



Settled 1752
JAMESTOWN
NORTH CAROLINA

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

- I. **Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the January 24th Town Council Budget Retreat
 - B. Approval of minutes from the February 21st Regular Town Council Meeting
 - C. Proclamation declaring March 24th as Arbor Day in the Town of Jamestown
 - D. Proclamation Year of the Trail 2023
 - E. Appointment of Phyllis Bridges as a Parks & Recreation Committee Member and Maria Ashburn as a Parks & Recreation Committee Alternate
 - F. Analysis of the Financial Position of the Town of Jamestown
 - G. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - H. Budget Amendment #14
 - I. Budget Amendment #15
 - J. Approval of Amended Capitalization of Assets Policy for the Town of Jamestown
 - K. Approval of Whistleblower Policy for the Town of Jamestown
- III. **Public Comment**
- IV. Presentation of Resolution honoring William "Billy" G. Ragsdale, III to William and George Ragsdale- Mayor Montgomery
- V. Presentation of Resolution to Jay McQuillan honoring his service on the Parks and Recreation Committee- Council Member John Capes
- VI. **Old Business-**
 - A. Consideration of adoption of Capital Project Ordinance for the Parks and Recreation Trust Fund (PARTF) Project- Judy Gallman, Finance Director
 - B. Consideration of adoption of Capital Project Ordinance for the Accessibility for Parks (AFP) Project- Judy Gallman, Finance Director
 - C. Consideration of adoption of Capital Project Ordinance for the American Rescue Plan Act (ARPA) (Guilford Co.) Jamestown Sidewalks Project- Judy Gallman, Finance Director
 - D. Consideration of adoption of Capital Project Ordinance for the ARPA (Guilford Co.) Jamestown Stormwater Project-Judy Gallman, Finance Director
- VII. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VIII. **Public Comment**
- IX. **Other Business**
- X. **Adjournment**

Working Agenda for the March 21st Regular Town Council Meeting

| Tentative Time Line | Agenda Item | Responsible Party | Action required by the Town Council |
|---------------------|--|----------------------|--|
| 6:00 pm | I. Call to Order | Mayor Montgomery | Mayor Montgomery to call the meeting to order. |
| 6:00 pm | A. Roll Call | K. Weiner | Weiner to take roll call. |
| 6:00 pm | B. Pledge of Allegiance | Mayor Montgomery | Mayor Montgomery to lead everyone in the Pledge of Allegiance. |
| 6:00 pm | C. Moment of Silence | Mayor Montgomery | Mayor Montgomery to call for a moment of silence |
| 6:00 pm | D. Approval of Agenda | Mayor Montgomery | Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote. |
| 6:05 pm | II. Consent Agenda | | |
| 6:05 pm | <ul style="list-style-type: none"> A. Approval of minutes from the January 24th Town Council Budget Retreat B. Approval of minutes from the February 21st Regular Town Council Meeting C. Proclamation declaring March 24th as Arbor Day in the Town of Jamestown D. Proclamation Year of the Trail 2023 E. Appointment of Phyllis Bridges as a P&R Member and Maria Ashburn as a P&R Alternate F. Analysis of the Financial Position of the Town of Jamestown G. Analysis of the Financial Position of the Jamestown Park & GC H. Budget Amendment #14 I. Budget Amendment #15 J. Approval of Amended Capitalization of assets Policy for the Town of Jamestown K. Approval of Whistleblower Policy for the Town of Jamestown | | Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote. |
| 6:05 pm | III. Public Comment | | Please state your name and address and adhere to the 3 minute time limit |
| 6:20 pm | IV. Presentation of Resolution honoring William "Billy" G. Ragsdale, III to William and George Ragsdale | Mayor Montgomery | Mayor Montgomery will present the Resolution honoring Billy Ragsdale to Will and George Ragsdale. |
| 6:25 pm | V. Presentation of Resolution to Jay McQuillan honoring his service on the Parks and Recreation Committee | Council Member Capes | Council Member Capes will present the Resolution to Jay McQuillan honoring his service on the Parks & Rec Committee. |
| 6:30 pm | VI. Old Business | | |
| 6:30 pm | A. Consideration of adoption of Grant Project Ordinance for the PARTF Project | Call on J. Gallman | Gallman to request that Council adopt a resolution to set up a Grant Project Ordinance for the PARTF Project. Council Member makes a motion to adopt a resolution to set up a Grant Project Ordinance for the Parks and Recreation Trust Fund (PARTF) Project. Council Member makes a second to the motion. Then vote. |
| 6:35 pm | B. Consideration of adoption of Grant Project Ordinance for the AFP Project | Call on J. Gallman | Gallman to request that Council adopt a resolution to set up a Grant Project Ordinance for the AFP Project. Council Member makes a motion to adopt a resolution to set up a Grant Project Ordinance for the Accessibility for Parks (AFP) Project. Council Member makes a second to the motion. Then vote. |
| 6:40 pm | C. Consideration of adoption of Grant Project Ordinance for the ARPA (Guilford Co.) Jamestown Sidewalks Project | Call on J. Gallman | Gallman to request that Council adopt a resolution to set up a Grant Project Ordinance for the ARPA Jamestown Sidewalks Project. Council Member makes a motion to adopt a resolution to set up a Grant Project Ordinance for the American Rescue Plan Act (ARPA) (Guilford Co.) Jamestown Sidewalks Project. Council Member makes a second to the motion. Then vote. |
| 6:45 pm | D. Consideration of adoption of Grant Project Ordinance for the ARPA (Guilford Co.) Jamestown Stormwater Project | Call on J. Gallman | Gallman to request that Council adopt a resolution to set up a Grant Project Ordinance for the ARPA Jamestown Stormwater Project. Council Member makes a motion to adopt a resolution to set up a Grant Project Ordinance for the American Rescue Plan Act (ARPA) (Guilford Co.) Jamestown Stormwater Project. Council Member makes a second to the motion. Then vote. |
| 6:50 pm | VII. Manager/Committee Reports | | |

| | | | |
|---------|--|--------------------|--|
| 6:50 pm | A. Manager Report | Call on M. Johnson | Johnson to present his monthly Manager's Report to Town Council. |
| 7:00 pm | B. Council Member Committee Reports | Mayor Montgomery | Mayor Montgomery to request that Council Members give reports for any Committees that they serve on. |
| 7:10 pm | VIII. Public Comment | | Please state your name and address and adhere to the 3 minute time limit |
| 7:25 pm | IX. Other Business | | |
| 7:25 pm | X. Adjournment | | Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote. |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the January 24th TC Budget Retreat

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the January 24th Town Council Budget Retreat

ATTACHMENTS: Minutes from the January 24th Town Council Budget Retreat

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

DRAFT

**Town Council Budget Retreat
January 24, 2023
9:00 am at the Jamestown Park & Golf Course
Minutes & General Account**

Council Members Present- Mayor Montgomery, Council Members Wolfe, Rayborn, & Capes

Staff Members Present: Matthew Johnson, Katie M. Weiner, Judy Gallman, Faith Wilson, Paul Blanchard, Ty Cheek, Scott Coakley, Jamey Claybrook, & Ross Sanderlin

Visitors Present: Carol Brooks

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

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

Introduction to Budget Retreat- Johnson welcomed everyone to the budget retreat. He stated that this meeting would allow the department heads to discuss their proposed CIP projects with Council for the 2023/2024 Fiscal Year (FY).

Reports from Department Heads-

- Ross Sanderlin, Golf Course Manager- Sanderlin stated that he did not have a lot of proposed projects for the upcoming year. However, he noted that the driving range improvements had been completed and painting of the Golf Shop would be finished within the next month. He said that repaving of the Golf Shop driveway and parking lot had been included in the Capital Improvement Program (CIP) for FY 2023/2024. Sanderlin stated that the parking lot had been treated with a seal coat so that project could be pushed out another year. He briefly spoke about the rebranding of the Jamestown Park & Golf Course logo for the 50th year anniversary.

Mayor Montgomery asked about the incorporation of the Town's colors, branding, etc. into the new logo to tie everything together. Johnson said that staff would find somebody to complete the design work.

Council Member Wolfe spoke about having a contest for the public to name the Grill for the anniversary.

- Jamey Claybrook, Golf Course Superintendent- Claybrook spoke about the Golf Maintenance equipment that would be coming off of lease. He noted the following CIP projects:
 - *Replace drainage system at Golf Course-* Claybrook recommended replacing two of the worst areas per year in order to keep costs at a minimum.
 - *Repaving of cart paths-* He noted that there was \$75,000 included in the upcoming budget for repaving. He stated that staff would select the areas that needed the most attention and address those.
 - *Bunker construction-* Claybrook recommended that the bunker construction project be pushed out for another year because of the cost.
 - *Golf Maintenance equipment-* He said several pieces of equipment had been ordered to replace those coming off of lease. He noted that they were scheduled to arrive in the

current or upcoming fiscal year. He added that the Groundsmaster 4700 mower had been included in the CIP for the next year. Claybrook spoke about potentially adding a tractor and Trimax Snake to the CIP and removing the Groundsmaster 4700 mower. He stated that it would be less expensive and the tractor could be useful for other jobs.

Council Member Capes asked if staff would be leasing or purchasing the equipment. Claybrook stated that staff was recommending that the Town purchase the equipment. Johnson spoke about the increased documentation that was required to be completed by the Finance Department for leases due to the new GASB guidelines.

Council Member Capes discussed the maintenance process for equipment with Claybrook.

Gallman spoke about the details of the lease documentation requirements.

Council Member Wolfe discussed the completion date of the Golf Course Strategic Plan with Johnson.

- Scott Coakley, Parks Superintendent- Coakley updated Council about current Parks projects. He spoke about the following CIP projects:
 - *Recreation Master Plan- PARTF expenditures*- Coakley stated that basically everything at the playground area would be new because the Town had received PARTF funding and may also be awarded the Accessibility for Parks (AFP) grant.
 - *New bathrooms at shelters*- Coakley reiterated that everything at the playground area was going to be redone because of grant money the Town had received. However, the bathrooms were in dire need of updating. He noted that they had been on the CIP since 2011. He added that they needed to be renovated to be accessible.

Coakley said staff was looking at software options for the rentals of shelters, ball fields, etc. He noted that it would probably cost about \$3,500 a year.

Council Members discussed the details of the rental software with Coakley.

Council Member Capes spoke about the delay of the construction of the Wrenn Miller Park bathroom with Coakley and Johnson.

Council Member Wolfe spoke with Coakley about the specific components of the PARTF project. Coakley stated that staff would know if the Town had been awarded the AFP grant in early March.

Council Member Capes asked how much new bathrooms at the Jamestown Park would cost. Johnson stated that it would probably be about \$500,000. Council Member Rayborn asked if the bathrooms could be moved to a more accessible location and be on a sewer system instead of septic when construction occurred. Johnson said that was a great idea and he would investigate it further.

- Matthew Johnson, Town Manager- Johnson briefly spoke about the Planning Department. He said that their only potential project was to hire a consultant from the Piedmont Triad Regional Council (PTRC) to streamline the layers of the Town's Geographic Information System (GIS) data.
- Paul Blanchard, Director of Public Services- Johnson updated Council about Town Hall renovations. Blanchard stated that Civic Center improvements were included for the upcoming fiscal year. He noted that the costs to replace the roof on Town Hall and complete some trim work on the building should be included in the CIP as a project in the coming years.

Blanchard updated Council about ongoing streets projects. He stated that there would be some resurfacing completed within the current fiscal year. He added that staff was in the beginning phases of working on the Oakdale and Penny Road sidewalks. Blanchard described the sidewalk projects that would be funded by the American Rescue Plan Act (ARPA) money from Guilford County.

Council Members discussed the close-out of the East Main Street Sidewalk Project and the East Fork Pedestrian Project with Blanchard.

Blanchard stated that the stormwater drainage improvements project included in the CIP would impact Forestdale East.

Council Member Wolfe discussed the timeline of the upcoming stormwater audit with Johnson.

Blanchard spoke about the sanitation truck included on the CIP. He said that the lead time on sanitation trucks was at least 18 months. He noted that staff and Council would have to determine when the new truck should be ordered. Gallman said that it may be best to finance the truck instead of encumbering the funds all at once.

Blanchard noted that the Main Street Water Line Replacement Project was included in the budget for the upcoming fiscal year. He gave Council an overview of some of the minor water line projects that were included in the CIP. He also said that there was some funding for slip lining in the budget. Blanchard stated that Public Services was in good shape regarding equipment.

Mayor Montgomery called for a 10 minute recess at 10:23 am.

Mayor Montgomery called the meeting back to order at 10:33 pm.

Consideration of Adoption of Amended Fund Balance Policy- Gallman stated that staff was recommending that the Town adopt a new Fund Balance Policy due to recent guidance from the Local Government Commission (LGC). She noted that the LGC previously determined a local government's peer group based on population range. However, she added that now it was based on General Fund expenditures. Gallman stated that the Town of Jamestown fell into the \$1 million to \$10 million range. She said that the policy used a couple of percentages to determine if the amount of Fund Balance was at an appropriate level. She stated that the policy required the Town to maintain a minimum Accessible Fund Balance of at least 25% of budgeted General Fund expenditures and a total Fund Balance of at least 40% of budget General Fund expenditures. She requested that Council adopt the Fund Balance Policy as presented.

Council Members discussed the details of the Fund Balance Policy with Gallman.

Gallman spoke about the amount of appropriated Fund Balance that had been used to complete projects or had been encumbered for items that would not be received until the upcoming year.

Mayor Montgomery stated that a plan needed to be in place to replenish the Town's Fund Balance within the next three years.

Council Member Capes made a motion to adopt the Town of Jamestown Fund Balance Policy as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Fund Balance Policy)

Discussion of Topics for FY 2023/2024 Annual Budget-

- Civic Center Improvements- Johnson stated that the Civic Center improvements were included in the CIP and the Town should consider doing in the future. However, he noted that construction costs were extremely high, the Town's Fund Balance had decreased, and there were several essential projects that needed to be completed in the next year. He recommended that money be included in the budget for an architect to do the initial design concepts for the improvements, but that actual construction be delayed for another year.

Council Member Capes asked how much the initial plans would cost. Johnson said that it would probably be between \$20,000 and \$30,000.

Council Member Wolfe said that the Civic Center Usage Policy needed to be updated.

Council Member Rayborn stated that she believed that the costs for an architect could be pushed out another year. She noted that the money could be used for other projects. Council Member Wolfe agreed.

Council Member Capes asked if the Civic Center could function as it was for the next year or so. Johnson stated that it could, but the Town needed to prepare for growth and an increase in the number of attendees at meetings.

Johnson also spoke about potentially using Pinecroft Sedgefield Fire Department's (PSFD) training room as an overflow area during meetings once their renovations were complete. He briefly discussed PSFD's Strategic Plan with Council Members.

Johnson discussed the upcoming Town Hall renovations with Council Members.

- Stormwater Audit/Utility- Johnson said that the Town would likely have their stormwater audit within the next year. He highlighted the stormwater projects that were included in the CIP, and noted that a fee could help fund some of those projects. Johnson added that the additional revenue would give the Town some flexibility in order to address some of the deficiencies that could arise from the audit. He said that residents would be billed a monthly fee based on an

equivalent residential unit. He added that commercial owner's would be billed based on the calculation of the impervious area on site.

Council Member Rayborn was concerned that a higher fee for a larger parking lot could potentially penalize business owners for providing parking that was needed in Town.

Johnson said that staff would do additional research on implementing a stormwater utility unless Council opposed it.

Council Member Wolfe said that she hated the idea of charging an additional fee, but the Town had to consider it because of the unfunded mandates from the State.

- Motor Vehicle Fee- Johnson said that the Town had discussed the possibility of implementing a motor vehicle fee for several years. He added that the Town had recently completed a Pavement Condition Study that indicated that the roadways were barely on schedule for maintenance. Johnson said that the overall rating suggested that the Town's streets were in decent shape. He stated that the General Assembly allowed municipalities to charge a motor vehicle fee to supplement repaving costs. He added that the annual fee would be \$30 per car and would result in about \$90,000 of revenue a year. Johnson said that the additional money would allow the Town to catch up on some of the areas that needed to be resurfaced. He highlighted that the General Assembly had withheld Powell Bill in the past to balance their own budget. He noted that the Town would not have a revenue source to pay for resurfacing if the State stopped providing Powell Bill money. He encouraged Council to consider investigating a motor vehicle fee.

Council Member Wolfe stated that she did not feel comfortable adding an additional fee.

Council Member Rayborn asked Johnson if the surrounding communities also charged a motor vehicle fee. He stated that the majority of them charged an annual \$30 fee per vehicle. She asked if the money could be used for expenditures other than resurfacing. Gallman stated that a portion had to go towards repaving, but it could be used for things like storm drainage repair.

Council Member Wolfe reiterated that she was opposed to a motor vehicle fee.

Mayor Montgomery and Council Member Capes encouraged staff to do additional research.

Discussion about the Town of Jamestown's Strategic Plan- Johnson updated Council on the progress that staff had made on the Town of Jamestown's Strategic Plan goals. He noted that Council would vote on their new priorities for the upcoming year at a budget retreat in the next few months.

Council Member Wolfe asked what staff had done to improve customer service. Johnson said that staff always tried to provide the best customer service possible, but employees had not completed any specific training yet.

Johnson spoke about the Music in the Park series that would begin in the spring. He discussed the details of the events with Council Members.

Council Member Wolfe noted that she would like to see more marketing for the Golf Course. Johnson stated that the consultants included ways to improve marketing via social media in the Golf Course Strategic Plan. Council Members spoke about ways to raise awareness of the Course and the Mendenhall Room.

Johnson spoke about the goal to provide safety options and ongoing training for security of staff. He stated that he had discussed training options with the Guilford County Sheriff's Department, and they had encouraged staff to reach out to them if they had any issues. Council Member Wolfe said that she would still like for staff to have some training focused on their personal protection. Johnson discussed the possibility of adding additional security cameras around Town properties with Council Member Capes.

Council Member Rayborn suggested adding a new goal regarding mental health training opportunities for staff to educate them about the best ways to address specific situations.

Johnson spoke about the Town's ongoing and completed goals. He noted that the Strategic Plan would be updated before the next budget retreat to reflect any changes. He reiterated that Council would have the opportunity to add new goals and reprioritize certain initiatives at an upcoming budget meeting.

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 12:06 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the February 21st Regular TC Meeting

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

A draft of the minutes from the February 21st regular Town Council meeting is attached.

ATTACHMENTS: Minutes from the February 21st regular Town Council Meeting

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

DRAFT

**Regular Meeting of the Town Council
February 21, 2023
6:00 pm in the Civic Center
Minutes & General Account**

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

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Ty Cheek, Judy Gallman, Faith Wilson, Tammy Salyards, & Beth Koonce

Visitors Present: Rita Shugart, Sharen Apple, Gregg Apple, Robert Frederick, Andy Beamon, Will Beamon, Erin Wynia, Jordan Cansler, Sherrie Richmond, Bruce Browning, & Carol Brooks

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

- Roll Call- Weiner took roll call as follows:
 - Council Member Wolfe- Present
 - Council Member Capes- Present
 - Mayor Montgomery- Present
 - Council Member Straughn- Present
 - Council Member Rayborn- Present

Weiner said that a quorum was present.

- Pledge of Allegiance- Council Member Rayborn 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 had any changes to make to make to the agenda.

Council Member Rayborn made a motion to add the following items: "Budget Amendment #13" to the "Consent Agenda," the "Consideration of approval of ARPA Guilford County Contracts" under "Old Business," "Consideration of award of contract to Dillon and Griffith for Storm Drainage Improvements" under "New Business," and "Consideration of award of contract to Waugh Asphalt, Inc. for paving" under "New Business."

Council Member Rayborn made a motion to approve the February 21st Town Council agenda as amended. 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 17, 2023 Regular Town Council Meeting
 - Proclamation declaring March 5th-11th as Women in Construction Week
 - Reappointment of Doug Sampson to the Parks & Recreation Committee
 - Analysis of the Financial Position of the Town of Jamestown
 - Analysis of the Financial Position of the Jamestown Park & Golf Course
 - Budget Amendment #11
 - Budget Amendment #12 (East Main Street/Lydia Capital Project)
 - Budget Amendment #13

Council Member Straughn briefly discussed the ACE quarterly report with Johnson. He also requested more information from the Fire Marshall regarding fire inspections. Council Member Straughn asked about the items that were not reimbursable from NCDOT for the East Main Street project. Blanchard stated that most of items were silt fence material, seed, and fertilizer. He added that some of the documentation for the products could not be found by NCDOT.

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

(Proclamation declaring March 5th-11th as Women in Construction week, Budget Amendment #11, Budget Amendment #12, & Budget Amendment #13)

Public Comment-

- Sherrie Richmond, 601 Tangle Drive- Richmond stated that was concerned about the trees on the DR Horton property. She spoke about the landscaping requirements in the Development Agreement. She stated that the white fencing would need to be maintained and was concerned about the weed killer that could be used in the future. Richmond highlighted that more canopy trees should be incorporated and pollinators should be required.
- Robert Frederick, 500 Wyndwood Drive- Frederick spoke about the January 17th Town Council minutes that were approved. He noted that he had played audio clips during one of the various times he spoke during the meeting. He read the words that Mayor Montgomery had stated during the audio clip from the October 11th Special Town Council meeting. He claimed that Mayor Montgomery was untruthful when she stated that the public would have the opportunity to review a Development Agreement that was “essentially complete” before it was adopted. He stated that the Town had not followed public notice requirements.

Presentation of Resolution to Sharen Apple, Accounting Manager/HR, for her retirement- Council Member Wolfe presented the resolution to Sharen Apple. Council thanked her for her many years of service to the Town of Jamestown.

{Resolution to Sharen Apple, Accounting Manager/HR, for her retirement}

Presentation of Resolution honoring Mary Browning- Council Member Rayborn presented the resolution to Mary Browning’s family in honor of her lifelong dedication to the history of our community.

(Resolution honoring Mary Browning)

Presentation regarding 2023-2024 Biennium Legislative Goals- Johnson introduced Erin Wynia, Director of Government Affairs, and Jordan Cansler, Legislative Counsel, with the North Carolina League of Municipalities (NCLM). He stated that they would present information on upcoming legislative priorities of the General Assembly. Wynia presented an overview of the different resources that the NCLM offered to municipalities. She noted that the Government Affairs team represented local governments before the General Assembly. She stated that the NCLM helped their members stay informed through their many publications and research.

Cansler presented information on the legislative priorities for municipalities. He explained the policy development process. He noted that some of the current top priorities were transportation, access to broadband, water/wastewater/stormwater, housing, public safety, economic development investments, inflation mitigation, and the possibility of increasing revenue options. Cansler spoke about the partisan makeup of the NC Legislature. He said that the dominate policy topics for the legislature in 2023 were as follows: budget adjustments, Medicaid expansion, sports wagering, and medical marijuana.

Wynia stated that there were several issues to watch, such as local land use, permitting, short-term rentals, police/fire employee benefits, and local official ethics. She stated that those topics were not being initiated by the NCLM, but they were being discussed by the legislature. She highlighted that there seemed to be a longstanding interest of the legislature to try to limit local attempts to regulate short-term rentals. She encouraged Council Members to reach out to their legislators if they had concerns about specific issues.

Council Member Wolfe thanked Wynia and Cansler for their presentation. She asked them if there was a possibility of Powell Bill funding being increased. Wynia stated that NCLM Representatives were advocating for the funding to be increased, and were hoping it would receive bipartisan support by the legislators. Council Member Wolfe also spoke about articles that she had read regarding potential legislation that could be introduced that would greatly decrease the power that municipalities had to regulate planning and zoning matters. She asked if they were aware of that idea gaining support among the legislators. Wynia stated that they did believe that it was gaining support.

Council Member Straughn asked if that potential legislation was coming from big corporations that were lobbying legislators. Wynia said that developers would be supportive of limiting municipal regulatory powers.

Council Member Wolfe spoke with Wynia about the possibility of regulating short-term rentals. Wynia said that there were some options that municipalities had to regulate short-term rentals, but she encouraged Council to consult the Town Attorney about the issue.

Council Member Wolfe discussed the potential legislation that would allow the state to withhold sales tax from municipalities as a penalty for late audits with Wynia.

Council thanked Wynia and Cansler for taking their time to attend the meeting and for presenting so much important information.

Presentation of Annual Sheriff Department Report- Captain Sansour presented the annual report on behalf of the Guilford County Sheriff's Department. He introduced Lt. Apple to Council and said that Lt. Wiseman had been promoted to Captain. He stated that the district had received about a 1,000 calls, 225 reports, and issued about 110 citations within Jamestown. He said that their main objective was to prevent crime in the area. Capt. Sansour spoke about projects that the Sheriff's Department was working on in order to prevent and reduce crime. Those initiatives were as follows: increasing lighting in business parking lots at night, providing reflective stickers for businesses to put on their windows to help officers determine if their windows had been broken at night, and the utilization of civilian doorbell cameras, with the owner's permission, to find missing people, solve crimes, etc.

Council Member Straughn asked how many Part 1 crimes had occurred that year. Capt. Sansour explained that Part 1 crimes were considered crimes against a person, such as theft, assault, etc. He stated that there were about a dozen in 2022.

Council Member Wolfe asked about the Sheriff Department's response time. Capt. Sansour stated that the response time had remained consistent and that he would provide the actual times to Council after the meeting.

Mayor Montgomery encouraged Capt. Sansour to reach out to the Jamestown Business Association (JBA) in order to increase awareness about their crime prevention programs.

Council Member Rayborn asked about the murders that had occurred in Jamestown's jurisdiction and if Capt. Sansour believed that it could be a trend. Capt. Sansour said that both of those instances had resulted from domestic violence and were outliers in the data.

Presentation Annual Fire Department Report- Derek Carson, Fire Chief of Pinecroft Sedgefield Fire Department (PSFD), presented the annual Fire Department report. He presented an overview of their organizational chart and the district that PSFD serves. He highlighted that they were very proud of their current insurance rating because it was a Class 2. He noted that the insurance costs for residential and commercial properties was reduced as a result of the rating. Carson stated that there was a captain and two firefighters on duty at Station #46 at all times. He added that there were also some residential firefighters from the GTCC Fire Academy that stayed there as well. He presented an overview of the public education and outreach programs that the Fire Department had completed that year. Carson said that Station #46 had received 710 calls in 2022. The breakdown of those calls was as follows: 438 medical incidents, 42 fire incidents, 121 fire alarms, 22 motor vehicle accidents, and 87 service/good intent incidents. He noted that the majority of the calls that they received were related to medical emergencies. Carson stated that 90% of the time, Station #46's turnout time was one minute and forty-four seconds and their total travel time was four minutes and one second. He said that PSFD held an award banquet every year to honor their firefighters. He highlighted that there had been four medical life saves in Jamestown in 2022, and he presented the details of one of those incidents. He also spoke about the save/loss analysis for fire incidents in 2022. The breakdown was as follows: the property value exposed to fire was \$55,582,460, the property value lost to fire was \$76,500, and the property value saved was \$55,505,960.

Council Members thanked Carson for his detailed report and for the brave work that the firefighters do every day to keep the Town safe.

Old Business-

- Consideration of approval of lease agreement with Pinecroft Sedgefield Fire Department (PSFD) for property located at 6007 West Gate City Blvd. (parcel #1565246)- Johnson stated that the Town owned a property at 6007 West Gate City Boulevard and would like to enter into a long-term ground lease with PSFD for future use of the property for a fire station. He said that the contract was still under review by both the Town Attorney and PSFD's attorney. He requested that Council continue their consideration of the lease to the April 18th regular Town Council meeting.

Council Member Capes made a motion to continue the consideration of the lease agreement to the April 18th Town Council meeting at 6:00 pm in the Civic Center without further

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

- Consideration of approval of amended audit contract with Forvis LLP (formerly Dixon-Hughes Goodman LLP)- Gallman stated that an amended contract for the fiscal year 2022 audit was required by the Local Government Commission due to the audit being completed after December 1st. She added that the primary reason that the auditors had cited for the delay was the initial implementation of GASB 87. She noted that the only change to the contract would be the date.

Council Member Rayborn made a motion to approve the amended audit contract with Forvis LLP for FY 2022. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

New Business-

- Consideration of approval of American Rescue Plan Act (ARPA) Guilford County Contracts- Wilson stated that the three contracts for consideration were for the American Rescue Plan Act (ARPA) of 2021 Coronavirus State and Local Fiscal Recovery Funds Agreements between Guilford County and the Town of Jamestown. The first contract was in the amount of \$315,000 for the Parks and Recreation Trust Fund (PARTF) and Accessibility for Parks (AFP) projects. The second was in the amount of \$210,000 for a stormwater infrastructure project that would prevent the failure of a small dam at the Jamestown Park & Golf Course. The third contract was in the amount of \$2,294,795 for the construction of a mile of sidewalks throughout the Town. The sidewalks that would be constructed were as follows: East Main Street from Vickery Chapel Road to Millis Road (0.52 miles), Ragsdale Road near West Main Street (0.14 miles), Gannaway Street near East Main Street (0.03 miles), and West Main Street from Oakdale Road to Dillon Road (0.15 miles). She highlighted that the funds received from the County were on a reimbursable basis. Wilson stated that the Guilford County Board of Commissioners would consider the contracts for approval at their February 23rd meeting. She requested that Council approve the contracts as presented.

Council Member Wolfe asked Koonce if she had reviewed the contracts. Koonce stated that she had reviewed them and reiterated that the funding would be received on a reimbursable basis. She noted that the Town would have to spend the money on the projects and then submit receipts to the County for reimbursement. Council Member Wolfe spoke about the deadlines for the submission of the invoices and the completion of the projects.

Council Member Capes made a motion to approve the ARPA Guilford County contract for PARTF and AFP projects in the amount of \$315,205 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Straughn made a motion to approve the ARPA Guilford County contract for the stormwater infrastructure project in the amount of \$210,000 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn made a motion to approve the ARPA Guilford County contract for the sidewalk projects in the amount of \$2,294,795 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of construction contract to the lowest, responsive, responsible bidder to DreamBuilt Construction, Inc. for Town Hall renovations- Johnson stated that Town staff would like to recommend the award of contract for the construction of renovations at the Jamestown Town Hall to DreamBuilt Construction, Inc. in the amount of \$381,468. He added that DreamBuilt Construction, Inc. was the lowest, responsive, responsible bidder. He noted that the contract had been reviewed by the Town Attorney, architect, and the contractor and that it was ready for signatures.

Council Member Wolfe said that the budget included \$250,000 for the renovations. However, she added that the project had been bid out twice and the work needed to be completed.

Council Member Rayborn asked how many contractors had submitted bids for the project between the two rounds. He said that the Town had received four total bids on the project.

Council Member Straughn spoke with Johnson about the Town's bidding process.

Council Member Capes made a motion to award the contract for the construction of Town Hall renovations to the lowest, responsive, responsible bidder to DreamBuilt Construction, Inc. in the amount of \$381,468 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Request to set Special Town Council meeting dates for the March 23rd and April 14th Budget Retreats- Johnson requested that Council set Special Meeting dates for the purpose of discussing the fiscal year 2023/2024 Budget. He added that workshops would begin at 9:00 am and would be held in the Civic Center at Town Hall.

Council Member Wolfe made a motion to set Special Town Council Meeting dates for March 23rd and April 14th at 9:00 am in the Civic Center. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of contract with Republic Services for the acceptance of recyclable materials from the Town of Jamestown- Blanchard said that the contract with Republic Services for the acceptance of recyclable materials had been reviewed by the Town Attorney. He stated that Town staff would begin picking up recycling at the curb. Therefore, there was a need to find a recycling facility to accept the materials. He requested that Council approve the Recycling Processing Services Agreement with Republic Services.

Council Member Straughn made a motion to approve the Republic Services contract and to authorize the Town Manager and Finance Director to execute all documents. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of contract to Dillon and Griffith for storm drainage improvements- Blanchard stated that the budget included \$250,000 for the paving of the Public Services Facility driveway. He added that there were two storm drainage culverts that needed to be replaced before paving the roadway. He noted that staff had reached out to 4 utility contractors and 2 of them had submitted informal proposals. He requested that Council award the contract to the lowest, responsive, responsible bidder, Dillon and Griffith, in the amount of \$126,770.

Council Member Straughn made a motion to award the contract for storm drainage improvements to the lowest, responsive, responsible bidder, Dillon and Griffith, in the amount of \$126,770 and to authorize the Finance Director and Town Manager to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of contract to Waugh Asphalt, Inc. for paving- Blanchard reiterated the need for the repaving of the Public Services Facility driveway. He noted that staff had contacted 3 paving contractors and 2 of them had submitted informal proposals. He requested that Council award the contract to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc., in the amount of \$114,220.

Council Member Capes made a motion to award the contract for paving to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc., in the amount of \$114,220 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Straughn spoke with Blanchard about the timeline of the storm drainage and paving projects.

Manager/Committee Reports-

- Manager Report- Johnson presented his Manager report to Council. He stated that loose leaf pickup would end on Friday, February 24th. He noted that Council would have budget retreats on March 23rd and April 14th at 9:00 am in the Civic Center. He spoke about the Town's transition to using toters for the collection of solid waste and encouraged residents to visit the www.jamestowncandco-nc.gov website for additional information. Johnson updated Council on ongoing projects.

Council Members discussed the details of the Town's solid waste transition with Johnson.

- Council Member Committee Reports-
 - Council Member Wolfe said she attended a Piedmont Regional Transportation meeting on February 14th. She stated that the shortage of vehicles was discussed.

Public Comment- Nobody spoke.

Other Business- Council Member Wolfe asked about the status of the Oakdale Sidewalk Project. Blanchard said that staff was beginning to establish contacts in order to obtain easements.

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

DRAFT

The meeting ended at 7:49 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring March 24th as Arbor Day in Jamestown

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Arbor Day was celebrated for the first time in 1872. It is a day that encourages the planting of trees in order to increase environmental resources. It also recognizes the many positive ways that trees impact society. The Town of Jamestown will celebrate Arbor Day on March 24th at 3:30 pm by planting six trees along the sidewalk leading to the East Fork Pedestrian Bridge.

ATTACHMENTS: Proclamation declaring March 24th as Arbor Day in the Town of Jamestown

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



PROCLAMATION DECLARING MARCH 24TH AS ARBOR DAY IN THE TOWN OF JAMESTOWN

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

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

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

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

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

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

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

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

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim March 24th as **ARBOR DAY** in the Town of Jamestown, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

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

Adopted this the 21st day of March, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Kaonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Year of the Trail 2023

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

2023 NC Year of the Trail celebrates North Carolina's vast network of trails, greenways, and blueways which showcase our diverse landscapes – grand mountain vistas, quiet rivers, vibrant urban greenways, coastal forests, and the rolling hills of the piedmont.

NC Year of the Trail is the largest statewide celebration of trails and outdoor recreation in North Carolina history.

North Carolina is the Great Trails State, where each of North Carolina's 100 counties should be able to enjoy the proven benefits of trails, including health, safety, economic development, tourism, transportation, and environment. Trails are the backbone of our state's growing \$28 billion outdoor recreation economy.

The Year of the Trail campaign will reach communities with the message of how and where to experience trails that showcase North Carolina's beautiful landscapes, provide healthy recreation, and stimulate local economies. The NC General Assembly NC designated 2023 as NC Year of the Trail, an effort led by the Great Trails State Coalition.

The Great Trails State Coalition is a broad-based group of diverse organizations, agencies, and supporters advocating for increased state investment in all types of trails statewide: hiking, paddle, mountain biking, equestrian, and paved.

Goals for NC Year of the Trail:

- Inspire people of all ages, abilities, and backgrounds to try trails.
- Demonstrate the importance of trails to elected officials.
- Boost outdoor recreation tourism across the state through Year of the Trail events in all 100 counties.
- Promote safe and responsible use of trails, with the Outdoor NC Principles.
- Advance diversity and inclusion on trails.

ATTACHMENTS: Proclamation Year of the Trail 2023

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



PROCLAMATION YEAR OF THE TRAIL 2023

WHEREAS, the Town of Jamestown’s natural beauty is critical to our residents’ quality of life, health, and economic wellbeing; and

WHEREAS, the trails that span across our community are an integral part of the recreational and transportation possibilities of our area and promote an enjoyment of scenic beauty by our residents and our visitors; and

WHEREAS, the parks, greenways, trails, and natural areas in our community are welcoming to all and provide a common ground for people of all ages, abilities, and backgrounds to access our rich and diverse natural, cultural, and historic resources; and

WHEREAS, the Town of Jamestown’s natural assets and resources are integral to disaster recovery and resiliency to climate change for future generations; and

WHEREAS, trails offer quality-of-life benefits to all as expressions of local community character and pride, as outdoor workshops for science education, as tools for economic revitalization, as free resources for healthy recreation, as accessible alternative transportation, and as sites for social and cultural events; and

WHEREAS, the North Carolina General Assembly designated 2023 as the Year of the Trail in North Carolina to promote and celebrate the state’s extensive network of trails that showcase our state’s beauty, vibrancy, and culture; and

WHEREAS, North Carolina is known as the “Great Trails State.”

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, North Carolina, by virtue of the authority vested in me, do hereby proclaim 2023 as **“THE YEAR OF THE TRAIL”** in the Town of Jamestown.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 21st day of March, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Appointment of P&R Member and Alternate

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

There is currently a vacancy for a Parks and Recreation Committee Member. Phyllis Bridges has been serving as an Alternate since June 2021. She has submitted her application for consideration for appointment to become a full-time Parks & Rec Member.

There will be a vacancy for an Alternete if Council appoints Bridges to serve as a Parks & Rec Member. Maria Ashburn has submitted her application for consideration for appointment to become a Parks and Rec Alternate.

Staff recommends that Council appoint Phyllis Bridges to serve as a Parks and Rec Committee Member and Maria Ashburn to serve as a Parks & Rec Committee Alternate.

ATTACHMENTS: Applications for Phyllis Bridges and Maria Ashburn

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



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

| | | | | | |
|--|--|-------------|--------------|-----------------|---|
| | | | Date: | 4/22/2021 | |
| Last Name: | BRIDGES | First Name: | PHYLLIS | Middle Initial: | A |
| Birthdate: | 4/15/64 | | | | |
| Email: | pbridgesa@gmail.com | | Home Phone: | 336-989-0047 | |
| Daytime Phone: | | Cell Phone: | 336-989-0047 | | |
| Home Address: | 115 PARKVIEW TERRACE LANE | | | | |
| Live in Jamestown Town Limits? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Current Occupation/Title | DESIGN COORDINATOR | | | | |
| Employer/Business Name | ROYAL HOMES OF NC, INC. | | | | |
| Business Address (with zip code): | | | | | |
| Supervisor's Name: | BOB WOODARD | | | | |
| Education: | <input checked="" type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other: SOME COLLEGE | | | | |
| Degree and Subject of Study: | INTERIOR DESIGN / AFRICAN AMERICAN STUDIES | | | | |
| School Name/Years Attended: | HIGH POINT UNIVSERSITY & GUILFORD COLLEGE | | | | |
| Applying for Board/Commission (enter one): | P&R | | | | |
| Why are you interested in serving on that Board/Commission? | I HAVE GRANDSONS, SO I WANT TO HELP MAKE SURE THAT THE LOCAL PARKS ARE SAFE AND ENJOYABLE & MEMORABLE TO NOT ONLY THEM, BUT FOR ALL THE CIITZENS OF JAMESTON. | | | | |
| What Board or Commission are you currently serving? | HIGH POINT PRESERVATION SOCIETY & THE WASHINGTON ST. HISTORICAL PRESERVATION SOCIETY | | | | |
| | Term Expiration Date: | | | | |
| Are you willing to serve on any other Board/Commission? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, please list: | HISTORICAL COMMISSION | | | | |
| Are you interested in serving in any other community volunteer activities? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, please list: | OPEN | | | | |

Appointed as an Alt. - 6/2021

Interests/Skills/Areas of Expertise/ Professional Organizations: **AFRICAN AMERICAN ART & LOCAL AFRICAN AMERICAN HISTORY, INTERIOR DESIGN.**

| | | | |
|--|---------------|--|-----------------------------|
| List two professional references below: | | | |
| 1. | Name: | AVIS ROBINSON | Daytime Phone: 336-989-1056 |
| | Address: | 2809 Triangle Lake Rd. HIGH POINT NC 27260 | |
| | Relationship: | BOARD MEMBER | |
| 2. | Name: | Linda Willard | Daytime Phone: 336-454-1903 |
| | Address: | 2520 Willard Road HIGH POINT NC 27265 | |
| | Relationship: | HISTORIAN FRIEND | |
| AFFIRMATION OF ELIGIBILITY | | | |
| Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| If yes, explain. | | | |
| Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| If yes, explain. | | | |
| I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission. | | | |
| Signature of Applicant: <i>(Please print and sign.)</i> | | Phyllis Bridges | Date: 4/22/2021 |

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

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

Website: www.jamestown-nc.gov

Email: kmcbride@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

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

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

| | | | | | |
|--|---|-------------|--------------|-----------------|---|
| | | | Date: | 1/31/23 | |
| Last Name: | Ashburn | First Name: | Maria | Middle Initial: | J |
| Birthdate: | 7-19-80 | | | | |
| Email: | Maria.JAshburn@gmail.com | | Home Phone: | | |
| Daytime Phone: | | Cell Phone: | 803-622-1553 | | |
| Home Address: | 101 Cloverbrook Court | | | | |
| Live in Jamestown Town Limits? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Current Occupation/Title | Stay at home Mom | | | | |
| Employer/Business Name | | | | | |
| Business Address (with zip code): | | | | | |
| Supervisor's Name: | | | | | |
| Education: | <input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other: | | | | |
| Degree and Subject of Study: | Master's in Elementary Education ^{BA} _{Media Arts} | | | | |
| School Name/Years Attended: | USC - Columbia - Undergrad & Grad | | | | |
| Applying for Board/Commission (enter one): | | | | | |
| Why are you interested in serving on that Board/Commission? | I am invested in making Jamestown's parks and recreation areas inviting spaces that promote health, safety, and preservation. | | | | |
| What Board or Commission are you currently serving? | Parks & Rec Advisory Committee/Board | | | | |
| | Term Expiration Date: | | | | |
| Are you willing to serve on any other Board/Commission? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, please list: | As needed | | | | |
| Are you interested in serving in any other community volunteer activities? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, please list: | As needed | | | | |

Interests/Skills/Areas of Expertise/ Professional Organizations: I have worked with children of various ages in both School and church settings. I am on the Jamestown Friends of the Library Board and in the Jamestown Modern Book Club.

List two professional references below:

| | | | | |
|----|---------------|--|----------------|-----------------|
| 1. | Name: | Christina Nawrocki | Daytime Phone: | 803-518 6448 |
| | Address: | 2810 Shop Road, Columbia, SC 29209 | | |
| | Relationship: | Former Manager @ Veritiv in Columbia, SC | | |
| 2. | Name: | Arleigh West | Daytime Phone: | 803-206 4112 |
| | Address: | 1245 Bookman Road, Elgin, SC 29045 | | |
| | Relationship: | Former co-worker / Technology + Learning Coach | | |

AFFIRMATION OF ELIGIBILITY


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

If yes, explain.

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

If yes, explain.

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

| | | | |
|---------------------------------|---|-------|---------|
| Signature of Applicant: | Maria J. Ashburn | Date: | 1/31/23 |
| <i>(Please print and sign.)</i> |  | | |

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

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

Website: www.jamestown-nc.gov

Email: kmcbride@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

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

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for February 2023

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 02-28-23.

Expenditures during February include service and maintenance on vehicles and equipment. Golf Maintenance received the Groundsmaster 7500 mower. Services during the month include recreation services for fall sports for in-town residents for Jamestown Youth League and Ragsdale Family YMCA, architect fees for Town Hall renovation, and Alan Tye & Associates for certified safety inspection. Debt service payments were made on the water/sewer maintenance facility, golf clubhouse, and knuckleboom truck.

Interest rates on earnings continue to increase.

ATTACHMENTS: 3 page Summary and Detail to Actual Report for February 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Town of Jamestown
Financial Summary Report
Cash Balances
as of February 28, 2023**

| | | |
|---|----|-------------------|
| Petty Cash | \$ | 1,350 |
| Operating Cash | | 1,419,690 |
| Certificates of Deposit | | 3,004,510 |
| Money Market Accounts - First Bank | | 1,951,705 |
| North Carolina Capital Management Trust | | 11,760,454 |
| | \$ | <u>18,137,799</u> |

Reservations of cash:

| | | |
|--|----|------------------|
| Cash reserved for Randleman Reservoir | \$ | 588,186 |
| Cash reserved by Powell Bill for street improvements | | 449,740 |
| General Capital Reserve Fund | | 64,541 |
| Lydia Multi-use Greenway Capital Project | | 38,492 |
| Oakdale Sidewalk Phase 3 | | 114,226 |
| Oakdale Sidewalk Phase 2 | | 30,103 |
| Recreational Maintenance Facility Capital Project | | 678,077 |
| Water Sewer Capital Reserve Fund | | 1,298,678 |
| | \$ | <u>3,262,052</u> |

Cash by Fund:

| | | |
|---|----|-------------------|
| General | \$ | 5,966,157 |
| General Capital Reserve Fund | | 64,541 |
| Lydia Multi-use Greenway Capital Project | | 38,492 |
| Oakdale Sidewalk Phase 3 | | 114,226 |
| Oakdale Sidewalk Phase 2 | | 30,103 |
| Recreational Maintenance Facility Capital Project | | 678,077 |
| Water/Sewer | | 9,359,330 |
| Randleman Reservoir | | 588,186 |
| Water/Sewer Capital Reserve Fund | | 1,298,678 |
| | \$ | <u>18,137,799</u> |

Cash by Bank:

| | | |
|---------------|----|-------------------|
| NCCMT | \$ | 11,760,454 |
| Pinnacle Bank | | 3,419,690 |
| First Bank | | 2,956,305 |
| | \$ | <u>18,138,449</u> |

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of February 28, 2023**

| Installment Purchase Debt: | Balance at 01/31/2023 | Final Payment Date | Final Payment Fiscal Year |
|--|----------------------------------|-----------------------------------|--|
| GENERAL FUND: | | | |
| Sanitation truck, financed in 2017 | \$ 30,925 | 12/1/2023 | 2023/2024 |
| Leaf truck, financed in 2017 | 31,613 | 12/1/2023 | 2023/2024 |
| Knuckleboom truck, financed in 2020 | 67,561 | 5/7/2025 | 2024/2025 |
| Golf Clubhouse Renovation | <u>316,687</u> | 11/3/2027 | 2027/2028 |
| | <u>\$ 446,786</u> | | |
| WATER & SEWER FUND: | | | |
| Water & Sewer Maintenance Facility Construction | <u>\$ 237,472</u> | 11/3/2027 | 2027/2028 |

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of February 28, 2023

| | <u>General Fund (#10)</u> | <u>General Capital Reserve Fund (#11)</u> | <u>Water/Sewer Fund (#30)</u> | <u>Randlman Reservoir Fund (#50)</u> | <u>Water/Sewer Capital Reserve Fund (#61)</u> |
|--|---------------------------------------|--|--|--|---|
| Current Year Revenues (and transfers) | 5,995,479 | 118,799 | 1,835,794 | 43,327 | 431,197 |
| % of budget received | 82% | 94% | 21% | 37% | 43% |
| % of budget, excluding appropriated fund balance, received | 79% | 94% | 37% | 136% | 78% |
| Expenditures (and transfers) | 4,421,134 | 56,551 | 2,245,816 | - | - |
| % of budget expended | 45% | 45% | 25% | 0% | 0% |
| | <u>Fund (#17)</u> | <u>Fund (#18)</u> | <u>Fund (#20)</u> | <u>Fund (#21)</u> | <u>Fund (#23)</u> |
| | <u>Lydia (E Main) Capital Project</u> | <u>Oakdale Sidewalk Ph 3 Capital Project</u> | <u>Recreational Maint Facility Capital Project</u> | <u>Oakdale Sidewalk Ph 2 Capital Project</u> | <u>Penmy Road Sidewalk Capital Project</u> |
| Life to Date Revenues & Other Financing Sources | 2,134,051 | 218,759 | 1,078,609 | 79,599 | - |
| % of budget received | 91% | 32% | 100% | 40% | 0% |
| Life to Date Expenditures | 2,125,146 | 103,987 | 400,532 | 49,486 | - |
| % of budget expended | 91% | 15% | 37% | 25% | 0% |

10 GENERAL FUND

| Account | Received | | | Revenue | |
|---|---------------|--------------|-------------------|----------------|------------|
| | Current Month | Received YTD | Estimated Revenue | To Be Received | % Received |
| 3000 | | | | | |
| 3100 AD VALOREM TAXES | 286,035.25 | 2,697,483.07 | 2,822,000.00 | 124,516.93 | 96 % |
| 3101 Interest on Ad Valorem Taxes | 826.07 | 1,118.69 | 2,500.00 | 1,381.31 | 45 % |
| 3102 Tax and Tag revenue | 24,553.09 | 133,063.87 | 234,600.00 | 101,536.13 | 57 % |
| 3103 Interest on Tax and Tag Revenues | 230.52 | 1,120.63 | 1,100.00 | -20.63 | 102 % |
| 3230 SALES AND USE TAX | 87,318.30 | 436,085.25 | 1,050,000.00 | 613,914.75 | 42 % |
| 3250 Solid Waste Disposal Tax | 841.32 | 2,183.16 | 3,400.00 | 1,226.84 | 64 % |
| 3256 ELECTRICITY SALES TAX | 0.00 | 62,188.12 | 206,000.00 | 143,811.88 | 30 % |
| 3257 TELECOMMUNICATIONS SALES TAX | 0.00 | 6,647.02 | 39,000.00 | 32,352.98 | 17 % |
| 3258 PIPED NATURAL GAS SALES TAX | 0.00 | 2,176.07 | 21,000.00 | 18,823.93 | 10 % |
| 3261 VIDEO PROGRAMMING TAX | 0.00 | 8,335.35 | 36,000.00 | 27,664.65 | 23 % |
| 3312 GRANTS FROM GUILFORD COUNTY | 0.00 | 55,500.00 | 55,500.00 | 0.00 | 100 % |
| 3316 POWELL BILL | 0.00 | 107,468.72 | 107,000.00 | -488.72 | 100 % |
| 3322 ALCOHOLIC BEVERAGES TAX | 0.00 | 0.00 | 17,000.00 | 17,000.00 | 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 | 7,500.00 | 7,500.00 | 0 % |
| 3343 REVIEW FEES | 225.00 | 6,726.00 | 7,500.00 | 774.00 | 90 % |
| 3344 CODE ENFORCEMENT FEES | 0.00 | 0.00 | 100.00 | 100.00 | 0 % |
| 3345 INSPECTION AND PERMIT FEES | 100.00 | 375.00 | 200.00 | -175.00 | 188 % |
| 3346 CELL TOWER LEASE REVENUE | 2,646.00 | 22,733.73 | 83,000.00 | 60,266.27 | 27 % |
| 3348 REFUSE COLLECTION FEES | 17,295.00 | 136,900.00 | 203,700.00 | 66,800.00 | 67 % |
| 3600 GREEN FEES | 33,948.51 | 357,895.76 | 535,000.00 | 177,104.24 | 67 % |
| 3603 Golf Now Booking fees | 75.95 | 120.77 | 0.00 | -120.77 | ** % |
| 3610 MECHANICAL CART RENTALS | 18,132.49 | 188,780.49 | 280,000.00 | 91,219.51 | 67 % |
| 3620 PULL CART RENTALS | 31.00 | 182.00 | 300.00 | 118.00 | 61 % |
| 3650 DRIVING RANGE | 5,116.00 | 28,743.00 | 55,000.00 | 26,257.00 | 52 % |
| 3660 GOLF SHOP CONCESSIONS SALES | 5,713.54 | 63,197.23 | 89,000.00 | 25,802.77 | 71 % |
| 3661 Golf Shop Grill Catering Revenues | 0.00 | 0.00 | 500.00 | 500.00 | 0 % |
| 3665 Golf Special Orders - Sales | 0.00 | 8,045.35 | 12,000.00 | 3,954.65 | 67 % |
| 3675 Golf Clubhouse Rental Fees | 900.00 | 3,420.00 | 8,000.00 | 4,580.00 | 43 % |
| 3831 INVESTMENT EARNINGS | ① 16,826.78 | 80,300.66 | 135,000.00 | 54,699.34 | 59 % |
| 3832 Sponsorships | 0.00 | 1,450.00 | 1,450.00 | 0.00 | 100 % |
| 3835 SALES OF FIXED ASSETS | 0.00 | 3,250.00 | 3,250.00 | 0.00 | 100 % |
| 3836 SALES - PRO SHOP GOLF INVENTORY | 3,854.48 | 38,284.46 | 59,000.00 | 20,715.54 | 65 % |
| 3837 SHELTER RENTALS | 550.00 | 2,300.00 | 3,000.00 | 700.00 | 77 % |
| 3838 Building Lease revenue | 10.00 | 11.00 | 3,611.00 | 3,600.00 | 0 % |
| 3839 MISCELLANEOUS REVENUES | 522.25 | 961.48 | 500.00 | -461.48 | 192 % |
| 3840 Rental Golf Sets | 90.00 | 1,875.00 | 2,400.00 | 525.00 | 78 % |
| 3841 Ball Field Rentals | 225.00 | 11,175.00 | 15,950.00 | 4,775.00 | 70 % |
| 3933 TRANSFER FROM GENERAL CAPITAL RESERVE FUND | ② 37,667.30 | 56,551.37 | 75,000.00 | 18,448.63 | 75 % |
| 3985 Transfer from Grant Project Fund | 0.00 | 1,431,310.57 | 1,431,310.00 | -0.57 | 100 % |
| 3990 POWELL BILL RESERVE APPROPRIATED | 0.00 | 0.00 | 197,000.00 | 197,000.00 | 0 % |
| 3991 FUND BALANCE APPROPRIATED | 0.00 | 0.00 | 1,823,869.00 | 1,823,869.00 | 0 % |
| Account Group Total: | 556,233.85 | 5,995,478.82 | 9,678,240.00 | 3,682,761.18 | 62 % |
| Fund Total: | 556,233.85 | 5,995,478.82 | 9,678,240.00 | 3,682,761.18 | 62 % |

① Interest rates remain high, earning more interest than expected

② Transfer of funds from General Capital Reserve Fund back to general fund for clubhouse debt payments - first 2 quarterly payments FY 22-23

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 | 31,515.00 | 98,008.25 | 33,242.00 | 131,250.25 | 150,000.00 | 18,749.75 |
| | 2100 DEPARTMENT SUPPLIES | 8.48 | 1,409.98 | 99.00 | 1,508.98 | 2,000.00 | 491.02 |
| | 2200 FOOD AND PROVISIONS | 0.00 | 1,779.29 | 0.00 | 1,779.29 | 2,500.00 | 720.71 |
| | 2600 OFFICE SUPPLIES | 0.00 | 15.99 | 0.00 | 15.99 | 200.00 | 184.01 |
| | 2900 ASSETS NOT CAPITALIZED | 691.47 | 691.47 | 0.00 | 691.47 | 1,500.00 | 808.53 |
| | 3100 TRAVEL | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| | 3150 CONFERENCE FEES AND SCHOOLS | 0.00 | 450.00 | 0.00 | 450.00 | 2,000.00 | 1,550.00 |
| | 3200 COMMUNICATIONS | 0.00 | 26.00 | 0.00 | 26.00 | 2,500.00 | 2,474.00 |
| | 3400 PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| | 3700 MARKETING / ADVERTISING | 350.00 | 740.00 | 0.00 | 740.00 | 1,000.00 | 260.00 |
| | 3800 DATA PROCESSING SERVICES | 52.73 | 377.94 | 422.06 | 800.00 | 800.00 | 0.00 |
| | 3950 DUES AND SUBSCRIPTIONS | 0.00 | 1,782.00 | 0.00 | 1,782.00 | 2,300.00 | 518.00 |
| | 3955 Permit Fees | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| | 3980 MISCELLANEOUS EXPENSE | 82.97 | 374.40 | 0.00 | 374.40 | 500.00 | 125.60 |
| | 4990 OTHER CONTRACTED SERVICES | 225.00 | 2,325.00 | 2,175.00 | 4,500.00 | 5,500.00 | 1,000.00 |
| | 9700 CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| | Account Total: | 32,925.65 | 107,980.32 | 35,938.06 | 143,918.38 | 174,300.00 | 30,381.62 |
| 4200 ADMINISTRATION EXPENDITURES | | | | | | | |
| | 1000 SALARIES AND WAGES | 38,699.04 | 294,234.04 | 0.00 | 294,234.04 | 472,500.00 | 178,265.96 |
| | 1003 LONGEVITY PAY | 75.22 | 9,029.22 | 0.00 | 9,029.22 | 9,000.00 | -29.22 |
| | 1009 FICA EXPENSE | 2,934.95 | 22,937.53 | 0.00 | 22,937.53 | 36,750.00 | 13,812.47 |
| | 1010 RETIREMENT EXPENSE | 4,650.33 | 36,360.54 | 0.00 | 36,360.54 | 57,750.00 | 21,389.46 |
| | 1011 HEALTH INSURANCE EXPENSE | 4,410.51 | 32,621.31 | 0.00 | 32,621.31 | 58,600.00 | 25,978.69 |
| | 1012 FLEX & PR TIME ADMIN FEES | 76.15 | 130.15 | 150.85 | 281.00 | 700.00 | 419.00 |
| | 1014 WORKER'S COMPENSATION | 0.00 | 545.47 | 0.00 | 545.47 | 700.00 | 154.53 |
| | 1017 401K EXPENSE | 1,909.99 | 14,442.48 | 0.00 | 14,442.48 | 23,200.00 | 8,757.52 |
| | 1019 PROFESSIONAL SERVICES | 0.00 | 8,587.50 | 8,912.50 | 17,500.00 | 17,500.00 | 0.00 |
| | 2100 DEPARTMENT SUPPLIES | 246.25 | 2,835.14 | 118.00 | 2,953.14 | 2,000.00 | -953.14 |
| | 2200 FOOD AND PROVISIONS | 155.21 | 761.27 | 0.00 | 761.27 | 1,000.00 | 238.73 |
| | 2600 OFFICE SUPPLIES | 193.53 | 916.62 | 0.00 | 916.62 | 2,200.00 | 1,283.38 |
| | 2900 ASSETS NOT CAPITALIZED | 54.98 | 2,327.90 | 0.00 | 2,327.90 | 5,000.00 | 2,672.10 |
| | 3100 TRAVEL | 0.00 | 2,598.60 | 0.00 | 2,598.60 | 10,000.00 | 7,401.40 |
| | 3150 CONFERENCE FEES AND SCHOOLS | 1,100.00 | 3,599.00 | 0.00 | 3,599.00 | 7,000.00 | 3,401.00 |
| | 3200 COMMUNICATIONS | 200.00 | 4,677.20 | 2,067.35 | 6,744.55 | 10,700.00 | 3,955.45 |
| | 3400 PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| | 3500 REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| | 3700 MARKETING / ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| | 3800 DATA PROCESSING SERVICES | 1,363.43 | 12,082.35 | 6,905.65 | 18,988.00 | 19,000.00 | 12.00 |
| | 3900 DRUG TESTING & BACKGROUND CHECKS | 0.00 | 123.00 | 0.00 | 123.00 | 0.00 | -123.00 |
| | 3950 DUES AND SUBSCRIPTIONS | 509.73 | 9,740.99 | 219.92 | 9,960.91 | 11,500.00 | 1,539.09 |
| | 3960 BANK AND MERCHANT FEES | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| | 3980 MISCELLANEOUS EXPENSE | 0.00 | 32.96 | 0.00 | 32.96 | 1,000.00 | 967.04 |
| | 4300 EQUIPMENT RENTAL | 655.93 | 2,166.03 | 621.81 | 2,787.84 | 3,500.00 | 712.16 |
| | 4400 SERVICE & MAINTENANCE CONTRACTS | 0.00 | 7,252.84 | 67.70 | 7,320.54 | 13,000.00 | 5,679.46 |
| | 4500 INSURANCE AND BONDING | 4,441.00 | 5,560.30 | 0.00 | 5,560.30 | 6,000.00 | 439.70 |
| | 4990 OTHER CONTRACTED SERVICES | 915.50 | 27,030.81 | 9,641.67 | 36,672.48 | 46,000.00 | 9,327.52 |
| | 6920 First Bank Credit Card Encumbrance | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 |

① Legal fees - Roberson Haworth + Reese, Fox Rothschild, Wardrop Wall Babcock (Planning board)

② Finance officer / Deputy Finance officer Bonds

03/09/23
10:35:57

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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Report ID: B100B

10 GENERAL FUND

| Account Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| Account Total: | 62,591.75 | 500,593.25 | 32,705.45 | 533,298.70 | 819,700.00 | 286,401.30 |
| 4900 PLANNING DEPARTMENT EXPENDITURES | | | | | | |
| 1000 SALARIES AND WAGES | 8,352.00 | 55,343.60 | 0.00 | 55,343.60 | 111,000.00 | 55,656.40 |
| 1003 LONGEVITY PAY | 0.00 | 695.00 | 0.00 | 695.00 | 750.00 | 55.00 |
| 1009 FICA EXPENSE | 643.05 | 4,317.92 | 0.00 | 4,317.92 | 8,550.00 | 4,232.08 |
| 1010 RETIREMENT EXPENSE | 1,014.76 | 6,730.10 | 0.00 | 6,730.10 | 13,500.00 | 6,769.90 |
| 1011 HEALTH INSURANCE EXPENSE | 1,764.20 | 11,467.30 | 0.00 | 11,467.30 | 21,600.00 | 10,132.70 |
| 1012 FLEX & PR TIME ADMIN FEES | 82.17 | 136.17 | 72.83 | 209.00 | 500.00 | 291.00 |
| 1014 WORKER'S COMPENSATION | 0.00 | 340.92 | 0.00 | 340.92 | 500.00 | 159.08 |
| 1017 401K EXPENSE | 417.62 | 2,935.96 | 0.00 | 2,935.96 | 5,550.00 | 2,614.04 |
| 2100 DEPARTMENT SUPPLIES | 80.98 | 686.07 | 28.00 | 714.07 | 3,500.00 | 2,785.93 |
| 2200 FOOD AND PROVISIONS | 0.00 | 112.49 | 0.00 | 112.49 | 750.00 | 637.51 |
| 2500 VEHICLE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 2520 FUELS - GAS & OIL | 48.54 | 352.79 | 0.00 | 352.79 | 500.00 | 147.21 |
| 2600 OFFICE SUPPLIES | 0.00 | 75.47 | 0.00 | 75.47 | 2,000.00 | 1,924.53 |
| 2900 ASSETS NOT CAPITALIZED | 0.00 | 1,408.93 | 0.00 | 1,408.93 | 4,500.00 | 3,091.07 |
| 3100 TRAVEL | 0.00 | 7.00 | 0.00 | 7.00 | 2,500.00 | 2,493.00 |
| 3150 CONFERENCE FEES AND SCHOOLS | 0.00 | 1,279.00 | 0.00 | 1,279.00 | 3,000.00 | 1,721.00 |
| 3200 COMMUNICATIONS | 100.00 | 1,361.54 | 924.56 | 2,286.10 | 4,100.00 | 1,813.90 |
| 3400 PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 1,250.00 | 1,250.00 |
| 3500 REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3700 MARKETING / ADVERTISING | 2,875.00 | 5,844.96 | 4,550.04 | 10,395.00 | 20,000.00 | 9,605.00 |
| 3800 DATA PROCESSING SERVICES | 730.80 | 3,349.53 | 2,850.47 | 6,200.00 | 6,200.00 | 0.00 |
| 3900 DRUG TESTING & BACKGROUND CHECKS | 0.00 | 119.00 | 131.00 | 250.00 | 250.00 | 0.00 |
| 3950 DUES AND SUBSCRIPTIONS | 203.01 | 4,014.62 | 274.90 | 4,289.52 | 5,000.00 | 710.48 |
| 3980 MISCELLANEOUS EXPENSE | 0.00 | 47.00 | 0.00 | 47.00 | 500.00 | 453.00 |
| 4400 SERVICE & MAINTENANCE CONTRACTS | 0.00 | 0.00 | 0.00 | 0.00 | 700.00 | 700.00 |
| 4500 INSURANCE AND BONDING | 0.00 | 193.29 | 0.00 | 193.29 | 300.00 | 106.71 |
| 4990 OTHER CONTRACTED SERVICES | 0.00 | 27,526.44 | 32,680.00 | 60,206.44 | 70,000.00 | 9,793.56 |
| 4991 Telecommunications Contracted | 0.00 | 0.00 | 7,500.00 | 7,500.00 | 7,500.00 | 0.00 |
| 6820 First Bank Credit Card Encumbrance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 |
| 9700 CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| Account Total: | 16,312.13 | 128,345.10 | 50,011.80 | 178,356.90 | 299,000.00 | 120,643.10 |
| 5000 BUILDING & GROUNDS EXPENDITURES | | | | | | |
| 2100 DEPARTMENT SUPPLIES | 358.93 | 3,018.36 | 413.60 | 3,431.96 | 8,000.00 | 4,568.04 |
| 2140 SEED and SOD | 0.00 | 800.00 | 0.00 | 800.00 | 800.00 | 0.00 |
| 2141 CHEMICALS | 0.00 | 197.50 | 0.00 | 197.50 | 500.00 | 302.50 |
| 2142 FERTILIZER AND LIME | 0.00 | 497.50 | 0.00 | 497.50 | 600.00 | 102.50 |
| 2144 MULCH & PINE NEEDLES | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| 2400 CONSTRUCTION & REPAIR SUPPLIES | 319.10 | 319.10 | 0.00 | 319.10 | 2,500.00 | 2,180.90 |
| 2900 ASSETS NOT CAPITALIZED | 0.00 | 0.00 | 0.00 | 0.00 | 7,500.00 | 7,500.00 |
| 3200 COMMUNICATIONS | 0.00 | 1,061.81 | 858.19 | 1,920.00 | 2,000.00 | 80.00 |
| 3300 UTILITIES | 2,367.07 | 12,034.93 | 2,162.23 | 14,197.16 | 30,000.00 | 15,802.84 |
| 3350 Water Utilities | 29.77 | 149.39 | 0.00 | 149.39 | 500.00 | 350.61 |
| 3500 REPAIRS AND MAINTENANCE | 200.00 | 3,018.75 | 1,596.58 | 4,615.33 | 50,000.00 | 45,384.67 |
| 3940 LANDFILL FEES/DUMPFESTER P/U | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3980 MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 4300 EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 4400 SERVICE & MAINTENANCE CONTRACTS | 2,362.70 | 25,379.53 | 10,449.60 | 36,829.13 | 40,000.00 | 3,170.87 |

③ Commercials advertising Jamestown - WGHP

03/09/23
10:35:57

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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Report ID: B1008

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|--------------------------------------|------------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 4500 | INSURANCE AND BONDING | 0.00 | 16,107.76 | 0.00 | 16,107.76 | 22,000.00 | 5,892.24 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 25,867.72 | 1,037.00 | 26,904.72 | 42,000.00 | 15,095.28 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | ④ 5,100.00 | 27,790.00 | 5,100.00 | 32,890.00 | 484,000.00 | 451,110.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 |
| Account Total: | | 10,737.57 | 117,242.35 | 21,617.20 | 138,859.55 | 698,100.00 | 559,240.45 |
| 5100 PUBLIC SAFETY EXPENDITURES | | | | | | | |
| 4910 | SHERIFF CONTRACT | 0.00 | 219,544.36 | 0.00 | 219,544.36 | 550,000.00 | 330,455.64 |
| 4911 | Sheriff Off Duty - Town events | 0.00 | 1,872.00 | 4,628.00 | 6,500.00 | 6,500.00 | 0.00 |
| 4912 | Sheriff off-duty for non-profit | 0.00 | 1,068.00 | 0.00 | 1,068.00 | 2,500.00 | 1,432.00 |
| 4920 | ANIMAL CONTROL CONTRACT | 0.00 | 5,020.00 | 5,020.00 | 10,040.00 | 14,000.00 | 3,960.00 |
| Account Total: | | 0.00 | 227,504.36 | 9,648.00 | 237,152.36 | 573,000.00 | 335,947.64 |
| 5300 FIRE EXPENSES | | | | | | | |
| 2500 | VEHICLE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3956 | Fire Inspection Fees | 0.00 | 2,867.50 | 0.00 | 2,867.50 | 12,000.00 | 9,112.50 |
| 3980 | MISCELLANEOUS EXPENSE | 95.00 | 154.44 | 0.00 | 154.44 | 300.00 | 145.56 |
| 4900 | PINECROFT SEDGEFIELD FIRE CONTRACT | 0.00 | 649,615.44 | 0.00 | 649,615.44 | 866,154.00 | 216,538.56 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| Account Total: | | 95.00 | 652,657.38 | 0.00 | 652,657.38 | 889,954.00 | 237,296.62 |
| 5600 STREET MAINTENANCE EXPENDITURES | | | | | | | |
| 2100 | DEPARTMENT SUPPLIES | 528.13 | 717.04 | 0.00 | 717.04 | 6,000.00 | 5,282.96 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 5,702.40 | 6,476.75 | 297.60 | 6,774.35 | 8,000.00 | 1,225.65 |
| 2500 | VEHICLE SUPPLIES | 0.00 | 1,997.53 | 0.00 | 1,997.53 | 7,000.00 | 5,002.47 |
| 2520 | FUELS - GAS & OIL | 326.30 | 4,963.45 | 0.00 | 4,963.45 | 6,000.00 | 1,036.55 |
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 299.49 | 3,234.50 | 3,533.99 | 20,000.00 | 16,466.01 |
| 3300 | UTILITIES | 14,559.51 | 100,667.95 | 0.00 | 100,667.95 | 160,000.00 | 59,132.05 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 1,097.27 | 1,500.00 | 2,597.27 | 8,000.00 | 5,402.73 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3955 | Permit Fees | 0.00 | 860.00 | 0.00 | 860.00 | 1,100.00 | 240.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 4300 | EQUIPMENT RENTAL | 0.00 | 320.92 | 219.08 | 540.00 | 540.00 | 0.00 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 171.50 | 1,348.00 | 1,812.00 | 3,160.00 | 5,600.00 | 2,440.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 0.00 | 0.00 | 0.00 | 1,200.00 | 1,200.00 |
| 4980 | STORMWATER FEES | 0.00 | 5,605.00 | 0.00 | 5,605.00 | 6,000.00 | 395.00 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 22,998.40 | 38,945.75 | 61,944.15 | 75,000.00 | 13,055.85 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 8,432.79 | 0.00 | 8,432.79 | 8,500.00 | 67.21 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | ⑤ 17,836.70 | 17,836.70 | 0.00 | 17,836.70 | 17,837.00 | 0.30 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 460.00 | 460.00 |
| Account Total: | | 39,124.54 | 173,821.29 | 46,008.93 | 219,830.23 | 331,837.00 | 112,006.78 |
| 5700 POWELL BILL | | | | | | | |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 300,000.00 |
| Account Total: | | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 300,000.00 |

④ Freeman Kenneth Architects - Architect fees for Town Hall
 ⑤ Eastfork Rd sidewalk project Not reimbursed by the state

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|------------------------------|----------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 5800 SANITATION EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 6,408.01 | 50,950.32 | 0.00 | 50,950.32 | 75,000.00 | 24,049.68 |
| 1003 | LONGEVITY PAY | 0.00 | 976.00 | 0.00 | 976.00 | 1,100.00 | 124.00 |
| 1009 | FICA EXPENSE | 480.23 | 3,900.68 | 0.00 | 3,900.68 | 10,000.00 | 6,099.32 |
| 1010 | RETIREMENT EXPENSE | 784.64 | 6,357.63 | 0.00 | 6,357.63 | 15,000.00 | 8,642.37 |
| 1011 | HEALTH INSURANCE EXPENSE | 1,764.20 | 13,198.20 | 0.00 | 13,198.20 | 32,500.00 | 19,301.80 |
| 1012 | FLEX & PR TIME ADMIN FEES | 76.17 | 124.17 | 84.83 | 209.00 | 500.00 | 291.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 5,113.78 | 0.00 | 5,113.78 | 6,000.00 | 886.22 |
| 1017 | 401K EXPENSE | 320.42 | 2,492.71 | 0.00 | 2,492.71 | 6,000.00 | 3,507.29 |
| 2100 | DEPARTMENT SUPPLIES | 557.57 | 1,610.34 | 118,228.00 | 119,838.34 | 140,000.00 | 20,161.66 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 30.19 | 0.00 | 30.19 | 100.00 | 69.81 |
| 2500 | VEHICLE SUPPLIES | 5,565.13 | 11,513.67 | 0.00 | 11,513.67 | 12,000.00 | 486.33 |
| 2520 | FUELS - GAS & OIL | 2,584.18 | 17,359.48 | 12,677.07 | 30,036.55 | 35,000.00 | 4,963.45 |
| 3200 | COMMUNICATIONS | 50.00 | 683.90 | 166.10 | 850.00 | 1,200.00 | 350.00 |
| 3400 | PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 |
| 3500 | REPAIRS AND MAINTENANCE | 5,250.76 | 9,524.15 | 1,400.00 | 10,924.15 | 6,000.00 | -4,924.15 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 12,500.00 | 3,797.98 | 16,297.98 | 14,600.00 | -1,697.98 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 67.00 | 386.00 | 614.00 | 1,000.00 | 1,000.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 4,748.08 | 37,591.31 | 38,505.06 | 76,096.37 | 74,500.00 | -1,596.37 |
| 3945 | Recycle Fees | 8,209.18 | 57,464.26 | 57,535.74 | 115,000.00 | 115,000.00 | 0.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 4300 | EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 2,560.98 | 0.00 | 2,560.98 | 2,500.00 | -60.98 |
| 4990 | OTHER CONTRACTED SERVICES | 3,224.03 | 31,919.45 | 28,495.56 | 60,415.01 | 72,000.00 | 11,584.99 |
| 5400 | CAPITAL OUTLAY - MOTOR VEHICLES | 0.00 | 443,876.30 | 443,863.00 | 887,739.30 | 908,000.00 | 20,260.70 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 41,981.00 | 44,845.00 | 86,826.00 | 87,000.00 | 174.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 40,069.60 | 752,114.52 | 750,212.34 | 1,502,326.86 | 1,617,700.00 | 115,373.14 |
| 6200 RECREATION EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 10,869.61 | 83,054.23 | 0.00 | 83,054.23 | 142,000.00 | 58,945.77 |
| 1003 | LONGEVITY PAY | 0.00 | 3,134.00 | 0.00 | 3,134.00 | 3,100.00 | -34.00 |
| 1009 | FICA EXPENSE | 825.43 | 6,525.76 | 0.00 | 6,525.76 | 11,500.00 | 4,974.24 |
| 1010 | RETIREMENT EXPENSE | 1,332.81 | 10,550.79 | 0.00 | 10,550.79 | 18,000.00 | 7,449.21 |
| 1011 | HEALTH INSURANCE EXPENSE | 2,646.30 | 18,509.73 | 0.00 | 18,509.73 | 31,000.00 | 12,490.27 |
| 1012 | FLEX & PR TIME ADMIN FEES | 82.17 | 118.17 | 90.83 | 209.00 | 500.00 | 291.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 2,045.51 | 0.00 | 2,045.51 | 3,000.00 | 954.49 |
| 1017 | 401K EXPENSE | 543.58 | 4,073.33 | 0.00 | 4,073.33 | 7,100.00 | 3,026.67 |
| 2100 | DEPARTMENT SUPPLIES | 1,600.15 | 7,782.95 | 372.00 | 8,154.95 | 11,000.00 | 2,845.05 |
| 2140 | SEED and SOIL | 0.00 | 1,240.00 | 0.00 | 1,240.00 | 2,000.00 | 760.00 |
| 2141 | CHEMICALS | 0.00 | 3,637.50 | 0.00 | 3,637.50 | 5,000.00 | 1,362.50 |
| 2142 | FERTILIZER AND LIME | 0.00 | 1,490.50 | 0.00 | 1,490.50 | 3,000.00 | 1,509.50 |
| 2143 | IRRIGATION SUPPLIES | 0.00 | 372.41 | 0.00 | 372.41 | 500.00 | 127.59 |
| 2144 | MULCH & PINE NEEDLES | 0.00 | 465.40 | 0.00 | 465.40 | 5,000.00 | 4,534.60 |
| 2145 | TOPSOIL (Sand) | 0.00 | 1,411.41 | 0.00 | 1,411.41 | 1,500.00 | 88.59 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 35.67 | 0.00 | 35.67 | 50.00 | 14.33 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 1,742.29 | 0.00 | 1,742.29 | 3,000.00 | 1,257.71 |
| 2500 | VEHICLE SUPPLIES | 909.18 | 972.14 | 0.00 | 972.14 | 1,000.00 | 27.86 |
| 2520 | FUELS - GAS & OIL | 430.24 | 2,470.08 | 0.00 | 2,470.08 | 8,500.00 | 6,029.92 |
| 2550 | EQUIPMENT SUPPLIES | 36.98 | 1,560.00 | 0.00 | 1,560.00 | 2,500.00 | 940.00 |
| 2600 | OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |

⑥ Wheels + tires for curbside can truck (garbage), brushes for skidsteer
 ⑦ Brush truck service + inspection, 2016 garbage truck service + brakes, 2007 garbage truck radiator replacement, 2018 garbage truck inspection + service
 ⑧ Bradley personnel inc - temp employee

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|----------------|----------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 6,299.64 | 203.04 | 6,502.68 | 6,500.00 | -2.68 |
| 3100 | TRAVEL | 736.56 | 1,060.87 | 0.00 | 1,060.87 | 1,000.00 | -60.87 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 150.00 | 445.00 | 0.00 | 445.00 | 1,500.00 | 1,055.00 |
| 3200 | COMMUNICATIONS | 100.00 | 5,183.83 | 3,662.61 | 8,846.44 | 13,000.00 | 4,153.56 |
| 3300 | UTILITIES | 2,128.13 | 9,433.89 | 0.00 | 9,433.89 | 15,500.00 | 6,066.11 |
| 3350 | Water Utilities | 37.41 | 193.78 | 0.00 | 193.78 | 350.00 | 156.22 |
| 3500 | REPAIRS AND MAINTENANCE | -213.57 | 22,337.23 | 0.00 | 22,337.23 | 24,000.00 | 1,662.77 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 3800 | DATA PROCESSING SERVICES | 20.00 | 145.97 | 254.03 | 400.00 | 1,400.00 | 1,000.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 190.00 | 410.00 | 600.00 | 600.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 95.48 | 0.00 | 95.48 | 500.00 | 404.52 |
| 3950 | DUES AND SUBSCRIPTIONS | 1,097.00 | 1,442.00 | 0.00 | 1,442.00 | 1,500.00 | 58.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 57.45 | 0.00 | 57.45 | 500.00 | 442.55 |
| 3981 | Special Events | 425.00 | 7,045.25 | 2,300.00 | 9,345.25 | 12,000.00 | 2,654.75 |
| 4101 | Library Services | 0.00 | 96,000.00 | 0.00 | 96,000.00 | 119,500.00 | 23,500.00 |
| 4102 | Recreation Services | 10,543.00 | 10,543.00 | 0.00 | 10,543.00 | 20,000.00 | 9,457.00 |
| 4103 | Culture/Historical Services | 0.00 | 0.00 | 0.00 | 0.00 | 10,500.00 | 10,500.00 |
| 4300 | EQUIPMENT RENTAL | 1,852.71 | 17,923.97 | 4,646.22 | 22,570.19 | 24,680.00 | 2,109.81 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 154.35 | 1,189.20 | 571.80 | 1,761.00 | 3,000.00 | 1,239.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 1,932.93 | 0.00 | 1,932.93 | 1,500.00 | -432.93 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 4,400.63 | 0.00 | 4,400.63 | 5,300.00 | 899.37 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 7,556.00 | 0.00 | 7,556.00 | 223,325.00 | 215,769.00 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | 0.00 | 12,750.00 | 2,250.00 | 15,000.00 | 15,000.00 | 0.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 36,307.04 | 357,417.99 | 14,760.53 | 372,178.52 | 760,805.00 | 398,626.48 |
| 6300 | GOLF COURSE MAINTENANCE | | | | | | |
| 1000 | SALARIES AND WAGES | 29,178.81 | 247,084.74 | 0.00 | 247,084.74 | 410,000.00 | 162,915.26 |
| 1003 | LONGEVITY PAY | 0.00 | 6,139.00 | 0.00 | 6,139.00 | 6,200.00 | 61.00 |
| 1009 | FICA EXPENSE | 2,118.68 | 18,665.33 | 0.00 | 18,665.33 | 32,000.00 | 13,334.67 |
| 1010 | RETIREMENT EXPENSE | 3,575.59 | 31,009.60 | 0.00 | 31,009.60 | 47,000.00 | 15,990.40 |
| 1011 | HEALTH INSURANCE EXPENSE | 6,174.70 | 49,411.97 | 0.00 | 49,411.97 | 76,000.00 | 26,588.03 |
| 1012 | FLEX & PR TIME ADMIN FEES | 82.27 | 112.17 | 54.83 | 167.00 | 650.00 | 483.00 |
| 1013 | RETIRED HEALTH INSURANCE EXPENSE | 220.32 | 1,762.56 | 0.00 | 1,762.56 | 10,800.00 | 9,037.44 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 3,750.11 | 0.00 | 3,750.11 | 5,300.00 | 1,249.89 |
| 1015 | Unemployment Compensation | 0.00 | 1,012.11 | 0.00 | 1,012.11 | 6,000.00 | 4,987.89 |
| 1017 | 401K EXPENSE | 1,458.88 | 12,287.78 | 0.00 | 12,287.78 | 20,000.00 | 7,712.22 |
| 2100 | DEPARTMENT SUPPLIES | 280.97 | 5,018.59 | 276.00 | 5,294.59 | 11,000.00 | 5,705.41 |
| 2140 | SEED and SOD | 0.00 | 1,117.96 | 0.00 | 1,117.96 | 8,000.00 | 6,882.04 |
| 2141 | CHEMICALS | 1,262.00 | 38,567.42 | 0.00 | 38,567.42 | 45,000.00 | 6,432.58 |
| 2142 | FERTILIZER AND LIME | 0.00 | 3,616.75 | 0.00 | 3,616.75 | 30,000.00 | 26,383.25 |
| 2143 | IRRIGATION SUPPLIES | 0.00 | 3,524.96 | 0.00 | 3,524.96 | 7,000.00 | 3,475.04 |
| 2144 | MULCH & PINE NEEDLES | 0.00 | 1,662.50 | 0.00 | 1,662.50 | 6,000.00 | 4,337.50 |
| 2145 | TOPSOIL (Sand) | 0.00 | 1,564.79 | 0.00 | 1,564.79 | 16,000.00 | 14,435.21 |
| 2155 | TEE AND GREEN SUPPLIES | 0.00 | 277.00 | 0.00 | 277.00 | 5,000.00 | 4,723.00 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| 2500 | VEHICLE SUPPLIES | 0.00 | 19.74 | 0.00 | 19.74 | 700.00 | 680.26 |
| 2520 | FUELS - GAS & OIL | 770.01 | 14,037.08 | 19,111.04 | 33,148.12 | 35,000.00 | 1,851.88 |
| 2550 | EQUIPMENT SUPPLIES | 4,977.06 | 18,622.15 | 4,950.04 | 23,572.19 | 30,000.00 | 6,427.81 |
| 2600 | OFFICE SUPPLIES | 0.00 | 11.36 | 0.00 | 11.36 | 1,500.00 | 1,488.64 |

⑨ Fall sports reimbursement (in town) - Jamestown Youth League + Raysdale Family YMCA

⑩ Equipment supplies for greensmower, Leushman front unit reel motor, viper nose Phoenix Quad Time mount

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|-----------------------|------------------------------------|---------------------------|-------------------|-------------------|---------------------|--------------------------|----------------------------|
| 2900 | ASSETS NOT CAPITALIZED | 469.00 | 1,454.13 | 1,039.98 | 2,494.11 | 8,000.00 | 5,505.89 |
| 3100 | TRAVEL | 0.00 | 2,138.66 | 0.00 | 2,138.66 | 3,000.00 | 861.34 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 505.00 | 0.00 | 505.00 | 1,550.00 | 1,045.00 |
| 3200 | COMMUNICATIONS | 250.00 | 4,669.68 | 1,950.32 | 6,620.00 | 7,700.00 | 1,080.00 |
| 3300 | UTILITIES | 1,202.04 | 7,958.74 | 1,432.87 | 9,391.61 | 20,000.00 | 10,608.39 |
| 3350 | Water Utilities | 37.41 | 193.78 | 0.00 | 193.78 | 400.00 | 206.22 |
| 3500 | REPAIRS AND MAINTENANCE | 4,346.27 | 5,634.17 | 0.00 | 5,634.17 | 10,000.00 | 4,365.83 |
| 3800 | DATA PROCESSING SERVICES | 54.07 | 400.50 | 399.50 | 800.00 | 800.00 | 0.00 |
| 3905 | Subscription Fees | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 67.00 | 1,433.00 | 1,500.00 | 1,500.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 156.65 | 1,488.00 | 278.43 | 1,766.43 | 1,800.00 | 33.57 |
| 3950 | DUES AND SUBSCRIPTIONS | 1,007.13 | 4,617.86 | 0.00 | 4,617.86 | 5,800.00 | 1,182.14 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 4300 | EQUIPMENT RENTAL | 8,458.73 | 44,589.22 | 18,286.27 | 62,875.49 | 63,900.00 | 1,024.51 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 51.45 | 3,372.00 | 150.60 | 3,522.60 | 4,000.00 | 477.40 |
| 4500 | INSURANCE AND BONDING | 0.00 | 6,540.29 | 0.00 | 6,540.29 | 10,000.00 | 3,459.71 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 2,646.00 | 0.00 | 2,646.00 | 7,000.00 | 4,354.00 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 22,493.18 | 78,337.03 | 355,081.74 | 433,418.77 | 441,859.00 | 8,440.23 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 0.00 | 0.00 | 0.00 | 295,000.00 | 295,000.00 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | 0.00 | 1,460.00 | 2,160.00 | 3,620.00 | 248,200.00 | 244,580.00 |
| 6820 | First Bank Credit Card Encumbrance | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 2,200.00 | 2,200.00 |
| Account Total: | | 88,625.12 | 625,347.73 | 408,604.62 | 1,033,952.35 | 1,947,759.00 | 913,806.65 |
| 6301 | GOLF SHOP EXPENDITURES | | | | | | |
| 1000 | SALARIES AND WAGES | 19,940.26 | 185,912.48 | 0.00 | 185,912.48 | 315,000.00 | 129,087.52 |
| 1003 | LONGEVITY PAY | 0.00 | 3,615.00 | 0.00 | 3,615.00 | 3,700.00 | 85.00 |
| 1009 | FICA EXPENSE | 1,538.11 | 14,623.52 | 0.00 | 14,623.52 | 24,500.00 | 9,876.48 |
| 1010 | RETIREMENT EXPENSE | 1,838.99 | 16,263.02 | 0.00 | 16,263.02 | 25,000.00 | 8,736.98 |
| 1011 | HEALTH INSURANCE EXPENSE | 3,526.51 | 28,212.08 | 0.00 | 28,212.08 | 44,000.00 | 15,787.92 |
| 1012 | FLEX & PR TIME ADMIN FEES | 0.00 | 0.00 | 0.00 | 0.00 | 1,800.00 | 1,800.00 |
| 1013 | RETIREE HEALTH INSURANCE EXPENSE | 0.00 | 6,302.70 | 0.00 | 6,302.70 | 10,800.00 | 4,497.30 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 1,090.94 | 0.00 | 1,090.94 | 1,500.00 | 409.06 |
| 1017 | 401K EXPENSE | 746.54 | 6,286.99 | 0.00 | 6,286.99 | 9,800.00 | 3,513.01 |
| 2100 | DEPARTMENT SUPPLIES | 303.53 | 4,664.41 | 2,910.36 | 7,574.77 | 10,500.00 | 2,925.23 |
| 2101 | Grill Supplies | 535.40 | 2,709.91 | 2,930.09 | 5,640.00 | 7,500.00 | 1,860.00 |
| 2156 | RANGE SUPPLIES | 0.00 | 3,863.62 | 1,575.00 | 5,438.62 | 7,000.00 | 1,561.38 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 144.99 | 0.00 | 144.99 | 400.00 | 255.01 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 77.50 | 0.00 | 77.50 | 1,000.00 | 922.50 |
| 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 | 73.99 | 73.99 | 0.00 | 73.99 | 1,000.00 | 926.01 |
| 2700 | GOLF INVENTORY FOR RESALE | 343.60 | 26,137.88 | 10,213.39 | 36,351.27 | 55,000.00 | 18,648.73 |
| 2705 | Golf Special Orders - Purchases | 250.06 | 5,091.54 | 1,200.00 | 6,291.54 | 10,000.00 | 3,708.46 |
| 2710 | CONCESSION INVENTORY RESALE | 1,933.51 | 20,004.64 | 15,166.60 | 35,171.24 | 34,000.00 | -1,171.24 |
| 2715 | Food purchased not in inventory | 1,256.98 | 10,267.97 | 4,102.01 | 14,369.98 | 17,500.00 | 3,130.02 |
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 203.05 | 203.05 | 406.10 | 2,500.00 | 2,093.90 |
| 3100 | TRAVEL | 20.18 | 20.18 | 0.00 | 20.18 | 500.00 | 479.82 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 185.00 | 185.00 | 0.00 | 185.00 | 1,000.00 | 815.00 |
| 3200 | COMMUNICATIONS | 200.00 | 6,009.50 | 3,865.50 | 9,875.00 | 11,200.00 | 1,325.00 |
| 3300 | UTILITIES | 1,140.26 | 9,307.12 | 786.59 | 10,093.71 | 18,000.00 | 7,906.29 |

⑪ Repair work on old sprayer

⑫ Groundsmaster 7500 w/ blades received

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|-----------------------------|----------------------------------|---------------------------|---------------------|---------------------|---------------------|--------------------------|----------------------------|
| 3350 | Water Utilities | 37.39 | 193.81 | 0.00 | 193.81 | 350.00 | 156.19 |
| 3400 | PRINTING | 0.00 | 128.00 | 0.00 | 128.00 | 400.00 | 272.00 |
| 3500 | REPAIRS AND MAINTENANCE | 1,926.69 | 4,028.39 | 0.00 | 4,028.39 | 5,000.00 | 971.61 |
| 3700 | MARKETING / ADVERTISING | 60.40 | 493.20 | 241.60 | 724.80 | 10,000.00 | 9,275.20 |
| 3800 | DATA PROCESSING SERVICES | 783.92 | 5,725.51 | 4,274.49 | 10,000.00 | 10,000.00 | 0.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 294.00 | 1,706.00 | 2,000.00 | 2,000.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 196.26 | 1,765.59 | 1,075.98 | 2,841.57 | 3,200.00 | 358.43 |
| 3950 | DUES AND SUBSCRIPTIONS | 853.75 | 1,462.75 | 0.00 | 1,462.75 | 2,500.00 | 1,037.25 |
| 3955 | Permit Fees | 0.00 | 120.00 | 0.00 | 120.00 | 200.00 | 80.00 |
| 3960 | BANK AND MERCHANT FEES | 944.49 | 14,199.82 | 7,547.78 | 21,747.60 | 25,000.00 | 3,252.40 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 |
| 4300 | EQUIPMENT RENTAL | 158.04 | 1,419.93 | 643.22 | 2,063.15 | 2,500.00 | 436.85 |
| 4310 | GOLF CART RENTALS | 5,327.26 | 51,284.86 | 15,446.16 | 66,731.02 | 69,200.00 | 2,468.98 |
| 4311 | SALES AND USE TAX PAID | 776.30 | 14,090.84 | 0.00 | 14,090.84 | 19,000.00 | 4,909.16 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 1,160.58 | 10,042.12 | 5,516.72 | 15,558.84 | 17,000.00 | 1,441.16 |
| 4500 | INSURANCE AND BONDING | 0.00 | 8,698.19 | 0.00 | 8,698.19 | 10,000.00 | 1,301.81 |
| 4990 | OTHER CONTRACTED SERVICES | 1,693.00 | 23,015.67 | 34,879.00 | 57,894.67 | 65,500.00 | 7,605.33 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 59,080.00 | 0.00 | 59,080.00 | 60,000.00 | 920.00 |
| Account Total: | | 47,731.12 | 547,100.71 | 114,283.54 | 661,384.25 | 916,300.00 | 254,915.75 |
| 8000 Debt Service | | | | | | | |
| 7100 | DEBT PRINCIPAL PAYMENTS | 23,963.40 | 102,446.37 | 0.00 | 102,446.37 | 158,800.00 | 56,353.63 |
| 7200 | DEBT INTEREST PAYMENTS | 2,435.53 | 8,817.66 | 0.00 | 8,817.66 | 13,000.00 | 4,182.34 |
| Account Total: | | 26,398.93 | 111,264.03 | 0.00 | 111,264.03 | 171,800.00 | 60,535.97 |
| 9600 OTHER FINANCING USES | | | | | | | |
| 9600 | TRANSFERS TO OTHER FUNDS | 12,851.31 | 119,745.36 | 0.00 | 119,745.36 | 177,985.00 | 58,239.64 |
| Account Total: | | 12,851.31 | 119,745.36 | 0.00 | 119,745.36 | 177,985.00 | 58,239.64 |
| Account Group Total: | | 413,789.76 | 4,421,134.39 | 1,483,790.47 | 5,904,924.86 | 9,678,240.00 | 3,773,315.14 |
| Fund Total: | | 413,789.76 | 4,421,134.39 | 1,483,790.47 | 5,904,924.86 | 9,678,240.00 | 3,773,315.14 |

(13) Repair work on driving range picker

(14) Debt principal + interest payments - golf clubhouse +
Knuckleboom truck

(15) Transfer .02 of tax collections 2/1/23

03/13/23
17:13:26

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 23

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11 General Capital Reserve Fund

| Account | Received | | | Revenue | % |
|---------------------------------|---------------|--------------|-------------------|----------------|----------|
| | Current Month | Received YTD | Estimated Revenue | To Be Received | Received |
| 3000 | | | | | |
| 3831 INVESTMENT EARNINGS | 7.08 | 38.17 | 40.00 | 1.83 | 95 % |
| 3981 TRANSFER FROM GENERAL FUND | ① 12,851.31 | 118,760.36 | 126,000.00 | 7,239.64 | 94 % |
| Account Group Total: | 12,858.39 | 118,798.53 | 126,040.00 | 7,241.47 | 94 % |
| Fund Total: | 12,858.39 | 118,798.53 | 126,040.00 | 7,241.47 | 94 % |

① Transfer @.02 of tax collections for 2/1/23

03/09/23
10:35:57

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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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 | 37,667.30 | 56,551.37 | 0.00 | 56,551.37 | 126,040.00 | 69,488.63 |
| Account Total: | 37,667.30 | 56,551.37 | 0.00 | 56,551.37 | 126,040.00 | 69,488.63 |
| Account Group Total: | 37,667.30 | 56,551.37 | 0.00 | 56,551.37 | 126,040.00 | 69,488.63 |
| Fund Total: | 37,667.30 | 56,551.37 | 0.00 | 56,551.37 | 126,040.00 | 69,488.63 |

① Transfer of funds from General Capital Reserve Fund back to General fund for clubhouse debt payments - first 2 quarterly payments FY 22-23

30 WATER AND SEWER

| Account | Received | | | Revenue | |
|---|-------------------|---------------------|---------------------|---------------------|-------------|
| | Current Month | Received YTD | Estimated Revenue | To Be Received | % Received |
| 3000 | | | | | |
| 3345 INSPECTION AND PERMIT FEES | 3,205.77 | 3,948.19 | 3,400.00 | -548.19 | 116 % |
| 3710 UTILITY CHARGE - WATER | 78,854.14 | 631,287.79 | 958,000.00 | 326,712.21 | 66 % |
| 3720 UTILITY CHARGE - SEWER | 125,940.37 | 987,265.11 | 2,600,000.00 | 1,612,734.89 | 38 % |
| 3741 Meter Fee | 0.00 | 2,400.00 | 500.00 | -1,900.00 | 480 % |
| 3742 System Development Fees to be transferred | 0.00 | 9,000.00 | 0.00 | -9,000.00 | ** % |
| 3743 System Admin / Installation fee | 0.00 | 700.00 | 200.00 | -600.00 | 700 % |
| 3745 Connection Fees - Water and Sewer | 850.00 | 6,451.50 | 10,000.00 | 3,548.50 | 65 % |
| 3750 NONPAYMENT / RECONNECTION FEES | 1,800.00 | 14,084.40 | 20,000.00 | 5,915.60 | 70 % |
| 3755 Return Check Fees | 25.00 | 425.00 | 200.00 | -225.00 | 213 % |
| 3760 LATE FEES | 2,020.00 | 14,580.00 | 20,000.00 | 5,420.00 | 73 % |
| 3765 CREDIT CARD ADMINISTRATION FEES | 85.05 | 519.55 | 600.00 | 80.45 | 87 % |
| 3831 INVESTMENT EARNINGS | ① 27,045.60 | 164,957.74 | 238,000.00 | 73,042.26 | 69 % |
| 3839 MISCELLANEOUS REVENUES | 0.00 | 135.13 | 200.00 | 64.87 | 68 % |
| 3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND | 0.00 | 0.00 | 118,500.00 | 118,500.00 | 0 % |
| 3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 | 0 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 3,643,585.00 | 3,643,585.00 | 0 % |
| Account Group Total: | 239,725.93 | 1,835,754.41 | 8,613,085.00 | 6,777,330.59 | 21 % |
| Fund Total: | 239,725.93 | 1,835,754.41 | 8,613,085.00 | 6,777,330.59 | 21 % |

① Interest rates remain high, earning more interest than expected

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 | 62,062.30 | 466,423.36 | 0.00 | 466,423.36 | 800,000.00 | 333,576.64 |
| 1003 | LONGEVITY PAY | 0.00 | 13,633.00 | 0.00 | 13,633.00 | 15,500.00 | 1,867.00 |
| 1009 | FICA EXPENSE | 4,758.65 | 36,716.01 | 0.00 | 36,716.01 | 63,000.00 | 26,283.99 |
| 1010 | RETIREMENT EXPENSE | 7,540.56 | 58,326.68 | 0.00 | 58,326.68 | 100,000.00 | 41,673.32 |
| 1011 | HEALTH INSURANCE EXPENSE | 8,822.89 | 78,713.67 | 0.00 | 78,713.67 | 144,000.00 | 65,286.33 |
| 1012 | FLEX & PR TIME ADMIN FEES | 90.17 | 240.17 | 256.83 | 497.00 | 1,600.00 | 1,103.00 |
| 1013 | RETIREE HEALTH INSURANCE EXPENSE | 1,366.99 | 10,877.36 | 0.00 | 10,877.36 | 21,600.00 | 10,722.64 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 7,500.23 | 0.00 | 7,500.23 | 9,000.00 | 1,499.77 |
| 1015 | Unemployment Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 1017 | 401K EXPENSE | 2,655.19 | 22,317.70 | 0.00 | 22,317.70 | 40,000.00 | 17,682.30 |
| 1019 | PROFESSIONAL SERVICES | 0.00 | 8,587.50 | 8,912.50 | 17,500.00 | 17,500.00 | 0.00 |
| 2100 | DEPARTMENT SUPPLIES | 5,909.65 | 21,497.57 | 3,146.52 | 24,644.09 | 30,000.00 | 5,355.91 |
| 2105 | WATER METERS | 15,030.25 | 28,359.25 | 1,625.75 | 29,985.00 | 30,000.00 | 15.00 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 627.69 | 0.00 | 627.69 | 1,000.00 | 372.31 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 2,577.83 | 22,500.54 | 2,164.77 | 24,665.31 | 39,000.00 | 14,334.69 |
| 2500 | VEHICLE SUPPLIES | 79.01 | 3,396.51 | 0.00 | 3,396.51 | 7,500.00 | 4,103.49 |
| 2520 | FUELS - GAS & OIL | 2,063.21 | 18,411.23 | 46,588.77 | 65,000.00 | 65,000.00 | 0.00 |
| 2550 | EQUIPMENT SUPPLIES | 0.00 | 6,083.38 | 1,400.00 | 7,483.38 | 13,500.00 | 6,016.62 |
| 2600 | OFFICE SUPPLIES | 147.17 | 507.87 | 0.00 | 507.87 | 2,000.00 | 1,492.13 |
| 2750 | PURCHASE OF WATER | 22,573.73 | 156,629.46 | 113,090.85 | 269,720.31 | 375,000.00 | 105,279.69 |
| 2755 | Water Transmission Fees | 2,160.23 | 13,121.89 | 0.00 | 13,121.89 | 27,500.00 | 14,378.11 |
| 2900 | ASSETS NOT CAPITALIZED | 4,692.65 | 11,578.10 | 4,228.05 | 15,806.15 | 29,800.00 | 13,993.85 |
| 3100 | TRAVEL | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 3,729.45 | 2,310.00 | 6,039.45 | 7,500.00 | 1,460.55 |
| 3200 | COMMUNICATIONS | 1,294.88 | 15,626.86 | 8,978.14 | 24,605.00 | 35,000.00 | 10,395.00 |
| 3300 | UTILITIES | 2,615.99 | 10,923.04 | 687.27 | 11,610.31 | 16,000.00 | 4,389.69 |
| 3350 | Water Utilities | 20.61 | 130.30 | 0.00 | 130.30 | 500.00 | 369.70 |
| 3400 | PRINTING | 404.57 | 2,845.86 | 1,654.14 | 4,500.00 | 7,000.00 | 2,500.00 |
| 3500 | REPAIRS AND MAINTENANCE | 3,350.20 | 22,592.45 | 3,300.00 | 25,892.45 | 60,000.00 | 34,107.55 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3800 | DATA PROCESSING SERVICES | 1,657.08 | 11,221.49 | 9,778.51 | 21,000.00 | 21,000.00 | 0.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 365.00 | 935.00 | 1,300.00 | 1,300.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 |
| 3950 | DUES AND SUBSCRIPTIONS | 847.00 | 4,564.55 | 0.00 | 4,564.55 | 6,000.00 | 1,435.45 |
| 3955 | Permit Fees | 0.00 | 2,907.50 | 0.00 | 2,907.50 | 5,000.00 | 2,092.50 |
| 3960 | BANK AND MERCHANT FEES | 1,351.72 | 10,659.65 | 2,551.51 | 13,211.16 | 20,000.00 | 6,788.84 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 |
| 4300 | EQUIPMENT RENTAL | 885.91 | 2,716.46 | 621.76 | 3,398.22 | 15,000.00 | 11,661.78 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 2,040.00 | 29,917.68 | 14,044.70 | 43,962.38 | 50,000.00 | 6,037.62 |
| 4401 | NC811 Fees | 0.00 | 1,042.60 | 1,623.15 | 2,665.75 | 3,000.00 | 334.25 |
| 4500 | INSURANCE AND BONDING | 0.00 | 24,913.08 | 0.00 | 24,913.08 | 30,000.00 | 5,086.92 |
| 4950 | LAB TESTING | 1,253.87 | 3,640.29 | 5,359.71 | 9,000.00 | 9,000.00 | 0.00 |
| 4960 | SEWER TREATMENT | 56,436.24 | 294,287.15 | 0.00 | 294,287.15 | 821,500.00 | 527,212.85 |
| 4990 | OTHER CONTRACTED SERVICES | 5,050.97 | 90,722.68 | 403,127.23 | 493,849.91 | 640,380.00 | 146,530.09 |
| 4995 | ENGINEERING FEES NOT CAPITALIZED | 0.00 | 3,820.00 | 17,280.00 | 21,100.00 | 22,000.00 | 900.00 |
| 5400 | CAPITAL OUTLAY - MOTOR VEHICLES | 0.00 | 60,371.88 | 0.00 | 60,371.88 | 60,000.00 | -371.88 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 110,262.79 | 0.00 | 110,262.79 | 158,500.00 | 48,237.21 |
| 5900 | CAPITAL OUTLAY - WATER IMPROVEMENTS | 0.00 | 53,033.77 | 0.00 | 53,033.77 | 400,000.00 | 346,966.23 |
| 5910 | CAPITAL OUTLAY - SEWER IMPROVEMENTS | 0.00 | 58,050.00 | 0.00 | 18,050.10 | 3,550,000.00 | 3,531,949.90 |

① water sampling consumables ② Handheld testing equipment - water sampling, colorimeter
 ③ 1999 dump truck tires, service + inspection, 2015 dump truck service + inspection, 2011 sewer jet truck service + inspection
 ④ Hazen + Sawyer update hydraulic model + water system planning, Alan Tye + Associates - Certified Safety Inspection

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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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 | 45,332.18 | 0.00 | 45,332.18 | 48,000.00 | 2,667.82 |
| 6801 | DEBT PAYMENTS TO PIEDMONT TRIAD | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 119,000.00 | 624.44 |
| 6810 | Payments for Odor Control Project | 0.00 | 12,881.75 | 0.00 | 12,881.75 | 23,000.00 | 10,118.25 |
| 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 | 1,512.60 | 4,764.70 | 0.00 | 4,764.70 | 6,300.00 | 1,535.30 |
| 9600 | TRANSFERS TO OTHER FUNDS | 0.00 | 462,616.00 | 0.00 | 462,616.00 | 582,100.00 | 119,484.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Account Total: | | 233,752.95 | 2,445,866.48 | 654,665.16 | 3,100,531.64 | 8,613,085.00 | 5,512,553.36 |
| Account Group Total: | | 233,752.95 | 2,445,866.48 | 654,665.16 | 3,100,531.64 | 8,613,085.00 | 5,512,553.36 |
| Fund Total: | | 233,752.95 | 2,445,866.48 | 654,665.16 | 3,100,531.64 | 8,613,085.00 | 5,512,553.36 |

Grand Total: 233,752.95 2,445,866.48 654,665.16 3,100,531.64 8,613,085.00 5,512,553.36

⑤ Debt service payment - water/sewer maintenance facility
Principal + interest payments

03/13/23
17:13:26

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 23

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60 RANDEMAN RESERVOIR CAPITAL RESERVE FUND

| Account | Received | | | Revenue | |
|-------------------------------------|-----------------|------------------|-------------------|------------------|-------------|
| | Current Month | Received YTD | Estimated Revenue | To Be Received | % Received |
| 3000 | | | | | |
| 3831 INVESTMENT EARNINGS | ① 1,814.63 | 11,227.14 | 100.00 | -11,127.14 | *** % |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 0.00 | 32,100.00 | 32,100.00 | 0.00 | 100 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 86,300.00 | 86,300.00 | 0 % |
| Account Group Total: | 1,814.63 | 43,327.14 | 118,500.00 | 75,172.86 | 37 % |
| Fund Total: | 1,814.63 | 43,327.14 | 118,500.00 | 75,172.86 | 37 % |

① Interest rates remain high, earning more interest than expected

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------|-------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0 | | | | | | | |
| 7130 | RANDLEMAN RESERVOIR | | | | | | |
| | 9600 TRANSFERS TO OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 118,500.00 | 118,500.00 |
| | Account Total: | 0.00 | 0.00 | 0.00 | 0.00 | 118,500.00 | 118,500.00 |
| | Account Group Total: | 0.00 | 0.00 | 0.00 | 0.00 | 118,500.00 | 118,500.00 |
| | Fund Total: | 0.00 | 0.00 | 0.00 | 0.00 | 118,500.00 | 118,500.00 |

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

| Account | Received | | Estimated Revenue | Revenue % | |
|-------------------------------------|-------------------|---------------------|----------------------|----------------------|-------------|
| | Current Month | Received YTD | | To Be Received | Received |
| 3000 | | | | | |
| 3831 INVESTMENT EARNINGS | 102.84 | 680.77 | 10.00 | -670.77 | *** % |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 0.00 | 430,516.00 | 550,000.00 | 119,484.00 | 78 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 449,990.00 | 449,990.00 | 0 % |
| Account Group Total: | 102.84 | 431,196.77 | 1,000,000.00 | 568,803.23 | 43 % |
| Fund Total: | 102.84 | 431,196.77 | 1,000,000.00 | 568,803.23 | 43 % |
| | | | | | |
| Grand Total: | 810,735.64 | 8,424,555.67 | 19,535,865.00 | 11,111,309.33 | 43 % |

03/09/23
10:35:57

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 2 / 23

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Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------|-------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0 | | | | | | | |
| 9600 | OTHER FINANCING USES | | | | | | |
| | 9600 TRANSFERS TO OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 |
| | Account Total: | 0.00 | 0.00 | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 |
| | Account Group Total: | 0.00 | 0.00 | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 |
| | Fund Total: | 0.00 | 0.00 | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 |

Grand Total: 685,160.01 6,923,502.24 2,138,455.63 9,061,957.87 19,535,865.00 10,473,907.13

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for February 2023

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Attached is the report for golf operations for February 2023.

Total revenues for the month of February 2023 were \$67,862 and operating expenditures were \$113,863. There were Capital Outlay expenditures in February for Golf Maintenance totaling \$22,493. The Groundsmaster 7500 mower was received that was ordered at the beginning of the fiscal year. Thus there was a net operating loss of \$46,001 for the month. In February 2022, there was an operating loss of \$45,913.

For the month of February 2023 there were 1,918 rounds played and 1,273 rounds played in February 2022.

February 2023 had 6 bad weather days and no closed days.

The grill had a loss of \$3,128 for February 2023; in February 2022, the loss was \$2,517. For the current fiscal year-to-date the grill has a net loss of \$22,717; in 2022 (year to date), there was a net loss of \$10,739.

February 2023 was a good month for golf. There were fewer bad weather days and more rounds played, which resulted in more revenue generated in comparison to February 2022.

ATTACHMENTS: Golf report for January 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/23

| | <u>February 2023</u> | <u>February 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|---|--------------------------|--------------------------|-----------------|-----------------------|----------------------------|----------------------------|-----------------|-----------------------|
| Golf Course Operating Revenues | 67,862 | 47,055 | 20,807 | 44.22% | 690,544 | 653,208 | 37,336 | 5.72% |
| Golf Course Maintenance Expenditures (before capital outlay) | 66,132 | 55,682 | 10,450 | 18.77% | 545,551 | 540,153 | 5,398 | 1.00% |
| Golf Course Golf Shop Expenditures (before capital outlay) | <u>47,731</u> | <u>37,286</u> | <u>10,445</u> | 28.01% | <u>488,021</u> | <u>520,365</u> | <u>(32,344)</u> | -6.22% |
| Net exp < or > rev before Capital Outlay | (46,001) | (45,913) | (88) | 0.19% | (343,026) | (407,310) | 64,282 | |
| Capital Outlay | <u>22,493</u> | <u>10,800</u> | <u>11,693</u> | | <u>138,877</u> | <u>148,095</u> | <u>9,218</u> | |
| Net expenditures < or > revenues | <u>(68,494)</u> | <u>(56,713)</u> | <u>(11,781)</u> | -20.77% | <u>(481,905)</u> | <u>(555,405)</u> | <u>73,500</u> | 13.23% |
| Golf Rounds Played (not including complimentary play) | 1,918 | 1,273 | | | 13,733 | 17,862 | | |
| Bad Weather Days (1) | 6 | 15 | | | 42 | 73 | | |
| Days closed for aerification, covered greens | 0 | 0 | | | 9 | 6 | | |
| Golf course employees paid during the month: | | | | | | | | |
| Full-time positions | 11 | 11 | | | | | | |
| Part-time hours | 447 | 117 | | | | | | |

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

**Revenues
FYE 6/30/23**

| | | <u>February 2023</u> | <u>February 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|----|--------------------------|--------------------------|-----------------|-----------------------|----------------------------|----------------------------|-----------------|-----------------------|
| Greens | | 33,949 | 22,247 | 11,702 | 52.60% | 357,896 | 331,844 | 26,052 | 7.85% |
| Golf Now Booking Fees | | 76 | - | 76 | 100.00% | 121 | - | 121 | 100.00% |
| Cart Rentals | | 18,132 | 13,108 | 5,024 | 38.33% | 188,780 | 181,622 | 7,158 | 3.94% |
| Pull Carts | | 31 | 8 | 23 | 287.50% | 182 | 167 | 15 | 8.98% |
| Driving Range | a. | 5,116 | 3,252 | 1,864 | 57.32% | 28,743 | 35,564 | (6,821) | -19.18% |
| Sales - Golf Shop Inventory | | 3,854 | 4,161 | (306) | -7.36% | 46,330 | 43,110 | 3,220 | 7.47% |
| Sales - Golf Shop Concessions | | 5,714 | 3,990 | 1,724 | 43.21% | 63,197 | 58,430 | 4,767 | 8.16% |
| Golf Clubhouse Rental Fees and golf clubs | b. | 990 | 290 | 700 | 241.38% | 5,295 | 2,470 | 2,825 | 114.37% |
| | c. | <u>67,862</u> | <u>47,055</u> | <u>20,807</u> | 44.22% | <u>690,544</u> | <u>653,208</u> | <u>37,337</u> | 5.72% |

Variances:

- a. Driving range revenue is starting to increase now that the driving range improvements are complete
- b. Increase in clubhouse rentals booked for events
- c. Revenue is higher for February 2023 compared to February 2022 due to more rounds of golf played and fewer bad weather days

Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/23

| | <u>February 2023</u> | <u>February 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|--------------------------|--------------------------|----------------------|-----------------------|----------------------------|----------------------------|------------------------|-----------------------|
| Salaries & Employee Benefits | 42,809 | 40,547 | 2,262 | 5.58% | 371,235 | 341,554 | 29,681 | 8.69% |
| Supplies & Materials | a. 7,759 | 10,671 | (2,912) | -27.29% | 89,494 | 98,117 | (8,623) | -8.79% |
| Contractual Services | 8,510 | 3,046 | 5,464 | 179.40% | 57,148 | 74,356 | (17,208) | -23.14% |
| Other Operating Expenditures (utilities, communications, etc) | b. <u>7,054</u> | <u>1,418</u> | <u>5,636</u> | 397.41% | <u>27,673</u> | <u>26,126</u> | <u>1,548</u> | 5.92% |
| Total Exp before Capital Outlay | <u>86,132</u> | <u>55,682</u> | <u>10,450</u> | 18.77% | <u>545,551</u> | <u>540,153</u> | <u>5,398</u> | 1.00% |
| Capital Outlay | c. <u>22,493</u> | <u>10,800</u> | <u>11,693</u> | | <u>79,797</u> | <u>125,242</u> | <u>(45,445)</u> | -36.29% |
| | <u><u>88,625</u></u> | <u><u>66,482</u></u> | <u><u>22,143</u></u> | 33.31% | <u><u>625,348</u></u> | <u><u>665,395</u></u> | <u><u>(40,047)</u></u> | -8.02% |

Variances:

- a. Equipment rental payments made and timing of rental invoices received and paid
- b. Repair work on a sprayer
- c. Received 7500 Groundsmaster mower with blades that was on order

**Jamestown Park Golf Course Operations
 Golf Shop Expenditures
 FYE 6/30/23**

| | <u>February 2023</u> | <u>February 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|--------------------------|--------------------------|-----------------|-----------------------|----------------------------|----------------------------|-----------------|-----------------------|
| Salaries & Employee Benefits | 27,590 | 25,544 | 2,046 | 8.01% | 262,307 | 246,177 | 16,130 | 6.55% |
| Supplies & Materials | 4,677 | 8,221 | (3,544) | -43.11% | 73,240 | 114,960 | (41,721) | -36.29% |
| Contractual Services | a. 9,115 | 845 | 8,270 | 978.17% | 108,552 | 101,441 | 7,110 | 7.01% |
| Other Operating Expenditures (utilities, communications, etc) | b. <u>6,348</u> | <u>2,675</u> | <u>3,673</u> | 137.33% | <u>43,923</u> | <u>57,786</u> | <u>(13,864)</u> | -23.99% |
| Total Exp before Capital Outlay | <u>47,731</u> | <u>37,286</u> | <u>10,445</u> | 28.01% | <u>488,021</u> | <u>520,365</u> | <u>(32,344)</u> | -6.22% |
| Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | | <u>59,080</u> | <u>22,853</u> | <u>36,227</u> | |
| | <u>47,731</u> | <u>37,286</u> | <u>10,445</u> | 28.01% | <u>547,101</u> | <u>543,218</u> | <u>3,883</u> | 0.71% |

- Variations:
- a. Golf cart rental payments-timing of rental invoices received and paid
 - b. Repair work on driving range picker

Grill Operations
FYE 6/30/23

| | <u>February 2023</u> | <u>YTD FYE 6/30/23</u> | <u>February 2022</u> | <u>YTD FYE 6/30/22</u> |
|---------------------------|--------------------------|----------------------------|--------------------------|----------------------------|
| Golf Shop Grill Revenues | 5,714 | 53,643 | 3,990 | 58,430 |
| Golf Shop Rental Revenue | 900 | 2,190 | 225 | 985 |
| | <u>6,614</u> | <u>55,833</u> | <u>4,215</u> | <u>59,415</u> |
| Expenditures: | | | | |
| Wages | 4,290 | 30,936 | 3,189 | 28,404 |
| FICA | 262 | 2,397 | 244 | 2,181 |
| Benefits | 1,464 | 12,234 | 1,470 | 12,160 |
| Grill supplies | 535 | 2,710 | 212 | 1,643 |
| Food & beverage purchases | 3,190 | 30,273 | 1,616 | 25,766 |
| | <u>9,742</u> | <u>78,549</u> | <u>6,731</u> | <u>70,154</u> |
| | <u>(3,128)</u> | <u>(22,717)</u> | <u>(2,517)</u> | <u>(10,739)</u> |

Variances:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #14

AGENDA ITEM #: II-H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gailman

SUMMARY:

This amendment will take out of the budget in the General Fund the projects for storm drainage replacement and PARTF match. These items will be funded by Guilford County Coronavirus State and Local Fiscal Recovery Funds. Thus this will also reduce Fund Balance Appropriated.

ATTACHMENTS: Budget Amendment #14

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #14

BUDGETARY IMPACT: \$425,205 reduction in expenditures and appropriated fund balance

SUGGESTED MOTION: Approve Budget Amendment #14

FOLLOW UP ACTION NEEDED:

FYE 6/30/23
BUDGET AMENDMENT #14

| | | <u>Debit</u> | <u>Credit</u> |
|------------------------------------|--------------|--------------|---------------|
| Capital Outlay - Land Improvements | 10-6300-5700 | | 210,000.00 |
| Capital Outlay - Land Improvements | 10-6200-5700 | | 215,205.00 |
| Appropriated Fund Balance | 10-3991 | 425,205.00 | |

Due to the approval of the Guilford County Coronavirus State and Local Fiscal Recovery Funds for the Jamestown projects (stormwater and PARTF grant match), this budget amendment removes these items from Fund 10 capital outlay. Thus this total amount is also removed from Fund Balance Appropriated in this fund.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #15

AGENDA ITEM #: II.1



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This amendment increases attorney fees.

ATTACHMENTS: Budget Amendment #15

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #15

BUDGETARY IMPACT: \$10,000 in expenditures and appropriated fund balance

SUGGESTED MOTION: Approve Budget Amendment #15

FOLLOW UP ACTION NEEDED:

**FYE 6/30/23
BUDGET AMENDMENT #15**

| | | <u>Debit</u> | <u>Credit</u> |
|---------------------------|--------------|--------------|---------------|
| Attorney Fees | 10-4100-1019 | | 10,000.00 |
| Appropriated Fund Balance | 10-3991 | 10,000.00 | |
| To increase attorney fees | | | |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Capitalization of Assets Policy

AGENDA ITEM #: II-J



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gailman

SUMMARY:

The Town has previously had a Capitalization of Assets policy as attached. The Town recommends adding the following to the Capitalization of Assets policy:

Wastewater treatment rights, water rights and other intangible assets (cost only)
Right to use leased assets and Right to use subscription assets (cost and useful life)

The "Right to use assets" should be added, due to the implementation of GASB 87 (Leases) and GASB 96 (Subscription-based information technology arrangements).

The additions have been highlighted on the proposed policy.

We recommend adoption of the changes to the existing policy.

ATTACHMENTS: Capitalization of Assets Policy (current) and Capitalization of Assets Policy (Proposed)

RECOMMENDATION/ACTION NEEDED: Adopt amended policy as presented

BUDGETARY IMPACT:

SUGGESTED MOTION: Adopt the Capitalization of Assets Policy as amended.

FOLLOW UP ACTION NEEDED:

Capital Assets:
(Current Policy)

Minimum capitalization costs and estimated useful lives (for amortization and depreciation):

| | Cost | Useful Life |
|---|-------------|--------------------|
| Land | \$ 100 | N/A |
| Land improvements | 5,000 | 20 to 50 years |
| Buildings and improvements | 20,000 | 20 to 50 years |
| Vehicles, furniture and equipment | 5,000 | 5 to 10 years |
| Infrastructure | 50,000 | 20 to 50 years |
| Wastewater treatment rights, water rights and other intangible assets | ** | 20 to 40 years |

** No minimum cost noted

Capital Assets:
(Proposed Policy)

Minimum capitalization costs and estimated useful lives (for amortization and depreciation):

| | Cost | Useful Life |
|---|-------------|--------------------|
| Land | \$ 100 | N/A |
| Land improvements | 5,000 | 20 to 50 years |
| Buildings and improvements | 20,000 | 20 to 50 years |
| Vehicles, furniture and equipment | 5,000 | 5 to 10 years |
| Infrastructure | 50,000 | 20 to 50 years |
| Wastewater treatment rights, water rights and other intangible assets | 50,000 | 20 to 40 years |
| Right to use leased assets | 5,000 | 2 to 40 years |
| Right to use subscription assets | 5,000 | 2 to 40 years |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Whistleblower Policy

AGENDA ITEM #: II-K



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The Town needs to establish a Whistleblower Protection Policy. The policy prohibits discrimination or retaliatory action against an employee if the employee, in good faith, files, or threatens to file, a claim or complaint, initiates an investigation, testifies, or provides information to any person with respect to the Workers' Compensation Act, the North Carolina Wage and Hour Act, and/or the Occupational Safety and Health Act. The policy covers the NC General Statute 95-28.1, and employees working on any federal award (grant) are also subject to the whistleblower rights. The policy is required by the federal government for ARP funding from Guilford County and other federal grant funds the Town may apply for in the future.

We recommend adoption of this policy.

ATTACHMENTS: Whistleblower Protection Policy

RECOMMENDATION/ACTION NEEDED: Adopt policy as presented

BUDGETARY IMPACT:

SUGGESTED MOTION: Adopt the Whistleblower Protection Policy as presented

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

Whistleblower Protection

The Town prohibits discrimination or retaliatory action against an employee because the employee, in good faith, files or threatens to file a claim or complaint, initiate an investigation, testify or provide information to any person with respect to the Workers' Compensation Act, the North Carolina Wage and Hour Act, the Occupational Safety and Health Act, or the Mine Safety and Health Act. In addition, this policy covers NC General Statute 95-28.1, which prohibits discrimination against any person on account of the person's having requested genetic testing or counseling services, or on the basis of genetic information obtained concerning the person or a member of the person's family, the National Guard Reemployment Rights Act, the Pesticide Board, or Chapter 90, Article 5F relating to Control of Potential Drug Paraphernalia Products.

Whistle Blowing Procedure & Protection

Reporting Misconduct

As a furtherance of the Town's informal open-door policy, this section outlines the process through which employees can report:

- a) Grievous violations of town policy and procedures
- b) Violations of federal or state law
- c) Fraud or theft
- d) Malfeasance or misfeasance of local, state, or federal resources
- e) Substantial and specific dangers to public health and safety
- f) Gross mismanagement, waste, or abuse of authority

Employees are encouraged to attempt a resolution internally prior to seeking an external resolution outside of the Town's authority. Suspected violations committed by other employees may be reported in writing directly to the Town Manager or if the allegations are against the Town Manager or Town Council, directly to the Town Attorney. Receipt of the report will be confirmed in writing within 5 business days.

No Retaliation

No employee who in good faith reports a violation of policy or alleged dishonest, illegal, or unethical behavior shall suffer harassment, retaliation, or adverse employment consequences. Any employee found to violate this principal shall be subject to disciplinary action including dismissal. Whistleblowers identities will be kept confidential to the greatest extent possible consistent with the need to conduct an adequate investigation. Whistle blowing may be engaged in anonymously; however, this may compromise the good faith nature of the process and the Town's ability effectively substantiate violations.

Resolution

All reports will be promptly investigated and resolved through an appropriate combination of improving employee education, policy changes, reporting to appropriate professional development agencies, disciplinary action including dismissal, and criminal investigation.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, MPA, CMC
Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koance



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution honoring William "Billy" G. Ragsdale, III

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

William "Billy" G. Ragsdale served the Town of Jamestown as a Council Member and Mayor for a total of 15 years. He passed away on February 28, 2023. The positive impact that Billy made on our Town and community cannot be measured. He will be greatly missed by everyone that knew him.

ATTACHMENTS: Resolution honoring William "Billy" Ragsdale, III

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING THE LIFE AND SERVICE OF WILLIAM “BILLY” G. RAGSDALE, III

WHEREAS, William “Billy” G. Ragsdale, III served our community as a Council Member from December 1993 through April 1998, and then again from December 2015 through December 2017; and

WHEREAS, he was appointed as Mayor of the Town of Jamestown on April 21, 1998 and elected by the citizens to serve four additional terms which extended to December 18, 2007; and

WHEREAS, Billy loved the Town and our community which is evident through the work he completed during his 15 years of service; and

WHEREAS, he never met a stranger and was an unforgettable character; and

WHEREAS, Billy was a force to be reckoned with and could move mountains with a shake of the hand, a joke, and a smile; and

WHEREAS, he was a fixture at the Jamestown Park & Golf Course and it, undoubtedly, will not be the same without his larger-than-life presence; and

WHEREAS, his dedicated service to our community throughout his life deserves special recognition;

NOW, THEREFORE, I, Lynn Montgomery, by the virtue of the authority vested in me as Mayor of the Town of Jamestown, and on behalf of the entire Town Council and all our citizens, do express our gratitude for the life of service led by William G. Ragsdale, III, and for the levity that he brought to the lives of all of those lucky enough to have known him.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the life of William G. Ragsdale, III.

Adopted this the 21st day of March, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Resolution honoring Jay McQuillan

AGENDA ITEM #: v

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Jay McQuillan was initially appointed to serve on the Parks and Recreation Committee in March 2016 as an Alternate. He was appointed for his first official term in March 2017, reappointed for his second term in March 2019, and reappointed for his third term in March 2021. Parks and Rec Committee Members may only serve three, two-year terms before they are required to take a break from service. The Town of Jamestown and its citizens have greatly benefited from McQuillan's dedication to the Town.

ATTACHMENTS: Resolution honoring Jay McQuillan for his service on the Parks & Recreation Committee

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING JAY MCQUILLAN

WHEREAS, Jay McQuillan has served on the Town of Jamestown’s Parks and Recreation Committee since March 2016; and

WHEREAS, he was unanimously appointed to be the Chair of the Committee by his fellow Members in March 2022; and

WHEREAS, his work on the Jamestown Park Master Plan has provided the Town with opportunities to receive grant money to make the recreational areas in Jamestown more enjoyable for everyone in the community; and

WHEREAS, he supported Town staff in submitting the Parks and Recreation Trust Fund (PARTF) and Accessibility for Parks (AFP) grants while he was serving as Chair, both of which were awarded to the Town; and

WHEREAS, the citizens of Jamestown have benefited from his dedication to improving and creating areas in which they can participate in recreational activities with their family and friends; and

WHEREAS, his service has been given willingly and cheerfully, and he has contributed immeasurably to the success of community endeavors and to the betterment of the quality of life for many of his fellow citizens; and

WHEREAS, he has earned the admiration and high regard of other civic leaders and the affection of a host of area residents;

NOW, THEREFORE, I, Council Member John Capes, on behalf of Mayor Montgomery and the Town Council, do hereby express our deep appreciation to Jay McQuillan for his distinguished years of service and do extend our best wishes in the next chapter of his life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minute book of the Town of Jamestown to stand as a tribute to the work and service of Jay McQuillan.

Adopted this the 21st day of March, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adopt grant project fund - PARTF

AGENDA ITEM #: VIA

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman, Finance Director

SUMMARY:

We are requesting that a grant project fund be set up as a multi-year fund to budget and account for revenue and expenditures of the PARTF Project Funded by NC Parks and Recreation Trust Fund and Guilford County Coronavirus State and Local Fiscal Recovery Funds.

Staff is requesting that Council approve the Resolution adopting a Grant Project Ordinance for the PARTF Project.

ATTACHMENTS: Resolution to adopt Grant Project Ordinance-PARTF Project

RECOMMENDATION/ACTION NEEDED: Approve the resolution to set up PARTF Grant Project Ordinance

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the resolution to set up the PARTF Grant Project Ordinance Fund as presented.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

Adoption of Grant Project Ordinance – PARTF Project Funded by NC Parks and Recreation Trust Fund and Guilford County Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for construction services and equipment for improvements at Jamestown Park to be funded by NC Parks and Recreation Trust Fund and Guilford County Coronavirus State and Local Fiscal Recovery Funds (passed through to the Town of Jamestown).

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

| | |
|--------------|-----------|
| Equipment | \$356,410 |
| Construction | \$53,504 |
| Contingency | \$20,496 |

Section 4. The following revenues are anticipated to be available to complete this project:

| | |
|---|-----------|
| Guilford County Coronavirus State and Local Fiscal Recovery Funds | \$215,205 |
| N.C. Parks and Recreation Trust Fund | \$215,205 |

Section 5. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. The Finance Officer is hereby directed to report on the financial status of the project on the monthly financial reporting to the Town Council.

Section 7. Copies of this grant project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 21st day of March, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adopt grant project fund - AFP

AGENDA ITEM #: VI.B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman, Finance Director

SUMMARY:

We are requesting that a grant project fund be set up as a multi-year fund to budget and account for revenue and expenditures of the Accessibility for Parks Project Funded by NC Parks and Recreation Trust Fund and Guilford County Coronavirus State and Local Fiscal Recovery Funds.

Staff is requesting that Council approve the Resolution adopting a Grant Project Ordinance for the Accessibility for Parks Project and Budget Amendment #14 as presented.

ATTACHMENTS: Resolution to adopt Grant Project Ordinance-Accessibility for Parks Project

RECOMMENDATION/ACTION NEEDED: Approve the resolution to set up Accessibility for Parks Grant Project Ordinance

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the resolution to set up the Accessibility for Parks Grant Project Ordinance Fund and budget as presented.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**Adoption of Grant Project Ordinance – Accessibility for Parks Project Funded by
NC Division of Parks & Recreation and Guilford County Coronavirus State and Local Fiscal
Recovery Funds**

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for construction services and equipment for improvements at Jamestown Park to be funded by NC Division of Parks & Recreation and Guilford County Coronavirus State and Local Fiscal Recovery Funds (passed through to the Town of Jamestown).

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

| | |
|--------------|-----------|
| Equipment | \$413,370 |
| Construction | \$158,059 |
| Contingency | \$28,571 |

Section 4. The following revenues are anticipated to be available to complete this project:

| | |
|---|-----------|
| Guilford County Coronavirus State and Local Fiscal Recovery Funds | \$100,000 |
| NC Division of Parks and Recreation | \$500,000 |

Section 5. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. The Finance Officer is hereby directed to report on the financial status of the project on the monthly financial reporting to the Town Council.

Section 7. Copies of this grant project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 21st day of March, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adopt grant project fund - Sidewalk project

AGENDA ITEM #: VI.C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman, Finance Director

SUMMARY:

We are requesting that a grant project fund be set up as a multi-year fund to budget and account for revenue and expenditures of the Sidewalk Project Funded by Guilford County Coronavirus State and Local Fiscal Recovery Funds.

Staff is requesting that Council approve the Resolution adopting a Grant Project Ordinance for the Sidewalk Project.

ATTACHMENTS: Resolution to adopt Grant Project Ordinance-Sidewalk Project

RECOMMENDATION/ACTION NEEDED: Approve the resolution to set up Sidewalk Grant Project Ordinance

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the resolution to set up the Sidewalk Grant Project Ordinance Fund as presented.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**Adoption of Grant Project Ordinance – Sidewalk Project Funded by Guilford County
Coronavirus State and Local Fiscal Recovery Funds**

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for construction of approximately 1 mile of sidewalks on the following streets and roads to be funded by Guilford County Coronavirus State and Local Fiscal Recovery Funds (passed through to the Town of Jamestown).

- East Main Street from Vickery Chapel Road to Millis Road
- Ragsdale Road near W. Main Street
- Gannaway Street near East Main Street
- West Main Street from Oakdale Road to Dillon Road

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

| | |
|-----------------------|-------------|
| Construction | \$2,264,795 |
| Professional Services | \$30,000 |

Section 4. The following revenues are anticipated to be available to complete this project:

| | |
|---|-------------|
| Guilford County Coronavirus State and Local Fiscal Recovery Funds | \$2,294,795 |
|---|-------------|

Section 5. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. The Finance Officer is hereby directed to report on the financial status of the project on the monthly financial reporting to the Town Council.

Section 7. Copies of this grant project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 21st day of March, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weimer, Assistant Town Manager/Town Clerk
P.O. Box 848
Jamestown, NC 27282
www.jamestown-nc.gov

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

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adopt grant project fund - Stormwater project

AGENDA ITEM #: VI.D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gailman, Finance Director

SUMMARY:

We are requesting that a grant project fund be set up as a multi-year fund to budget and account for revenue and expenditures of the Stormwater Project Funded by Guilford County Coronavirus State and Local Fiscal Recovery Funds.

Staff is requesting that Council approve the Resolution adopting a Grant Project Ordinance for the Stormwater Project as presented.

ATTACHMENTS: Resolution to adopt Grant Project Ordinance-Stormwater Project

RECOMMENDATION/ACTION NEEDED: Approve the resolution to set up Stormwater Grant Project Ordinance

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the resolution to set up the Stormwater Grant Project Ordinance Fund as presented.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**Adoption of Grant Project Ordinance – Stormwater Project Funded by Guilford County
Coronavirus State and Local Fiscal Recovery Funds**

BE IT ORDAINED by the Town Council of Town of Jamestown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for construction services to replace crucial stormwater infrastructure at Jamestown Park Golf Course to be funded by Guilford County Coronavirus State and Local Fiscal Recovery Funds (passed through to the Town of Jamestown).

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

| | |
|-----------------------|-----------|
| Construction | \$205,000 |
| Professional Services | \$5,000 |

Section 4. The following revenues are anticipated to be available to complete this project:

| | |
|---|-----------|
| Guilford County Coronavirus State and Local Fiscal Recovery Funds | \$210,000 |
|---|-----------|

Section 5. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. The Finance Officer is hereby directed to report on the financial status of the project on the monthly financial reporting to the Town Council.

Section 7. Copies of this grant project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 21st day of March, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager Report

AGENDA ITEM #: VII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 21, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Manager Report for the March 21st Town Council meeting is attached.

ATTACHMENTS: Manager Report

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

- I. The Town Council will continue their Budget Retreat process by hosting meetings on Thursday, March 23rd and Friday, April 14th at 9am in the Civic Center at Town Hall. The public is invited to attend.
- II. Goal 5.4 of the Council's Strategic Plan is to "Evaluate effectiveness of current solid waste collection & recycling services". Cans have been ordered and will be delivered to customers the week of April 3-7. There will not be garbage pickup on April 7th due to the Good Friday holiday. Beginning April 11th and 12th, the Town will move to a solid waste collection system utilizing trash cans. Notices have been sent to customers indicating their new pickup days. We encourage residents to visit our website at www.jamestownncandco-nc.gov to find out important information about the changes coming.
- III. The Town was recently awarded an Accessibility for Parks grant for \$500,000 to assist with the replacement of our existing playground equipment at Jamestown Park (near the golf course entrance). Our match of \$100,000 for this grant was secured using American Rescue Plan grant dollars from Guilford County. Together, this represents an investment of over \$600,000 to provide accessible playgrounds and fitness equipment for people of all ages and abilities. Many thanks to Anna Hawryluk and Scott Coakley for their work on this grant. Including the PARTF grant award for \$215,205, the Town has secured over \$800,000 in grant funding for renovations to Jamestown Park.
- IV. Scott Coakley, Parks Superintendent, is currently working on a new software implementation for the Parks & Recreation Dept. which will vastly improve end-user experiences for park users. The software will allow users to reserve amenities like picnic shelters, sports fields, and even the Mendenhall Room at the Golf Course online. Users will also be able to see availability of these amenities in real-time. Scott will also be able to coordinate and communicate faster and more efficiently with sports teams like JYL, YMCA, Soccer Shots, and more. The site should be ready by early May.
- V. Arbor Day will be observed on Friday, March 24th at 3:30 pm along the walkway to the pedestrian bridge along East Fork Rd. Anna Hawryluk and Scott Coakley are coordinating the event, culminating with the presentation of our 15th annual Tree City USA award.
- VI. Several major projects are currently underway or completed.
 - A. Golf Strategic Plan – Our consultants will be at the April 18, 2023, Council meeting to present information to the Council. (Council Strategic Plan Goal 5.7)
 - B. Golf Maintenance Building – Under construction (Council Strategic Plan Goal 5.6). Estimated completion date is July 2023.
 - C. Town Hall renovations – renovations are currently underway. (Goal 5.5)
 - D. Golf Course bathrooms – Demolition has commenced. (Goal 5.10)
- VII. Introduction of new employee.

Key Dates:

March 23, 2023 – 9 AM – Budget Retreat – Civic Center at Town Hall



Manager's Report

Date: 03/21/2023

March 24, 2023 – 3:30 PM – Arbor Day at E. Fork Pedestrian Bridge

April 14, 2023 – 9AM – Budget Retreat – Civic Center at Town Hall