



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

April 16, 2019

6:30 pm in the Council Chambers

Agenda

- I. **Call to Order-** Mayor Montgomery
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the March 2, 2019 Budget Retreat
 - B. Approval of minutes from the March 19, 2019 meeting
 - C. Proclamation for Spring Litter Sweep 2019
 - D. Proclamation National Day of Prayer
 - E. Analysis of financial position of the Town of Jamestown
 - F. Analysis of financial position of the Jamestown Park & Golf Course
 - G. Nonprofit applications for Budget FY 2019/2020
- III. **Public Comment**
- IV. **Old Business-**
 - A. Consideration of approval of fee rates for Jamestown Park & Golf Course- Ross Sanderlin, Golf Course Manager
 - B. Consideration of property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884)- Beth Koonce, Town Attorney
 - C. **Public Hearings-**
 1. Public Hearing to consider staggering Town Council Member terms- Kenny Cole, Town Manager
- V. **New Business-**
 - A. Proclamation recognizing Municipal Clerks Week- Mayor Montgomery
 - B. Proclamation recognizing Public Works Week- Mayor Montgomery
 - C. Presentation of the 2019/2020 Preliminary Budget and Capital Improvement Plan (CIP)- Judy Gallman, Finance Director
 - D. Request to set the Public Hearing date for the 2019/2020 Budget and CIP- Judy Gallman, Finance Director
 - E. Recommendation to accept the lowest responsive, responsible bidder for the East Main Street Sidewalk Project- Paul Blanchard, Public Services Director
 - F. Request to give the Town Manager authorization to enter into a contract with McAdams Company- Matthew Johnson, Assistant Town Manager/Director of Planning
- VI. **Manager/Committee Reports-**
 - A. Manager Report- Kenny Cole, Town Manager
 - B. Council Member Committee Reports
 - C. High School Representative Report
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the April 16th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the March 2nd Budget Retreat B. Approval of minutes from the March 19 th meeting C. Proclamation for Spring Litter Sweep 2019 D. Proclamation National Day of Prayer E. Analysis of financial position of the Town F. Analysis of the Jamestown Park & Golf Course G. Nonprofit application for Budget FY 2019/2020		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute limit.
6:50 pm	IV. Old Business		
6:50 pm	A. Consideration of approval of fee rates for Jamestown Park & Golf Course	Call on R. Sanderlin	Sanderlin to give Council an overview of the proposed changes to the fee rate schedule at the Jamestown Park & Golf Course. Sanderlin to request that Council approve the fee rate schedule and the use of dynamic pricing. Council Member makes a motion to approve/deny the fee rate schedule and to approve/deny the use of dynamic pricing at the Jamestown Park & Golf Course. Council Member makes a second to the motion. Then vote.
7:00 pm	B. Consideration of property donation from the City of High Point	Call on B. Koonce	Koonce to give an update on the property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884) Council Member makes a motion to accept/deny the property donation from the City of High Point. Council Member makes a second to the motion. Then vote.
7:05 pm	C. Public Hearings:		
7:05 pm	1. Public Hearing to consider staggering Town Council Member terms	Call on K. Cole	Cole to give Council an update on the process of staggering Town Council terms. Mayor Montgomery to open the public hearing to anyone that would like to speak in favor of staggering Town Council terms. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to open the public hearing to anyone that would like to speak in opposition of staggering Town Council terms. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion.
7:20 pm	V. New Business		
7:20 pm	A. Proclamation recognizing Municipal Clerks week	Mayor Montgomery	Mayor Montgomery to present the Proclamation recognizing Municipal Clerks week to Katie McBride
7:25 pm	B. Proclamation recognizing Public Works week	Mayor Montgomery	Mayor Montgomery to present the Proclamation recognizing Public Works week to Paul Blanchard.
7:30 pm	C. Presentation of the 2019/2020 Preliminary Budget & CIP	Call on J. Gallman	Gallman to present the 2019/2020 Preliminary Budget and Capital Improvement Plan (CIP).
7:45 pm	D. Request to set public hearing date for 2019/2020 Budget & CIP	Call on J. Gallman	Gallman to request that Council set a public hearing date for the 2019/2020 Budget and CIP for the May 21 st Regular Town Council meeting. Council Member makes a motion to set the public hearing date for the 2019/2020 Budget and CIP for the May 21 st Regular Town Council meeting. Council Member makes a second to the motion. Then vote.
7:50 pm	E. Recommendation to accept the lowest bidder for the E. Main St. Sidewalk Project	Call on P. Blanchard	Blanchard to give Council an overview of the bids received for the East Main St. Sidewalk Project. Blanchard will give Council a recommendation to accept the lowest responsive, responsible bidder for the E. Main St. Sidewalk Project. Council Member makes a motion to award the contract for the East Main St. Sidewalk Project to _____. Council Member makes a second to the motion. Then vote.
8:00 pm	F. Request to give Town Manager authorization to enter into contract with McAdams	Call on M. Johnson	Johnson to give Council an overview of the Steering Committee's recommendation to hire McAdams consulting firm. Johnson to request that Council authorize the Town Manager and Finance Director to negotiate and execute any contract documents required to begin the project. Council Member makes a motion to grant/deny authorization to Town Manager and Finance Director to negotiate and execute any contract documents required. Council Member makes a second to the motion. Then vote.
8:10 pm	VI. Manager/Committee Reports		

8:10 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council.
8:15 pm	B. Council Member Committee Reports	Call on K. Cole	Cole to request that Council give an update on any Committee they serve on.
8:15 pm	C. High School Representative Report	Call on M. Marston	Marston to present his High School Representative Report to Council.
8:20 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit.
8:35 pm	VIII. Other Business		
8:40 pm	IX. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the March 2, 2019 Budget Retreat

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the March 2nd Town Council Budget Retreat.

ATTACHMENTS: Minutes from the March 2, 2019 Town Council Budget Retreat

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the March 2nd Town Council Budget Retreat

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

Town Council Budget Workshop
March 2, 2019
8:00 am
Jamestown Park & Golf Course
Agenda

DRAFT

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

Staff Present: Kenny Cole, Matthew Johnson, Judy Gallman, Katie McBride, Paul Blanchard, Ross Sanderlin, John Crowe, & Scott Coakley

Visitors Present: Carol Brooks & Tom Ozment

- **Call to Order-** Mayor Montgomery called the meeting to order
- **Pledge of Allegiance-** Mayor Montgomery led everyone in the Pledge of Allegiance
- **Moment of Silence-** Mayor Montgomery called for a moment of silence.

Cole thanked Council Members and staff for attending the meeting. He gave an overview of the agenda for the meeting.

- **Discussion of the Capital Improvement Plan (Departmental Discussions with Town Council) –** Cole stated that staff would be presenting their capital improvement project requests to Council. He also defined what a Capital Improvement Plan (CIP) was and explained the benefits of planning for future expenditures. He noted that a CIP defined present and future priorities. He also stated that a capital improvement was any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeded \$5,000 and the estimated useful life was greater than 5 years.

Gallman explained that the capital projects had been broken into the following categories:

- **“Must Do”-** projects that involve health, safety, welfare, legal mandate, renovation/replacement, or expansion
- **“Should Do”-** projects that staff believe should be funded in the upcoming fiscal year or in the near future
- **“Could Do”-** projects that staff would like to see funded, but that may not fit in the budget

Cole stated that staff was looking for direction from Council about which projects they wanted to prioritize.

- **Administration-** Cole presented the capital improvement project requests from the administration department. He stated that renovations to Town Hall and the Civic Center had been listed on the preliminary CIP. He noted that the renovations were not considered a “Must Do,” but he believed that they fell into the “Should Do” category.

He noted that the proposed Town Hall renovations would divide the current Council Chambers into office spaces. The Council would then conduct their meetings in the Civic Center. Cole stated that staff had estimated that the cost of the renovation would be about \$25,000.

Council Member Wolfe stated that she did not believe that renovations to Town Hall were necessary. She suggested that it be moved to a "Could Do" project.

Cole stated that the Civic Center renovation was also listed as a potential project. He said that the space was underutilized. Cole said that small changes could be made that would make a significant difference.

Council Member Capes stated that renovating the Civic Center made sense because it was a space that was also used by community groups. He also noted that installing a sound system or improving the acoustics of the building would be beneficial.

Council Member Rayborn said that she wanted to ensure that the Civic Center could be used for multiple purposes.

- **Public Services-** Blanchard spoke about the capital improvement projects listed in the general fund. He gave an overview of the ongoing sidewalk projects that were "Must Do" items. He also spoke about roadway improvements that were being funded by the Powell Bill. He noted that crosswalk improvements were listed as a "Must Do."

He stated that the purchase of a knuckle boom truck was listed as a "Should Do." He said that the truck could lift heavier and larger items. It could reduce the number of injuries suffered by public service employees.

There was discussion between Council Members and Blanchard about the benefits of the knuckle boom truck.

Blanchard also spoke about the capital improvement projects listed in the Water/Sewer Fund. He stated that there was equipment utilized by the public service department that needed to be purchased. He had placed that as a "Should Do" item.

Blanchard gave an overview of the Town's sewer system and the maintenance it required. He noted that he would like to slip line the area along Deep River and Forestdale North. He also stated that repairs and upgrades to the Riverdale Pump station were listed as "Must Do" projects.

There was also a discussion between Council Members and staff about the repainting and potential uses of the water tank.

- **Planning-** Johnson spoke about the capital improvement projects in the Planning Department. He gave an overview of the ongoing sidewalk projects that were included in the CIP. He also noted that the Comprehensive Plan needed to be updated. He spoke about the importance of having a plan in place as more development within the Town occurred.

Several Council Members spoke in support of updating the Comprehensive Plan in order to prepare for future development.

Johnson also noted that there were several sidewalk projects that were listed as “Could Do” items. He stated that sidewalks were very popular with the public. However, he said that they were very expensive to construct.

Council Members spoke about the potential sidewalk projects.

- **Golf Course/Recreation-** Sanderlin gave an overview of the CIP projects for Jamestown Park and Golf Course. He noted that there needed to be some repaving done on the parking lots. He also stated that there were some driving range improvements listed in the CIP.

Sanderlin and Crowe spoke about the benefits of investing in a piece of equipment called a Frazee Mower. They stated that it would prolong the life of the greens at the Golf Course.

There was a brief discussion between Council Members and Crowe about the cost-benefit analysis of renting versus buying the equipment.

Crowe also noted that the construction of the golf course maintenance building had been delayed due to a large amount of topsoil near the site. Cole stated that the rainy weather had prevented Town staff from transporting it. He noted that the project would proceed as soon as the topsoil could be moved.

Crowe briefly spoke about the replacement of the drainage system at the Golf Course.

Coakley gave an overview of the CIP projects in the Recreation Department. He highlighted the PARTF grant strategic plan. He stated that a Steering Committee had been put into place to assist staff with the selection of a consultant that would help create the plan. Coakley said that staff planned on applying for the PARTF grant in 2020. He noted that the Town would need to create a strategic plan and update the master plan in order to meet the qualifications of the application.

Coakley also spoke about improvements to the athletic fields and parking lots.

Council Member Nixon stated that installing lights at the baseball fields would be very beneficial.

Cole thanked staff for presenting their capital projects to Council.

Council Member Wolfe stated that she would like to see two other projects. She noted that she believed it would be great to install a light at the Council Chamber entrance of Town Hall. She noted that the area was not very well lit. She also stated that it would be great if Town Hall had its own generator.

Council Members agreed that the projects would be beneficial. Cole said that he would add them to the CIP list.

- **2019/2020 Budget Discussion**-Cole stated that staff was looking for direction from Council on the budget for 2019/2020 fiscal year.

Gallman noted that the budget was still in a preliminary stage. She stated that the budget ordinance was approved by department and not by line-item. She gave an overview of the summary of all funds and compared it to the budget for the previous fiscal year. She highlighted the following percentage changes between the 2018/2019 budget revenues and the preliminary 2019/2020 budget revenues:

- General Fund had an increase of 1.83%
- General Capital Reserve had an increase of 3.38%
- Water/Sewer had an increase of 6.6%
- Water/Sewer Capital Reserve had an increase of 0.25%
- Randleman Reservoir Capital Reserve had a 0% change
- Total Revenues and Other Financing Sources- All Funds had an increase of 3.68 %

Gallman also noted the following percentage changes between the 2018/2019 budget expenditures and the preliminary 2019/2020 expenditures:

- General Fund had an increase of 1.83%
- General Capital Reserve Fund had an increase of 3.38%
- Water/Sewer Fund Total had an increase of 6.6%
- Water/Sewer Capital Reserve (for future expenditures) had an increase of 0.25%
- Randleman Reservoir Capital Reserve (Transfers) had a 0% change
- Total Expenditures and Other Financing Uses- All Funds had an increase of 3.68%

(Summary of all Funds)

Gallman stated that the preliminary budget also included a 2% Cost of Living Adjustment (COLA) and a potential 0-2% merit raise. She said that staff was also proposing to raise the minimum pay rate for full-time employees to \$14 an hour. She noted that some of the municipalities in the surrounding areas had increased their minimum pay to \$15 an hour and that the Town needed to be competitive. Gallman said that it would affect very few of the current Town staff.

Council Member Wolfe and Council Member Rayborn both stated that they were in favor of increasing the minimum pay.

Gallman said that the state was also requiring that municipalities contribute a higher percentage of money to their employee's retirement funds. She explained the reasoning the state treasurer had given for the increase.

She also noted that the cost of health insurance was going to increase.

- **Fund Balance and Non-Profit Discussion**- Gallman stated that there was about \$1 million in Fund Balance that exceeded the amount that the Town was required to maintain. She gave

Council an overview of the money that would be used from fund balance to complete capital improvement projects.

Cole asked Council if they were satisfied with the amount of money in Fund Balance. They agreed that they were.

Cole stated that the non-profit policy had been amended in 2013 to limit the amount of money given to non-profits to \$100,000. He noted that non-profits that were granted money were required to give Council an annual presentation on how the funding was spent. He also highlighted the upcoming deadline for grant applications. Cole gave an overview of the funding that was granted to each non-profit in the previous fiscal year.

There was a brief discussion between Council Members and staff about the allocation of funding to non-profits.

Council Member Rayborn stated that she would like to offer a one-time partnership grant. She said that the community groups do a lot for the Town. She said that she would like to encourage organizations to partner with each other in order to generate new ideas.

Cole asked Council if they were satisfied with the \$100,000 funding limit for non-profits. There was discussion about the limit amongst Council. Council Members Capes and Wolfe stated that they believed that it should remain at \$100,000.

- **Wrap up 2019/2020-** Cole stated that he appreciated the feedback from Council. He said he believed that the Town staff was doing an excellent job.
- **Adjournment-** Council Member Nixon made a motion to adjourn. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 11:10 am

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the March 19, 2019

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the March 19th Regular Town Council meeting.

ATTACHMENTS: Minutes from the March 19, 2019 Regular Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the March 19th Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Regular Meeting of the Town Council
March 19, 2019
6:30 pm in the Council Chambers
Minutes & General Account**

Council Members Present: Mayor Montgomery, Council Members Nixon, Wolfe, Capes, and Rayborn

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

High School Representative: Micah Marston

Visitors Present: Tom Tervo, Robert Frederick, Dawn Beazer & Carol Brooks

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

- Pledge of Allegiance- Mayor Montgomery called Girl Scout Troop 13362 forward to lead the Pledge of Allegiance. Girl Scout Troop 13362 led the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence and asked that everyone remember their fellow citizens on Forestdale Drive.
- Approval of Agenda- Mayor Montgomery asked if anyone wanted to change, add, or delete any items on the agenda.

Cole requested that Council add item IV-D "East Fork Pedestrian Bridge and Sidewalk Supplemental Agreement."

Council Member Wolfe made a motion to approve the agenda for the March 19th meeting with the requested addition. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the February 19, 2019 meeting
- Proclamation recognizing Vietnam Veterans Day
- Proclamation Women's History Month
- Proclamation recognizing Arbor Day
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Resolution Closing Capital Project Fund
- Budget Amendment #16
- Budget Amendment #17
- Budget Amendment #18

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

(Proclamation Vietnam Veterans Day, Proclamation Women's History Month, Proclamation recognizing Arbor Day, Resolution to Closing Capital Project Fund, Budget Amendment #16, Budget Amendment #17, Budget Amendment #18)

Public Comment- Mayor Montgomery called Tom Tervo forward. He requested to speak at the second public comment period.

Old Business

- Consideration of approval of Resolution of Intent to stagger Town Council terms- Koonce stated that there was a Resolution of Intent included in the Council packet. She noted that it needed to be approved if Council wanted to move forward with staggering the Town Council terms. She said that the next step would be to set a public hearing date for the April 16th Town Council meeting.

Council Member Nixon stated that she had always believed that there was a need to stagger the Council terms.

Cole said that he thought it would have a positive impact on the Town.

Council Member Capes made a motion to approve the Resolution of Intent to stagger the Town Council Member terms. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Capes made a motion to set the public hearing date for the consideration of staggering the terms for the April 16th meeting at 6:30 pm. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

(Resolution of Intent to stagger Town Council terms)

- Update on Revitalization Grant Funding Projects- Johnson stated that four new trash cans had been purchased with the revitalization grant funding. He gave an overview of the locations along Main Street that had been selected for the new trash cans. He noted that Town staff had almost finished the installation.

Johnson said that there was a sketch of the new entrance sign included in the packet. He stated that he was working on the easement details with Flowers Bakery and was in the process of obtaining a quote for the granite monument portion of the sign.

There was a brief discussion about the details of the sign between Council Members and Johnson.

- Sidewalk Updates- Blanchard gave Council an update on the ongoing sidewalk projects. He stated that staff had received a supplemental agreement for the East Fork Pedestrian Bridge project. He said that he had scheduled a pre-construction meeting with the contractor and the North Carolina Department of Transportation (NCDOT) for the following week.

Blanchard said that the environmental issues that had occurred with the East Main Street sidewalk project had been resolved. He said that he planned to advertise the project within the

next few days. He stated that he believed he would be able to present the bids for the project to Council at their April 16th meeting.

He also said that staff would meet with the consultant working on the Oakdale sidewalk project on Monday.

Council discussed the details of the progress of the Oakdale sidewalk project with Johnson.

- East Fork Pedestrian Bridge and Sidewalk Supplemental Agreement- Cole stated that staff had received a supplemental agreement from NCDOT for the East Fork Pedestrian Bridge project. He noted that the agreement would increase the funding for the project by \$511,459. Cole requested that Council approve the agreement between NCDOT and the Town of Jamestown.

Council Member Wolfe made a motion to approve the supplemental agreement between NCDOT and the Town of Jamestown. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

New Business-

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He stated that the golf course had been closed a few more days this year than last year due to inclement weather. However, he said that there had been a 6% increase in green fee revenue this year.

Sanderlin stated that the golf industry typically evaluated rates in the spring to insure that they were competitive with other golf courses in the area. He said that rates were usually increased at the beginning of the season. He noted that a change in rates required Council's approval. He said that he had done some research and would like to make some adjustments to the rates. He noted that dynamic pricing would provide incentives for people to golf during times that were not very busy.

Cole said that Council typically adopted a fee schedule along with the budget. He stated that he had spoken with Ross and thought it might be good to consider the change before the busy season started.

There was discussion amongst Council Members about allowing Sanderlin more flexibility with setting the rates.

Council Member Nixon stated that she believed Council needed more time to discuss the issue. She also noted that she would like to have more information on the proposed fee changes.

Cole asked Sanderlin if he would be willing to discuss the details of the increased rates at the April 16th meeting. Sanderlin agreed to present more details at the next Council meeting.

- Consideration of property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884)- Koonce stated that the City of High Point had proposed to give a lot on Kingsdale Court to the Town of Jamestown. She said that the lot was basically unbuildable, but the Town had some sewer lines on the property. She had looked over the deed that was sent by the City of High Point's attorney. It included a clause that stated that the property was restricted to

public use only and that the Town would have to agree to use it only for a public purpose. She said that if the Town stopped using the property for a public purpose that it would have to be given back to the City of High Point.

Mayor Montgomery asked Koonce if they would strike the clause. Koonce said she had spoken to the attorney about it briefly and that they may consider striking it. However, she was not certain that it would be removed. She said that it could become a complicated situation if the Town no longer needed the sewer lines.

Koonce stated that she would like to have more time to discuss the details of the deed with the attorney before Council accepted the property.

Council Member Wolfe made a motion to table the decision on accepting the property donation to the April 16th meeting. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

- Recommendation to accept the lowest responsive, responsible bidder for Powell Bill repaving contract- Blanchard stated that staff opened bids for the 2018/2019 Resurfacing Contract on March 18th. He said that there were three bidders on the project. Blanchard noted that Waugh Asphalt, Inc. had submitted the lowest bid of \$375,588.70. He stated that \$315,686.66 would be paid for by Powell Bill funding and \$79,902.04 would be expended from the Water & Sewer Fund in order to cover the cost of the project. Blanchard noted that the current budgeted amount for resurfacing streets was \$247,010. Therefore, a budget amendment for \$69,000 would have to be approved in order to enter into the low bid contract.

Council Member Nixon made a motion to approve Budget Amendment #19 and the contract with Waugh Asphalt, Inc. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #19)

Manager/Committee Reports-

- Manager Report- Cole presented his Manager's report to Council. He stated that he attended the auction for the property in foreclosure on Yorkleigh Lane. He noted that there was another bidder at the auction and that the Town had not purchased the property. Cole highlighted that the Spring Litter Sweep would take place on April 27th. He also stated that a citizen had sent an email to Town staff that praised the new website.
- Council Member Committee Reports-
 - Council Member Wolfe said she attended the TAC meeting. She stated that they had given general updates on projects.
 - Council Member Capes stated that the Steering Committee met on March 18th to interview potential consulting groups. He noted that the Committee was still in the preliminary phases of making a final decision.
- High School Representative Report- Marston said that he was in the process of finding volunteers to participate in planting trees for Arbor Day.

Public Comment-

- Tom Tervo, 2 Langholm Ct. - Tervo said that he fully supported the idea of using dynamic pricing at the golf course in order to increase revenues. He stated that the golf course lost money every year and that taxpayers had to subsidize the expense. Tervo said that flexible pricing was essential.

Other Business- Council Member Capes asked if there were any updates on the Oakdale Cotton Mill. Johnson said that he was trying to find a contractor to give quotes on the cleanup and securing of the building and grounds.

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

The meeting ended at 7:20 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation for Spring Litter Sweep 2019

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor and organize roadside cleanups every Spring and Fall. The Town of Jamestown will be participating in a Spring Litter Sweep on April 27th. Town staff and volunteers will meet at the Food Lion parking lot at 9:00 am. The Litter Sweep will last until 11:00 am. Volunteers are encouraged to wear long sleeve shirts and high top shoes to protect against any hazards.

ATTACHMENTS: Proclamation Spring Litter Sweep 2019 & Litter Sweep Flyer

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

SPRING LITTER SWEEP 2019

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

WHEREAS, the **SPRING 2019 LITTER SWEEP** roadside cleanup will take place April 13th – April 27th, 2019 and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate sponsoring and organizing local roadside cleanups; and

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

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

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

WHEREAS, the **SPRING 2019 LITTER SWEEP** cleanup will be the 32nd biannual celebration of the North Carolina Adopt-A-Highway and its 4,400 volunteer groups that donate their labor and time year round to keep our roadsides clean; and

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

NOW, THEREFORE, I, LYNN MONTGOMERY, Mayor of the Town of Jamestown, do hereby proclaim April 27th, 2019 as Spring “**LITTER SWEEP**” day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown on this the 16th day of April 2019.

Mayor S. Lynn Montgomery

Join Town of Jamestown Annual Spring Litter Sweep

April 27, 2019----9-11am

**Meet at the Food Lion Parking Lot –
Main Street and Ragsdale Road**

RSVP to 336-454-1138

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

HOPE TO SEE YOU THERE!



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation National Day of Prayer

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The National Day of prayer is May 2, 2019.

ATTACHMENTS: Proclamation for National Day of Prayer

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION NATIONAL DAY OF PRAYER
May 2, 2019

WHEREAS, Americans of all walks of life have long turned to prayer to seek refuge, demonstrate gratitude, and discover peace; and

WHEREAS, our country was founded on the idea of religious freedom, and we have long upheld the belief that how we pray and whether we pray are matters reserved for an individual's own conscience; and

WHEREAS, on National Day of Prayer, we rededicate ourselves to extending this freedom to all people; and

WHEREAS, every day, women and men use the wisdom gained from humble prayer to spread kindness and to make our world a better place; and

WHEREAS, faith communities at home and abroad have helped feed the hungry, heal the sick, and protect the innocent from violence; and

WHEREAS, through prayer, we often gain the insight to learn from our mistakes, the motivation to always be better, and the courage to stand up for what is right, even when it is not popular; and

WHEREAS, as a nation free to practice our faith as we choose, we must remember those around the world who are not awarded that freedom; and

WHEREAS, let us resolve to guide our children and grandchildren to see God in everyone, and to remember that no matter what differences they may have that we are all united by our common humanity; and

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim May 2, 2019 as National Day of Prayer in Jamestown, North Carolina.

AND invite all citizens to give thanks, in accordance with their own faiths and consciences, for our many freedoms and blessings.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of March 31, 2019

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of March 31, 2019, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for March 2019 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

Telecommunications fees of \$7,500 (for cell tower lease negotiations) were received in a prior month from the cell company. In March we paid out \$7,500 to the consultant who negotiates the cell tower lease for the Town. It is essentially a pass-thru for the Town. The Town should end up with a better lease contract due to these negotiations.

We paid out \$11,000 for cleaning of the O'Neill water tank. This will be reimbursed to the Town as part of the cell tower lease contract.

\$10,000 was paid out for putting a new metal roof on the concession building at the soccer complex. This is considered a capital expenditure.

Final payment was made on the new Town website.

A refund of system development fees previously paid was made, due to the size of lines being smaller than originally paid for.

As per Council approval, a water/sewer-related capital project fund was closed out, and the remaining funds were returned to the Water & Sewer operating fund.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of March 31, 2019

Petty Cash	\$	1,350
Operating Cash		3,670,014
Certificates of Deposit		1,000,000
Money Market Accounts - operating		765,580
North Carolina Capital Management Trust		<u>9,007,040</u>
	\$	<u>14,443,984</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	855,531
Cash reserved by Powell Bill for street improvements		562,360
General Capital Reserve Fund		124,411
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		93,371
Water Sewer Capital Reserve Fund		<u>1,079,939</u>
	\$	<u>2,716,547</u>

Cash by Fund:

General	\$	4,827,514
General Capital Reserve Fund		124,411
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		93,371
Water/Sewer		7,462,283
Randleman Reservoir		855,531
Water/Sewer Capital Reserve Fund		<u>1,079,939</u>
	\$	<u>14,443,984</u>

Cash by Bank:

NCCMT	\$	9,007,040
Pinnacle Bank		3,670,014
First Bank		1,503,500
Wells Fargo		3,788
BB & T		<u>258,292</u>
	\$	<u>14,442,634</u>

Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of March 31, 2019

Installment Purchase Debt:	Balance at 3/31/2019	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 140,185	12/1/2023	2023/2024
Leaf truck, financed in 2017	143,310	12/1/2023	2023/2024
Sanitation truck, financed in 2015	35,463	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>583,343</u>	11/3/2027	2027/2028
	<u>\$ 902,301</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 437,488</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of March 31, 2019

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	3,705,968	93,152	2,699,920	50,959	358,217
% of budget received	66%	99%	65%	41%	89%
% of budget, excluding appropriated fund balance, received	75%	99%	66%	110%	89%
Expenditures (and transfers)	2,764,820	40,894	1,980,691	61,119	-
% of budget expended	49%	44%	48%	50%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	-	-	153,331		
% of budget received	0%	0%	23%		
Life to Date Expenditures	59,065	-	58,936		
% of budget expended	5%	0%	9%		

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALCREM TAXES	17,263.69	1,984,596.54	2,002,527.00	17,930.46	99 %
3101 Interest on Ad Valorem Taxes	448.99	2,720.64	3,000.00	279.36	91 %
3102 Tax and Tag revenue	17,846.87	111,200.37	179,149.00	67,948.63	62 %
3103 Interest on Tax and Tag Revenues	171.83	860.53	1,250.00	389.47	69 %
3230 SALES AND USE TAX	63,575.13	327,801.54	615,000.00	287,198.46	53 %
3250 Solid Waste Disposal Tax	0.00	2,161.14	2,500.00	338.86	86 %
3256 ELECTRICITY SALES TAX	49,352.06	107,526.10	205,000.00	97,473.90	52 %
3257 TELECOMMUNICATIONS SALES TAX	10,123.11	21,409.30	48,000.00	26,590.70	45 %
3258 PIPED NATURAL GAS SALES TAX	3,784.92	5,503.10	17,000.00	11,496.90	32 %
3261 VIDEO PROGRAMMING TAX	11,377.41	22,806.98	40,000.00	17,193.02	57 %
3310 FEDERAL GRANTS	0.00	8,248.97	160,000.00	151,751.03	5 %
3311 STATE GRANTS	0.00	50,000.00	50,000.00	0.00	100 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	109,991.17	100,000.00	-9,891.17	110 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	15,500.00	15,500.00	0 %
3325 ABC DISIRIBUTION	0.00	37,500.00	50,000.00	12,500.00	75 %
3341 Telecommunications Planning Fees	0.00	7,500.00	7,500.00	0.00	100 %
3343 REVIEW FEES	100.00	10,257.86	5,000.00	-5,257.86	205 %
3344 CODE ENFORCEMENT FEES	0.00	649.08	100.00	-549.08	649 %
3345 INSPECTION AND PERMIT FEES	100.00	249.48	300.00	50.52	83 %
3346 CELL TOWER FEES	4,085.73	36,771.57	91,200.00	54,428.43	40 %
3348 REFUSE COLLECTION FEES	13,550.00	121,900.00	160,500.00	38,600.00	76 %
3600 GREEN FEES	34,221.50	275,852.90	500,000.00	224,147.10	55 %
3601 Loyalty points redeemed	0.00	0.00	-8,500.00	-8,500.00	0 %
3610 MECHANICAL CART RENTALS	16,192.00	136,458.00	270,000.00	133,542.00	51 %
3611 Loyalty points redeemed	0.00	0.00	-4,000.00	-4,000.00	0 %
3620 PULL CART RENTALS	61.00	207.00	300.00	93.00	69 %
3650 DRIVING RANGE	3,516.00	27,125.00	50,000.00	22,875.00	54 %
3660 GOLF SHOP CONCESSIONS SALES	5,938.85	53,409.48	85,000.00	31,590.52	63 %
3661 Golf Shop Grill Catering Revenues	0.00	731.55	2,000.00	1,268.45	37 %
3665 Golf Special Orders - Sales	355.97	5,110.95	5,000.00	-110.95	102 %
3675 Golf Clubhouse Rental Fees	450.00	7,420.00	10,000.00	2,580.00	74 %
3831 INVESTMENT EARNINGS	7,739.44	59,365.14	70,000.00	10,634.86	85 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	1,218.49	1,000.00	-218.49	122 %
3834 CIVIC CENTER RENTAL FEES	0.00	990.00	1,000.00	10.00	99 %
3835 SALES OF FIXED ASSETS	0.00	25,000.00	0.00	-25,000.00	** %
3836 SALES - PRC SHOP GOLF INVENTORY	2,673.77	23,404.90	55,000.00	29,595.10	46 %
3837 SHELTER RENTIS	600.00	4,720.00	13,000.00	8,280.00	36 %
3838 Building lease revenue	125.00	3,986.00	3,611.00	-375.00	110 %
3839 MISCELLANEOUS REVENUES	-6.44	1,677.30	500.00	-1,177.30	335 %
3840 Rental Golf Sets	55.00	895.00	300.00	-595.00	298 %
3841 Ball Field Rentals	300.00	300.00	0.00	-300.00	** %
3910 Insurance Recoveries	0.00	10,147.80	8,743.00	-1,404.80	116 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	40,893.81	81,500.00	40,606.19	50 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	309,400.00	309,400.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	390,289.00	390,289.00	0 %
Account Group Total:	264,001.83	3,705,967.69	5,653,169.00	1,947,201.31	66 %
Fund Total:	264,001.83	3,705,967.69	5,653,169.00	1,947,201.31	66 %

2

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100 GOVERNING BODY EXPENDITURES							
1019	PROFESSIONAL SERVICES	1,487.50	10,765.79	16,234.21	27,000.00	28,000.00	1,000.00
2100	DEPARTMENT SUPPLIES	6.00	606.63	847.50	1,454.13	2,000.00	545.87
2200	FOOD AND PROVISIONS	35.46	1,110.06	0.00	1,110.06	1,500.00	389.94
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	100.00	100.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	85.00	0.00	85.00	1,500.00	1,415.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	150.00	150.00
3700	ADVERTISING	55.25	337.75	0.00	337.75	575.00	237.25
3800	DATA PROCESSING SERVICES	46.90	93.80	206.20	300.00	300.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,725.00	0.00	1,725.00	3,500.00	1,775.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	204.00	0.00	204.00	250.00	46.00
4990	OTHER CONTRACTED SERVICES	0.00	3,000.00	0.00	3,000.00	6,000.00	3,000.00
6900	Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910	LIBRARY GRANT	170.00	102,652.74	0.00	102,652.74	116,500.00	13,847.26
6920	HISTORIC JAMESTOWN GRANT	9,500.00	9,500.00	0.00	9,500.00	9,500.00	0.00
6930	YMCA GRANT	0.00	22,350.00	0.00	22,350.00	22,350.00	0.00
6945	JYL Grant	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	700.00	700.00
Account Total:		11,301.11	152,430.77	17,287.91	169,718.68	199,725.00	30,006.32
4200 ADMINISTRATION EXPENDITURES							
1000	SALARIES AND WAGES	18,546.00	174,993.27	0.00	174,993.27	242,000.00	67,006.73
1003	LONGEVITY PAY	0.00	3,771.00	0.00	3,771.00	4,000.00	229.00
1009	FICA EXPENSE	1,359.99	13,160.95	0.00	13,160.95	19,000.00	5,839.05
1010	RETIREMENT EXPENSE	1,426.84	13,768.21	0.00	13,768.21	20,000.00	6,231.79
1011	HEALTH INSURANCE EXPENSE	1,734.90	15,326.10	0.00	15,326.10	22,000.00	6,673.90
1012	FLEX ADMINISTRATION FEES	13.00	181.51	0.00	181.51	200.00	18.49
1013	RETIREE HEALTH INSURANCE EXPENSE	524.95	4,834.63	0.00	4,834.63	10,800.00	5,965.37
1014	WORKER'S COMPENSATION	0.00	667.92	0.00	667.92	1,000.00	332.08
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	821.08	7,743.49	0.00	7,743.49	10,800.00	3,056.51
1019	PROFESSIONAL SERVICES	0.00	11,475.80	0.00	11,475.80	12,126.00	650.20
2100	DEPARTMENT SUPPLIES	67.98	651.00	0.00	651.00	1,700.00	1,049.00
2200	FOOD AND PROVISIONS	58.70	514.36	0.00	514.36	750.00	235.64
2600	OFFICE SUPPLIES	99.82	1,021.63	0.00	1,021.63	2,500.00	1,478.37
2900	ASSETS NOT CAPITALIZED	0.00	576.42	0.00	576.42	1,000.00	423.58
3100	TRAVEL	154.89	2,165.79	0.00	2,165.79	4,000.00	1,834.21
3150	CONFERENCE FEES AND SCHOOLS	40.00	2,437.00	0.00	2,437.00	9,000.00	6,563.00
3200	COMMUNICATIONS	449.28	4,717.83	1,357.17	6,075.00	6,500.00	425.00
3400	PRINTING	0.00	100.83	0.00	100.83	500.00	399.17
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	830.06	8,014.85	6,985.15	15,000.00	15,000.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	6,795.95	0.00	6,795.95	9,000.00	2,204.05
3960	BANK AND MERCHANT FEES	0.00	6.00	0.00	6.00	2,000.00	1,994.00
3980	MISCELLANEOUS EXPENSE	0.00	171.92	0.00	171.92	500.00	328.08
4300	EQUIPMENT RENTAL	39.75	1,857.85	798.00	2,655.85	3,000.00	344.15
4400	SERVICE & MAINTENANCE CONTRACTS	2,638.18	7,952.95	610.35	8,563.30	11,000.00	2,436.70

3

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	1,698.20	18,733.85	421.24	19,155.09	26,500.00	7,344.91
5200	DATA PROCESSING EQUIPMENT <i>Website</i>	3,700.00	4,950.00	0.00	4,950.00	5,000.00	50.00
6820	First Bank Individual Credit Card	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		34,203.62	306,591.11	13,171.91	319,763.02	444,926.00	125,162.98
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	6,652.00	63,053.62	0.00	63,053.62	87,000.00	23,946.38
1003	LONGEVITY PAY	0.00	2,161.00	0.00	2,161.00	2,250.00	89.00
1009	FICA EXPENSE	466.36	4,605.32	0.00	4,605.32	7,000.00	2,394.68
1010	RETIREMENT EXPENSE	520.18	5,099.74	0.00	5,099.74	7,000.00	1,900.26
1011	HEALTH INSURANCE EXPENSE	578.30	5,108.70	0.00	5,108.70	7,050.00	1,941.30
1012	FLEX ADMINISTRATION FEES	6.00	86.08	0.00	86.08	110.00	23.92
1014	WORKER'S COMPENSATION	0.00	133.59	0.00	133.59	200.00	66.41
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1017	401K EXPENSE	299.30	2,830.74	0.00	2,830.74	4,000.00	1,169.26
1019	PROFESSIONAL SERVICES	0.00	126.58	0.00	126.58	127.00	0.42
2100	DEPARTMENT SUPPLIES	105.83	590.22	0.00	590.22	750.00	159.78
2200	FOOD AND PROVISIONS	0.00	10.00	0.00	10.00	200.00	190.00
2500	VEHICLE SUPPLIES	614.75	652.72	0.00	652.72	750.00	97.28
2520	FUELS - GAS & OIL	0.00	0.00	500.00	500.00	750.00	250.00
2600	OFFICE SUPPLIES	0.00	10.34	0.00	10.34	1,000.00	989.66
2900	ASSETS NOT CAPITALIZED	0.00	649.00	0.00	649.00	900.00	251.00
3100	TRAVEL	178.33	228.33	0.00	228.33	850.00	621.67
3150	CONFERENCE FEES AND SCHOOLS	60.00	1,470.00	0.00	1,470.00	2,500.00	1,030.00
3200	COMMUNICATIONS	166.43	1,500.69	356.51	1,857.20	2,000.00	142.80
3400	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
3500	REPAIRS AND MAINTENANCE	0.00	55.00	0.00	55.00	250.00	195.00
3700	ADVERTISING	0.00	611.30	0.00	611.30	1,500.00	888.70
3800	DATA PROCESSING SERVICES	295.89	2,497.70	602.30	3,100.00	3,375.00	275.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	108.00	0.00	108.00	100.00	-8.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,746.00	0.00	1,746.00	2,000.00	254.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	400.00	50.00
4500	INSURANCE AND BONDING	0.00	270.64	0.00	270.64	300.00	29.36
4990	OTHER CONTRACTED SERVICES	275.00	683.04	0.00	683.04	2,000.00	1,316.96
4991	Telecommunications Contracted	7,500.00	7,500.00	0.00	7,500.00	7,500.00	0.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	225.00	225.00
6820	First Bank Individual Credit Card	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		17,718.39	102,138.35	2,458.81	104,597.16	143,287.00	38,689.84
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	519.41	3,728.54	621.55	4,350.09	7,000.00	2,649.91
2140	SEED and SOD	0.00	0.00	0.00	0.00	500.00	500.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	500.00	500.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2900	ASSETS NOT CAPITALIZED	384.59	384.59	2,115.00	2,499.59	2,500.00	0.41

This offsets the \$7500 revenue rec'd - for cell tower lease negotiations - paid to consultant

4

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3200	COMMUNICATIONS	112.06	1,274.61	685.39	1,960.00	2,000.00	40.00
3300	UTILITIES	2,046.60	16,705.87	3,031.97	19,737.84	28,000.00	8,262.16
3350	Water Utilities	39.52	184.16	0.00	184.16	400.00	215.84
3500	REPAIRS AND MAINTENANCE	0.00	10,908.81	59.00	10,967.81	17,500.00	6,532.19
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,075.69	20,120.05	6,185.00	26,305.05	32,000.00	5,694.95
4500	INSURANCE AND BONDING	0.00	22,553.37	0.00	22,553.37	25,000.00	2,446.63
4990	OTHER CONTRACTED SERVICES	11,000.00	18,969.50	2,500.00	21,469.50	23,000.00	1,530.50
5000	Capital Outlay - Land	0.00	0.00	0.00	0.00	4,500.00	4,500.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	25,000.00	25,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
	Account Total:	16,177.87	94,829.50	15,197.91	110,027.41	176,900.00	66,872.59
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	155,366.70	0.00	155,366.70	370,000.00	214,633.30
4911	Sheriff Off Duty - Town events	0.00	1,382.00	0.00	1,382.00	2,904.00	1,522.00
4912	Sheriff off-duty for non-profit	0.00	1,154.00	0.00	1,154.00	2,096.00	942.00
4920	ANIMAL CONTRCL CONTRACT	0.00	4,118.50	0.00	4,118.50	9,000.00	4,881.50
	Account Total:	0.00	162,021.20	0.00	162,021.20	384,000.00	221,978.80
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	0.00	1,107.50	0.00	1,107.50	6,400.00	5,292.50
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	395,692.86	0.00	395,692.86	527,600.00	131,907.14
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,135.80	0.00	5,135.80	17,200.00	12,064.20
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Account Total:	0.00	401,936.16	0.00	401,936.16	552,400.00	150,463.84
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	0.00	4,525.58	0.00	4,525.58	5,000.00	474.42
2400	CONSTRUCTION & REPAIR SUPPLIES	18.75	2,411.63	0.00	2,411.63	6,000.00	3,588.37
2500	VEHICLE SUPPLIES	0.00	1,353.91	0.00	1,353.91	5,000.00	3,646.09
2520	FUELS - GAS & OIL	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
2900	ASSETS NOT CAPITALIZED	0.00	5,864.00	0.00	5,864.00	40,000.00	34,136.00
3300	UTILITIES	37.92	53,358.58	0.00	53,358.58	105,000.00	51,641.42
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	4,645.00	4,645.00
3700	ADVERTISING	0.00	2,130.10	0.00	2,130.10	3,400.00	1,269.90
3955	Permit Fees	0.00	1,055.00	0.00	1,055.00	1,055.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,082.56	0.00	1,082.56	1,200.00	117.44
4980	STORMWATER FEES	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	2,174.00	2,174.00	35,174.00	33,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	21,400.00	0.00	21,400.00	22,000.00	600.00
5700	CAPITAL OUTLAY - LAND AND	0.00	2,750.00	4,250.00	7,000.00	208,815.00	201,815.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	56.67	100,931.36	8,924.00	109,855.36	444,889.00	335,033.64

Water tank cleaning - to be reimbursed by Verizon

5

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
1000	SALARIES AND WAGES	0.00	5,926.02	0.00	5,926.02	12,000.00	6,073.98
1009	FICA EXPENSE	0.00	447.57	0.00	447.57	1,200.00	752.43
1010	RETIREMENT EXPENSE	0.00	463.41	0.00	463.41	1,200.00	736.59
2100	DEPARTMENT SUPPLIES	177.60	177.60	0.00	177.60	6,000.00	5,822.40
4990	OTHER CONTRACTED SERVICES	0.00	2,990.00	315,686.66	318,676.66	319,000.00	323.34
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	120,000.00	120,000.00
Account Total:		177.60	10,004.60	315,686.66	325,691.26	459,400.00	133,708.74
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,734.40	65,045.14	0.00	65,045.14	98,000.00	32,954.86
1003	LONGEVITY PAY	0.00	793.00	0.00	793.00	1,000.00	207.00
1009	FICA EXPENSE	497.47	4,744.88	0.00	4,744.88	7,600.00	2,855.12
1010	RETIREMENT EXPENSE	528.58	5,160.25	0.00	5,160.25	8,000.00	2,839.75
1011	HEALTH INSURANCE EXPENSE	1,730.66	14,184.72	0.00	14,184.72	23,000.00	8,915.28
1012	FLEX ADMINISTRATION FEES	8.00	122.78	0.00	122.78	400.00	277.22
1013	RETIREE HEALTH INSURANCE EXPENSE	561.70	3,931.90	0.00	3,931.90	9,000.00	5,068.10
1014	WORKER'S COMPENSATION	0.00	9,295.63	0.00	9,295.63	13,500.00	4,204.37
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1017	401K EXPENSE	303.04	2,865.74	0.00	2,865.74	4,300.00	1,434.26
1019	PROFESSIONAL SERVICES	0.00	296.00	0.00	296.00	296.00	0.00
2100	DEPARTMENT SUPPLIES	274.89	7,347.40	0.00	7,347.40	13,200.00	5,852.60
2500	VEHICLE SUPPLIES	0.00	3,875.77	0.00	3,875.77	8,500.00	4,624.23
2520	FUELS - GAS & OIL	1,241.55	11,373.39	5,203.17	16,576.56	18,000.00	1,423.44
3200	COMMUNICATIONS	39.98	1,116.16	509.45	1,625.61	2,000.00	374.39
3400	PRINTING	0.00	420.00	0.00	420.00	1,000.00	580.00
3500	REPAIRS AND MAINTENANCE	567.33	3,228.86	0.00	3,228.86	4,800.00	1,571.14
3900	DRUG TESTING & BACKGROUND CHECKS	160.00	728.00	134.00	862.00	900.00	38.00
3940	LANDFILL FEES/DUMPSTER P/U	3,501.70	34,947.96	20,052.04	55,000.00	60,000.00	5,000.00
3945	Recycle Fees	8,100.00	64,022.40	24,300.00	88,322.40	92,000.00	3,677.60
3980	MISCELLANEOUS EXPENSE	0.00	279.58	0.00	279.58	500.00	220.42
4300	EQUIPMENT RENTAL	176.88	881.76	0.00	881.76	900.00	18.24
4500	INSURANCE AND BONDING	0.00	1,623.84	0.00	1,623.84	1,800.00	176.16
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		24,426.18	236,285.16	50,198.66	286,483.82	368,946.00	82,462.18
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	7,889.53	68,732.00	0.00	68,732.00	101,500.00	32,768.00
1003	LONGEVITY PAY	0.00	1,900.00	0.00	1,900.00	2,200.00	300.00
1009	FICA EXPENSE	597.44	5,357.52	0.00	5,357.52	8,500.00	3,142.48
1010	RETIREMENT EXPENSE	560.66	5,052.08	0.00	5,052.08	7,500.00	2,447.92
1011	HEALTH INSURANCE EXPENSE	1,294.95	10,747.85	0.00	10,747.85	16,000.00	5,252.15
1012	FLEX ADMINISTRATION FEES	7.00	93.43	0.00	93.43	100.00	6.57
1014	WORKER'S COMPENSATION	0.00	3,005.65	0.00	3,005.65	4,500.00	1,494.35
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1017	401K EXPENSE	321.50	2,804.80	0.00	2,804.80	4,200.00	1,395.20
1019	PROFESSIONAL SERVICES	0.00	246.80	0.00	246.80	247.00	0.20
2100	DEPARTMENT SUPPLIES	183.07	4,271.91	1,022.00	5,293.91	8,000.00	2,706.09
2140	SEED and SOD	0.00	432.00	0.00	432.00	1,500.00	1,068.00
2141	CHEMICALS	0.00	624.69	1,402.50	2,027.19	5,500.00	3,472.81
2142	FERTILIZER AND LIME	144.00	874.25	0.00	874.25	5,000.00	4,125.75

26

6

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2143	IRRIGATION SUPPLIES	0.00	37.20	0.00	37.20	800.00	762.80
2144	MULCH & PINE NEEDLES	1,836.00	2,370.40	0.00	2,370.40	6,000.00	3,629.60
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	20.00	0.00	20.00	300.00	280.00
2400	CONSTRUCTION & REPAIR SUPPLIES	859.43	1,243.96	0.00	1,243.96	6,100.00	4,856.04
2500	VEHICLE SUPPLIES	0.00	388.84	0.00	388.84	500.00	111.16
2520	FUELS - GAS & OIL	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
2550	EQUIPMENT SUPPLIES	0.00	869.84	163.00	1,032.84	4,000.00	2,967.16
2600	OFFICE SUPPLIES	0.00	72.03	0.00	72.03	500.00	427.97
2900	ASSETS NOT CAPITALIZED	0.00	2,500.00	0.00	2,500.00	2,500.00	0.00
3100	TRAVEL	90.10	90.10	0.00	90.10	250.00	159.90
3150	CONFERENCE FEES AND SCHOOLS	0.00	580.00	0.00	580.00	700.00	120.00
3200	COMMUNICATIONS	41.99	749.32	235.68	985.00	1,650.00	665.00
3300	UTILITIES	1,374.16	9,730.17	0.00	9,730.17	14,000.00	4,269.83
3350	Water Utilities	0.00	171.70	0.00	171.70	650.00	478.30
3500	REPAIRS AND MAINTENANCE	354.40	391.15	0.00	391.15	2,500.00	2,108.85
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3710	Sponsorship expenditures	0.00	34.50	0.00	34.50	100.00	65.50
3800	DATA PROCESSING SERVICES	0.00	0.00	120.00	120.00	120.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	268.00	232.00	500.00	500.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	250.00	75.00
3980	MISCELLANEOUS EXPENSE	0.00	125.00	0.00	125.00	500.00	375.00
3981	Special Events	383.00	7,530.00	1,380.00	8,910.00	12,000.00	3,090.00
4300	EQUIPMENT RENTAL	237.92	1,554.60	436.26	1,990.86	2,000.00	9.14
4400	SERVICE & MAINTENANCE CONTRACTS	318.32	2,064.99	555.00	2,619.99	2,700.00	80.01
4500	INSURANCE AND BONDING	0.00	1,804.27	0.00	1,804.27	2,000.00	195.73
4990	OTHER CONTRACTED SERVICES	195.00	8,491.75	1,250.00	9,741.75	28,354.00	18,612.25
5800	CAPITAL OUTLAY - BUILDINGS &	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	850.00	850.00
Account Total:		26,688.47	155,405.80	11,796.44	167,202.24	272,471.00	105,268.76
<i>concession bldg roof</i>							
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	21,818.86	208,481.67	0.00	208,481.67	292,000.00	83,518.33
1003	LONGEVITY PAY	0.00	5,705.00	0.00	5,705.00	5,800.00	95.00
1009	FICA EXPENSE	1,610.69	15,855.61	0.00	15,855.61	24,000.00	8,144.39
1010	RETIREMENT EXPENSE	1,636.89	16,020.73	0.00	16,020.73	23,000.00	6,979.27
1011	HEALTH INSURANCE EXPENSE	3,331.45	29,551.86	0.00	29,551.86	42,000.00	12,448.14
1012	FLEX ADMINISTRATION FEES	11.00	163.82	0.00	163.82	300.00	136.18
1013	RETIREE HEALTH INSURANCE EXPENSE	129.38	1,164.35	0.00	1,164.35	6,000.00	4,835.65
1014	WORKER'S COMPENSATION	0.00	5,956.03	0.00	5,956.03	6,000.00	43.97
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	940.78	8,935.98	0.00	8,935.98	12,400.00	3,464.02
1019	PROFESSIONAL SERVICES	0.00	677.50	0.00	677.50	678.00	0.50
2100	DEPARTMENT SUPPLIES	1,486.71	6,143.69	0.00	6,143.69	7,000.00	856.31
2140	SEED and SOD	0.00	1,032.00	0.00	1,032.00	3,500.00	2,468.00
2141	CHEMICALS	0.00	19,060.28	13,462.90	32,523.18	34,000.00	1,476.82
2142	FERTILIZER AND LIME	876.00	9,941.57	5,175.00	15,116.57	29,500.00	14,383.43
2143	IRRIGATION SUPPLIES	58.06	2,255.61	0.00	2,255.61	5,900.00	3,644.39
2145	TOPSOIL (Sand)	0.00	4,074.39	0.00	4,074.39	15,000.00	10,925.61
2155	TEE AND GREEN SUPPLIES	0.00	1,658.92	0.00	1,658.92	3,000.00	1,341.08
2200	FOOD AND PROVISIONS	0.00	112.99	0.00	112.99	100.00	-12.99

7

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	942.08	0.00	942.08	4,650.00	3,707.92
2500	VEHICLE SUPPLIES	0.00	334.52	0.00	334.52	1,500.00	1,165.48
2520	FUELS - GAS & OIL	656.35	14,673.08	5,578.62	20,251.70	20,000.00	-251.70
2550	EQUIPMENT SUPPLIES	958.02	11,963.54	1.00	11,984.54	15,500.00	3,515.46
2600	OFFICE SUPPLIES	0.00	292.67	0.00	292.67	200.00	-92.67
2900	ASSETS NOT CAPITALIZED	0.00	1,136.25	0.00	1,136.25	4,000.00	2,863.75
3100	TRAVEL	0.00	258.76	0.00	258.76	1,000.00	741.24
3150	CONFERENCE FEES AND SCHOOLS	0.00	355.00	0.00	355.00	1,500.00	1,145.00
3200	COMMUNICATIONS	194.33	3,031.87	1,453.13	4,485.00	5,200.00	715.00
3300	UTILITIES	1,623.20	13,666.20	775.35	14,441.55	19,000.00	4,558.45
3350	Water Utilities	0.00	171.70	0.00	171.70	650.00	478.30
3500	REPAIRS AND MAINTENANCE	1,158.80	7,338.32	1,505.27	8,843.59	12,889.00	4,045.41
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	74.77	713.92	336.08	1,050.00	1,050.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	591.00	609.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	128.58	2,554.31	0.00	2,554.31	3,800.00	1,245.69
3950	DUES AND SUBSCRIPTIONS	395.00	1,209.99	0.00	1,209.99	1,700.00	490.01
3980	MISCELLANEOUS EXPENSE	38.28	38.28	0.00	38.28	0.00	-38.28
4300	EQUIPMENT RENTAL	4,526.65	44,006.35	12,267.80	56,274.15	56,100.00	-174.15
4400	SERVICE & MAINTENANCE CONTRACTS	2,996.48	2,996.48	850.00	3,846.48	3,850.00	3.52
4500	INSURANCE AND BONDING	0.00	10,825.62	0.00	10,825.62	12,000.00	1,174.38
4950	LAB TESTING	0.00	295.00	0.00	295.00	400.00	105.00
4990	OTHER CONTRACTED SERVICES	0.00	871.00	0.00	871.00	5,000.00	4,129.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	26,207.60	26,207.60	26,225.00	17.40
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,516.00	0.00	5,516.00	5,516.00	0.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,259.00	24,259.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	2,200.00	2,200.00	590,000.00	587,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		44,650.28	460,593.94	70,421.75	531,015.69	1,328,367.00	797,351.31
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	12,725.96	131,186.75	0.00	131,186.75	187,500.00	56,313.25
1003	LONGEVITY PAY	0.00	1,205.00	0.00	1,205.00	1,250.00	45.00
1009	FICA EXPENSE	981.01	10,004.86	0.00	10,004.86	15,000.00	4,995.14
1010	RETIREMENT EXPENSE	724.40	7,177.03	0.00	7,177.03	10,000.00	2,822.97
1011	HEALTH INSURANCE EXPENSE	1,734.90	15,326.10	0.00	15,326.10	22,000.00	6,673.90
1012	FLEX ADMINISTRATION FEES	3.00	43.05	0.00	43.05	55.00	11.95
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,539.66	0.00	1,539.66	6,000.00	4,460.34
1014	WORKER'S COMPENSATION	0.00	1,335.84	0.00	1,335.84	2,000.00	664.16
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1017	401K EXPENSE	416.84	3,943.74	0.00	3,943.74	5,450.00	1,506.26
1019	PROFESSIONAL SERVICES	0.00	302.32	0.00	302.32	303.00	0.68
2100	DEPARTMENT SUPPLIES	1,675.07	4,965.50	1,521.12	6,486.62	10,700.00	4,213.38
2101	Grill Supplies	242.69	1,397.43	4,280.13	5,677.56	7,500.00	1,822.44
2150	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2156	RANGE SUPPLIES	0.00	2,475.00	0.00	2,475.00	4,000.00	1,525.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	30.00	0.00	30.00	350.00	320.00
2400	CONSTRUCTION & REPAIR SUPPLIES	450.76	810.12	393.89	1,204.01	1,000.00	-204.01
2500	VEHICLE SUPPLIES	0.00	30.97	0.00	30.97	500.00	469.03
2520	FUELS - GAS & OIL	0.00	0.00	500.00	500.00	500.00	0.00

8

10 GENERAL FUND

Account	Object	Expended	Expended	Encumbered	Committed	Current	Available
		Current Month	YTD	YTD	YTD	Appropriation	Appropriation
2600	OFFICE SUPPLIES	12.99	288.98	0.00	288.98	1,500.00	1,211.02
2700	GOLF INVENTORY FOR RESALE	0.00	13,246.09	6,600.00	19,846.09	38,000.00	18,153.91
2705	Golf Special Orders - Purchases	267.88	3,880.31	0.00	3,880.31	5,500.00	1,619.69
2710	CONCESSION INVENTORY RESALE	1,897.01	15,885.57	9,842.43	25,728.00	45,000.00	19,272.00
2715	Food purchased not in inventory	295.23	6,581.38	6,918.62	13,500.00	20,500.00	7,000.00
2900	ASSETS NOT CAPITALIZED	0.00	779.59	0.00	779.59	5,000.00	4,220.41
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	265.00	0.00	265.00	1,000.00	735.00
3200	COMMUNICATIONS	708.30	7,020.37	2,404.63	9,425.00	10,500.00	1,075.00
3300	UTILITIES	980.53	9,439.31	862.62	10,301.93	13,500.00	3,198.07
3350	Water Utilities	0.00	171.70	0.00	171.70	500.00	328.30
3500	REPAIRS AND MAINTENANCE	0.00	1,702.96	39.00	1,741.96	4,000.00	2,258.04
3700	ADVERTISING	60.40	3,956.60	3,081.40	7,038.00	15,000.00	7,962.00
3800	DATA PROCESSING SERVICES	589.69	5,276.08	1,423.92	6,700.00	7,100.00	400.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	478.00	1,522.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	119.58	2,432.36	0.00	2,432.36	3,600.00	1,167.64
3950	DUES AND SUBSCRIPTIONS	35.98	689.98	0.00	689.98	600.00	-89.98
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	481.88	8,890.72	7,678.99	16,569.71	20,000.00	3,430.29
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	146.81	1,355.00	940.43	2,295.43	2,500.00	204.57
4310	GOLF CART RENTALS	5,327.28	43,956.84	21,309.12	65,265.96	65,800.00	534.04
4311	SALES AND USE TAX PAID	0.00	8,735.74	0.00	8,735.74	20,000.00	11,264.26
4400	SERVICE & MAINTENANCE CONTRACTS	870.65	8,496.44	3,219.72	11,716.16	13,000.00	1,283.84
4500	INSURANCE AND BONDING	0.00	11,177.12	0.00	11,177.12	12,000.00	822.88
4990	OTHER CONTRACTED SERVICES	0.00	551.00	0.00	551.00	3,000.00	2,449.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	300.00	300.00
	Account Total:	30,748.87	337,030.51	72,538.02	409,568.53	587,058.00	177,489.47
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	22,763.10	131,638.97	0.00	131,638.97	171,250.00	39,611.03
7200	DEBT INTEREST PAYMENTS	2,089.52	19,990.74	0.00	19,990.74	25,650.00	5,659.26
	Account Total:	24,852.62	151,629.71	0.00	151,629.71	196,900.00	45,270.29
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	778.58	92,991.73	0.00	92,991.73	93,900.00	908.27
	Account Total:	778.58	92,991.73	0.00	92,991.73	93,900.00	908.27
	Account Group Total:	231,780.26	2,764,819.90	577,682.07	3,342,501.97	5,653,169.00	2,310,667.03
	Fund Total:	231,780.26	2,764,819.90	577,682.07	3,342,501.97	5,653,169.00	2,310,667.03

04/03/19
14:13:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 19

Page: 2 of 5
Report ID: B110

9

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	26.86	160.76	75.00	-85.76	214 %
3981 TRANSFER FROM GENERAL FUND	778.58	92,991.73	93,900.00	908.27	99 %
Account Group Total:	805.44	93,152.49	93,975.00	822.51	99 %
Fund Total:	805.44	93,152.49	93,975.00	822.51	99 %

04/03/19
14:14:08

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 3 / 19

Page: 8 of 12
Report ID: B100B

10

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	40,893.81	0.00	40,893.81	81,500.00	40,606.19
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	12,475.00	12,475.00
	Account Total:	0.00	40,893.81	0.00	40,893.81	93,975.00	53,081.19
	Account Group Total:	0.00	40,893.81	0.00	40,893.81	93,975.00	53,081.19
	Fund Total:	0.00	40,893.81	0.00	40,893.81	93,975.00	53,081.19

11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	90.32	2,738.80	3,000.00	261.20	91 %
3710 UTILITY CHARGE - WATER	60,201.56	641,505.65	905,000.00	263,494.35	71 %
3720 UTILITY CHARGE - SEWER	102,862.75	1,856,706.18	2,900,000.00	1,043,295.82	64 %
3730 TAPS AND CONNECTIONS - WATER	0.00	0.00	0.00	0.00	** %
3740 TAPS AND CONNECTIONS - SEWER	0.00	0.00	0.00	0.00	** %
3741 Meter Fee	0.00	950.00	0.00	-950.00	** %
3742 System Development Fees <i>refund</i>	-2,600.00	7,300.00	0.00	-7,300.00	** %
3743 System Administration/Installation Fee	0.00	150.00	0.00	-150.00	** %
3745 Connection Fees - Water and Sewer	450.00	7,100.00	9,000.00	1,900.00	79 %
3750 NONPAYMENT / RECONNECTION FEES	800.00	8,550.00	10,000.00	1,450.00	86 %
3755 Return Check Fees	0.00	375.00	500.00	125.00	75 %
3760 LATE FEES	1,710.00	16,710.00	21,000.00	4,290.00	80 %
3765 CREDIT CARD ADMINISTRATION FEES	56.62	524.01	650.00	125.99	81 %
3831 INVESTMENT EARNINGS	12,006.28	94,863.44	120,000.00	25,136.56	79 %
3839 MISCELLANEOUS REVENUES	0.00	82.80	500.00	417.20	17 %
3984 TRANSFER FROM CAPITAL PROJECTS FUND	1,245.69	1,245.69	1,245.69	0.00	100 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	61,118.61	123,000.00	61,881.39	50 %
3992 NET POSITION APPROPRIATED	0.00	0.00	70,364.31	70,364.31	0 %
Account Group Total:	176,823.22	2,699,920.18	4,164,260.00	1,464,339.82	65 %
Fund Total:	176,823.22	2,699,920.18	4,164,260.00	1,464,339.82	65 %

closed out capital project fund - so remaining funds go back into W/S fund

12

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	39,734.55	376,418.51	0.00	376,418.51	575,000.00	198,581.49
1003	LONGEVITY PAY	0.00	12,202.00	0.00	12,202.00	12,500.00	298.00
1009	FICA EXPENSE	3,030.89	29,658.21	0.00	29,658.21	44,000.00	14,341.79
1010	RETIREMENT EXPENSE	3,013.40	29,581.10	0.00	29,581.10	45,000.00	15,418.90
1011	HEALTH INSURANCE EXPENSE	5,204.70	45,696.54	0.00	45,696.54	77,000.00	31,303.46
1012	FLEX ADMINISTRATION FEES	24.00	345.33	0.00	345.33	700.00	354.67
1013	RETIREE HEALTH INSURANCE EXPENSE	561.70	5,095.69	0.00	5,095.69	10,800.00	5,704.31
1014	WORKER'S COMPENSATION	0.00	13,137.34	0.00	13,137.34	20,000.00	6,862.66
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	1,715.98	16,195.15	0.00	16,195.15	26,000.00	9,804.85
1019	PROFESSIONAL SERVICES	0.00	12,075.00	0.00	12,075.00	12,225.00	150.00
2100	DEPARTMENT SUPPLIES	2,129.97	12,034.26	214.56	12,248.82	30,000.00	17,751.18
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	58.70	867.44	0.00	867.44	1,000.00	132.56
2400	CONSTRUCTION & REPAIR SUPPLIES	1,806.01	3,064.75	1,000.00	4,064.75	14,000.00	9,935.25
2500	VEHICLE SUPPLIES	728.02	2,226.69	0.00	2,226.69	7,500.00	5,273.31
2520	FUELS - GAS & OIL	603.11	12,872.59	4,966.16	17,838.75	20,000.00	2,161.25
2550	EQUIPMENT SUPPLIES	0.00	1,509.01	600.00	2,109.01	5,000.00	2,890.99
2600	OFFICE SUPPLIES	44.99	889.95	0.00	889.95	2,000.00	1,110.05
2750	PURCHASE OF WATER	17,557.00	161,372.57	36,272.56	197,645.15	300,000.00	102,354.85
2755	Water Transmission Fees	1,591.50	14,826.40	0.00	14,826.40	23,000.00	8,173.60
2900	ASSETS NOT CAPITALIZED	0.00	722.82	0.00	722.82	21,195.00	20,472.18
3100	TRAVEL	0.00	381.79	0.00	381.79	3,000.00	2,618.21
3150	CONFERENCE FEES AND SCHOOLS	1,694.00	2,373.95	640.00	3,013.95	5,000.00	1,986.05
3200	COMMUNICATIONS	1,860.00	19,567.46	9,165.29	28,732.75	29,200.00	467.25
3300	UTILITIES	1,441.50	8,020.50	3,981.01	12,001.51	23,000.00	10,998.49
3350	Water Utilities	49.92	110.12	0.00	110.12	500.00	389.88
3400	PRINTING	362.53	3,111.63	1,743.20	4,854.83	6,000.00	1,145.17
3500	REPAIRS AND MAINTENANCE	1,154.10	10,191.24	10,016.00	20,207.24	30,000.00	9,792.76
3700	ADVERTISING	0.00	71.75	0.00	71.75	1,000.00	928.25
3800	DATA PROCESSING SERVICES	1,377.72	11,872.05	1,283.12	13,155.17	16,000.00	2,844.83
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	909.00	1,043.00	1,952.00	2,000.00	48.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,389.05	0.00	1,389.05	2,500.00	1,110.95
3955	Permit Fees	327.50	3,865.00	0.00	3,865.00	4,000.00	135.00
3960	BANK AND MERCHANT FEES	717.13	7,617.52	3,001.67	10,619.19	11,000.00	380.81
3980	MISCELLANEOUS EXPENSE	0.00	91.00	0.00	91.00	1,500.00	1,409.00
4300	EQUIPMENT RENTAL	39.75	1,857.84	798.00	2,655.84	3,000.00	344.16
4400	SERVICE & MAINTENANCE CONTRACTS	3,374.46	34,189.54	10,735.39	44,924.93	72,885.00	27,960.07
4500	INSURANCE AND BONDING	0.00	42,595.58	0.00	42,595.58	45,000.00	2,404.42
4950	LAB TESTING	60.00	3,548.00	3,092.00	6,640.00	7,000.00	360.00
4960	SEWER TREATMENT	63,757.67	425,084.53	0.00	425,084.53	900,000.00	474,915.47
4990	OTHER CONTRACTED SERVICES	17,543.49	42,027.35	90,117.41	132,144.76	157,500.00	25,355.24
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5200	DATA PROCESSING EQUIPMENT	3,700.00	4,950.00	0.00	4,950.00	5,000.00	50.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	36,489.57	36,489.57	37,000.00	510.43
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	12,512.00	12,512.00	12,500.00	-12.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	2,047.00	2,047.00	574,500.00	572,453.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	227,200.00	227,200.00

website

13

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	43,292.12	0.00	43,292.12	44,000.00	707.88
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.27	0.00	122,237.27	123,000.00	762.73
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Individual Credit Card	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	37,502.49	0.00	37,502.49	50,005.00	12,502.51
7200	DEBT INTEREST PAYMENTS	0.00	8,394.93	0.00	8,394.93	11,050.00	2,655.07
9600	TRANSFERS TO OTHER FUNDS	0.00	394,648.00	0.00	394,648.00	438,000.00	43,352.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		175,264.29	1,980,691.06	230,717.96	2,211,409.02	4,164,260.00	1,952,850.98
Account Group Total:		175,264.29	1,980,691.06	230,717.96	2,211,409.02	4,164,260.00	1,952,850.98
Fund Total:		175,264.29	1,980,691.06	230,717.96	2,211,409.02	4,164,260.00	1,952,850.98

04/03/19
14:13:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 19

Page: 4 of 5
Report ID: B110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	1,620.26	12,959.06	8,500.00	-4,459.06	152 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	38,000.00	38,000.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	76,500.00	76,500.00	0 %
Account Group Total:	1,620.26	50,959.06	123,000.00	72,040.94	41 %
Fund Total:	1,620.26	50,959.06	123,000.00	72,040.94	41 %

04/03/19
14:14:08

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 3 / 19

Page: 11 of 12
Report ID: B100B

15

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

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

04/03/19
14:13:37

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 19

Page: 5 of 5
Report ID: B110

16

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	234.66	1,568.85	500.00	-1,068.85	314 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	356,648.00	400,000.00	43,352.00	89 %
Account Group Total:	234.66	358,216.85	400,500.00	42,283.15	89 %
Fund Total:	234.66	358,216.85	400,500.00	42,283.15	89 %
Grand Total:	443,485.41	6,908,216.27	10,434,904.00	3,526,687.73	66 %

04/03/19
14:14:08

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 3 / 19

Page: 12 of 12
Report ID: B100B

17

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Account Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Fund Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Grand Total:	407,044.55	4,847,523.38	808,400.03	5,655,923.41	10,434,904.00	4,778,980.59

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial analysis of golf course operations for March 2019

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of March 2019. For the month of March 2019 in comparison to March 2018, revenues were up by approximately 28%. There were 9 bad weather and other closures (covers on greens) days in March 2019 as opposed to 12 days in March 2018.

Expenditures were down in March 2019 by approximately 23.8%.

The resulting operating loss for the golf course for the month of March 2019 before capital outlay amounts to \$11,934, while the operating loss in March 2018 before capital outlay was \$49,319. Grill operations net profit was \$215 in March 2019 as opposed to \$231 in March 2018. Fiscal year to date profit for the grill amounts to \$972 for 2018/19 and \$505 for 2017/18.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

**Jamestown Park Golf Course Operations
Summary
FYE 6/30/19**

	<u>March 2019</u>	<u>March 2018</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/19</u>	<u>YTD FYE 6/30/18</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Golf Course Operating Revenues	63,465	49,593	13,872	27.97%	535,409	514,461	20,948	4.07%
Golf Course Maintenance Expenditures (before capital outlay)	44,650	60,585	15,935	26.30%	455,078	477,160	22,082	4.63%
Golf Course Golf Shop Expenditures (before capital outlay)	30,749	38,327	7,578	19.77%	337,031	349,610	12,579	3.60%
Net exp < or > rev before Capital Outlay	(11,934)	(49,319)	37,385	75.80%	(256,700)	(312,309)	55,609	17.81%
Capital Outlay	-	9,000	9,000	100.00%	5,516	12,800	7,284	-56.91%
Net expenditures < or > revenues	<u>(11,934)</u>	<u>(58,319)</u>	46,385	79.54%	<u>(262,216)</u>	<u>(325,109)</u>	62,893	19.35%
Golf Rounds Played (not including complimentary play)	1,979	1,341			16,143	15,571		
Bad Weather Days (1) closed for aeration or covered greens	5 4	12			67 28	88 -		
Golf course employees paid during the month:								
Full-time positions	9	10						
Part-time hours	511	515						

(1) - Defined as rain, snow, 49 degrees or below, 95 degrees or above;
prior year was not split out between bad weather and other closures

Golf Course Revenues
Revenues
FYE 6/30/19

	<u>March 2019</u>	<u>March 2018</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/19</u>	<u>YTD FYE 6/30/18</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	34,222	26,037	8,185	31.44%	275,853	275,159	694	0.25%
Cart Rentals	16,192	10,912	5,280	48.39%	136,458	134,998	1,460	1.08%
Pull Carts	61	21	40	190.48%	207	177	30	16.95%
Driving Range	3,516	3,081	435	14.12%	27,125	25,163	1,962	7.80%
Sales - Golf Shop Inventory	3,030	3,128	(98)	-3.13%	30,516	24,579	5,937	24.15%
Sales - Golf Shop Concessions	5,939	5,564	375	6.74%	54,141	57,228	(3,087)	-5.39%
Golf Clubhouse Rental Fees	505	850	(345)	-40.59%	8,315	5,239	3,076	58.71%
Other:								
Insurance Recoveries		-	-		2,794	-	2,794	
Loyalty Points Redeemed		-	-		-	(8,082)	8,082	
	<u>63,465</u>	<u>49,593</u>	13,872	27.97%	<u>535,409</u>	<u>514,461</u>	20,948	4.07%

Jamestown Park Golf Course Operations
 Golf Maintenance Expenditures
 FYE 6/30/19

	<u>March 2019</u>	<u>March 2018</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>	<u>YTD FYE 6/30/19</u>	<u>YTD FYE 6/30/18</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	29,479	28,999	480	1.66%	292,513	290,069	2,444	0.84%
<i>Supplies & Materials</i>	4,035	21,660	(17,625)	-81.37%	73,642	96,605	(22,963)	-23.77%
<i>Contractual Services</i>	7,523	7,401	122	1.65%	58,994	64,198	(5,204)	-8.11%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,613</u>	<u>2,525</u>	1,088	43.09%	<u>29,929</u>	<u>26,288</u>	3,641	13.85%
<i>Total Exp before Capital Outlay</i>	<u>44,650</u>	<u>60,585</u>	(15,935)	-26.30%	<u>455,078</u>	<u>477,160</u>	(22,082)	-4.63%
<i>Capital Outlay</i>	<u>-</u>	<u>9,000</u>	(9,000)	100.00%	<u>5,516</u>	<u>9,000</u>	(3,484)	-38.71%
	<u><u>44,650</u></u>	<u><u>69,585</u></u>	<u><u>(24,935)</u></u>	<u><u>-35.83%</u></u>	<u><u>460,594</u></u>	<u><u>486,160</u></u>	<u><u>(25,566)</u></u>	<u><u>-5.26%</u></u>

Golf Shop Expenditures
FYE 6/30/19

	March 2019	March 2018	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/19	YTD FYE 6/30/18	VARIANCE (positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	16,585	15,785	800	5.07%	172,065	164,221	7,844	4.78%
<i>Supplies & Materials</i>	4,842	12,140	(7,298)	-60.12%	50,371	62,450	(12,079)	-19.34%
<i>Contractual Services</i>	6,345	6,960	(615)	-8.84%	74,272	81,317	(7,045)	-8.66%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	2,977	3,442	(465)	-13.51%	40,323	41,622	(1,299)	-3.12%
<i>Total Exp before Capital Outlay</i>	30,749	38,327	(7,578)	-19.77%	337,031	349,610	(12,579)	-3.60%
<i>Capital Outlay</i>	-	-	-		-	3,800	(3,800)	
	<u>30,749</u>	<u>38,327</u>	(7,578)	-19.77%	<u>337,031</u>	<u>353,410</u>	(16,379)	-4.63%

Jamestown Park Golf Course Operations

Grill Operations

FYE 6/30/19

	<u>March 2019</u>	<u>YTD FYE 6/30/19</u>	<u>March 2018</u>	<u>YTD FYE 6/30/18</u>
Golf Shop Grill Revenues	5,939	54,141	5,564	57,228
Golf Shop Rental Revenue	450	7,420	850	5,239
	<u>6,389</u>	<u>61,561</u>	<u>6,414</u>	<u>62,467</u>
 Expenditures:				
Wages	2,635	26,406	2,534	26,452
FICA	201	2,021	194	2,026
Benefits	903	8,298	838	7,868
Grill supplies	243	1,397	-	-
Food & beverage purchases	2,192	22,467	2,617	25,616
	<u>6,174</u>	<u>60,589</u>	<u>6,183</u>	<u>61,962</u>
 Net (Revenues - Expenditures)	 <u>215</u>	 <u>972</u>	 <u>231</u>	 <u>505</u>

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Nonprofit Applications for Budget FY 2019/2020

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman, Finance Director

SUMMARY:

Non-profit applications are due to the Finance Department by March 15th of each year. All of the applications were completed and submitted by the deadline. The following non-profits submitted applications for Council's consideration:

Historic Jamestown Society, Inc.
Jamestown Rotary Club
Mary Perry Ragsdale Family YMCA
Jamestown Veterans Memorial Committee
Jamestown Youth League (JYL)
Jamestown Public Library

ATTACHMENTS: Non-Profit Applications

RECOMMENDATION/ACTION NEEDED: None- Information Only

BUDGETARY IMPACT:

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED:

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization: **Historic Jamestown Society, Inc.**

Federal Tax Identification Number: 51-0163785

Mailing address: PO Box 512

City: Jamestown State: North Carolina Zip code: 27282

Phone number: 336.454.3819 Email address: director@mendenhallhomeplace.com

Fax number: Website address: www.mendenhallhomeplace.com

Chief Executive Officer Name: Jane Walker Payne

Mailing address: 105 Burrows Road

City: Jamestown State: North Carolina Zip code: 27282

Phone number: 336.454.6552 Email address: jpayne@northstate.net

Board of Directors, Chairman Name: Same as above

Mailing address:

City: State: Zip code:

Phone number: Email address:

Grant Funding Requested: \$9,500.00

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3)) Fiscal year end:
Yes No October 1 to September 30

Non-profit organization with articles of incorporation and by-laws: Yes
 No

How long has your organization been in existence?
Since 1974: 45 years

How many active members do you have in your organization?
128

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

2018-2019 Funds for repairing/replacing the siding of Madison Lindsay House
2017-2018 Funds for installing a new fire reporting and security system for the buildings of Mendenhall Homeplace
2016-2017 Funds to be used for match to receive grant funding for new roofs for Mendenhall House, Spring house, and Museum Building
2015-2016 Purchase and install 2 Jamestown National Historic District Signs and restore walkway
2014-2015 Install/repairs gutters and siding on Bank Barn and make various repairs to other bldgs
2013-2014 Install split-rail fencing around parking area and front of property

What is the purpose of your organization?

The Historic Jamestown Society interprets and preserves the rich heritage of Jamestown and nearby Guilford County communities by inviting neighbors and guests to explore and share the significant stories, experiences, and material cultures of the past to promote tolerance, inspire peace, and highlight the necessity of education. A vital resource for fulfilling our mission is the Mendenhall house, one of seven early 19th century structures located at the Mendenhall Homeplace historic site, the primary holding of Historic Jamestown Society (HJS). Richard Mendenhall's circa 1811 home, a National Register of Historic Places property and Guilford County Historic Landmark, exemplifies the community of Quaker trades people and farmers who actively opposed slavery, promoted education for all, and labored to create a life of peace and simplicity during troubled times. Mendenhall Homeplace serves as North Carolina's interpretive center of the "Other South," the 19th century South of non-slaveholding and peace loving people. The Mendenhall house is also one of the South's most authentic and intact historic Quaker homesteads.

What services/activities does your organization provide?

As the foremost historical museum and heritage tourism site in Jamestown, Mendenhall Homeplace interprets and preserves the rich heritage of our community while fostering education, promoting appropriate tourism, and serving as a steward of the historic and natural landscape "Old Jamestown." Every year we host hundreds of walk-in and scheduled tours for guests from throughout the country and the world. HJS also hosts lectures, educational internships, service projects, and the annual Village Fair. In addition, HJS sponsors and administers the only historic preservation advocacy award, The Mary A. Browning Historic Preservation Award, for our community.

What specific services are to be provided with Town funds?

The historic structure maintenance and collections project involves the completion of several smaller capital projects (i.e., museum and barn siding repair, drainage for lower barn, foundation stabilization of corn crib, chimney caps for Madison Lindsay House, paint for site buildings), as well as collections-related items (i.e., archival storage shelves, mylar and glaciene for photo images, archival file and storage boxes, hygrometers for climate monitoring, dehumidifiers for climate control, and support for the collections acquisition fund).

What will be the impact on your organization if these funds are not received?

Without the assistance of town funds, many of these projects will not be completed in the near future without drawing from the organization's core assets and threatening its long-term sustainability. Also, town funding of this project will allow HJS to use funds that would otherwise be used for this project to enhance: programmatic offerings, marketing, personnel costs and general outreach.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service?

HJS holds the stories and tangible vestiges of our town's history in trust for the benefit and enlightenment of its citizens and guests. An important part of serving as responsible stewards of our town's history is to preserve and interpret that history. A number of important artifacts are coming back to Mendenhall Homeplace and Jamestown, where they belong, and we need secure, climate-controlled storage to keep these treasures safe and secure (i.e., dehumidifiers, archival materials, shelving, etc.). In addition, the preservation of our significant historic structures is a vital component of our mission to preserve and share our community's history. The completion of a number of smaller projects are necessary to meet that end.

How will the services be provided?

Cardinal Milling will custom mill beveled, water-beaded siding to be used to for the Lindsay House project. Shawn Rogers, director of Mendenhall Homeplace and historic preservationist, along with local, skilled volunteers will install the siding and insulation, then prime and paint, as needed.

A local contractor and skilled volunteers will execute the necessary work for completing the artifact storage center. Diligence air will install the ductless HVAC system.

Are similar services available/provided in the Town from other organizations? Yes

No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

n/a

What is the added value to the Town of your service?

See above.

How will you ensure the services are equally available to all eligible residents of Jamestown?

Mendenhall Homeplace is a historic site open to the public. Admission is modest: \$5 for adults, \$3 for seniors, students 13 years of age or older, and \$2 for children under 13 years of age. HJS will never turn anyone away from the site because of financial hardship.

Number of full-time employees: 1

Number of part-time employees: 0

Amount of budgeted salaries and fringes (most recent budget):

\$31,600.00 per year.

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...).

n/a

Does your organization use volunteers other than possibly Board members?
Provide estimated numbers and describe the services they perform.

High Point Museum (6): Provided living history interpretation for onsite events such as Village Fair.
Cedarwood Garden Club (4): Cultivated and maintained a medicinal garden near the medical school.
Community volunteers (17): Served as docents, support staff, and caretaking assistants.
Village Fair exhibitors (28): Provided demonstrations of historic trades during our annual fair

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel?

The Town of Jamestown continues to be a sponsor of Village Fair, by way of the Jamestown Park. Jamestown personnel such as Chuck Smith, Carrie Spencer, Paul Blanchard, Martha Wolfe, Elizabeth Greeson, etc have assisted HJS by providing assistance, information, advice, and encouragement. If fact, the Town has helped us in so many ways that there is not enough space or time to fully document them.

EVENT / PROGRAM INFORMATION

Name of event or program :

Description of event or program :

The historic structure maintenance and collections project involves the completion of several smaller capital projects (i.e., museum and barn siding repair, drainage for lower barn, foundation stabilization of corn crib, chimney caps for Madison Lindsay House, paint for site buildings), as well as collections-related items (i.e., archival storage shelves, mylar and glaciene for photo images, archival file and storage boxes, hygrometers for climate monitoring, dehumidifiers for climate control, and support for the collections acquisition fund).

Describe type and amount of in-kind services requested for the next fiscal year :

\$1,500 grant from the High Point CVB for marketing
\$2,000 grant from the NC Preservation Consortium for conservation work and materials
HJS will begin a fund development campaign with a \$250,000 goal

Other funding sources (grants, donations, other local governments, etc.):

See above.

List plans for securing other funding and stability of that funding :

HJS plans to have several onsite fundraisers throughout the year: Bluegrass Day, Village Fair, Candlelight Tour, etc.

The director has spent 100 hours during the winter shutdown period to develop a funding plan and to seek new sources of revenue. The HJS board of directors is currently executing a sizable membership drive and the first significant capital campaign in nearly 25 years.

Intended impact on community :

See above.

Who is your target population?

The residents, neighbors, and guests of the Jamestown community.

Number of individuals and Town citizens that will be served by your agency as a result of this request:

See above.

Describe specific purpose for which Town funds will be used:

See above.

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature:	Date:
<i>Jane Walker Payne</i>	<i>3-15-2019</i>

Print Name:	Title:
<i>Jane Walker Payne</i>	<i>President, HJS</i>

Signature:	Date:
<i>Jane J. Wade</i>	<i>15 March 2019</i>

Print Name:	Title:
<i>Jane J. Wade</i>	<i>Vice-President</i>

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization:

JAMESTOWN ROTARY CLUB

Federal Tax Identification Number:

56-6088455

Mailing address:

P.O. BOX 174

City:

JAMESTOWN

State:

NC

Zip code:

27282

Phone number:

336-509-8725

Email address:

CLIFF@PADDOCKBUILDINGINC.COM

Fax number:

—

Website address:

—

Chief Executive Officer Name:

CLIFF PADDOCK

Mailing address:

412 GUILFORD ROAD

City:

JAMESTOWN

State:

NC

Zip code:

27282

Phone number:

336-509-8725

Email address:

CLIFF@PADDOCKBUILDINGINC.COM

Board of Directors, Chairman Name:

CLIFF PADDOCK

Mailing address:

(SEE ABOVE)

City:

State:

Zip code:

Phone number:

Email address:

Grant Funding Requested:

\$300.00

{ \$450.00 FOR DEPUTIES
\$150.00 FOR POSTAGE

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3))

Yes

No

Fiscal year end:

NOTR: { WE ARE AFFILIATED WITH ROTARY
INTERNATIONAL, WHICH IS A 501C3

Non-profit organization with articles of incorporation and by-laws:

Yes

No

How long has your organization been in existence?

60+ YEARS

How many active members do you have in your organization?

18

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
7. List of all affiliated organizations and agencies including name, federal tax identification number, purpose, and form of incorporation.
8. Most recent filing with the IRS.
9. Funding Financial Reporting Form showing how current year Town funds/services have been used. This does not apply to first-year applicants.
10. Current articles of incorporation and by-laws. If a registered non-profit organization (501(c)(3), etc), an IRS determination letter (unless submitted with previous application).

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

THE TOWN HAS PROVIDED FUNDING FOR PARADE POSTAGE AND SHERIFF'S DEPUTIES FOR AT LEAST THE LAST FOUR FISCAL YEARS,

What is the purpose of your organization?

THE JAMESTOWN ROTARY CLUB IS A SERVICE ORGANIZATION.

What services/activities does your organization provide?

- WE SPONSOR & ORGANIZE THE JAMESTOWN CHRISTMAS PARADE.
- WE ALSO SPONSOR THE JAMESTOWN HORSE SHOW + ROTARY GOLF TOURNAMENT TO RAISE FUNDS FOR CHARITABLE ORGANIZATIONS.

What specific services are to be provided with Town funds?

POSTAGE FOR PARADE MAILINGS: \$150.00
SHERIFF'S DEPUTIES FOR PARADE TRAFFIC CONTROL.
↳ \$650.00
\$800.00 TOTAL

What will be the impact on your organization if these funds are not received?

WE WILL BE UNABLE TO SPONSOR THE JAMESTOWN CHRISTMAS PARADE.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service?

ENJOYABLE, TRADITIONAL HOLIDAY ACTIVITY

How will the services be provided?

- POSTAGE IS APPLIED USING TOWN'S POSTAGE METAL
- DEPUTIES ARE REQUESTED BY ROTARY CLUB, AND ARE PAID BY TOWN CHECKS

Are similar services available/provided in the Town from other organizations?

Yes

No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

N/A

What is the added value to the Town of your service?

PARADE ENHANCES THE TOWN'S HOLIDAY SEASON.

How will you ensure the services are equally available to all eligible residents of Jamestown?

PARADE IS OPEN TO ALL RESIDENTS

Number of full-time employees:

0

Number of part-time employees:

0

Amount of budgeted salaries and fringes (most recent budget):

\$0

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...).

NO

Does your organization use volunteers other than possibly Board members?
Provide estimated numbers and describe the services they perform.

YES. ALL 18 CLUB MEMBERS VOLUNTEER AT PARADE. WE ALSO HAVE 15-20 OTHER VOLUNTEERS FROM THE JBA + JMCA.

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel?

YES. TOWN STAFF APPLY POSTAGE, AND THE PUBLIC WORKS DEPARTMENT CLOSERS STREETS, PROVIDES BARRICADES, CLEARS STREETS, ETC.

EVENT/PROGRAM INFORMATION

Name of event or program: JAMESTOWN CHRISTMAS PARADE

Description of event or program:
ANNUAL PARADE ON MAIN STREET, ON FIRST SUNDAY IN DECEMBER.

Describe type and amount of in-kind services requested for the next fiscal year:
- PUBLIC WORKS SUPPORT ON WEEKEND OF THE PARADE.
- SUPPORT BY CLERK'S STAFF WITH POSTAGE AND INQUIRIES.

Other funding sources (grants, donations, other local governments, etc.):
PARADE ENTRY FEES

List plans for securing other funding and stability of that funding:
~~SOLICIT PA~~
SOLICIT PARADE ENTRIES BY MAIL + EMAIL

Intended impact on community:
PROVIDE ENJOYABLE FAMILY HOLIDAY EVENT.

Who is your target population?
ENTIRE JAMESTOWN COMMUNITY

Number of individuals and Town citizens that will be served by your agency as a result of this request: WE NORMALLY HAVE ABOUT 80 ENTRIES IN THE PARADE, AND HUNDREDS OF SPECTATORS.

Describe specific purpose for which Town funds will be used:
POSTAGE
TRAFFIC CONTROL

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature:

Cliff Paddock

Date:

3/13/19

Print Name:

CLIFF PADDOCK

Title:

PRESIDENT

Signature:

George Swan

Date:

3/18/19

Print Name:

GEORGE SWAN

Title:

TREASURER

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization: **Mary Perry Ragsdale Family YMCA**

Federal Tax Identification Number: 56-0543243

Mailing address: 900 Bonner Dr.

City: Jamestown State: NC Zip code: 27282

Phone number: (336)882-9622 / Email address
kevin.bottomley@ymcagreensboro.org

Fax number: (336) 882-9625 / Website address: www.ragsdaleymca.org

Chief Executive Officer Name: Kevin Bottomley, Executive Director

Mailing address: 900 Bonner Dr.

City: Jamestown State: NC Zip code: 27282

Phone number: (336) 882-9622 ext. 227 /Email address:
kevin.bottomley@ymcagreensboro.org

Board of Directors, Chairman Name: Terry Hand

Mailing address: 3526 Sainsbury Ln.

City: Greensboro State: NC Zip code: 27409

Phone number: (207) 450-8422 / Email address: tjhand22@gmail.com

Grant Funding Requested: \$30,000

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3)) Fiscal year end: 12/31

Yes No

Non-profit organization with articles of incorporation and by-laws:

Yes No

How long has your organization been in existence? The YMCA has been operating in Jamestown since 1998 and opened the full facility in May 2004, this will be the 16th year of full facility operation.

How many active members do you have in your organization? 4,959 households (representing approximately 11,717 people).

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
7. List of all affiliated organizations and agencies including name, federal tax identification number, purpose, and form of incorporation.
8. Most recent filing with the IRS.
9. Funding Financial Reporting Form showing how current year Town funds/services have been used. This does not apply to first-year applicants.
10. Current articles of incorporation and by-laws. If a registered non-profit organization (501(c)(3), etc), an IRS determination letter (unless submitted with previous application).

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

2018-2019 – Capital pledge for debt service
2017-2018 – Capital pledge for debt service
2016-2017 – Capital pledge for debt service
2015-2016 – Capital pledge for debt service
2014-2015 – Capital pledge for debt service

What is the purpose of your organization? The Y is a cause-driven organization that is for youth development, for healthy living, and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health, and our neighbors.

What services/activities does your organization provide? The YMCA provides membership and programs to people of all ages in the areas of healthy living, youth development, and social responsibility. The Y addresses a broad spectrum of health issues including programs for the obese, seniors, cancer survivors, and much more regardless of people's fitness level/experience. The Y offers a low-cost option for families seeking sports/recreation not provided by the Town or other nonprofits in Jamestown. The Y is committed to addressing the ongoing needs of people in the community who are unable to pay for programs and services. The Y partners with local schools to address the need of preparing children for the first day of school through the Bright Beginnings program. In 2018 we also provided new programs and services to the local community including low-cost swim lessons to area schools, pickleball for seniors, and continued offer adaptive programs for people with disabilities.

What specific services are to be provided with Town funds? Town funds are used to pay capital debt on the building.

What will be the impact on your organization if these funds are not received? We may have to cut staffing and provide less program services to the community to be able to fund the additional debt-service.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service? There is no other organization public or private that offers the range of services and facilities available by the Y to the residents of Jamestown. The YMCA provides a 10% discount to Jamestown residents for membership. The Y also offers a no cost option through several insurance programs for seniors that qualify (i.e. Silver Sneakers) and the Y offers financial assistance based on a sliding-scale for residents who cannot afford YMCA membership and programs.

How will the services be provided? Services continue to be provided by the YMCA and community partners.

Are similar services available/provided in the Town from other organizations?

Yes No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

What is the added value to the Town of your service? Our cause is to strengthen the foundations of community. Every day we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background has the opportunity to learn, grow, and thrive. We offer an abundance of programming from wellness activities, sports, after school and summer camp programs, aquatic activities, and teen leadership activities so the Town can focus on other areas of need for the residents.

How will you ensure the services are equally available to all eligible residents of Jamestown? There are procedures in place to ensure all Jamestown residents receive the eligible discount.

Number of full-time employees: 10

Number of part-time employees: Approximately 100-125 part-time and seasonal

Amount of budgeted salaries and fringes (most recent budget): \$1,032,065 for full-time and part-time employees (includes salaries, benefits, and payroll taxes).

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...). NO

Does your organization use volunteers other than possibly Board members? Provide estimated numbers and describe the services they perform. We have a variety of volunteer opportunities available in the areas of administrative services such as filing and helping at the front desk. Seniors provide hours to coordinate senior activities. Sports volunteers work as coaches in our youth sports programs. We also have single-event volunteers. In 2018, volunteers provided over 2,511 hours in service to the Ragsdale YMCA, which represents the equivalent of 1.21 full-time staff equivalents worth of service.

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel? No.

EVENT/PROGRAM INFORMATION

Name of event or program: Capital Development

Description of event or program: The Town of Jamestown approached the leaders of the YMCA in an effort to bring a YMCA to the Town of Jamestown. The leaders of the Town at that time wanted the members of the community to have access to all the programs and facilities that a Y offers. The Y agreed with the town leaders that a YMCA would benefit the community in Jamestown and agreed to build a facility with the full support of the Town leaders. We continue to rely on the Town of Jamestown to fulfill the commitment to be able to continue to provide all of the program services and facility needs that were agreed upon several years ago.

Describe type and amount of in-kind services requested for the next fiscal year: \$30,000 to partially fulfill the capital pledge for debt service.

Other funding sources (grants, donations, other local governments, etc.): Other funding comes from earned income from the Y and other capital pledge being fulfilled as well as lease agreements from Family Services of the Piedmont.

List plans for securing other funding and stability of that funding: The Y conducted a capital campaign to bring the Y to the Jamestown community. The Y continues to collect pledges for the payment of capital debt service and uses money generated from operations to pay debt payments as well.

Intended impact on community: The intended community impact was to bring a Y to serve the Jamestown community. The Y has continued to operate a full-facility since May 2004.

Who is your target population? The people living in the Town of Jamestown and surrounding communities.

Number of individuals and Town citizens that will be served by your agency as a result of this request: This request provides funding for debt service payments, which will allow the Y to continue serving Town citizens and the surrounding communities.

Describe specific purpose for which Town funds will be used: To help offset the debt service that was taken out to build the facility that would provide programs and services to the members of the community at large.

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature:

Terry Hand

Date:

1/30/19

Print Name: Terry Hand

Title: Chair, Board of Managers

Signature:

Joe Jackson

Date:

2/4/19

Print Name: Joe Jackson

Title: Vice Chair, Board of Managers

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization:

JamesTown Veterans Memorial Committee

Federal Tax Identification Number:

Mailing address:

P.O. Box 1524

City:

JamesTown

State:

NC

Zip code:

27282

Phone number:

336-202-0045

Email address:

Fax number:

Website address:

Chief Executive Officer Name:

Mailing address:

City:

State:

Zip code:

Phone number:

Email address:

Board of Directors, Chairman Name:

Art Wise

Mailing address:

502 Forestdale Dr

City:

JamesTown

State:

NC

Zip code:

27282

Phone number:

336-202-0045

Email address:

ww2x4@gmail.com

Grant Funding Requested: \$500.00

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3))

Yes

No

Fiscal year end:

Non-profit organization with articles of incorporation and by-laws:

Yes

No

How long has your organization been in existence?

6 Years

How many active members do you have in your organization?

10

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
7. List of all affiliated organizations and agencies including name, federal tax identification number, purpose, and form of incorporation.
8. Most recent filing with the IRS.
9. Funding Financial Reporting Form showing how current year Town funds/services have been used. This does not apply to first-year applicants.
10. Current articles of incorporation and by-laws. If a registered non-profit organization (501(c)(3), etc), an IRS determination letter (unless submitted with previous application).

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

What is the purpose of your organization?

To support Veterans in Our community.

What services/activities does your organization provide?

Flag raising ceremonies To honor Vets

What specific services are to be provided with Town funds?

Law enforcement at pedestrian crossing during special events.

What will be the impact on your organization if these funds are not received?

No officer @ crossing.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service?

Safety

How will the services be provided?

One deputy at the crossing

Are similar services available/provided in the Town from other organizations?

Yes

No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

What is the added value to the Town of your service?

How will you ensure the services are equally available to all eligible residents of Jamestown?

0

Number of full-time employees:

0

Number of part-time employees:

0

Amount of budgeted salaries and fringes (most recent budget):

NO

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...).

Does your organization use volunteers other than possibly Board members?
Provide estimated numbers and describe the services they perform.

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel?

Meeting space

EVENT/PROGRAM INFORMATION

Name of event or program:

Description of event or program:

4 flag ceremonies during the year

Describe type and amount of in-kind services requested for the next fiscal year:

Other funding sources (grants, donations, other local governments, etc.):

none

List plans for securing other funding and stability of that funding:

Intended impact on community:

Safety

Who is your target population?

Everyone is invited

Number of individuals and Town citizens that will be served by your agency as a result of this request:

Describe specific purpose for which Town funds will be used:

To pay a deputy for safety at crossing

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature: _____ Date: 3/5/19
W. Arthur Wise

Print Name: _____ Title: _____
W. Arthur Wise Chairman

Signature: _____ Date: _____

Print Name: _____ Title: _____

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization:

Jamestown Youth League

Federal Tax Identification Number:

58-143-8489

Mailing address:

Po Box 1075

City:

Jamestown

State:

nc

Zip code:

27282

Phone number:

336-454-6259

Email address:

info@jylsports.com

Fax number:

None

Website address:

jylsports.com

Chief Executive Officer Name:

Benjamin Robinson

Mailing address:

5801 Weston Dr.

City:

Greensboro

State:

nc

Zip code:

27407

Phone number:

336-706-2719

Email address:

roblocloc@gmail.com

Board of Directors, Chairman Name:

Benjamin Robinson

Mailing address:

5801 Weston Dr.

City:

Greensboro

State:

nc

Zip code:

27407

Phone number:

336-706-2719

Email address:

roblocloc@gmail.com

Grant Funding Requested:

\$15,000

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3))

Yes

No

Fiscal year end:

July 31

Non-profit organization with articles of incorporation and by-laws:

Yes

No

How long has your organization been in existence?

39 years

How many active members do you have in your organization?

1,805

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
7. List of all affiliated organizations and agencies including name, federal tax identification number, purpose, and form of incorporation.
8. Most recent filing with the IRS.
9. Funding Financial Reporting Form showing how current year Town funds/services have been used. This does not apply to first-year applicants.
10. Current articles of incorporation and by-laws. If a registered non-profit organization (501(c)(3), etc), an IRS determination letter (unless submitted with previous application).

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

2015 JYL recieved \$5,000 from the town of Jamestown,
2016
2017 Grant money has covered expenses dealing with
2018 field rental and uniform maintenance.

What is the purpose of your organization? To provide recreational sports activities for the Jamestown community and outlying areas for ages 3-14. The league seeks to provide opportunities that promote skill development, sportsmanship and positive self growth. We promote volunteerism, community and parental involvement.

What services/activities does your organization provide?

Fall and Spring recreational league for soccer and baseball. We provide cheer and basketball in the winter. We also provide a spring softball season.

What specific services are to be provided with Town funds?

We would use the money to pay our rental fees to the town of Jamestown for soccer, baseball and softball use. We would use the remainder of the funds for new uniforms and equipment.

What will be the impact on your organization if these funds are not received?

Due to the rising cost of our current bills our organization would ~~look~~ look at reduction of sports and staff provided.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service?

Jamestown residents will not receive a discount, however JYL promotes a sense of community, town fellowship and quality of life.

How will the services be provided?

Our services will be provided by the sports that we offer.

Are similar services available/provided in the Town from other organizations?

Yes No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

YMCA - we do not.

What is the added value to the Town of your service?

Jamestown Youth League will promote a sense of community, town fellowship and better quality of life.

How will you ensure the services are equally available to all eligible residents of Jamestown?

We invite all members of the town of Jamestown, all members of the surrounding communities to be involved in our youth organization.

Number of full-time employees:

one

Number of part-time employees:

one

Amount of budgeted salaries and fringes (most recent budget):

Full time \$3583.33

Part time 960.00
4,543.33

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...).

No

Does your organization use volunteers other than possibly Board members?
Provide estimated numbers and describe the services they perform.

Yes 60 Baseball, Softball
100 Soccer
40 Basketball, Cheer

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel?

No assistance from the town.

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature:  Date: 3/14/19

Print Name: Benjamin Robinson Title: President Board of Directors

Signature:  Date: 3/14/19

Print Name: Brent Taylor Title: Vice President

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

**TOWN OF JAMESTOWN
APPLICATION FOR FUNDING**

APPLICANT INFORMATION

Name of organization:

Old Jamestown School Association DBA Jamestown Public Library

Federal Tax Identification Number:

56-1531476

Mailing address:

PO Box 1437

City:

Jamestown

State:

NC

Zip code:

27282

Phone number:

336-454-4815

Email address:

info@jamestownpubliclibrary.com

Fax number:

336-454-0630

Website address:

www.jamestownpubliclibrary.com

Chief Executive Officer Name:

N/A

Mailing address:

N/A

City:

N/A

State:

N/A

Zip code:

N/A

Phone number:

N/A

Email address:

N/A

Board of Directors, Chairman Name:

Gary Haynes

Mailing address:

719 W. Farris

City:

High Point

State:

NC

Zip code:

27262

Phone number:

336-887-1638

Email address:

ghaynes@northstate.net

Grant Funding Requested:

\$60,000.00

ORGANIZATION INFORMATION

Registered non-profit (501(c)(3))

Fiscal year end:

Yes

No

Non-profit organization with articles of incorporation and by-laws:

Yes

No

How long has your organization been in existence?

31 Years

How many active members do you have in your organization?

9,653 active family library card accounts

Required attachments:

1. Names, addresses, and terms of Board of Directors.
2. Names and terms of Officers.
3. Names of staff and titles.
4. Financial statements as of the end of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation if performed. Otherwise include internally prepared financial statements.
5. Signed and dated "Standard Assurances by Town-Assisted Non-Profit Agencies and/or Organizations".
6. A schedule of planned revenues and expenditures (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
7. List of all affiliated organizations and agencies including name, federal tax identification number, purpose, and form of incorporation.
8. Most recent filing with the IRS.
9. Funding Financial Reporting Form showing how current year Town funds/services have been used. This does not apply to first-year applicants.
10. Current articles of incorporation and by-laws. If a registered non-profit organization (501(c)(3), etc), an IRS determination letter (unless submitted with previous application).

Has your organization previously received funding from the Town of Jamestown? Yes No

If yes to the previous question, please indicate the Town fiscal year(s) and the purpose for the funding for the current and up to four previous fiscal years.

2015/16 - \$60,000.00 for payroll, building maintenance, and building insurance
2016/17 - \$60,000.00 for payroll, building maintenance, and building insurance
2017/18 - \$60,000.00 for payroll, building maintenance, and building insurance
2018/19 - \$60,000.00 for payroll, building maintenance, and building insurance

What is the purpose of your organization?

Jamestown Public Library strives to be a caring and compassionate community center that:

- Nurtures lifelong readers and lifelong learners
- Provides free access to literature, culture and information through books and other resources
- Respects the cultural and historic heritage of the community
- Helps the people of Jamestown and the surrounding communities to live more meaningful and more informed lives.

What services/activities does your organization provide?

We provide free resources in both print and electronic formats, literacy and educational programs to residents of Guilford County. Residents have access to up-to-date adult and children's materials including books, audiobooks, e-books/e-audiobooks, movies, magazines and newspapers, family activity packs, 10 public computers, a children's literacy station/computer, and Wi-Fi. Free programming includes free family movies, computer tutoring, summer reading programs for pre-k through middle and high school, as well as for adults, author visits, meeting and study spaces, educational speakers and history series programs.

What specific services are to be provided with Town funds?

Town Funds will be used to purchase building insurance, general upkeep and maintenance of the building, and physical improvements. The remaining funds will be used for payroll and operating expenses.

What will be the impact on your organization if these funds are not received?

Staff layoffs, reduced services and open hours to the community, decline in the physical appearance and safety of the building.

Why do the residents of Jamestown need the services? If applicable, will town residents receive a discount or reduced fee for the service?

The library offers Jamestown residents a place to obtain local and national news, reading materials, and free internet/computer access. Programming such as children's Storytime, summer reading programs, historical series, author visits and free family movies continue to offer residents with experiences they would otherwise not have access to enhance their quality of life, and reduce the summer learning loss for students. We are the only library within a 5 mile radius and provide a space for community members to interact with others and get professional help with a variety of needs. Any resident of Guilford County is eligible to receive a free library card that entitles them to a variety of resources and services provided by the library

How will these services be provided?

Library hours are Monday through Friday from 9 am – 6 pm and Saturday 10 am – 1 pm. Residents are free to visit the library anytime we are open to check out materials or request computer services. E-book services and limited digital library archive access have been added; this allows us to offer online access to materials 24 hours a day, seven days a week.

Are similar services available/provided in the Town from other organizations?

Yes

No

If so, who currently provides the service? How do you coordinate service delivery with these organizations?

N/A

What is the added value to the Town of your service?

Jamestown Public Library serves not only as a needed resource for equalizing access to all citizens, but it also serves as a focal point of the community, and a willing partner in town events and projects. Residents are able to utilize the resources the library provides as needed.

How will you ensure the services are equally available to all eligible residents of Jamestown?

All residents of Jamestown and Guilford County are eligible for a free library card upon showing proof of residency. Non- Guilford County residents are able to obtain a card for a small fee or a free guest pass to use the public computers. Equal access is one of the founding principles of the services we offer to Jamestown residents as well as one of our professional code of ethics as librarians.

Number of full-time employees:

1

Number of part-time employees:

3

Amount of budgeted salaries and fringes (most recent budget):

\$85,000.00 for payroll; Library Director has 7 paid vacation days.
No fringes offered for part-time employees.

Are any employees paid a bonus? If yes describe the bonus plan (qualification, amounts, etc...).

Employees currently do not receive a bonus.

Does your organization use volunteers other than possibly Board members? Provide estimated numbers and describe the services they perform.

We are very fortunate to have approximately 50 non-board member volunteers who provide a variety of services such as customer service and circulation desk duties, shelve books, collection development, light maintenance, change light bulbs, recycling, providing Storytime's for a multitude of ages. In addition they provide support for events and fundraisers throughout the year.

Does the Town provide any other assistance to your organization, such as office space or assistance from Town personnel?

The Town currently take cares of the library grounds surrounding the building, trash pick-up, and recycle pick-up, plumbing, sewage line clean-out to the street and manual labor for in-house projects.

EVENT / PROGRAM INFORMATION

Name of event or program:

Jamestown Public Library

Description of event or program:

We provide free resources in both print and electronic formats to residents of Guilford County. We host informative events, cultural exhibits, have literacy materials, programs and activities for both children and adults. We also provide computer and internet access to the community.

Describe type and amount of in-kind services requested for the next fiscal year:

The Town currently takes care of the grounds surrounding the library, trash and recycle pick-up, plumbing assistance and manual labor for in-house projects. We would request that this continue.

Other funding sources (grants, donations, other local governments, etc.):

Guilford County - \$55,000.00	
(July-December 2018) Other Funds, Fund Raisers, Donations, Library Fees ...	
Jamestown Friends of the Library - \$3,874.16	Rental Income - \$1,750.00
Fines and Print Services - \$4,172.12	Book Sales \$1,655.75
Jamestown Alumni Association \$340.16	Donations - \$5,643.75
Miscellaneous - \$971.95	Total \$73,907.89

List plans for securing other funding and stability of that funding:

Jamestown Library will apply for a CBO (Community Based Organization Grant) from Guilford County for the upcoming fiscal year. Funding request must be Approved by the Guilford County Board of Commissioners for fiscal year 2019-2020

- Seek and apply for non-government grants, focusing on literacy
- Implement new fundraisers with the support of the Friends of the Library group.

Intended impact on community:

Maintain our current level of service, while meeting new needs as they arise to the best of our abilities.

Who is your target population?

Guilford County residents, specifically the residents of Jamestown, High Point, and Greensboro.

Number of individuals and Town citizens that will be served by your agency as a result of this request:

Jamestown Library has served an average of 50,000 - 60,000 residents each year over the past several years. That number should remain steady or slightly rise due to area growth.

Describe specific purpose for which Town funds will be used:

\$10,000.00 – Building Maintenance and Renovations
 \$50,000.00 – Operating Expenses and Payroll

**TOWN OF JAMESTOWN
APPLICATION FOR NON-PROFIT ORGANIZATION FUNDING**

SIGNATURES AND CONDITIONS

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the Town, we agree to the conditions below.

**SIGNATURE OF TWO SIGNING OFFICERS
FROM THE BOARD OF DIRECTORS**

Signature:

Date:

Gary d. haynes

2.28.19

Print Name:

Gary Haynes

Title:

Board President

Signature:

Date:

Sarah Gibson

2/28/19

Print Name:

Sarah Gibson

Title:

Board Treasurer

CONDITIONS

1. After the event or upon the end of the fiscal year in which the program is held, the organization will complete a Financial Reporting form to show how the Town funds were actually spent or in-kind services utilized.
2. The organization agrees to comply with the requirements of the Assurances Affidavit.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of fee rates for Jamestown Park & Golf Course

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Golf Operations

CONTACT PERSON: Ross Sanderlin

SUMMARY:

Each year green fee rates are reviewed to insure the golf course staying competitive with other courses in the area and also to increase green fee revenue. Below are a few small changes we are proposing for the 2019 golf season.

Proposal to Increase Weekend Green Fee from \$27 to \$28

Proposal to increase Senior/Junior/Ladies walk 9 green fee from \$7 to \$9

Proposal to increase Senior/Junior/Ladies walk 18 green fee from \$12 to \$14

Proposal to increase above rates effective April 22, 2019

Dynamic Pricing Overview:

Dynamic Pricing is a price model which changes based on real time supply and demand. If you have ever shopped for a hotel room or plane ticket on line, you are probably familiar with the concept. Tee Time prices are based on a unique combination of factors including the season, day of the week, weather and time of day. Dynamic pricing golf rates will only be available for tee times booked online and the recent advances in technology are making the pricing much easier to implement. Once the "rules" are set, the rates are available online 3 days in advance to our more the 8,000 customers (and growing) in our database. The reason for using this method is simply to fill unused tee times during traditional non-busy times to increase revenue.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION: Council Member makes a motion to approve/deny fee rate schedule and approve/deny the use of dynamic pricing.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Property Donation from City of High Point

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

The Town was contacted by the City of High Point regarding the property at 107 Kingsdale Ct. Evidently, this property is owned by the City of High Point as a "leftover" from the subdivision creating lots in Cedarwood. The property does not appear to be "buildable" and contains the Town of Jamestown's utility lines which bisect the property. The City of High Point has no need to retain ownership and would like to quitclaim deed it to the Town of Jamestown. The City Council in High Point have already agreed (see attached resolution) and the attached paperwork would need to be signed by both the City of High Point and the Town of Jamestown to complete the transaction.

At the March 19, 2019, meeting, the Town Attorney indicated that she was concerned about some of the wording related to a reversionary clause and was going to contact the High Point City Attorney. We will expect to hear from the Town Attorney on this issue at the April 16th regular meeting.

ATTACHMENTS: Resolution by City of High Point; quitclaim deed from City of HP to Town of Jamestown.

RECOMMENDATION/ACTION NEEDED: Approve the acceptance of the donated to to the Town of Jamestown from the City of HP

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to approve acceptance of donated lot at 107 Kingsdale Ct.

FOLLOW UP ACTION NEEDED: Execute the quitclaim deed

DRAWN BY: JoAnne Carlyle, City Attorney, City of High Point
City Attorney, P. O. Box 230, High Point, NC 27261

MAIL TO: Town of Jamestown, P O Box 848, Jamestown, NC 27282

Property Address: Parcel # 158884 107 Kingsdale Court, Jamestown, NC

Stamps: Exempt

NORTH CAROLINA

QUITCLAIM DEED

GUILFORD COUNTY

THIS QUITCLAIM DEED, made and entered into this _____ day of _____, 2019 by and between the **CITY OF HIGH POINT**, a North Carolina Municipal Corporation (P.O. Box 230, High Point, NC 27261) hereinafter referred to as GRANTOR, and, **TOWN OF JAMESTOWN**, a North Carolina Municipal Corporation, (P. O. Box 848, Jamestown, NC 27282), hereinafter referred to as GRANTEE;

WITNESSETH:

WHEREAS, the GRANTOR, subject to the conditions set forth and in further consideration of the sum of One dollar and No/100's (\$1.00) to it paid by GRANTEE, the receipt of which is hereby acknowledged, has quitclaimed and by these presents, does quitclaim unto GRANTEE, its successors and assigns, all right, title and interest which it has in and to the tract or parcel of land in the County of Guilford, State of North Carolina, Jamestown Township, and more particularly bounded and described as follows:

See Attached "Exhibit A".

The property hereinabove described was acquired by Grantor by instrument recorded in Book 4607, Page 2062.

SPECIAL PROVISIONS:

Restrictive use of land: The property is restricted to public use only. The consideration of this conveyance is the **TOWN OF JAMESTOWN'S** agreement to use this property only for "public" purpose. If for any reason the property ceases to be used for a "public" purpose, the property shall revert back to the City of High Point.

TO HAVE AND TO HOLD, the said Property and all privileges and appurtenances thereunto belonging to Grantee, its successors ad/or assigns, in the fee simply subject to any easements, restrictions, and right-of-way, if any, and ad valorem taxes for current and subsequent years.

GRANTOR makes no warranty, express or implied, as to the title of the Property.

IN WITNESS WHEREOF, the said party of the first part has caused this Deed to be executed in its corporate name by its Mayor, attested by its Clerk, the day and year first written above.

CITY OF HIGH POINT

By:

Jay W. Wagner
Mayor of the City of High Point

Attest: _____
Lisa B. Vierling
City Clerk

NORTH CAROLINA

GUILFORD COUNTY

I, _____, a Notary Public of the County and State aforesaid, do hereby certify that Lisa B. Vierling personally appeared before me this day and acknowledged that she is City Clerk of the City of High Point, and that by authority duly given and as an act of the said City, the foregoing instrument was signed in its name by its Mayor, and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the ___ day of _____, 2019.

Notary Public

My commission expires:

**RESOLUTION APPROVING SALE OF REAL PROPERTY
TO THE TOWN OF JAMESTOWN, NORTH CAROLINA
PURSUANT TO N.C.G.S. 160A-274**

WHEREAS, the City of High Point ("City") owns a 2.78 acre tract of land identified as Parcel No. 0158884, located at 107 Kingsdale Court, Jamestown, NC ("Property"), which is a residential subdivision parcel platted as common drainage area; and

WHEREAS, the Town of Jamestown ("Jamestown") provides sewer service to the residential subdivision and has a portion of their sanitary sewer line across the property; and

WHEREAS, the City has no current use or need of the Property; and

WHEREAS, the City and Jamestown are "governmental units" as defined by N.C.G.S. §160A-274 and are thereby the City is authorized to sell real property to Jamestown as a governmental unit upon such terms and conditions as it deems wise, with or without consideration, by way of action taken by its governing body; and

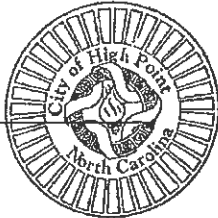
WHEREAS, the City has offered the Property for no consideration to Jamestown, and Jamestown has agreed to accept the Property.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of High Point pursuant to the North Carolina General Statute 160A-274, the Mayor is hereby authorized to execute any and all documents to convey 2.78 acre tract of land identified as Parcel No. 0158884, located at 107 Kingsdale Court, Jamestown, NC to the Town of Jamestown. In addition, the Mayor is hereby authorized to execute any and all documents necessary to give effect to this resolution and compliance with applicable North Carolina law.

Adopted: February 4, 2019.

Attest:


Lisa B. Vierling,
High Point City Clerk





Mayor Jay W. Wagner

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Staggered Terms

AGENDA ITEM #: IV-C

+

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Administration

CONTACT PERSON: Beth Koonce, Town Attorney

SUMMARY:

One of the key topics in the previous election was the question of staggered terms for Council members. There are some distinct advantages of having staggered terms that warrant discussion among the Council so that staff may prepare of the upcoming election cycle.

- Ensures continuity of leadership. The current leadership (Council) could completely change every two years. This is disruptive to staff and citizens alike.
- Allows Council members a greater likely-hood to see projects through from inception to completion. Projects often take more time than 2 years to implement.
- Staggered terms reduce the power of "voting blocs" or special interest groups/political action committees from staging a complete takeover of Council leadership in a single election.
- It also reduces the possibility that voter wrath over a single controversial issue will cause a drastic shift in Council leadership.

General Process:

1. Council to adopt a resolution of intent to consider an ordinance amending the Town Charter to create staggered terms. A public hearing date is set.
2. The public hearing is held.
3. If the ordinance is passed, it does not become effective until:
 - A) The ordinance is voted upon by the people in a special election set within 90 days of the date of ordinance adoption. Costs for a special election would be borne by the Town;

At the April 16, 2019, meeting, the Town Council will host a public hearing. No vote will be taken at this meeting. The statutes state that the Town may adopt the ordinance at the next regular meeting (and no later than 60 days after the date of public hearing).

ATTACHMENTS: Draft of the Ordinance Amending the Charter of the Town of Jamestown with respect to four-year staggered terms.

RECOMMENDATION/ACTION NEEDED: Conduct the public hearing as required by GS 160A-101.

BUDGETARY IMPACT: N/A (unless special election is desired)

SUGGESTED MOTION: N/A at this meeting. The Council will open and close the public hearing at this meeting.

FOLLOW UP ACTION NEEDED: A vote on the ordinance will occur at the May 21, 2019, regular meeting.



Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE
CHARTER OF THE TOWN OF JAMESTOWN TO CHANGE FROM TWO-
YEAR TERMS TO FOUR-YEAR STAGGERED TERMS FOR THE MEMBERS
OF THE TOWN COUNCIL AND SETTING THE DATE FOR A PUBLIC
HEARING THEREON**

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Town Council of the Town of Jamestown may adopt an ordinance to amend the Charter of the Town to implement any of the optional forms set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown that:

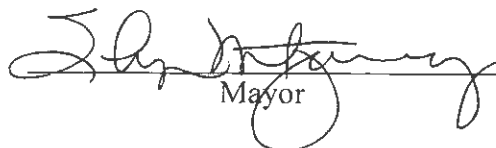
1. The Town Council hereby intends to consider an ordinance amending the Charter of the Town of Jamestown, as set forth in Chapter 370 of the 1981 Session Laws of North Carolina, as amended, to change from two-year terms to four-year staggered terms for the members of the Town Council as authorized by G.S. 160A-101(4). It is proposed that at the regular municipal election to be held in 2019, the two candidates who receive the highest number of votes shall be elected for four-year terms, while the two candidates who receive the next highest number of votes shall be elected for two-year terms. At the regular municipal election to be held in 2021, and every four years thereafter, two members of the Town Council shall be elected to serve for four-year terms. At the regular municipal election to be held in 2023, and every four years thereafter, two members of the Town Council shall be elected to four-year terms.

2. A public hearing on the proposed ordinance is hereby called at Council Chambers of the Jamestown Town Hall located at 301 E. Main Street at 6:30 pm on Tuesday, April 16, 2019.

3. Following the public hearing called hereby, the Town Council shall consider passage of the ordinance at its regular meeting on Tuesday, April 16, 2019.

4. The Town Clerk is hereby directed to cause to be published in the Jamestown News a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

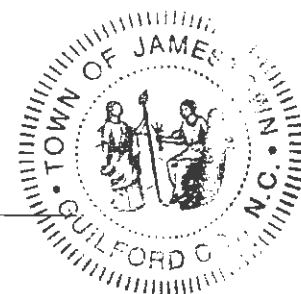
Adopted this 19th day of March, 2019.


Mayor

ATTEST:



Clerk



**AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF JAMESTOWN TO
IMPLEMENT FOUR-YEAR STAGGERED TERMS FOR THE MEMBERS OF THE
TOWN COUNCIL**

BE IT ORDAINED by the Council of the Town of Jamestown:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the Town of Jamestown, as set forth in Chapter 370 of the 1981 Session Laws of North Carolina, as amended, is hereby further amended to provide that the members of the Town Council shall hereafter be elected for four-year terms on a staggered basis as set forth in Section 2 below.

Section 2. At the regular municipal election to be held in 2019, the two candidates who receive the highest number of votes shall be elected for four-year terms, while the two candidates who receive the next highest number of votes shall be elected for two-year terms. At the regular municipal election to be held in 2021, and every four years thereafter, two members of the Town Council shall be elected to serve for four-year terms. At the regular municipal election to be held in 2023, and every four years thereafter, two members of the Town Council shall be elected to four-year terms. The Council members shall be elected by the qualified voters of the Town voting at large.

At the regular municipal election to be held in 2019, the candidate who receives the highest number of votes for Mayor shall be elected for a four-year term. The Mayor shall be elected by the qualified voters of the Town voting at large.

Section 3. The Town Clerk shall cause a notice to be duly published, stating that an ordinance amending the Charter to implement four-year staggered terms for the members of the Town Council, including the office of Mayor, has been adopted. Subject to any referendum petitioned for and conducted pursuant to G.S. 160A-103, this ordinance shall be in full force and effect from and after May 21, 2019.

Adopted this _____ day of _____, 20____.

Lynn Montgomery, Mayor

ATTEST: Approved as to Form:

Katie McBride, CMC, Town Clerk

Elizabeth Koonce, Town Attorney

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation recognizing Municipal Clerks Week

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Municipal Clerks week is May 5th-11th. Municipal Clerks Week was initiated by the International Institute of Municipal Clerks (IIMC). It celebrates and brings awareness to the services that clerks provide to local government and the community. This year marks the 50th anniversary of Municipal Clerks Week!

ATTACHMENTS: Proclamation recognizing Municipal Clerks Week

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Proclamation

50th Anniversary of Municipal Clerks Week

May 5 - 11, 2019

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Lynn Montgomery, Mayor of the Town of Jamestown, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Katie McBride, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 16th day of April, 2019

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation recognizing Public Works Week

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Public Works Week is May 19th-25th. It celebrates and recognizes the many contributions made by public works employees to society. The theme this year is "It Starts Here." The theme represents the many facets of modern civilization that grow out of the efforts put forth by public works professionals.

ATTACHMENTS: Proclamation recognizing Public Works Week

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION
National Public Works Week

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, highways, public buildings, and solid waste collection; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials and personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, LYNN MONTGOMERY, Mayor of the Town of Jamestown, do hereby proclaim the week of May 19th-25th, 2019 as "**NATIONAL PUBLIC WORKS WEEK**" in the Town of Jamestown.

AND urge all citizens to acquaint themselves with the issues involved in providing our public works and to recognize the contribution which the public works professionals make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 16th day of April, 2019.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Preliminary Budget and CIP

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 15 minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman / Kenny Cole

SUMMARY:

The preliminary budget and a summary for all funds is included in your notebook. Also included is the preliminary CIP. The following contributed to the proposed budget:

- We were quoted an estimate of 8-11% increase in health insurance premiums. Actual renewal premiums are unknown at this time. We have estimated and budgeted premiums based on the high side in order to be conservative.

- Budget includes a 2% COLA increase and a 0-2% merit increase.

- The non-profit grants budget funding has been combined in a single line item of a maximum of \$100,000 in the Governing Body department. After allocation of these funds has been decided (after approval of the 2019-20 budget), a budget amendment will be made to put the funds in the appropriate department and line. Thus, all that is needed for approval of the budget is for the \$100,000 maximum non-profit grant funding.

- Increases in water rates of 3.5% have been included in revenues and expenditures in the Water & Sewer Fund. This is due to the fact that water rates from the Piedmont Triad Regional Water Authority, which supplies the majority of the Town's water, are increasing 3.5%. And water rates from the City of High Point are increasing 4%. Sewer rates will remain at the same rate for another year. We had hoped the rate that the City of High Point charges the Town for sewer treatment would decrease for this budget. However the project that precipitated the increase has not been completed. Thus the rate charged to the Town will remain the same as the 2018/19 fiscal year, and consequently the rate charged to customers by the Town will also not decrease for the 2019/20 budget.

- Projects of approximately \$4.1 million are included in 2019-20 on the CIP. Of this amount, \$2,781,500 in projects are set up as capital project funds, so do not impact the operating budget. The remaining amount of \$1,372,250 in projects are included in the 2019-20 operating budget. These funds come from both fiscal year 2019-20 revenues and appropriated fund balance.

- Fund balance is being used in amounts of \$622,659 in the General Fund and \$491,305 in the Water & Sewer Fund to fund capital items. Operating revenues exceed operating expenditures (excludes capital outlay and transfers between funds) thus all fund balance needed to balance the budget are only being used for capital items.

Preliminary 2019/20 budget (total of all funds) shows a 6.46% decrease from the 2018/19 amended budget.



ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Advise if you would like to see changes made to preliminary budget

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Set Public Hearing date for 2019-20 Budget and CIP

AGENDA ITEM #: V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman / Kenny Cole

SUMMARY:

We request to set the public hearing for the 2019-20 budget and CIP for the next meeting which will be May 21st.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Set public hearing date for the 2019-20 budget and CIP for the next meeting on May 21st.

BUDGETARY IMPACT:

SUGGESTED MOTION: Set public hearing date for the 2019-20 budget and CIP for the next Council meeting on May 21st.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: East Main Street Sidewalk Project

AGENDA ITEM #: V-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

We are opening bids on the East Main Street Sidewalk Project on Thursday, April 11, 2019. We had three contractors attend the Pre-Bid meeting on April 2. We have discussed the project with four contractors, but at this time it is unclear how many will submit a bid. This project falls under the informal bidding rules per North Carolina General Statutes.

We intend to recommend approval of the lowest responsive, responsible bid at the regular Town Council meeting on April 16, 2019.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Award contract to the lowest responsive, responsible bidder.

BUDGETARY IMPACT: East Main Street Sidewalk Capital Project fund - to be reimbursed by Federal & State funds

SUGGESTED MOTION: Award contract to the lowest responsive, responsible bidder.

FOLLOW UP ACTION NEEDED: To be determined

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Authorize Town Manager to enter into contract w/ McAdams Co.

AGENDA ITEM #: V-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: April 16, 2019

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

The Town Council appointed a steering committee to assist in the selection of a Parks & Recreation consultant and to provide feedback during the planning processes. The consultant would be asked to prepare an overall update to the Town's 2008 Parks & Recreation Master Plan and to provide a strategic plan for the areas at Jamestown Park which include the playgrounds, picnic shelters, and baseball fields. The goal is to apply for grant funding in 2020 to assist with the implementation of any amenities which would be identified through the public engagement processes implemented by the consultant.

During the steering committee's meeting on March 18, 2019, three short-listed firms (from 8 responding firms) were interviewed and graded on criteria set forth in the request for qualifications letter sent to each firm. The highest ranking firm was McAdams Company. Staff have been in negotiation with McAdams to ensure that the scope of the project meets the budget allocated during the FY 18-19 budget (\$20,000 allocated), along with the projected FY 19-20 budget (\$20,000 proposed).

The staff respectfully request that the Town Council authorize the Town Manager and Finance Director to negotiate and execute any contract documents required to begin this project.

ATTACHMENTS: Draft proposal from McAdams Co.

RECOMMENDATION/ACTION NEEDED: Approve the Town Manager/Finance Director to execute any contract documents for this project.

BUDGETARY IMPACT: \$20,000 in FY 18-19; proposed \$20,000 in FY 19-20.

SUGGESTED MOTION: Move to authorize the Town Manager and Finance Director to execute any contract documents to begin this project.

FOLLOW UP ACTION NEEDED: N/A

April 3, 2019

Mr. Matthew Johnson, AICP

**RE: Town of Jamestown
Comprehensive Parks and Recreation Master Plan + Jamestown Park Strategic Plan
FOR-18602**

Dear Mr. Johnson,

We appreciate the opportunity to provide the following proposal for planning services related to development of a comprehensive parks and recreation master plan for a ten-year planning horizon. Part of this comprehensive plan will include a strategic plan for Jamestown Park Renovations.

PROJECT UNDERSTANDING

It is our understanding Town of Jamestown is interested in development of a comprehensive parks and recreation master plan for a ten-year planning horizon. It is also our understanding the Town would like to develop a strategic plan for the Jamestown Park. The below outlines a scope of services needed to complete the comprehensive and strategic plan.

PROPOSED SERVICES + FEES

We propose the following services (Alphanumeric task numbers are for internal coding purposes):

COMPREHENSIVE MASTER PLAN

R8.00 Kick-Off Meeting + Site Visits and Inventory:

FEE: \$4,670

We will begin the planning process by conducting a kick-off meeting with Town of Jamestown staff to review the goals and objectives, establish lines of communication, finalize the project schedule, outline the public engagement process, and to begin gathering data.

The team will facilitate an asset mapping workshop with Town staff to understand current strengths and identify system-wide gaps. The asset mapping results will be used to inform the topics for more detailed assessments.

The team will conduct site tours with staff to current Town owned and operated parks and recreation facilities in order to observe general park conditions as a basis for planning. These sites shall include:

- > Wrenn Park;
- > Jamestown Park;

- > The Soccer Complex; and
- > Two entrance monument pocket parks.

Throughout these site visits, we will document existing parks via digital photography. A set of evaluation criterion (such as access and linkages, aesthetic and image, grading and drainage, comfort, and physical condition of equipment) will be used to evaluate the condition of existing facilities. The site assessments will inform recommendations for park improvements.

The site assessments will be used to inform recommendations for physical improvements, expansions and upgrades at each site.

R8.09 GIS + Base Mapping:

FEE: \$1,500

The team will obtain readily available GIS data from the Town and prepare a base map depicting existing Town owned and operated parks and recreation facilities (locations / addresses / PIN numbers to be provided by the Town). The map will also show primary transportation routes, environmental features (streams, lakes, etc.), and jurisdictional boundaries. The map will demonstrate where there are gaps in service as it relates to public parks and will be used as the basis for recommendations aimed at providing equal distribution of parks and recreation offerings across the Town.

R8.10 Review of Demographics and Recreation Trends:

FEE: \$1,500

The Team will utilize the Town’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trend. For comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- > To understand the market areas served by the park and recreation system and distinguish customer groups.
- > To determine changes occurring in the Town and assist in making proactive decisions to accommodate those shifts.

The Town’s demographic analysis will be based on US 2010 Census information, and projections for a 10-year planning horizon (2018-2028). The following demographic characteristics will be included:

- > Population density;
- > Age Distribution;

- > Households;
- > Gender;
- > Ethnicity; and
- > Household Income.

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Team utilizes the Sports & Fitness Industry Association's (SFIA) 2017 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends reported by NCRPA and SCORP.

R8.40 Community Engagement:

FEE: 13,170

The team shall facilitate the following community engagement meetings and tasks:

- > 1 Public Open House;
- > 2 Workshops with the combined Parks and Recreation Advisory Board and the Parks and Recreation Steering Committee – the first will be to solicit input from the Board and Committee regarding the existing strengths and weaknesses of the park system. This will take the form of an asset mapping exercise similar to that planned for staff. The second workshop is intended to present the draft master plan findings to solicit feedback. Board and Committee members are welcomed to provide additional input throughout the process at other public events and meetings;
- > 2 Presentations to Town Council; and
- > 3 Interviews with program partners. Partners shall include:
 - Jamestown Youth League;
 - The YMCA; and
 - Soccer Shots.
- > Dedicated Workshop for Jamestown Park (to meet PARTF Requirements).

The Town shall be responsible for advertising, facility reservations and/or rentals, and providing refreshments if desired. Format and location will be determined with Staff at the kick-off meeting.

As part of this task, McAdams will prepare 8.5 x 11 versions of all public input materials. Electronic copies will be sent to the Town for printing and distribution to additional

Finally, to meet the requirements of the PARTF grant application, the Team will facilitate up to one community (1) meeting dedicated to the development of the Jamestown Park Strategic Plan. We recommend the meeting occur towards the end of the planning process to present the draft concept plans for the park and solicit feedback regarding the preferred concept alternative.

L8.00 Statistically Valid / Public Opinion Survey:

FEE: \$6,575

Statistically Valid Survey: Team shall conduct the survey in a method that provides statistically valid data that can be used to identify current demands and future trends regarding recreation facilities, programs, events, and festivals. This will be accomplished by administering a statistically valid random sample survey to a minimum of 150 households within Town of Jamestown for use in short and long-range planning.

The team has the capabilities of administering the survey by mail, internet, or phone alone. However, we recommend using a combination of mail, internet, and phone. Given the negative impact Caller ID has had on phone survey response rates in recent years and the need to ensure diverse populations are well represented, we offer the combination mail/internet/phone to maximize the overall level of response. This approach enables the team to control the distribution of the survey instrument so that the respondents closely match the census demographics for the Town. It is anticipated that the survey will be up to 6 pages in length and take approximately 13-16 minutes to administer over the phone. This length will allow for between 25-28 questions to be asked, many with multiple components. The survey will achieve 150 responses with Overall results having a 95% level of confidence with a margin of error of +/- 5% overall.

The survey will be developed so that it can be seamlessly integrated into other master planning tasks.

Questions will address a full range of strategically important issues such as:

- > Usage and satisfaction with current recreation facilities and programming;
- > The need for and identification of future programming;
- > The need and unmet need for indoor and outdoor recreation facilities;
- > Support for various revenue generating alternatives;
- > Partnership development; and
- > Overall service delivery.

The team will conduct up to eight cross-tabular comparisons of survey results by key demographic factors, such as gender, age of respondent, length of residency, income, users/non-users of recreation services, location of household, etc.

Public Opinion Survey: McAdams will provide the Town with a Microsoft word version of the statistically valid survey for their use in administering a public opinion survey through an on-line application such as Survey Monkey. The Town will be responsible for setting up the survey, administering the survey and providing McAdams with the survey results.

From the Town-provided public opinion survey results, McAdams will prepare a summary of the results as they compare to other forms of public input and the statistically valid survey.

R8.26 Focus Area Assessments:

FEE: \$5,500

\$2,750 per focus area. The enclosed total fee assumes one focus area in addition to the Park Improvement focus area described above. The Town will approve the detailed focus area scope prior to McAdams beginning work. Additional focus area assessments can be provided at the rate of \$2,750 per focus area.

Based on the results of the asset mapping, the team will identify **up to two key focus areas** to analyze in greater detail. The focus areas may include topics such as park improvements, upgrades and expansions; operations and maintenance, organizational structure and staffing; finances; or programming. By using asset mapping to identify the key focus areas of the plan, staff and other stakeholders and identifying the areas of the system that need the most attention / improvement. At a minimum, the Team will provide detailed assessments for Park Improvements.

Park Improvements

Based on the results of the site inventory and analysis, the Team will prepare site-specific recommendations for each Town owned and operated existing park, along with recommendations for park expansions based on population growth and demand. For each property, the Team will identify required improvements to address community needs and recreation trends, estimated costs for the improvements and best practices for park design and development. If the results of the Level of Service Analysis, demographic analysis or community input indicate park expansion is necessary, the Team will identify search areas within Town limits to focus land acquisition efforts. Best practice guidelines for land acquisition will be included.

The Team will coordinate with staff to identify one other area of focus resulting from the asset mapping exercise.

Sample assessment tasks for typical key focus areas are below:

Operational + Staffing Review

McAdams will analyze the current operational practices of the Town to evaluate its current procedures. This analysis will identify future Town organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing / communication opportunities. This review will include comparison of current policies with national standards of best practice agencies. The Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

Maintenance

The team will review maintenance protocols for parks, open spaces and trails to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, a customer feedback program, performance measurements, staffing levels and equipment managements.

Finances

The Team will perform analysis to document the financial situation of the current park and recreation investments. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation with three primary goals:

- > Understand the financial dynamics to further advance the understanding of operations gained through the work described above.
- > Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Town to have more useful financial information for strategic decision-making.
- > Seek opportunities to improve the financial sustainability of the Town including evaluating expenditures and increasing current and new sources of revenue.

This review will include comparison of current policies with national standards of best practice agencies. The Team will recommend policies and adjustments to current policies where enhancements may be needed, or gaps are identified.

Programming

This assessment will review how well the Town and it's program partners align themselves with community needs. The goal of this process is to determine if the Town should provide program offerings and if so, how to establish programs. This will include:

- > Similar provider analysis / program partners;
- > Market position and marketing analysis;
- > Core program analysis and development;
- > Description of program development process + lifecycle analysis; and
- > Backstage support, or service systems and agency support needed to deliver excellent service.

The assessment will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants with a focus on customer retention and satisfaction, increased revenues and best practices for program development.

R8.30 Draft Master Plan:

FEE: \$4,800

Based on community engagement, staff meetings and the outcomes of the key focus area assessments, the team will begin to formulate specific recommendations for key areas of focus which the team finds necessary for developing successful recreation offerings. Recommendations for each of the key focus areas will be directly tied to the Town's vision for parks and recreation, and address community need, goals and values. The recommendations will be qualitative and quantitative in nature to allow staff an easy measure to evaluate performance and celebrate success.

This task includes presentation of the draft recommendations by the Team to Town staff. This meeting will be followed by presentation of the draft recommendations to other stakeholders as outlined under the Community Engagement scope above.

R8.35 Action / Implementation Plan:

FEE: \$1,980

Based on the Master Plan recommendations as identified above, the team will prepare an Action Plan that outlines the priority needs based on a 10-year planning horizon. The plan will include the recommendations that were identified by the team during the planning process. Also, a strategies section of the plan will identify potential sources of funding and land acquisition strategies. Each action item will be prioritized as short term, mid-term, or long term. The draft plan will be presented to Staff for comment. Based on such review comments, the Action Plan will be finalized, and the final Master Plan presented at a Town Council meeting for approval and adoption.

R8.39 Final Master Plan:

FEE: \$1,920

The Team will solicit feedback on the draft master plan from staff, stakeholders, elected officials and the public prior to finalizing the master plan. The final master plan document will address any questions, comments or concerns individuals have after reviewing the draft master plan. Typically, the final master plan will include the following chapters:

- > Introduction;
- > Demographic Analysis;
- > Inventory + Analysis / Level of Service;
- > Community Engagement;
- > Key Focus Area Assessments;
- > Recommendations;
- > Action + Implementation Plan; and

- > Jamestown Park Strategic Plan (see scope below).

JAMESTOWN PARK STRATEGIC PLAN CHAPTER

To streamline the planning process and limit redundancies of scope, we recommend the Jamestown Strategic Plan be a chapter within the greater comprehensive plan. The tasks included below for the Strategic Plan will meet the requirements of a PART F grant application.

A4.20 Desktop Wetland / Stream/ Buffer Assessment:

FEE: \$2,200

McAdams will conduct a preliminary assessment of the proposed project location for jurisdictional waters of the U.S. USGS topographic, National Wetlands Inventory, soil survey, floodplain, and county GIS mapping will be used to identify potential surface waters, wetlands and riparian buffers on the subject site. The end-product will include a map showing the approximate location of jurisdictional areas identified (for use in the PART F Grant Application).

A4.30 Endangered Species Assessment:

FEE: \$1,200

A preliminary threatened and endangered species assessment of the project area for Federally Listed Threatened and Endangered Species will be conducted. USFWS's Information for Planning and Consultation online tool will be used to identify protected species and habitat that may be impacted and conduct a regulatory review of the project. NC Natural Heritage Data Explorer will be consulted to identify occurrences of natural resources located in the project area. A report detailing the protected species identified, potential for suitable habitat within the project area and recommendations for species surveys that may require time of year restrictions or subconsultants with highly specialized expertise will be provided (for use in PART F grant applications).

A4.41 Phase I Cultural Resource Assessment:

FEE: \$800

A cultural resource literature review of the North Carolina State Historic Preservation Office (SHPO) National Registry records will be conducted to determine if there are any recorded archeological sites, historic structures, cemeteries, or historic properties within the project area and/or within 0.25 miles of the project boundary. A request for an environmental review will be submitted to identify archeological sites and solicit comments on the proposed project from SHPO. The agency's response will be provided upon receipt (for use in PART F grant applications).

A4.10 Preliminary Stormwater Management Analysis:

FEE: \$1,800

McAdams will perform a master planning level assessment and due diligence for all stormwater requirements for the park renovations, including feasible SCM/BMP locations and approximate sizing. Based on the desired renovations, McAdams will calculate existing, demolished and proposed impervious percentage for the proposed park layout options, including preliminary stormwater management sizing for peak flow rate and/or water quality SCM's based on the Town of Jamestown's stormwater development requirements, water supply watershed regulations and any increases in impervious percentage for the site.

R8.55 Develop Concept Alternatives:

FEE: \$3,000

To meet the requirements of the PARTF grant application, the Team will facilitate up to one community (1) meeting dedicated to the development of the Jamestown Park Strategic Plan. We recommend the meeting occur towards the end of the planning process to present the draft concept plans for the park and solicit feedback regarding the preferred concept alternative.

Note: The Town shall provide McAdams with all relevant water and sewer information such as location and capacity.

R8.99 Cost Estimate:

FEE: \$950

The design team will provide a master plan level estimate of probable cost for the final master plan design. Our team of skilled cost estimators and extensive project experience has allowed us to develop a database of construction costs from which to draw.

R8.39 Final Master Plan Document:

FEE: \$3,000

McAdams will prepare a final strategic plan document including the final conceptual design and a summary of the process and findings/recommendations. At a minimum, the strategic plan will meet the requirements outlined in the PARTF grant application for a site-specific master plan (page 23, 31-33). This typically includes:

- > Site Analysis;
- > Recreational Needs;
- > Program Description;
- > Physical Needs;

- > Project Costs;
- > Site Plans + Illustrations; and
- > Public Involvement.

The Strategic Plan will also include a summary of those items not required by PARTF, but critical to understanding feasibility for implementation. This may include project elements such as regulatory requirements (development standards, stormwater, etc.), utility extension and permitting agencies. This will also include a detailed look at additional maintenance and operational requirements as well as revenue potential for the long-term maintenance and management of the park improvements.

R8.96 Project Management and Coordination:

FEE: \$850

Comprehensive planning requires a great deal of coordination between team members, subconsultants, Town staff, residents, stakeholders and elected officials. To ensure the high degree of coordination required, this task includes email and phone coordination with all involved parties (staff, residents, stakeholders and elected officials), coordination with RRS for LWCF administration, and internal coordination with team members (scheduling, etc).

Fee Summary

FEE Total: \$55,415

K. Reimbursable Expenses:

FEE Total Est. \$1,200

Applicable items will be billed in accordance with the attached Rate Schedule.

M. Allowances:

The following table is used to provide a fee schedule for attendance at additional public meetings / workshops, staff meetings and / or council meetings.

Meeting	Fee	Max Time
Public meeting / workshop	\$2,500	2 attendees; 6 hours each to attend plus 2 hours for summary
Staff meeting	\$1,000	2 attendees; up to 4 hours each attendee

Council meetings	\$1,000	1 attendee up to 4 hours plus preparation and summary of 2 hours total
------------------	---------	--

Optional Services

R8.25 Level of Service (LOS):

FEE: \$1,260

Level of Service is a population-based metric used to understand current and future needs with regard to recreation. During this phase the team will utilize the data gathered from the inventory and analysis to establish the existing Level of Service (LOS) within the parks and services provided. Based on community and staff input, national standards and industry best practices, user / market preferences resulting from the scientific survey, and public input collected, a set of goals for future LOS will be determined. The goals will help to establish a quantitative long-range vision for future improvements. LOS metrics will address:

- > Acres of parkland per 1,000 population,
- > Operating budget per resident or acreage of parkland,
- > Miles of trails per 1,000 population
- > Full time equivalent (FTE's) staff per acre of parkland

R8.95 Graphics and Renderings:

FEE: \$1,550

The Team will prepare a plan view illustrative color rendering of the final Jamestown Park Master Plan for use in presentations and promotional material. The Team will also prepare an exhibit of the proposed improvements (current and future) meeting PARTF grant application requirements.

R8.56 PARTF Grant Application Preparation:

FEE: \$6,000

The project team will prepare a PARTF grant application and provide all supporting documentation, estimates and exhibits. This task includes one on-site meeting with Jamestown’s RRS representative and required coordination calls.

EXTRA SERVICES

J. Additional Services:

When requested by the Owner and confirmed by the Owner and/or Firm in writing, the Firm shall perform services in addition to those described above in this Agreement and the Owner shall compensate the Firm by hourly charges in accordance with the attached Rate Schedule.

PROJECT SCHEDULE

The Firm's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project. The time limits and schedule set forth above will be agreed to by the Client and Firm, but the time limits and schedule shall be extended for (1) reasonable cause, or for (2) any delays associated with the Firm's work on the project that are not the sole responsibility of the Firm.

CLIENT'S RESPONSIBILITIES

Client shall be responsible for the following:

- > Notification to proceed;
- > Timely approval of draft reports presented for Client approval;
- > If needed, timely providing of information from other professional services;
- > Payment of all application and permit fees;
- > Payment of Engineering invoices; and
- > Notification to project manager of any problems.

EXCLUSIONS

The following services are not included in this Agreement:

- > Court appearances for litigation, or preparation for same;
- > Revised directives from Client after the site investigation has begun;
- > Design, engineering or surveying services not specifically described herein;
- > Environmental investigations that are wetland/stream delineations, wetlands surveying, wetlands permitting; and
- > Detailed traffic studies or engineering.

GENERAL CONDITIONS

- > This proposal is valid for 30 days from the above date.
- > Owner and / or Client are responsible for all application and permit fees.

CONCLUSION

We appreciate this opportunity to propose our services. We are eager to pursue this project further and thank you for your consideration.

Sincerely,
MCADAMS

Rachel Cotter, RLA
Assistant Director, Public Sector

RC/dd

Enclosures

ACCEPTANCE OF CONTRACT A

<u>Task</u>	<u>Contract A (2018-2019)</u>	<u>Amount</u>
R8.00	Kick Off + Park Assessments	\$ 4,670.00
R8.09	GIS Base Map Prep	\$ 1,500.00
R8.10	Demographic & Trends Review	\$ 1,500.00
R8.40	Community Engagement	\$ 5,330.00
	P+R Advisory mtg 1	
	Public Open House 1	
	3 Interviews with program partners	
L8.00	Scientific Survey	\$ 6,575.00
R8.96	Project Management + Coordination	\$ 425.00
	Total Contract A	\$ 20,000.00

TOWN APPROVAL:

Matthew Johnson, AICP
Assistant Town Manager / Director of Planning
Town of Jamestown

ACCEPTANCE OF CONTRACT B

TOWN APPROVAL:

 Matthew Johnson, AICP
 Assistant Town Manager / Director of Planning
 Town of Jamestown

Task	Contract B (2019-2020)	Amount
R8.40	Community Engagement	\$ 7,840.00
	Public Open House 2	
	P+R advisory mtg 2	
	Town Council 1	
	Town Council 2	
	Jamestown Park Dedicated Meeting	
R8.26	2nd Focus Area Assessment	\$ 5,500.00
R8.30	Draft Master Plan	\$ 4,800.00
R8.35	Action Plan	\$ 1,980.00
R8.39	Final Master Plan	\$ 1,920.00
A4.20	Jurisdictional Waters	\$ 2,200.00
A4.30	Endangered species	\$ 1,200.00
A4.41	Cultural Resources	\$ 800.00
A4.10	Prelim Stormwater	\$ 1,800.00
R8.55	Develop Concept Alternatives	\$ 3,000.00
R8.99	Cost Estimate	\$ 950.00
R8.39	Final Written Plan	\$ 3,000.00
R8.96	Project Management + Coordination	\$ 425.00
	Total Contract B	\$ 35,415.00

TOWN APPROVAL:

 Matthew Johnson, AICP
 Assistant Town Manager / Director of Planning
 Town of Jamestown

1. Specifications for contract by hourly charge, the following rates apply

ROLE	RATE	ROLE	RATE
Principal-in-Charge	\$175 / hour	Designer	\$90 / hour
Senior Project Manager	\$150 / hour	Senior CAD Technician	\$105 / hour
Project Manager	\$115 / hour	CAD Technician	\$85 / hour
Senior Project Engineer	\$130 / hour	Senior Environmental Professional	\$130 / hour
Project Engineer	\$110 / hour	Environmental Professional	\$110 / hour
Engineering Intern	\$90 / hour	Environmental Technician	\$90 / hour
Senior Landscape Architect	\$150 / hour	Survey Director	\$140 / hour
Landscape Architect	\$115 / hour	Survey Project Manager	\$120 / hour
Landscape Designer	\$90 / hour	Project Surveyor	\$95 / hour
Senior Planner	\$130 / hour	Survey Technician	\$65 / hour
Planner	\$115 / hour	Survey Crew (2 Man)	\$130 / hour
GIS Technician	\$100 / hour	SUE Project Manager	\$120 / hour
Graphics / Media Design	\$75 / hour	SUE Technician	\$65 / hour
Technical / Grant Writer	\$85 / hour	Administrative Assistant	\$65 / hour
Senior Technical Manager	\$140 / hour	Construction Services Manager	\$135 / hour
Technical Manager	\$110 / hour	Construction Services Professional	\$110 / hour
Senior Designer	\$115 / hour	Construction Observation	\$95 / hour

Hourly services are recorded and rounded to the nearest 1/4 hour.

2. The following charges apply on all contracts, for copies of plans and specifications sent out of the Engineer's office (to Owner, City regulatory agencies, bidders, contractor, other consultants, etc.):

ITEM	FEE	ITEM	FEE
Oversize + Color Rep.	\$3.00/each	Oversize Mylar Sepia	\$20.00/each
Paper Reproductions	\$2.00/each	Mylar Sepia	\$15.00/each
Specifications	\$0.10/each	Paper Sepia	\$5.00/each

3. The following rates are charged in addition to the above fees:

ITEM	FEE
Fees Paid for Permits and Applications	Cost Plus 10%
Outside Photocopying, Travel, Overnight Delivery, Postage for Mass Mailings	Cost Plus 5%
Subcontractor Invoices	Cost Plus 12.5%

4. Fees are subject to adjustment at the beginning of each calendar year.

5. Projects are billed on a monthly basis and invoices are due upon receipt. Invoices which have been not been paid within 30 days are past due and subject to finance charges of 1.5% per month.

OWNER'S INITIALS _____ DATE _____

The proposal submitted by THE JOHN R. McADAMS COMPANY ("CONSULTANT") is subject to the following terms and conditions (collectively referred to as the "Agreement") and, by accepting the proposal or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment

The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.

In light of the obvious advantage of resolving questions and disputes regarding CONSULTANT's services and invoices quickly, CLIENT will notify CONSULTANT, in writing, of any questions or dissatisfaction which it may have regarding the cost, quality or appropriateness of services provided related to an invoice within ten (10) days of the invoice date. If CLIENT fails to provide such notice to CONSULTANT, CLIENT agrees that it waives its right to dispute the accuracy and appropriateness of all or part of the invoice.

If the CLIENT fails to make payment to the CONSULTANT within 30 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 60 days from invoice date, the CONSULTANT may terminate the Agreement and/or initiate legal proceedings to collect the fees owed, plus other reasonable expenses of collection including attorney's fees.

2. Notification of Breach or Default:

The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission or inconsistency arising out of CONSULTANT's work or any other alleged breach of contract by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of or should have become aware of the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency or breach.

3. Representations of CLIENT:

CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

4. Ownership of Instruments of Service:

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT, CONSULTANT shall make available to CLIENT copies of all plans and specifications.

5. Change Orders:

CONSULTANT will treat as a change order any written or oral order (including directions, instructions, interpretations or determinations) from CLIENT which request changes in the Agreement or CONSULTANT's scope of work. CONSULTANT will give CLIENT written notice within ten (10) days of a Change Order of any resulting increase in CONSULTANT's fees. Unless CLIENT objects in writing within five (5) days, the Change Order becomes a part of this Agreement.

6. Site Operations:

CLIENT will arrange for right-of-entry to the property for the purpose of performing studies, tests and evaluations pursuant to the agreed services. CLIENT represents that it possesses necessary permits and licenses required for all ongoing activities at the site. If CONSULTANT is advised or given data in writing that shows the presence of underground or overground obstructions, such as utilities, CONSULTANT will give special instructions to our field personnel. However, CONSULTANT is not responsible for any damage or losses due to undisclosed or unknown surface or subsurface conditions, owned by CLIENT or third parties. CONSULTANT will take reasonable precautions to minimize damage to the property caused by our operations. CONSULTANT's fee does not include any cost of restoration due to any damage which may result and CONSULTANT is not responsible for any such repairs unless CONSULTANT fails to take reasonable precautions. If CLIENT desires CONSULTANT to repair such damage, CONSULTANT will comply and add the cost to our fee. Field tests or boring locations described in CLIENT's reports or shown on sketches prepared by CONSULTANT are based on specific information furnished by others or estimates made in the field by CONSULTANT's personnel. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated in CONSULTANT's proposal or report.

7. Hazardous Substances:

The CLIENT agrees to advise the CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into this Agreement or of providing Services hereunder, the CONSULTANT does not assume control of, or responsibility for, the Project Site or the person in charge of the Project Site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the project site that may present a potential danger to the public, health, safety or environment except where required of the CONSULTANT by law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site and CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of work under this Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination except to the extent that CONSULTANT has negligently caused such pollution or contamination.

8. Assignment and Third Parties:

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other which shall not be unreasonably withheld. However, nothing contained herein shall prevent

or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

9. Project Site:

Should CLIENT not be owner of the project site, then CLIENT agrees to notify the OWNER(s) of the aforementioned possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend and hold CONSULTANT harmless against any claims by the CLIENT or persons having possession of the site through the Owner which are related to such alteration or damage.

10. Sample Disposal:

At CLIENT's written request, CONSULTANT will retain preservable test specimens or the residue therefrom for 30 days after submission of our report free of storage charges. After the initial 30 days and upon written request, CONSULTANT will retain test specimens or samples for a mutually acceptable storage charge and period of time. CLIENT agrees that CONSULTANT is not responsible or liable for loss of test specimens or samples retained in storage. In the event that samples contain hazardous constituents, CONSULTANT will (1) return such samples to CLIENT, or (2) using a manifest signed by CLIENT as generator, will have samples transported to a location selected by CLIENT for final disposal. CLIENT agrees to pay all costs associated with the storage, transport, and disposal of samples. CLIENT recognizes and agrees that CONSULTANT is acting as a bailee and at no time assume title to said materials.

11. Equipment Contamination:

CONSULTANT will endeavor to clean our laboratory and field equipment which may become contaminated during the conduct of the Services. Occasionally, such equipment cannot be completely decontaminated because of the nature of the hazardous materials encountered. If this occurs, it will be necessary to dispose of the equipment in a manner similar to hazardous samples. CLIENT agrees to pay CONSULTANT the fair market value of any such equipment that must be disposed of in that manner.

12. Survival:

All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations, and CONSULTANT's rights and remedies with respect thereto, shall survive completion of the expiration or termination of this Agreement.

13. Unforeseen Occurrences:

If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which, affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original scope of services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the scope of services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

14. Force Majeure:

Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

15. Standard of Care:

CONSULTANT shall perform Agreement for CLIENT in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the project. There are no other warranties, expressed or implied, including warranties of merchantability or fitness for a particular purpose that will or can arise out of the services provided by CONSULTANT or this Agreement.

16. Waiver of Consequential Damages/Limitation of Liability:

CLIENT agrees that CONSULTANT's aggregate liability for any and all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

17. Safety:

CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT'S own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents or employees.

18. Arbitration:

Any claim or other dispute arising out of or related to this Agreement shall be subject to Arbitration. Such claims and disputes shall first be subject to non-binding mediation, and if mediation is unsuccessful, shall be subject to Arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. Any demand for Arbitration shall be filed in writing with the other party and with the American Arbitration Association.

19. Independent Contractor:

In carrying out its obligations, CONSULTANT shall be acting at all times as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work

20. Termination:

Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all

costs incurred, non- cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

21. Severability:

If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by the law.

22. No Waiver:

No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or difference in character.

23. Merger, Amendment:

This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and negotiations, written and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

24. Choice of Law:

The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.