48	1,088.16	2,262.64	2,500.00	237.36
	4310 GOLF CART RENTALS	5,327.28	42,618.24	21,309.12	63,927.36	65,800.00	1,872.64
	4311 SALES AND USE TAX PAID	323.49	9,783.99	0.00	9,783.99	20,000.00	10,216.01
	4400 SERVICE & MAINTENANCE CONTRACTS	1,464.68	9,366.76	3,414.72	12,781.48	16,000.00	3,218.52
	4500 INSURANCE AND BONDING	0.00	9,930.84	0.00	9,930.84	12,000.00	2,069.16
	4990 OTHER CONTRACTED SERVICES	570.00	1,609.26	1,850.00	3,459.26	4,000.00	540.74
	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	1,068.00	1,068.00
	Account Total:	34,322.22	341,025.41	75,161.75	416,187.16	651,255.00	235,067.84
8000	Debt Service						
	7100 DEBT PRINCIPAL PAYMENTS	16,665.84	96,175.42	0.00	96,175.42	177,000.00	80,824.58
	7200 DEBT INTEREST PAYMENTS	3,226.51	13,509.34	0.00	13,509.34	24,200.00	10,690.66
	Account Total:	19,892.35	109,684.76	0.00	109,684.76	201,200.00	91,515.24
9600	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	14,701.86	97,114.12	0.00	97,114.12	433,007.50	335,893.38
	Account Total:	14,701.86	97,114.12	0.00	97,114.12	433,007.50	335,893.38
	Account Group Total:	356,192.65	2,775,559.43	636,240.38	3,411,799.81	6,266,696.68	2,854,896.87
	Fund Total:	356,192.65	2,775,559.43	636,240.38	3,411,799.81	6,266,696.68	2,854,896.87

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	17.06	92.39	150.00	57.61	62 %
3981 TRANSFER FROM GENERAL FUND	14,701.86	97,114.12	97,000.00	-114.12	100 %
Account Group Total:	14,718.92	97,206.51	97,150.00	-56.51	100 %
Fund Total:	14,718.92	97,206.51	97,150.00	-56.51	100 %

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	39,885.52	59,979.52	0.00	59,979.52	80,000.00	20,020.48
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	17,150.00	17,150.00
	Account Total:	39,885.52	59,979.52	0.00	59,979.52	97,150.00	37,170.48
	Account Group Total:	39,885.52	59,979.52	0.00	59,979.52	97,150.00	37,170.48
	Fund Total:	39,885.52	59,979.52	0.00	59,979.52	97,150.00	37,170.48

transfer back to General Fund to
pay Golf clubhouse debt payments

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3345 INSPECTION AND PERMIT FEES	104.83	777.06	3,000.00	2,222.94	26 %
3710 UTILITY CHARGE - WATER	63,120.44	619,275.51	905,000.00	285,724.49	68 %
3720 UTILITY CHARGE - SEWER	103,714.64	1,751,633.58	2,900,000.00	1,148,366.42	60 %
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	6,050.00	10,000.00	3,950.00	61 %
3750 NONPAYMENT / RECONNECTION FEES	1,100.00	10,740.00	10,000.00	-740.00	107 %
3755 Return Check Fees	100.00	400.00	500.00	100.00	80 %
3760 LATE FEES	1,730.00	16,180.00	22,000.00	5,820.00	74 %
3765 CREDIT CARD ADMINISTRATION FEES	69.07	550.80	700.00	149.20	79 %
3831 INVESTMENT EARNINGS	8,205.06	87,242.08	125,000.00	37,757.92	70 %
3839 MISCELLANEOUS REVENUES	114.40	155.20	500.00	344.80	31 %
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 %
Account Group Total:	178,908.44	2,557,522.89	4,508,605.00	1,951,082.11	57 %
Fund Total:	178,908.44	2,557,522.89	4,508,605.00	1,951,082.11	57 %

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	40,310.38	379,451.08	0.00	379,451.08	580,000.00	200,548.92
1003	LONGEVITY PAY	0.00	13,628.00	0.00	13,628.00	13,500.00	-128.00
1009	FICA EXPENSE	3,076.05	30,055.84	0.00	30,055.84	46,000.00	15,944.16
1010	RETIREMENT EXPENSE	3,528.56	34,532.99	0.00	34,532.99	53,000.00	18,467.01
1011	HEALTH INSURANCE EXPENSE	6,615.14	54,661.91	0.00	54,661.91	84,000.00	29,338.09
1012	FLEX ADMINISTRATION FEES	18.00	272.33	527.67	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	867.14	2,775.04	0.00	2,775.04	16,200.00	13,424.96
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	120.00	948.00	0.00	948.00	1,440.00	492.00
1017	401K EXPENSE	1,731.06	16,045.53	0.00	16,045.53	26,000.00	9,954.47
1019	PROFESSIONAL SERVICES	0.00	11,100.00	0.00	11,100.00	11,100.00	0.00
2100	DEPARTMENT SUPPLIES	1,859.70	18,622.34	399.08	19,021.42	30,000.00	10,978.58
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	0.00	347.22	0.00	347.22	1,000.00	652.78
2400	CONSTRUCTION & REPAIR SUPPLIES	230.27	1,235.94	0.00	1,235.94	15,000.00	13,764.06
2500	VEHICLE SUPPLIES	2,115.22	4,901.32	0.00	4,901.32	7,500.00	2,598.68
2520	FUELS - GAS & OIL	1,218.94	10,003.46	10,004.77	20,008.23	22,000.00	1,991.77
2550	EQUIPMENT SUPPLIES	436.25	2,481.14	0.00	2,481.14	5,000.00	2,518.86
2600	OFFICE SUPPLIES	301.19	454.90	0.00	454.90	2,000.00	1,545.10
2750	PURCHASE OF WATER	20,179.63	145,740.88	190,211.87	335,952.75	350,000.00	14,047.25
2755	Water Transmission Fees	1,956.64	14,006.12	0.00	14,006.12	26,000.00	11,993.88
2900	ASSETS NOT CAPITALIZED	262.93	12,824.43	0.00	12,824.43	18,000.00	5,175.57
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	170.00	2,920.00	0.00	2,920.00	5,000.00	2,080.00
3200	COMMUNICATIONS	2,416.88	18,576.00	11,968.99	30,544.99	32,300.00	1,755.01
3300	UTILITIES	1,776.19	8,515.85	290.37	8,806.22	15,000.00	6,193.78
3350	Water Utilities	8.64	62.00	0.00	62.00	500.00	438.00
3400	PRINTING	362.59	2,765.59	2,098.91	4,864.50	7,000.00	2,135.50
3500	REPAIRS AND MAINTENANCE	297.51	4,745.33	0.00	4,745.33	30,000.00	25,254.67
3700	ADVERTISING	129.60	328.40	0.00	328.40	1,000.00	671.60
3800	DATA PROCESSING SERVICES	2,817.99	11,118.61	6,881.39	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	1,556.98	2,693.18	243.02	2,936.20	3,000.00	63.80
3950	DUES AND SUBSCRIPTIONS	287.50	1,442.51	0.00	1,442.51	2,500.00	1,057.49
3955	Permit Fees	0.00	2,907.50	0.00	2,907.50	4,000.00	1,092.50
3960	BANK AND MERCHANT FEES	850.10	8,426.62	2,103.14	10,529.76	11,000.00	470.24
3980	MISCELLANEOUS EXPENSE	38.50	704.89	0.00	704.89	1,500.00	795.11
4300	EQUIPMENT RENTAL	424.38	1,642.15	802.85	2,445.00	3,500.00	1,055.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,070.64	31,856.65	11,598.62	43,455.27	50,000.00	6,544.73
4500	INSURANCE AND BONDING	250.00	38,463.02	0.00	38,463.02	45,000.00	6,536.98
4950	LAB TESTING	140.00	1,838.00	7,162.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	57,003.79	335,431.85	0.00	335,431.85	900,000.00	564,568.15
4990	OTHER CONTRACTED SERVICES	14,309.42	19,002.38	14,666.90	33,669.28	150,000.00	116,330.72
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	4,586.25	101,069.10	168,569.00	269,638.10	350,000.00	80,361.90
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	0.00	16,144.00	0.00	16,144.00	241,200.00	225,056.00

⑤ Sewer repairs - Breece

⑥ costs associated with water tank repainting

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30 WATER AND SEWER

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	44,175.60	0.00	44,175.60	45,000.00	924.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	37,502.49	0.00	37,502.49	50,005.00	12,502.51
7200	DEBT INTEREST PAYMENTS	2,420.15	7,487.37	0.00	7,487.37	10,000.00	2,512.63
9600	TRANSFERS TO OTHER FUNDS	0.00	421,031.00	0.00	421,031.00	427,000.00	5,969.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,560.00	3,560.00
Account Total:		189,244.04	2,044,678.11	435,405.58	2,480,083.69	4,508,605.00	2,028,521.31
Account Group Total:		189,244.04	2,044,678.11	435,405.58	2,480,083.69	4,508,605.00	2,028,521.31
Fund Total:		189,244.04	2,044,678.11	435,405.58	2,480,083.69	4,508,605.00	2,028,521.31

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3931 INVESTMENT EARNINGS	993.83	9,669.93	14,000.00	4,330.07	69 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	27,000.00	27,000.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
Account Group Total:	993.83	36,669.93	123,000.00	86,330.07	30 %
Fund Total:	993.83	36,669.93	123,000.00	86,330.07	30 %

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60 HANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	61,118.66	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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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	170.62	1,008.09	1,500.00	491.91	67 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	394,031.00	400,000.00	5,969.00	99 %
Account Group Total:	170.62	395,039.09	401,500.00	6,460.91	98 %
Fund Total:	170.62	395,039.09	401,500.00	6,460.91	98 %
Grand Total:	723,082.73	6,687,832.53	11,396,951.68	4,709,119.15	59 %

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6: WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	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:	585,322.21	4,941,335.72	1,071,645.96	6,012,981.68	11,396,951.68	5,383,970.00

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Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Abstract of Golf Report for February 2020

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of February 2020. For the month of February 2020 in comparison to February 2019, revenues were down approximately 36%. There were 17 bad weather (and covered greens) days in February 2020 as opposed to 10 days in February 2019.

Expenditures were up in February 2020 by approximately 17% in comparison to February 2019 expenditures.

The resulting net operating loss for the golf course for the month of February 2020 before capital outlay amounts to -\$55,638, while the net operating loss in February 2019 before capital outlay was -\$32,022. Grill operations net loss was -\$3,115 in February 2020 as opposed to -\$930 net loss in February 2019.

Golf rounds for February 2020 were 609 while golf rounds for February 2019 were 1079, a decrease of approximately 43%.

ATTACHMENTS: Golf Report for February 2020

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Summary
FYE 6/30/20

	February 2020	February 2019	VARIANCE		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE	
			positive / (negative)	% Variance			positive / (negative)	% Variance
Golf Course Operating Revenues	21,471	33,821	(12,350)	-36.52%	504,041	469,151	34,890	7.44%
Golf Course Maintenance Expenditures (before capital outlay)	42,787	36,326	6,461	17.79%	436,445	410,428	(26,017)	-6.34%
Golf Course Golf Shop Expenditures (before capital outlay)	34,322	29,517	4,805	16.28%	341,025	306,282	(34,743)	-11.34%
Net exp < or > rev before Capital Outlay	(55,638)	(32,022)	(23,616)	73.75%	(273,429)	(247,559)	(25,870)	-10.45%
Capital Outlay	2,200	-	2,200		2,200	5,516	3,316	100.00%
Net expenditures < or > revenues	<u>(57,838)</u>	<u>(32,022)</u>	(25,816)	-80.62%	<u>(275,629)</u>	<u>(253,075)</u>	(22,554)	-8.91%
Golf Rounds Played (not including complimentary play)	609	1,079			15,309	14,164		
Bad Weather Days (1)	15	10			76	83		
Days closed for aerification, covered greens, etc.	2				9	3		
Golf course employees paid during the month:								
Full-time positions	8	9						
Part-time hours	474	445						

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

Golf Course Revenues
Revenues
FYE 6/30/20

	<u>February 2020</u>	<u>February 2019</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	10,830	15,873	(5,043)	-31.77%	259,649	241,631	18,018	7.46%
Cart Rentals	5,024	8,812	(3,788)	-42.99%	133,016	120,266	12,750	10.60%
Pull Carts	8	19	(11)	-57.89%	131	146	(15)	-10.27%
Driving Range	1,803	1,947	(144)	-7.40%	24,059	23,609	450	1.91%
Sales - Golf Shop Inventory	936	2,037	(1,101)	-54.05%	27,464	27,486	(22)	-0.08%
Sales - Golf Shop Concessions	2,260	2,918	(658)	-22.55%	50,267	48,203	2,064	4.28%
Golf Clubhouse Rental Fees	610	2,215	(1,605)	-72.46%	9,455	7,810	1,645	21.06%
	<u>21,471</u>	<u>33,821</u>	<u>(12,350)</u>	<u>-36.52%</u>	<u>504,041</u>	<u>469,151</u>	<u>34,890</u>	<u>7.44%</u>

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

	February 2020	February 2019	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	30,950	29,279	1,671	5.71%	291,110	263,034	28,076	10.67%
<i>Supplies & Materials</i>	2,751	2,796	(45)	-1.61%	75,512	69,607	5,905	8.48%
<i>Contractual Services</i>	NOTE 6,771	1,546	5,225	337.97%	50,051	51,470	(1,419)	-2.76%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>2,315</u>	<u>2,705</u>	(390)	-14.42%	<u>19,772</u>	<u>26,317</u>	(6,545)	-24.87%
<i>Total Exp before Capital Outlay</i>	<u>42,787</u>	<u>36,326</u>	6,461	17.79%	<u>436,445</u>	<u>410,428</u>	26,017	6.34%
<i>Capital Outlay</i>	<u>2,200</u>	<u>-</u>	2,200		<u>2,200</u>	<u>5,516</u>	(3,316)	-100.00%
	<u><u>44,987</u></u>	<u><u>36,326</u></u>	<u><u>8,661</u></u>	23.84%	<u><u>438,645</u></u>	<u><u>415,944</u></u>	22,701	5.46%

NOTE: February 2020 had one additional equipment lease payment due to timing; February 2019 had one fewer due to timing of payments.

Golf Shop Expenditures
 FYE 6/30/19

	February 2020	February 2019	VARIANCE (positive) / negative % Variance		YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative % Variance	
<i>Salaries & Employee Benefits</i>	17,988	16,394	1,594	9.72%	176,027	155,479	20,548	13.22%
<i>Supplies & Materials</i>	5,133	3,542	1,591	44.92%	57,575	45,528	12,047	26.46%
<i>Contractual Services</i>	7,833	6,502	1,331	20.47%	74,484	67,928	6,556	9.65%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,368</u>	<u>3,079</u>	289	9.39%	<u>32,939</u>	<u>37,347</u>	(4,408)	-11.80%
<i>Total Exp before Capital Outlay</i>	<u>34,322</u>	<u>29,517</u>	4,805	16.28%	<u>341,025</u>	<u>306,282</u>	34,743	11.34%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	-		<u>-</u>	<u>-</u>	-	
	<u><u>34,322</u></u>	<u><u>29,517</u></u>	4,805	16.28%	<u><u>341,025</u></u>	<u><u>306,282</u></u>	34,743	11.34%

Grill Operations
FYE 6/30/20

	<u>February 2020</u>	<u>YTD FYE 6/30/20</u>	<u>February 2019</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	2,260	50,267	2,918	48,203
Golf Shop Rental Revenue	570	8,035	1,590	6,970
	<u>2,830</u>	<u>58,302</u>	<u>4,508</u>	<u>55,173</u>
 Expenditures:				
Wages	2,728	24,865	2,635	23,771
FICA	208	1,904	201	1,819
Benefits	1,077	8,950	891	7,395
Grill supplies	284	1,630	207	1,155
Food & beverage purchases	1,648	23,371	1,504	20,275
	<u>5,945</u>	<u>60,720</u>	<u>5,438</u>	<u>54,415</u>
	<u>(3,115)</u>	<u>(2,418)</u>	<u>(930)</u>	<u>758</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

ITEM ABSTRACT: Budget Amendment #15

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

We pay fire inspection fees to Guilford County. This year there have been more inspections than in previous fiscal year. The previous year is what we based the budget on. Thus we need to increase that line item to pay for whatever inspections are in the final quarter of this fiscal year (April - June).

We contract with Guilford County for sheriff protection, which gives us a deputy all the time in Jamestown. Based on prior year actual versus budget and current year totals thus far, I believe that we need to increase the budget for the final quarter of fy 2020. This is mainly due to personnel costs, overtime, and gas. Our fy 2020 budget also includes a new vehicle. I am hoping we will not have to expend all of our fy 2020 budget, but we need to be prepared for it.

ATTACHMENTS: Budget Amendment #15

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #15

BUDGETARY IMPACT: \$2,000

SUGGESTED MOTION: Approve Budget Amendment #15

FOLLOW UP ACTION NEEDED:

FYE 6/30/20
BUDGET AMENDMENT #15

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a. Fire Inspection Fees	10-5300-3956	2,000.00	
Sheriff Contract	10-5100-4910	20,000.00	
Fund Balance Appropriated	10-3991		22,000.00

Increase in budgets estimated to be needed for last quarter of FY 19/20

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 Planned Unit Developments (PUD)

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson

SUMMARY:

Jason Epley from Benchmark Consulting Firm will give Council an overview of Planned Unit Developments (PUD).

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: Text amendment to add "Planned Unit Development" zoning district

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 45 minutes

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

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.

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 Glanville	<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 Glanville, 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 Munroe, ETJ
Robert Lichauer, ETJ
Sherrie Richmond, ETJ
Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the September 16th Special Planning Board meeting

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

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 12th 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

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

5.11.13

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.*

EMMET

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

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

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 18, 2019

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

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.

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.

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 adapted 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 18th 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
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: March 19, 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, including water and sewer relocations and storm drainage improvements. The rain has impacted work progress, but the erosion control features have continued to work well. Runoff along the roadway is being monitored by the contractor and the construction administration firm. We have had utility issues with a gas line interruption and water line tie-overs.

The fencing that was removed at 404 E. Main Street has been replaced, and the contractor added a metal wire that was part of the original fencing. We are still working with NCRR and NCDOT to install storm drainage improvements outside of the contract, including a discharge pipe that extends outside of the right-of-way and easement. Duke Energy is replacing lighting in the area.

East Fork Pedestrian Bridge:

North State Environmental continues to work on the project with East Fork Road closed to through traffic. Curb and gutter has been placed on the south side of the bridge where little future activity is planned. More sidewalk has been placed, and the contractor is installing the retaining walls that wrap around the bridge supports. The bridge end caps should be poured soon, as the wall work and pile installation is needed before pouring the end caps. Two bridge pieces should arrive on March 10 and two more on March 11. The pieces will be set on the existing bridge deck by a crane.

The contractor continues to make good progress under the road closure. 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

ITEM ABSTRACT: Discussion of Precautionary Measures for Coronavirus

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 15 min

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

With the Coronavirus cases on the increase we are asked to take the standard precautionary procedures. Interim Health Director Dr. Lulia Vann will give a brief update on the virus and future trends.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: none

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: none

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager Report

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 17, 2020

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Monthly Manager's Report for March 2020

ATTACHMENTS: Monthly Manager Report March 2020

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROJECT STATUS REPORT

3/10/2020

Oak Dale Cotton Mill:

Several issues and code violations that need immediate attention. The following items are documented:

1. An area in fence around the Mill needs repairing.
2. Several houses with open doors and windows need to be secured.
3. A portion of the Mill roof appears to have collapsed.
4. Houses at 200, 202, and 204 Oak Drive are dilapidated and need to be removed.

They responded to us by phone on March 10th 2020. They are evaluating and reviewing quotes on additional demolition.

East Main Street Sidewalk:

The contractor continues to install underground features, including water and sewer relocations and storm drainage improvements. The rain has impacted work progress, but the erosion control features have continued to work well. Runoff along the roadway is being monitored by the contractor and the construction administration firm. We have had utility issues with a gas line interruption and water line tie-overs.

The fencing that was removed at 404 E. Main Street has been replaced, and the contractor added a metal wire that was part of the original fencing. We are still working with NCRR and NCDOT to install storm drainage improvements outside of the contract, including a discharge pipe that extends outside of the right-of-way and easement. Duke Energy is replacing lighting in the area.

East Fork Sidewalk:

North State Environmental continues to work on the project with East Fork Road closed to through traffic. Curb and gutter has been placed on the south side of the bridge where little future activity is planned. More sidewalk has been placed, and the contractor is installing the retaining walls that wrap around the bridge supports. The bridge end caps should be poured soon, as the wall work and pile installation is needed before pouring the end caps. Two bridge pieces should arrive on March 10 and two more on March 11. The pieces will be set on the existing bridge deck by a crane.



Settled 1752 **JAMESTOWN** NORTH CAROLINA

The contractor continues to make good progress under the road closure. We are meeting with the contractor and NCDOT every other week

Oakdale Sidewalk:

NO CHANGE-NCDOT has released this project for design only.

Recreational Maintenance Facility:

The bid package has been completed by staff. We are currently contacting vendors to bid the project.

Revitalization Grant:

Welcome sign – Flower's has approved the Easement. Staff is working on quotes for the masonry work.