



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**May 17, 2022**  
**6:00 pm in the Civic Center**  
**Agenda**

- I. Call to Order**
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Moment of Silence
  - D. Approval of Agenda
- II. Consent Agenda**
  - A. Approval of minutes from the April 19, 2022 Regular Town Council Minutes
  - B. Approval & Sealing of the April 19, 2022 Closed Session Minutes
  - C. Approval of minutes from the April 26, 2022 Special Town Council Minutes
  - D. Approval & Sealing of the April 26, 2022 Closed Session Minutes
  - E. Resolution honoring Cara Arena
  - F. Proclamation Memorial Day 2022
  - G. Analysis of the Financial Position of the Town of Jamestown
  - H. Analysis of the Financial Position of the Jamestown Park & Golf Course
  - I. Notification of Advances
  - J. Budget Amendment #18
  - K. Approval of American Rescue Plan (ARP) Policies
  - L. Appointment of ETJ Planning Board Member
- III. Public Comment**
- IV. Proclamation Peace Officers Memorial Day and Police Week- Mayor Montgomery**
- V. Proclamation recognizing Public Works Week 2022- Mayor Montgomery**
- VI. Old Business-**
  - A. Public Hearing for the consideration of the Recommended Budget and CIP FY 2022/2023- Judy Gallman, Finance Director
  - B. Discussion about update to the Town of Jamestown's Strategic Plan- Matthew Johnson, Town Manager
- VII. New Business-**
  - A. Consideration of approval of American with Disabilities Act (ADA) Plan- Ted Kallam, WithersRavenel
  - B. Jamestown Park & Golf Course Quarterly Report- Ross Sanderlin, Director of Golf
  - C. Jamestown Park & Golf Course Maintenance Quarterly Report- Jamey Claybrook, Golf Course Superintendent
  - D. Consideration of approval of amendment to ARP Grant Capital Project Ordinance- Judy Gallman, Finance Director
  - E. Consideration of approval of audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman-Judy Gallman, Finance Director
- VIII. Manager/Committee Reports**
  - A. Manager Report
  - B. Council Member Committee Reports
  - C. High School Representative Report
- IX. Public Comment**
- X. Other Business**
- XI. Adjournment**

**Working Agenda for the May 17<sup>th</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	<ul style="list-style-type: none"> <li>A. Approval of minutes from the April 19<sup>th</sup> Regular TC Meeting</li> <li>B. Approval &amp; Sealing of the April 19<sup>th</sup> Closed Session Minutes</li> <li>C. Approval of minutes from the April 26<sup>th</sup> Special TC Meeting</li> <li>D. Approval &amp; Sealing of the April 26<sup>th</sup> Closed Session Minutes</li> <li>E. Resolution honoring Cara Arena</li> <li>F. Proclamation Memorial Day 2022</li> <li>G. Analysis of the financial position of the Town</li> <li>H. Analysis of the financial position of the Jamestown Park &amp; GC</li> <li>I. Notification of Advances</li> <li>J. Budget Amendment #18</li> <li>K. Approval of ARP Policies</li> <li>L. Appointment of ETJ PB Member</li> </ul>		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	<b>IV. Proclamation Peace Officers Memorial Day &amp; Police Week</b>	Mayor Montgomery	Mayor Montgomery to present the Proclamation for Peace Officers Memorial Day and Police Week to Captain Sansour.
6:25 pm	<b>V. Proclamation recognizing Public Works Week 2022</b>	Mayor Montgomery	Mayor Montgomery to present the Proclamation recognizing Public Works Week 2022 to Blanchard and Public Services staff.
6:30 pm	<b>VI. Old Business</b>		
6:30 pm	A. Public Hearing for the consideration of the Recommended Budget and CIP FY 2022/2023	Call on J. Gallman	<p>Gallman to present information on the Recommended Budget and CIP FY 2022/2023.</p> <p>Mayor Montgomery to open the public hearing to anyone that would like to speak about the Recommended Budget and CIP FY 2022/2023. Please state your name and address and adhere to the 3 minute time limit.</p> <p>Mayor Montgomery to open the floor to Council for discussion.</p> <p>Council Member makes a motion to continue the public hearing to the June 23<sup>rd</sup> Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member makes a second to the motion. Then vote.</p>
6:45 pm	B. Discussion about update to the Town of Jamestown's Strategic Plan	Call on M. Johnson	<p>Johnson to speak briefly about the update to the Town of Jamestown's Strategic Plan. Johnson to request that Council set a date for a Special Town Council meeting to discuss the update to the strategic plan.</p> <p>Council Member makes a motion to set a date for a Special Town Council meeting on May 25<sup>th</sup> at 2:00 pm in the Civic Center. Council Member makes a second to the motion. Then vote.</p>
6:55 pm	<b>VII. New Business</b>		
6:55 pm	A. Consideration of approval of ADA Plan	Call on M. Johnson	<p>Johnson to introduce Ted Kallam, WithersRavenel Representative, to discuss the Town of Jamestown's ADA Plan.</p> <p>Kallman to provide an overview of the ADA Plan.</p> <p>Council Member makes a motion to approve/deny the adoption of the Town of Jamestown's ADA Plan. Council Member makes a second to the motion. Then vote.</p>
7:05 pm	B. Jamestown Park & Golf Course Quarterly Report	Call on R. Sanderlin	Sanderlin to present his quarterly report to Council.
7:10 pm	C. Jamestown Park & Golf Course Maintenance Quarterly Report	Call on J. Claybrook	Claybrook to present his quarterly report to Council.

7:15 pm	<b>D.</b> Consideration of approval of amendment to ARP Grant Capital Project Ordinance	Call on J. Gallman	Gallman to present information on the amendment to the ARP Grant Capital Project Ordinance. Gallman to request that Council approve the amendment. Council Member makes a motion to approve/deny the amendment to the ARP Grant Capital Project Ordinance. Council Member makes a second to the motion. Then vote.
7:20 pm	<b>E.</b> Consideration of approval of audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman	Call on J. Gallman	Gallman to request that Council approve the audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman. Council Member makes a motion to approve/deny the audit contract for fiscal year 2021/2022 with Dixon Hughes Goodman. Council Member makes a second to the motion. Then vote.
7:25 pm	<b>VIII. Manager/Committee Reports</b>		
7:25 pm	<b>A.</b> Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
7:30 pm	<b>B.</b> Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:35 pm	<b>C.</b> High School Representative Report	Call on M. Conway	Conway to present High School Representative report
7:35 pm	<b>IX. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
7:50 pm	<b>X. Other Business</b>		
7:55 pm	<b>XI. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the April 19, 2022 Regular TC Minutes

**AGENDA ITEM #:** II-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the April 19, 2022 Regular Town Council Meeting

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**ATTACHMENTS:** Minutes from the April 19, 2022 Regular Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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



**DRAFT**

**Regular Meeting of the Town Council  
April 19, 2022  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Members Present:** Matthew Johnson, Katie Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Scott Coakley, Jamey Claybrook, Elizabeth Greeson, & Beth Koonce, Town Attorney

**Visitors Present:** Marc Isaacson, Tom Terrell, Bob Collicut, Karen Lisenby, Shanna Moore, & Carol Brooks

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

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

Weiner stated that a quorum was present.

- Pledge of Allegiance- Council Member Wolfe led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone had any changes to make to the agenda.

Council Member Rayborn requested to add a resolution honoring David Treme to the agenda after the first public comment period and to add the "Discussion of Budget Amendment #17 and the contract for the construction of the Recreation Maintenance Facility" as the last item under "New Business."

Council Member Rayborn made a motion to approve the agenda with the requested changes. Council Member Straughn 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 March 15<sup>th</sup> Regular Town Council meeting
- Approval of minutes from the March 25<sup>th</sup> Special Town Council meeting
- Analysis of the financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course
- Notification of Advances
- Budget Amendment #16
- Appointment of Mayor Montgomery to be the Council Representative on the Bike/Pedestrian Committee

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

**DRAFT**

(Budget Amendment #16)

**Public Comment-** Nobody signed up.

**Resolution honoring David W. Treme-** Mayor Montgomery presented the resolution to David Treme, former Interim Town Manager, and thanked him for his service.

(Resolution honoring David W. Treme)

**Proclamation Spring Litter Sweep April 2022-** Mayor Montgomery presented the proclamation to Elizabeth Greeson and thanked her for organizing the event.

Greeson gave Council an overview of the Spring Litter Sweep which was held on April 9<sup>th</sup>. She thanked the civic groups and community members that participated. Greeson highlighted that Katherine, Council Member Rayborn's daughter, was the youngest participant. She presented Council Member Rayborn with a certificate to give to Katherine's Girl Scout troop.

Council thanked Greeson for all of her hard work.

(Proclamation Spring Litter Sweep April 2022)

**Old Business-**

- Public Hearing on Question of Annexation pursuant to G.S. 160A-31 for 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road- Hawryluk stated that the public hearing for the consideration of annexation was opened at the November 16<sup>th</sup> Town Council meeting. She noted that the three public hearings on the agenda regarding the properties located at 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road were dependent upon one another. She said that the majority of the discussion regarding the hearings would take place during the annexation portion. Hawryluk introduced Tom Terrell, land use attorney.

Tom Terrell came forward. He stated that the proposed D.R. Horton project would have an incredible impact on the Town of Jamestown. Therefore, he said it was appropriate for the process to take a longer amount of time for consideration. He noted that conversations with the developer had begun in July 2021. He added that there had been candid discussions about the history of the property and the expectations that the Town had for the potential project. Terrell highlighted that there had been a clear understanding that D.R. Horton would have to provide a high-quality development. They had responded that they would need a certain amount of density in order to meet those standards. Terrell said that there had been a week of public input sessions held so that the community could communicate their preferences. He noted that those suggestions were used to draft a development agreement. He said that currently the Town and the developer were unable to make commitments to one another regarding certain cost-sharing items. However, there were still ongoing discussions regarding the details of the development agreement. He added that he was aware that Marc Isaacson, D.R. Horton's representative, would be asking for a continuation and he believed that would be an appropriate action.

Council Member Straughn asked Terrell if he felt that the developer was being cooperative with the Town. Terrell stated that he believed the Town would receive what they were asking for, but that the cooperation had not yet reached his expectations. He added that he was disappointed in D.R. Horton's response to the development agreement. He noted that their response was not a reflection of the initial conversations that were held, but he had reminded the developer of the standards that were shared with them at the beginning of the process. Council Member Straughn said that he was disappointed considering the time, effort, and money that the Town had committed to the process. Terrell agreed with Council Member Straughn. He added that he was confident that there would be more cooperation moving forward.

Mayor Montgomery called the applicant forward to speak.

Marc Isaacson stated that he was respectfully requesting a continuation of the hearings associated with the D.R. Horton project to the June 23<sup>rd</sup> Town Council meeting. He added that they had been working on the items included in the development agreement for several months, but there were still several key components that were open-ended. He highlighted that the developer needed additional information on the outcome of the Hazen and Sawyer sewer system study. He added that it would be fiscally irresponsible for the developer to enter into an agreement without all the information. Isaacson added that they were making progress. He said that they would review the results of the study and then finalize the details of the agreement.

Council Member Straughn asked if the results of the sewer study was the largest issue. Isaacson said that it was their biggest concern.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the annexation.

Nobody spoke.

Mayor Montgomery opened the floor to Council for discussion.

Council Member Straughn said that Terrell was doing an excellent job representing the Town. He highlighted that the Town was doing its best to be amenable to the builder and was not seeking to consistently postpone the decision.

Council Member Capes made a motion to continue the public hearing to the June 23<sup>rd</sup> Town Council meeting without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Public Hearing on rezoning request from D.R. Horton for properties at 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from AG (Agricultural) to PUD (Planned Unit Development)- Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the rezoning request.

Nobody spoke.



DRAFT

Council Member Capes made a motion to continue the public hearing to the June 23<sup>rd</sup> Town Council meeting without further advertisement. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Public Hearing for consideration of Development Agreement for D.R. Horton property- Mayor Montgomery opened the public hearing to anyone that would like to speak about the development agreement.

Nobody spoke.

Council Member Rayborn made a motion to continue the public hearing to the June 23<sup>rd</sup> Town Council meeting without further advertisement. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Public Hearing regarding an amendment to the Land Development Ordinance (LDO) regarding the definition of "Planning Director" in Article III "Definitions" of the LDO- Hawryluk said that staff had prepared an update to Article III of the LDO in order to clarify the definition of "Planning Director." She said that there was not currently a Planning Director. Therefore, the definition had been amended to state that the Town Manager or their designee would be the person responsible for administering the ordinances in the event that the position of Planning Director was vacant. The amendment also stated that any references to "Planning Director" would be interchangeable with the Town Manager. Hawryluk added that the Planning Board considered the amendment at their March 14<sup>th</sup> meeting and had voted unanimously to approve it.

Council Member Straughn asked Koonce if she had reviewed the language and was satisfied with the amendment. She said she had reviewed it and that it was appropriate.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the amendment.

Nobody spoke.

Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe said that she was in favor of the amendment because it clarified the definition.

Council Member Wolfe made a motion to approve the amendment to the definition of "Planning Director." Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

- Council Member Wolfe- Aye
- Council Member Capes- Aye
- Council Member Straughn- Aye
- Council Member Rayborn- Aye

The motion passed by unanimous vote.

DRAFT

Council Member Wolfe made the following motion:

"I make a motion that the proposed amendment to Article III Definitions of the Town of Jamestown LDO to clarify how and to whom duties are assigned in the absence of a Planning director be approved based on the following:

1. The proposed zoning text amendment is consistent with the adopted Envision Jamestown 2021 Comprehensive Plan of the Town of Jamestown. Because periodic updates to the zoning texts are necessary based on changing conditions, regulations, and laws. Updates establish Town compliance with regulating bodies and ensure that guiding documents are accurately operational for each of the current goals of the Envision Jamestown 2021 Comprehensive Plan.

AND

2. The proposed zoning text amendment is reasonable because the proposed amendment corrects any previous errors and adds clarifying language and formatting to make the documents easier to interpret and apply.

AND

3. The proposed zoning text amendment is in the public interest because continuous improvement to the guiding documents promotes consistent and equitable application of the regulations that promote the general health, safety, and welfare of the citizens of the Town of Jamestown."

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

#### **New Business-**

- Presentation of PARTF grant application for the Town of Jamestown- Coakley presented information to Council regarding the Town of Jamestown's application for the Parks and Recreation Trust Fund (PARTF) grant. He said that the Town would be required to provide a 50% match for the total cost of the project if the grant were received. He added that local governments had three years to complete the project. Coakley stated that staff had met with the Parks and Recreation Committee on March 7<sup>th</sup> to discuss the options and potential points associated with each option. He said that the Parks and Rec Committee and staff recommended the option that including funding to create a dog park, natural play area, nature trail, two shelters, the renovation of the basketball courts and relocation of the volleyball courts. He noted that relocation of the volleyball courts would allow the Town to prepare for the addition of an all-inclusive playground in the future.

He said that staff had also met with local civic groups, the Jamestown Business Association (JBA) and Rotary Club, to present information on the application. Coakley noted that a community meeting was held on April 13<sup>th</sup> to gain public support. He said that the total cost estimate for the project was \$409,914. He noted that the Town's match would be \$204,957 without the 5% contingency. Coakley requested that Council support the PARTF application as presented.



DRAFT

Council Member Capes said that he had attended the community meeting. He stated that staff had done an excellent job getting the public involved and he thanked them for their efforts.

Council Member Straughn asked if the Town would be without a playground until the project were completed. Coakley said that the playground would remain where it was and would not be affected by the grant. They also discussed the details of a natural play area.

Council Member Wolfe stated that she was excited about the possibility of an all-inclusive playground in the future.

Council Member Wolfe made a motion to support the PARTF application as presented. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Presentation of the Preliminary Budget & CIP FY 2022/2023- Gallman presented an overview of the preliminary budget. She noted that the budget was still in an early stage and would likely change. She stated that staff was recommending a 3.75% cost of living adjust, 0-3% merit raises based on performance evaluations, and a 0.5% increase in employer rate of contribution to 401(K). She noted that new positions included in the budget were as follows: Planning Tech, Groundskeeper I, Assistant Public Services Director, Revenue Collections/Billing Manager, and Human Resources Analyst. Gallman presented information on water, sewer, and solid waste rates. She noted that there was a \$2.50 increase in the monthly fee for garbage and recycling. She briefly spoke about the capital improvement projects included in the budget.

Council Member Straughn stated that the water and sewer increases were pass-throughs. He said that they were a reflection of a rise in the cost that the Town had to pay to purchase water and have sewer treated.

Council Member Wolfe requested job descriptions with duties, responsibilities, and salaries for new positions. She said that the attorney fees included in the line-item budget needed to be increased. She noted that the Main Street Corridor Study should be pushed out until the bypass was completed.

Council Member Straughn discussed the increase in the contracted service for Alliance Code Enforcement with Gallman. Gallman stated that the initial cost was for a trial period and that it increased after that timeframe ended.

Council Member Wolfe said that the additional staffing, Town Hall renovations, and Civic Center renovations were intertwined. She stated that it would be difficult to approve those items until it was determined that the additional positions were needed. She added that there needed to be a discussion about the Club House rates at the Jamestown Park and Golf Course if the Civic Center was going to be used as a Council Chambers. She said that she wanted the Civic Center to be used for elections. Council Member Straughn agreed that the Civic Center should remain a multi-use space. He added that he was aware that there would need to be additional staff if a large development did occur.

Council Member Rayborn stated that she wanted the Civic Center to be a flexible space. She said she was hesitant to invest additional funding into the Civic Center if the internet capabilities could not be improved.

DRAFT

Council Member Capes said that it was important to address staffing needs in order to prepare for future growth. He added that there was a way to better utilize the existing space so that staff had the office space that they need. He stated that he loved the history of the Town, but it was important to have an open-mind about potential change.

Council Member Rayborn said that Council had seen several different components of a larger issue there were interconnected. She stated that the focus should be on immediate solutions and that she was concerned about the space for civic groups. She requested to see a phased approach of the proposed changes because that could provide more insight on how everything would work.

Council Member Wolfe said she would like clarification on trash and recycling pickup. Council Member Straughn agreed. Johnson said that he would provide more details regarding a solid waste policy at a future date. He noted that staff were still working on those details.

Council Member Wolfe said that the repaving of the cart paths and the repaving of the driveway at the Golf Shop should be done at the same time. She added that it may be a good idea to wait to replace the water line on Penny Road.

Council Members discussed if it would be beneficial to set a Special meeting. Weiner said that staff would discuss a potential date and make sure it worked with Council's schedules.

- Request to set public hearing date for the Recommended Budget & CIP FY 2022/2023- Gallman requested that Council set the public hearing date for the recommended budget & CIP for fiscal year 2022/2023 for the May 17<sup>th</sup> Town Council meeting in the Civic Center at 6:00 pm.

Council Member Wolfe made a motion to set the public hearing date for the recommended budget & CIP for the May 17<sup>th</sup> Town Council meeting in the Civic Center at 6:00 pm. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Request to set date for public input on American Rescue Plan (ARP) funding and Capital Improvement Projects- Gallman requested that Council set a date for public input on the ARP funding and capital improvement projects.

Council Member Wolfe made a motion to set the date for ARP funding and CIP input session for May 3<sup>rd</sup> from 4:00 pm to 6:00 pm in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Discussion of Budget Amendment #17 and contract for the lowest, responsive responsible bidder for the Recreational Maintenance Building- Johnson stated that the construction of a new recreational maintenance building was one of Council's primary goals included in the strategic plan. He said that budget amendment #17 would increase the capital project budget as needed to allow the Town to enter into a contract for the construction of the recreational maintenance facility. He said that the low bid came in from DreamBuilt Construction, Inc at approximately \$450,000 over budget. Johnson added that the majority of the additional funding would come from the general fund appropriated fund balance. He added that a small amount would come from the general capital reserve fund. He stated that the Town had been working



with the low bidder to try to reduce project costs. Johnson said that the final cost of the base bid was \$999,200. He noted that the cost did exclude an alternate bid that had been requested for an HVAC unit that would be placed in the shop area. Johnson said that Claybrook was present to discuss the current conditions of the maintenance building. He added that staff would recommend that Council move forward with the construction of the building.

Claybrook came forward to present information on the status of the building. He said that there were several pieces of equipment that would not fit in the shop that they have to maintain. Claybrook stated that the bathroom was needed improvements. He added that there were no gutters on the building and that the insulation was falling from the ceiling. He said that the metal dust that resulted from the grinding of different pieces of equipment was constantly in the air. Claybrook stated that the new building would have a grinding room with proper ventilation that would also reduce the noise level. He noted that the entire shop was very congested.

Council Member Capes asked when the current shop was built. Claybrook said that he believed it was constructed in the 1970's.

Council Member Wolfe said that the cost of the building was much higher than anyone had imagined when conversations had begun about constructing a new maintenance facility. However, she stated that it was extremely important for staff to have a clean, safe, and secure place to work. Council Member Capes agreed that the employees needed better working environment. Council Member Wolfe said that unfortunately there was nothing that could be taken away from the structure that would further reduce the cost.

Council Member Rayborn said that it was obvious that the building needed to be replaced. She added that the price had increased so quickly that it may be a good idea to wait for a year to see if costs stabilize. She spoke with Claybrook about other potential locations for employees to work. Claybrook said that there was no other available work space.

Council Member Straughn said it seemed like employees needed to discontinue working there immediately if it were that unsafe. Claybrook stated that staff made it as safe as they could and tried not to spend any additional time there than necessary. Council Member Straughn was concerned about the increased cost and thought it may be better to wait a year. Council Member Wolfe said that there was no guarantee that prices would come down. Mayor Montgomery agreed with Council Member Wolfe.

Council Member Wolfe asked Gallman if the Town would still be in a good position in regard to fund balance if the amendment were approved. Gallman said that the Town could afford the cost. Mayor Montgomery stated that the reason that fund balance existed was to maintain the Town's assets.

Council Member Straughn and Council Member Rayborn discussed the possibility of including the cost for the HVAC unit if it were needed. Johnson said that it would be possible to add the HVAC unit at a later date.

Council Member Capes made a motion to approve budget amendment #17. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

DRAFT

Council Member Capes made a motion to award the contract to the lowest, responsive responsible bidder, DreamBuilt Construction, Inc., in the amount of \$999,200. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #17)

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

- Manager Report- Johnson presented his manager's report to Council. He noted that there would be a bicycle and pedestrian open house in the Civic Center on April 25<sup>th</sup> from 5:00 pm to 7:00 pm. He stated that there would be a public input session for the ARP funding and capital improvement projects on May 3<sup>rd</sup> from 4:00 pm to 6:00 pm in the Civic Center. Johnson highlighted that the East Fork Pedestrian Bridge was being considered for a Mobi Award on May 4<sup>th</sup>. He recognized the hard work that Blanchard had put into the project and thanked Hawryluk for submitting the application to NCDOT. Johnson noted upcoming Music in the Park event dates. He thanked the Jamestown Veterans Committee for the ceremony that they held in Wrenn Miller Park to recognize Vietnam War veterans.
- Council Member Committee Reports-
  - Council Member Wolfe stated that there was a TAC meeting on March 22<sup>nd</sup>. She said that they spoke about the Lydia sidewalk project which should be completed by April 30<sup>th</sup>. She also spoke about some of the funding issues with NCDOT projects. She said that she and Blanchard had met with Wright Archer about the closeout of several Jamestown projects.

Council Member Straughn spoke with Blanchard about his concerns regarding the "no turn on red" at the intersection of East Main Street and Guilford Road.

  - Council Member Capes said that there was not a Parks and Recreation meeting. However, he thanked Hawryluk and Coakley for their work on the PARTF grant.
  - Council Member Rayborn spoke about the first of a three-part informational series held by the AARP Livable Communities Committee. She encouraged everyone to watch the next two videos on April 28<sup>th</sup> and May 25<sup>th</sup>.
- High School Representative Report- Conway was not present.

**Public Comment-** Nobody spoke.

**Other Business-** Council Member Wolfe briefly spoke about short-term rental regulations. She said that it would be a good idea for the Planning Board to discuss potential guidelines for short-term rentals. Johnson said that he would speak with Tom Terrell about the issue.

Council Member Straughn discussed the requirement for Alliance Code Enforcement (ACE) vehicles to have identifying decals on their vehicles with Johnson. Council Member Straughn wanted ACE employees to have clearly marked vehicles so that residents were aware of who they were. Johnson said that he would speak with Brandon Emory about the issue.

**Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street and 2216 Guilford College Road-** Council Member Wolfe made a motion to go into closed session per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street and 2216 Guilford

DRAFT

College Road). Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

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

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

Council Member Wolfe stated that the Town Attorney had informed the Council that the lien for demolition costs that was filed against the property located at 301 Lee Street still remained unpaid.

Council Member Wolfe made a motion to direct the Town Attorney to file a lawsuit to enforce the lien if the amount remained unpaid by the end of April and to authorize the Mayor and/or the Town Manager to sign the complaint on behalf of the Town. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 8:35 pm.

\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

### TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval & Sealing of the April 19th Closed Session Minutes

**AGENDA ITEM #:** II-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

The Town Council had a closed session on April 19th per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street) and (2216 Guilford College Road). Staff recommends that Council approve and seal the closed session minutes.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

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

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the April 26th Special TC Meeting

**AGENDA ITEM #:** II-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the April 26, 2022 Special Town Council Meeting

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**ATTACHMENTS:** Minutes from the April 26, 2022 Special Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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

**DRAFT**

**Special Meeting of the Town Council  
April 26, 2022  
11:30 am in the Civic Center  
Minutes & General Account**

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

**Staff Members Present:** Matthew Johnson & Katie Weiner

**Visitors Present:** Laura Solitario (MYgroup) & Matt Reece (PTRC)

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

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

**Closed Session per General Statutes 143-318 to discuss a Personnel Matter-** Council Member Capes made a motion to go into closed session per General Statutes 143-318 to discuss a personnel matter. Council Member Rayborn made second to the motion. The motion passed by unanimous vote.

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

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

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

The meeting ended at 1:00 pm.

\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval & Sealing of the April 26th Closed Session Minutes

**AGENDA ITEM #:** II-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

The Town Council had a closed session at the April 26th Special Town Council meeting per G.S. 143-318 to discuss a personnel matter. Staff recommends that Council approve and seal the closed session minutes.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

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

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



**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Resolution honoring Cara Arena

**AGENDA ITEM #:** II-E

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Cara Arena has resigned from her position as an ETJ Member on the Town of Jamestown's Planning Board. She served on the Board from August 2020 to April 2022. The Town is grateful for her service and wishes her well on her future endeavors.

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**ATTACHMENTS:** Resolution honoring Cara D. Arena

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

**BUDGETARY IMPACT:** N/A

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

**FOLLOW UP ACTION NEEDED:** Staff will notify Guilford County about Arena's resignation.



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**RESOLUTION HONORING CARA D. ARENA**

**WHEREAS**, Cara D. Arena has given of her time and talents serving on the Town of Jamestown Planning Board as an ETJ Member from August 2020 through April 2022; and

**WHEREAS**, her kind, thoughtful, and inquisitive nature has been a valuable asset to the Planning Board, and

**WHEREAS**, she has contributed to constructive change in our community through her involvement in our local government; and

**WHEREAS**, Cara has supported well-planned growth that enhanced Jamestown's quality of life and has protected the small-town community character while responsibly preserving the Town's historic and cultural resources; and

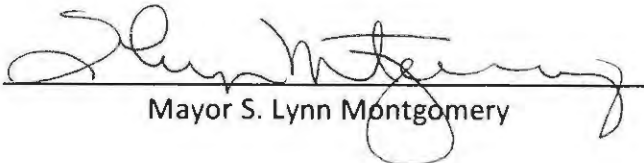
**WHEREAS**, her dedication to the community has been evident through her profession as an educator and the active role she has played as an ETJ Member; and

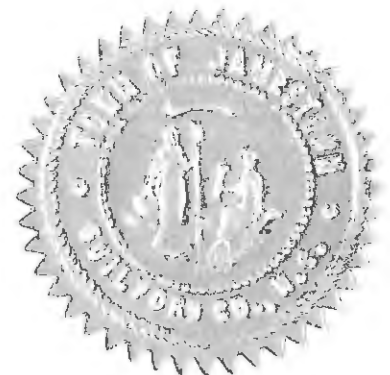
**WHEREAS**, her service in both her public and private life has been given willingly and cheerfully, and she has contributed immeasurably to the success of community endeavors and to the betterment of the Town of Jamestown;

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express our deep appreciation to Cara D. Arena for her distinguished service and do extend our best wishes in the next chapter of her life.

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

Adopted this the 17<sup>th</sup> day of May, 2022.

  
\_\_\_\_\_  
Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Proclamation Memorial Day 2022

**AGENDA ITEM #:** II-F

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

Monday, May 30th is Memorial Day. The proclamation recognizes the brave men and women that fought and died defending the United States of America.

**ATTACHMENTS:** Proclamation Memorial Day 2022

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

**BUDGETARY IMPACT:** N/A

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

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



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**PROCLAMATION  
OBSERVANCE OF MEMORIAL DAY  
MAY 2022**

**WHEREAS**, since the founding of our nation, America's sons and daughters have given their lives in service to our country to defend our freedom and uphold our values; and

**WHEREAS**, on Memorial Day, we pay tribute to those who have made the ultimate sacrifice to defend the United States and the principles upon which America was founded; and

**WHEREAS**, Memorial Day represents one day of national awareness and reverence, honoring those Americans who died while defending our nation and our freedom. We mourn with the families and friends of those we have lost and hope they find comfort in knowing their loved ones died with valor; and

**WHEREAS**, it is our solemn duty as American citizens to remember and honor the brave men and women who have made the supreme sacrifice for the cause of freedom and the security of our nation; and

**WHEREAS**, the noble sacrifices of these service men and women will not be forgotten. Every life is a loss to loved ones, to our military, and to our nation. Americans stand with families who grieve, and we share in their great sorrow and pride;

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim Monday, May 30, 2022 as Memorial Day in the Town of Jamestown and urge all citizens of the Town of Jamestown to pause on this special day of remembrance and honor all our fallen soldiers, their commitment to our country, and their legacy of patriotism, valor, and sacrifice. By giving their lives for the cause of freedom in this great country, the United States of America, these heroes protected and inspired all Americans.

Adopted this the 17<sup>th</sup> day of May, 2022.

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Mayor S. Lynn Montgomery

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis for April 2002

**AGENDA ITEM #:** II-G

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 04-30-22.

Expenditures during April included Guilford County Law Enforcement Contract for January-March, animal control payment January-March, E-Z-Go utility cart, Smith Turf Irrigation purchase of SandPro 3040, purchase of Leonard Building for water and sewer and lights along Lydia sidewalk. Services for during the month include Withers Ravenel-ADA, Alliance Code Enforcement, pavement condition study, Hazen and Sawyer sewer capacity study, flow monitoring at Adams Creek and Deep River Intercepts, painting hydrants, hydrant work on Ragsdale Road, Penny Road, Cloverbrook and Newberry, hydrant replacement on Shadow Lawn, and Bradley Personnel Inc.; temp for open position

Total cash & investments amounts have increased somewhat. This is due to the fact there are some large projects scheduled to be undertaken or completed by fiscal year end. A large amount of cash will be expended by then for these projects.

**ATTACHMENTS:** 3 Page Summary & Detail to Actual Report for April 2022

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of April 30, 2022

Petty Cash	\$	1,350
Operating Cash		2,422,256
Certificates of Deposit		3,002,503
Money Market Accounts - First Bank		1,228,166
North Carolina Capital Management Trust		10,464,467
	\$	<u>17,118,743</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	544,163
Cash reserved by Powell Bill for street improvements		342,260
General Capital Reserve Fund		43,737
East Fork Sidewalk Capital Project		78
Lydia Multi-use Greenway Capital Project		94,138
Oakdale Sidewalk Phase 3		114,144
Oakdale Sidewalk Phase 2		30,103
Recreational Maintenance Facility Capital Project		592,712
Grants Project Ordinance Fund - ARP		715,533
Water Sewer Capital Reserve Fund		672,065
	\$	<u>3,148,932</u>

Cash by Fund:

General	\$	4,337,948
General Capital Reserve Fund		43,737
East Fork Sidewalk Capital Project		78
Lydia Multi-use Greenway Capital Project		94,138
Oakdale Sidewalk Phase 3		114,144
Oakdale Sidewalk Phase 2		30,103
Recreational Maintenance Facility Capital Project		592,712
Grants Project Ordinance fund - ARP		715,533
Water/Sewer		9,974,122
Randleman Reservoir		544,163
Water/Sewer Capital Reserve Fund		672,065
	\$	<u>17,118,743</u>

Cash by Bank:

NCCMT	\$	10,464,467
Pinnacle Bank		4,422,256
First Bank		2,230,669
	\$	<u>17,117,393</u>

**Town of Jamestown  
Financial Summary Report  
Debt Balances  
as of April 30, 2022**

<b>Installment Purchase Debt:</b>	<b>Balance at 4/30/2022</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 53,612	12/1/2023	2023/2024
Leaf truck, financed in 2017	54,805	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	89,378	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>383,351</u>	11/3/2027	2027/2028
	<u>\$ 581,146</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 287,476</u>	11/3/2027	2027/2028



Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of April 30, 2022

	<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 (#81)</u>	
Current Year Revenues (and transfers)	4,564,705	99,460	3,425,870	36,664	431,603	
% of budget received	64%	98%	81%	30%	100%	
% of budget, excluding appropriated fund balance, received	82%	98%	98%	100%	100%	
Expenditures (and transfers)	4,375,924	57,560	2,774,150	118,445	-	
% of budget expended	61%	57%	66%	96%	0%	
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#22)</u>
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Recreational Maint Facility Capital Project</u>	<u>Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Special Revenue Grants Fund</u>
Life to Date Revenues & Other Financing Sources	1,614,259	1,963,050	218,581	1,078,075	79,589	715,533
% of budget received	91%	99%	32%	100%	40%	50%
Life to Date Expenditures	1,613,324	1,955,067	103,987	53,967	49,486	-
% of budget expended	91%	98%	15%	5%	25%	0%

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 22

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	11,208.30	2,233,508.92	2,225,000.00	-8,508.82	100 %
3101 Interest on Ad Valorem Taxes	388.05	3,414.50	2,500.00	-914.50	137 %
3102 Tax and Tag revenue	19,372.48	149,635.73	219,890.00	70,254.27	68 %
3103 Interest on Tax and Tag Revenues	255.65	1,200.09	1,000.00	-200.09	120 %
3230 SALES AND USE TAX	72,938.06	568,767.35	941,000.00	372,232.65	60 %
3250 Solid Waste Disposal Tax	0.00	2,244.86	3,250.00	1,005.14	69 %
3256 ELECTRICITY SALES TAX	0.00	106,281.03	208,000.00	101,718.97	51 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	13,595.08	35,000.00	21,404.92	39 %
3258 PIPED NATURAL GAS SALES TAX	0.00	5,564.33	18,500.00	12,935.67	30 %
3261 VIDEO PROGRAMMING TAX	0.00	17,391.78	42,000.00	24,608.22	41 %
3311 STATE GRANTS	0.00	50,000.00	0.00	-50,000.00	** %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	107,705.13	100,000.00	-7,705.13	108 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	19,500.00	19,500.00	0 %
3325 ABC DISTRIBUTION	0.00	37,500.00	50,000.00	12,500.00	75 %
3341 Telecommunications Planning Fees	0.00	3,500.00	7,500.00	4,000.00	47 %
3343 REVIEW FEES	275.00	13,021.00	7,500.00	-5,521.00	174 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	50.00	275.00	200.00	-75.00	138 %
3346 CELL TOWER RENTAL FEES	4,211.73	75,226.99	85,000.00	9,773.01	89 %
3348 REFUSE COLLECTION FEES	13,650.00	137,002.00	163,200.00	26,198.00	84 %
3600 GREEN FEES	71,228.00	446,537.00	515,000.00	68,463.00	87 %
3610 MECHANICAL CART RENTALS	37,314.00	244,548.00	270,000.00	25,452.00	91 %
3620 PULL CART RENTALS	16.00	205.00	300.00	95.00	68 %
3650 DRIVING RANGE	7,644.00	48,920.00	54,000.00	5,080.00	91 %
3660 GOLF SHOP CONCESSIONS SALES	12,478.45	78,384.60	82,800.00	4,415.40	95 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	1,272.00	10,090.89	9,000.00	-1,090.89	112 %
3675 Golf Clubhouse Rental Fees	450.00	2,145.00	11,500.00	9,355.00	19 %
3831 INVESTMENT EARNINGS	139.25	5,474.19	2,500.00	-2,974.19	219 %
3832 Sponsorships	0.00	4,552.00	4,075.00	-477.00	112 %
3835 SALES OF FIXED ASSETS	① 18,928.00	18,928.00	0.00	-18,928.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	6,340.38	46,587.70	57,800.00	11,212.30	81 %
3837 SHELTER RENTALS	1,250.00	4,850.00	2,500.00	-2,350.00	194 %
3838 Building lease revenue	0.00	3,611.00	3,611.00	0.00	100 %
3839 MISCELLANEOUS REVENUES	41.61	472.13	1,000.00	527.87	47 %
3840 Rental Golf Sets	390.00	2,035.00	1,900.00	-135.00	107 %
3841 Ball Field Rentals	0.00	5,450.00	6,000.00	550.00	91 %
3910 Insurance Recoveries	② 3,020.68	3,020.68	3,020.00	-0.68	100 %
3920 Issuance of installment purchase financing	0.00	0.00	301,000.00	301,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	57,559.64	76,600.00	19,040.36	75 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,551,115.00	1,551,115.00	0 %
<b>Account Group Total:</b>	<b>282,861.64</b>	<b>4,564,704.52</b>	<b>7,138,861.00</b>	<b>2,574,156.48</b>	<b>64 %</b>
<b>Fund Total:</b>	<b>282,861.64</b>	<b>4,564,704.52</b>	<b>7,138,861.00</b>	<b>2,574,156.48</b>	<b>64 %</b>

① Sale of wooden Dance Floor, 2005 Chevy Silverado, Bucket Truck  
② Insurance claim received on fence at golf course

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	5,915.72	65,919.16	21,508.97	107,428.13	110,000.00	2,571.87
	2100 DEPARTMENT SUPPLIES	0.00	1,149.78	0.00	1,149.78	2,000.00	850.22
	2200 FOOD AND PROVISIONS	256.23	2,586.16	0.00	2,586.16	2,900.00	313.84
	2600 OFFICE SUPPLIES	0.00	30.18	0.00	30.18	200.00	169.82
	2900 ASSETS NOT CAPITALIZED	0.00	6,982.74	0.00	6,982.74	7,000.00	17.26
	3100 TRAVEL	105.00	105.00	0.00	105.00	600.00	495.00
	3150 CONFERENCE FEES AND SCHOOLS	0.00	500.00	1,400.00	1,900.00	2,500.00	600.00
	3200 COMMUNICATIONS	0.00	116.00	0.00	116.00	1,500.00	1,384.00
	3400 PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
	3700 MARKETING / ADVERTISING	0.00	96.00	0.00	96.00	600.00	504.00
	3800 DATA PROCESSING SERVICES	52.89	480.43	519.57	1,000.00	1,000.00	0.00
	3950 DUES AND SUBSCRIPTIONS	0.00	2,008.00	0.00	2,008.00	2,500.00	492.00
	3955 Permit Fees	800.00	800.00	0.00	800.00	800.00	0.00
	3970 ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
	4990 OTHER CONTRACTED SERVICES	300.00	3,362.50	1,462.50	4,825.00	5,100.00	275.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>7,429.84</b>	<b>104,135.95</b>	<b>24,891.04</b>	<b>129,026.99</b>	<b>142,200.00</b>	<b>13,173.01</b>
4200 ADMINISTRATION EXPENDITURES							
	1000 SALARIES AND WAGES	43,148.00	264,618.38	0.00	264,618.38	345,000.00	80,381.62
	1003 LONGEVITY PAY	0.00	4,242.00	0.00	4,242.00	4,350.00	108.00
	1009 FICA EXPENSE	3,300.00	20,298.33	0.00	20,298.33	27,700.00	7,401.67
	1010 RETIREMENT EXPENSE	4,654.38	22,086.32	0.00	22,086.32	37,500.00	15,413.68
	1011 HEALTH INSURANCE EXPENSE	3,860.11	26,538.28	0.00	26,538.28	42,750.00	16,211.72
	1012 FLEX & PR TIME ADMIN FEES	6.00	106.20	12.00	118.20	300.00	181.80
	1013 RETIREE HEALTH INSURANCE EXPENSE	0.00	3,094.36	0.00	3,094.36	3,300.00	205.64
	1014 WORKER'S COMPENSATION	0.00	657.40	0.00	657.40	800.00	142.60
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1016 Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
	1017 401K EXPENSE	1,837.38	8,867.68	0.00	8,867.68	14,575.00	5,707.32
	1019 PROFESSIONAL SERVICES	0.00	9,885.00	0.00	9,885.00	18,150.00	8,265.00
	2100 DEPARTMENT SUPPLIES	470.34	1,474.25	111.72	1,585.97	1,700.00	114.03
	2110 COVID SUPPLIES	0.00	285.12	0.00	285.12	300.00	14.88
	2200 FOOD AND PROVISIONS	379.02	777.71	0.00	777.71	750.00	-27.71
	2600 OFFICE SUPPLIES	78.26	1,389.67	0.00	1,389.67	2,000.00	610.33
	2900 ASSETS NOT CAPITALIZED	0.00	4,905.98	0.00	4,905.98	6,500.00	1,594.02
	3100 TRAVEL	264.00	12,039.62	0.00	12,039.62	14,800.00	2,760.38
	3150 CONFERENCE FEES AND SCHOOLS	800.00	2,750.00	0.00	2,750.00	3,000.00	250.00
	3200 COMMUNICATIONS	483.81	5,245.03	884.90	6,129.93	9,700.00	3,570.07
	3400 PRINTING	0.00	382.50	0.00	382.50	500.00	117.50
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
	3800 DATA PROCESSING SERVICES	1,403.53	12,268.60	3,222.40	15,491.00	15,500.00	9.00
	3950 DUES AND SUBSCRIPTIONS	257.00	8,447.45	0.00	8,447.45	9,500.00	1,052.55
	3960 BANK AND MERCHANT FEES	0.00	3.00	0.00	3.00	200.00	197.00
	3980 MISCELLANEOUS EXPENSE	76.18	807.06	0.00	807.06	750.00	-57.06
	4300 EQUIPMENT RENTAL	231.57	2,352.75	378.74	2,731.49	3,500.00	768.51
	4400 SERVICE & MAINTENANCE CONTRACTS	0.00	10,008.96	730.00	10,738.96	11,000.00	261.04
	4500 INSURANCE AND BONDING	750.00	1,209.59	0.00	1,209.59	1,000.00	-209.59

① Roberson Haworth + Reece, Fox Rothschild

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4990	OTHER CONTRACTED SERVICES	537.63	24,154.80	14,234.14	38,388.94	41,000.00	2,611.06
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	3,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>63,137.21</b>	<b>448,896.04</b>	<b>21,573.90</b>	<b>470,469.94</b>	<b>620,125.00</b>	<b>149,655.06</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	6,921.00	111,837.15	0.00	111,837.15	160,000.00	48,162.85
1003	LONGEVITY PAY	0.00	2,548.00	0.00	2,548.00	2,550.00	2.00
1009	FICA EXPENSE	530.20	8,691.35	0.00	8,691.35	12,500.00	3,808.65
1010	RETIREMENT EXPENSE	789.00	13,039.92	0.00	13,039.92	19,000.00	5,960.08
1011	HEALTH INSURANCE EXPENSE	965.03	16,888.02	0.00	16,888.02	23,400.00	6,511.98
1012	FLEX & PR TIME ADMIN FEES	12.00	130.20	24.00	154.20	200.00	45.80
1014	WORKER'S COMPENSATION	0.00	410.87	0.00	410.87	500.00	89.13
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	311.40	5,132.06	0.00	5,132.06	7,200.00	2,067.94
2100	DEPARTMENT SUPPLIES	504.73	1,477.22	97.00	1,574.22	4,500.00	2,925.78
2110	COVID SUPPLIES	0.00	103.68	0.00	103.68	105.00	1.32
2200	FOOD AND PROVISIONS	0.00	758.70	0.00	758.70	1,500.00	741.30
2500	VEHICLE SUPPLIES	0.00	208.05	0.00	208.05	500.00	291.95
2520	FUELS - GAS & OIL	0.00	363.54	0.00	363.54	1,050.00	686.46
2600	OFFICE SUPPLIES	0.00	6.57	0.00	6.57	4,000.00	3,993.43
2900	ASSETS NOT CAPITALIZED	0.00	4,332.76	0.00	4,332.76	5,500.00	1,167.24
3100	TRAVEL	35.00	1,160.52	0.00	1,160.52	2,000.00	839.48
3150	CONFERENCE FEES AND SCHOOLS	16.00	1,660.00	0.00	1,660.00	5,000.00	3,340.00
3200	COMMUNICATIONS	144.77	1,761.33	488.67	2,250.00	4,700.00	2,450.00
3400	PRINTING	0.00	739.50	0.00	739.50	1,000.00	260.50
3500	REPAIRS AND MAINTENANCE	0.00	359.85	0.00	359.85	500.00	140.15
3700	MARKETING / ADVERTISING	220.00	11,438.75	9,875.00	21,313.75	22,650.00	1,336.25
3800	DATA PROCESSING SERVICES	315.29	5,012.91	4,987.09	10,000.00	12,000.00	2,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	105.98	6,681.56	317.94	6,999.50	9,500.00	2,500.50
3990	MISCELLANEOUS EXPENSE	0.00	173.80	0.00	173.80	1,000.00	826.20
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	679.00	0.00	679.00	700.00	21.00
4500	INSURANCE AND BONDING	0.00	137.87	0.00	137.87	300.00	162.13
4990	OTHER CONTRACTED SERVICES	3,490.00	182,608.10	33,720.30	216,328.40	224,700.00	8,371.60
4991	Telecommunications Contracted	0.00	3,000.00	4,500.00	7,500.00	7,500.00	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	795.00	795.00
<b>Account Total:</b>		<b>14,360.40</b>	<b>381,341.28</b>	<b>56,260.00</b>	<b>437,601.28</b>	<b>537,600.00</b>	<b>99,998.72</b>
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	97.99	4,859.20	350.06	5,209.26	8,000.00	2,790.74
2140	SEED and SOD	0.00	600.00	0.00	600.00	600.00	0.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	545.00	0.00	545.00	600.00	55.00
2144	MULCH & PINE NEEDLES	744.00	744.00	206.00	950.00	2,500.00	1,550.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	77.57	0.00	77.57	2,500.00	2,422.43
2900	ASSETS NOT CAPITALIZED	0.00	9,378.42	0.00	9,378.42	13,000.00	3,621.58
3200	COMMUNICATIONS	153.28	1,472.32	305.74	1,778.06	2,000.00	221.94
3300	UTILITIES	900.47	13,328.00	1,333.71	14,661.71	28,000.00	13,338.29
3350	Water Utilities	0.00	130.99	0.00	130.99	400.00	269.01

② Withers Ravenel Inc, Alliance Code Enforcement



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10 GENERAL FUND

Account Object	Expended	Expended	Encumbered	Committed	Current	Available
	Current Month	YTD	YTD	YTD	Appropriation	Appropriation
3500 REPAIRS AND MAINTENANCE	0.00	852.75	36,087.26	36,940.01	47,000.00	10,059.99
3940 LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300 EQUIPMENT RENTAL	0.00	150.00	0.00	150.00	200.00	50.00
4400 SERVICE & MAINTENANCE CONTRACTS	2,318.17	33,313.79	4,046.00	37,359.79	38,000.00	640.21
4500 INSURANCE AND BONDING	0.00	11,346.53	0.00	11,346.53	25,000.00	13,653.47
4990 OTHER CONTRACTED SERVICES	125.00	11,730.01	300.00	12,030.01	12,500.00	469.99
5800 CAPITAL OUTLAY - BUILDINGS &	0.00	31,740.00	10,476.00	42,216.00	80,000.00	37,784.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,500.00	1,500.00
<b>Account Total:</b>	<b>4,338.91</b>	<b>120,268.58</b>	<b>53,104.77</b>	<b>173,373.35</b>	<b>263,300.00</b>	<b>89,926.65</b>
5100 PUBLIC SAFETY EXPENDITURES						
4910 SHERIFF CONTRACT	171,288.13	310,561.01	0.00	310,561.01	515,000.00	204,438.99
4911 Sheriff Off Duty - Town events	0.00	3,349.20	1,528.40	4,977.60	5,000.00	22.40
4912 Sheriff off-duty for non-profit	0.00	1,013.52	0.00	1,013.52	3,000.00	1,986.48
4920 ANIMAL CONTROL CONTRACT	3,066.00	9,198.00	0.00	9,198.00	12,500.00	3,302.00
<b>Account Total:</b>	<b>174,354.13</b>	<b>324,121.73</b>	<b>1,628.40</b>	<b>325,750.13</b>	<b>535,500.00</b>	<b>209,749.87</b>
5300 FIRE EXPENSES						
3956 Fire Inspection Fees	0.00	4,202.00	0.00	4,202.00	10,000.00	5,798.00
3980 MISCELLANEOUS EXPENSE	0.00	177.43	0.00	177.43	200.00	22.57
4900 PINECROFT EDGEFIELD FIRE CONTRACT	0.00	522,274.44	0.00	522,274.44	696,366.00	174,091.56
4990 OTHER CONTRACTED SERVICES	0.00	2,897.50	0.00	2,897.50	2,900.00	2.50
5500 CAPITAL OUTLAY EQUIPMENT	0.00	2,970.82	0.00	2,970.82	5,800.00	2,829.18
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>	<b>0.00</b>	<b>532,522.19</b>	<b>0.00</b>	<b>532,522.19</b>	<b>716,266.00</b>	<b>183,743.81</b>
5600 STREET MAINTENANCE EXPENDITURES						
2100 DEPARTMENT SUPPLIES	342.35	5,155.76	0.00	5,155.76	6,000.00	844.24
2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	6,000.00	6,000.00	6,000.00	0.00
2500 VEHICLE SUPPLIES	0.00	5,487.31	0.00	5,487.31	7,000.00	1,512.69
2520 FUELS - GAS & OIL	0.00	3,555.73	0.00	3,555.73	3,500.00	-55.73
2900 ASSETS NOT CAPITALIZED	0.00	21,088.67	0.00	21,088.67	34,075.00	12,986.33
3300 UTILITIES	14,288.98	123,871.02	0.00	123,871.02	120,000.00	-3,871.02
3500 REPAIRS AND MAINTENANCE	0.00	2,851.07	0.00	2,851.07	8,000.00	5,148.93
3700 MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3940 LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955 Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4400 SERVICE & MAINTENANCE CONTRACTS	160.00	1,600.00	320.00	1,920.00	2,000.00	80.00
4500 INSURANCE AND BONDING	0.00	551.49	0.00	551.49	1,200.00	648.51
4980 STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990 OTHER CONTRACTED SERVICES	11,617.70	60,962.70	25,489.00	86,451.70	105,174.00	18,722.30
5400 CAPITAL OUTLAY - MOTOR VEHICLES	0.00	32,506.00	0.00	32,506.00	32,506.00	0.00
5500 CAPITAL OUTLAY EQUIPMENT	0.00	8,013.99	0.00	8,013.99	12,000.00	3,986.01
5700 CAPITAL OUTLAY - LAND IMPR -	0.00	1,000.00	0.00	1,000.00	206,000.00	205,000.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Account Total:</b>	<b>26,409.03</b>	<b>273,108.74</b>	<b>31,809.00</b>	<b>304,917.74</b>	<b>552,655.00</b>	<b>247,737.26</b>

- ③ Law Enforcement Contract - Jan - March 2022
- ④ 3rd quarter animal control payment - Jan - March 2022
- ⑤ Duke Energy - lights along Lydia sidewalk, LaBella Associates - Pavement Condition Survey

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,638.84	66,812.26	0.00	66,812.26	104,985.00	38,172.74
1003	LONGEVITY PAY	0.00	1,260.00	0.00	1,260.00	1,650.00	390.00
1009	FICA EXPENSE	493.16	5,088.64	0.00	5,088.64	8,400.00	3,311.36
1010	RETIREMENT EXPENSE	759.69	7,788.79	0.00	7,788.79	11,910.00	4,121.21
1011	HEALTH INSURANCE EXPENSE	1,447.54	18,818.08	0.00	18,818.08	33,105.00	14,286.92
1012	FLEX & PR TIME ADMIN FEES	12.00	226.10	24.00	250.10	400.00	149.90
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,534.56	0.00	1,534.56	1,800.00	265.44
1014	WORKER'S COMPENSATION	0.00	6,163.10	0.00	6,163.10	7,500.00	1,336.90
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	25.00	25.00
1017	401K EXPENSE	297.26	2,933.92	0.00	2,933.92	4,900.00	1,966.08
2100	DEPARTMENT SUPPLIES	315.86	1,150.86	0.00	1,150.86	2,000.00	849.14
2110	COVID SUPPLIES	0.00	103.68	0.00	103.68	105.00	1.32
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
2500	VEHICLE SUPPLIES	0.00	11,043.85	0.00	11,043.85	11,345.00	301.15
2520	FUELS - GAS & OIL	1,747.55	12,407.10	4,037.17	16,444.27	20,000.00	3,555.73
3200	COMMUNICATIONS	59.06	550.13	127.93	678.06	1,000.00	321.94
3500	REPAIRS AND MAINTENANCE	0.00	788.26	1,000.00	1,788.26	4,000.00	2,211.74
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	102.00	898.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	5,951.94	43,237.43	21,762.57	65,000.00	65,000.00	0.00
3945	Recycle Fees	8,209.18	82,091.80	17,748.20	99,840.00	105,000.00	5,160.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4500	INSURANCE AND BONDING	0.00	1,148.94	0.00	1,148.94	2,500.00	1,351.06
4990	OTHER CONTRACTED SERVICES	4,629.04	36,773.80	5,576.46	42,350.26	47,875.00	574.74
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	197,787.71	197,787.71	220,000.00	22,212.29
9700	CONTINGENCY	0.00	0.00	0.00	0.00	50.00	50.00
<b>Account Total:</b>		<b>30,561.12</b>	<b>300,023.30</b>	<b>248,962.04</b>	<b>548,985.34</b>	<b>650,450.00</b>	<b>101,464.66</b>
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	11,178.00	83,883.34	0.00	83,883.34	121,000.00	37,116.66
1003	LONGEVITY PAY	0.00	2,527.00	0.00	2,527.00	2,850.00	323.00
1009	FICA EXPENSE	839.96	6,517.37	0.00	6,517.37	9,500.00	2,982.63
1010	RETIREMENT EXPENSE	1,277.16	9,835.77	0.00	9,835.77	11,500.00	1,664.23
1011	HEALTH INSURANCE EXPENSE	1,930.05	18,770.81	0.00	18,770.81	23,400.00	4,629.19
1012	FLEX & PR TIME ADMIN FEES	6.00	106.20	12.00	118.20	200.00	81.80
1014	WORKER'S COMPENSATION	0.00	2,465.24	0.00	2,465.24	3,000.00	534.76
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1017	401K EXPENSE	503.01	3,633.11	0.00	3,633.11	4,450.00	816.89
2100	DEPARTMENT SUPPLIES	877.66	5,609.03	73.80	5,682.83	10,000.00	4,317.17
2110	COVID SUPPLIES	0.00	103.68	0.00	103.68	105.00	1.32
2140	SEED and SOG	0.00	170.00	0.00	170.00	1,000.00	830.00
2141	CHEMICALS	0.00	2,581.65	1,317.58	3,899.23	4,000.00	100.77
2142	FERTILIZER AND LIME	0.00	961.00	1,080.00	2,041.00	2,000.00	-41.00
2143	IRRIGATION SUPPLIES	0.00	0.00	641.78	641.78	1,200.00	558.22
2144	MULCH & PINE NEEDLES	1,069.50	2,304.62	830.50	3,135.12	4,500.00	1,364.88
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	50.00	50.00	0.00	50.00	50.00	0.00
2400	CONSTRUCTION & REPAIR SUPPLIES	793.47	2,291.17	0.00	2,291.17	3,000.00	708.83
2500	VEHICLE SUPPLIES	0.00	414.36	0.00	414.36	1,000.00	585.64
2520	FUELS - GAS & OIL	627.15	4,156.18	0.00	4,156.18	6,000.00	1,843.82

⑥ Bradley Personnel - temp employee

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2550	EQUIPMENT SUPPLIES	76.59	1,333.09	0.00	1,333.09	3,500.00	2,166.91
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	5,420.05	0.00	5,420.05	6,900.00	1,479.95
3100	TRAVEL	0.00	420.83	0.00	420.83	1,000.00	579.17
3150	CONFERENCE FEES AND SCHOOLS	0.00	115.00	0.00	115.00	1,500.00	1,385.00
3200	COMMUNICATIONS	343.88	3,060.70	573.78	3,634.48	4,000.00	365.52
3300	UTILITIES	1,097.47	12,224.84	0.00	12,224.84	13,500.00	1,275.16
3350	Water Utilities	21.27	209.01	0.00	209.01	650.00	440.99
3500	REPAIRS AND MAINTENANCE	0.00	1,819.97	0.00	1,819.97	2,500.00	680.03
3800	DATA PROCESSING SERVICES	20.84	187.26	212.74	400.00	400.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	166.00	334.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	465.46	0.00	465.46	500.00	34.54
3950	DUES AND SUBSCRIPTIONS	0.00	1,410.00	0.00	1,410.00	1,420.00	10.00
3980	MISCELLANEOUS EXPENSE	0.00	130.35	0.00	130.35	500.00	369.65
3981	Special Events	1,350.00	8,494.83	2,755.00	11,249.83	14,000.00	2,750.17
4101	Library Services	0.00	95,500.00	0.00	95,500.00	109,500.00	14,000.00
4102	Recreation Services	0.00	12,750.00	0.00	12,750.00	25,500.00	12,750.00
4103	Culture/Historical Services	0.00	10,500.00	0.00	10,500.00	10,500.00	0.00
4300	EQUIPMENT RENTAL	1,948.46	21,550.89	1,415.33	22,966.22	23,000.00	33.78
4400	SERVICE & MAINTENANCE CONTRACTS	140.00	2,417.30	280.00	2,697.30	3,000.00	302.70
4500	INSURANCE AND BONDING	0.00	944.08	0.00	944.08	1,800.00	855.92
4990	OTHER CONTRACTED SERVICES	270.00	910.00	571.00	1,481.00	5,000.00	3,519.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	10,730.00	0.00	10,730.00	10,500.00	-230.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	15,000.00	15,000.00	17,100.00	2,100.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	45.00	45.00
<b>Account Total:</b>		<b>24,420.47</b>	<b>337,140.19</b>	<b>25,097.51</b>	<b>362,237.70</b>	<b>467,570.00</b>	<b>105,332.30</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	40,962.63	292,430.69	0.00	292,430.69	400,000.00	107,569.31
1003	LONGEVITY PAY	0.00	3,388.00	0.00	3,388.00	3,500.00	112.00
1009	FICA EXPENSE	3,036.15	21,755.65	0.00	21,755.65	31,000.00	9,244.35
1010	RETIREMENT EXPENSE	4,689.69	33,708.52	0.00	33,708.52	41,000.00	7,291.48
1011	HEALTH INSURANCE EXPENSE	6,755.21	65,139.46	0.00	65,139.46	82,000.00	16,860.54
1012	FLEX & PR TIME ADMIN FEES	6.00	24.00	12.00	36.00	500.00	464.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	2,203.20	0.00	2,203.20	10,400.00	8,196.80
1014	WORKER'S COMPENSATION	0.00	4,519.61	0.00	4,519.61	5,500.00	980.39
1015	Unemployment Compensation	0.00	3,373.00	0.00	3,373.00	6,000.00	2,627.00
1017	401K EXPENSE	1,843.20	13,098.57	0.00	13,098.57	16,050.00	2,951.43
1018	457b EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
2100	DEPARTMENT SUPPLIES	814.89	8,130.22	0.00	8,130.22	8,500.00	369.78
2110	COVID SUPPLIES	0.00	388.80	0.00	388.80	400.00	11.20
2140	SEED and SOD	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2141	CHEMICALS	0.00	35,525.90	2,947.90	38,472.90	45,000.00	6,527.10
2142	FERTILIZER AND LIME	0.00	2,936.50	14,791.90	17,728.40	30,000.00	12,271.60
2143	IRRIGATION SUPPLIES	0.00	3,211.18	0.00	3,211.18	7,000.00	3,788.82
2144	MULCH & PINE NEEDLES	712.50	1,425.00	0.00	1,425.00	3,000.00	1,575.00
2145	TOPSOIL (Sand)	0.00	1,964.92	713.90	2,678.82	10,000.00	7,321.18
2155	TEE AND GREEN SUPPLIES	561.68	2,521.09	0.00	2,521.09	3,000.00	478.91
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1,071.44	4,410.00	5,481.44	6,200.00	718.56
2500	VEHICLE SUPPLIES	66.50	530.99	0.00	530.99	600.00	69.01



10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2520	FUELS - GAS & OIL	1,346.38	12,099.81	5,380.47	17,480.28	23,000.00	5,519.72
2550	EQUIPMENT SUPPLIES	2,771.12	24,352.90	1,535.04	25,687.94	28,500.00	2,812.06
2600	OFFICE SUPPLIES	0.00	131.96	0.00	131.96	500.00	368.04
2900	ASSETS NOT CAPITALIZED	2,705.60	6,634.95	2,700.00	8,834.95	9,200.00	365.05
3100	TRAVEL	0.00	2,129.78	0.00	2,129.78	3,000.00	870.22
3150	CONFERENCE FEES AND SCHOOLS	0.00	1,297.02	0.00	1,297.02	1,500.00	202.98
3200	COMMUNICATIONS	544.14	5,088.90	835.54	5,924.44	6,500.00	575.56
3300	UTILITIES	1,168.09	10,940.33	643.08	11,583.41	19,000.00	7,416.59
3350	Water Utilities	21.27	209.01	0.00	209.01	350.00	140.99
3500	REPAIRS AND MAINTENANCE	0.00	1,789.44	10,640.92	12,430.36	16,220.00	3,789.64
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	63.52	535.74	164.26	700.00	700.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	57.80	166.00	1,334.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	166.46	2,090.03	175.43	2,265.46	3,000.00	734.54
3950	DUES AND SUBSCRIPTIONS	0.00	4,652.49	0.00	4,652.49	4,700.00	47.51
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	4,902.50	55,144.17	6,613.72	61,757.89	62,400.00	642.11
4400	SERVICE & MAINTENANCE CONTRACTS	40.00	3,164.29	80.00	3,244.29	4,000.00	755.71
4500	INSURANCE AND BONDING	26.05	8,733.30	0.00	8,733.30	9,300.00	566.70
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	540.00	910.01	0.00	910.01	3,300.00	2,389.99
5500	CAPITAL OUTLAY EQUIPMENT	25,204.23	58,582.48	55,859.37	114,441.85	114,500.00	58.15
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	25,000.00	25,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	1,180.00	3,620.00	10,800.00	11,000.00	200.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>99,225.13</b>	<b>702,979.35</b>	<b>113,956.63</b>	<b>816,935.98</b>	<b>1,064,420.00</b>	<b>247,484.02</b>
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	31,295.24	221,605.14	0.00	221,605.14	293,000.00	71,394.86
1003	LONGEVITY PAY	0.00	3,187.00	0.00	3,187.00	3,300.00	113.00
1009	FICA EXPENSE	2,404.85	17,312.03	0.00	17,312.03	23,000.00	5,687.97
1010	RETIREMENT EXPENSE	2,452.94	18,382.28	0.00	18,382.28	22,000.00	3,617.72
1011	HEALTH INSURANCE EXPENSE	3,858.23	38,597.30	0.00	38,582.30	46,500.00	7,917.70
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	5,915.82	0.00	5,915.82	9,700.00	3,784.18
1014	WORKER'S COMPENSATION	0.00	1,314.80	0.00	1,314.80	1,600.00	285.20
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	944.01	6,912.06	0.00	6,912.06	8,250.00	1,337.94
2100	DEPARTMENT SUPPLIES	398.70	6,089.76	822.24	6,912.00	9,500.00	2,588.00
2101	Grill Supplies	1,007.37	2,868.45	2,131.55	5,000.00	8,500.00	3,500.00
2110	COVID SUPPLIES	0.00	1,010.88	0.00	1,010.88	1,100.00	89.12
2156	RANGE SUPPLIES	0.00	3,228.37	2,625.00	5,853.37	6,000.00	146.63
2200	FOOD AND PROVISIONS	0.00	314.41	0.00	314.41	350.00	35.59
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	124.96	0.00	124.96	1,000.00	875.04
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	300.00	300.00
2600	OFFICE SUPPLIES	0.00	722.83	0.00	722.83	1,000.00	277.17
2700	GOLF INVENTORY FOR RESALE	3,592.77	40,129.11	9,632.67	49,761.78	56,500.00	6,738.22
2705	Golf Special Orders - Purchases	1,041.43	6,803.12	0.00	6,803.12	7,500.00	696.88
2710	CONCESSION INVENTORY RESALE	3,524.76	22,958.67	9,325.45	32,284.12	32,000.00	-284.12
2715	Food purchased not in inventory	1,462.15	10,855.05	3,390.25	14,245.30	16,000.00	1,754.70

⑦ E-Z-Go Utility Cart

⑧ Smith Turf Irrigation - Purchase of Sandpro 3040

05/09/22  
14:49:26

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 4 / 22

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	993.88	0.00	993.88	2,500.00	1,506.12
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	803.46	7,709.78	1,865.76	9,575.54	11,000.00	1,424.46
3300	UTILITIES	781.18	9,564.96	546.11	10,211.07	17,000.00	6,788.93
3350	Water Utilities	21.26	208.98	0.00	208.98	300.00	91.02
3400	PRINTING	0.00	54.00	0.00	54.00	250.00	196.00
3500	REPAIRS AND MAINTENANCE	0.00	2,906.65	1,555.00	4,461.65	4,500.00	38.35
3700	MARKETING / ADVERTISING	60.40	699.00	201.00	900.00	1,000.00	100.00
3800	DATA PROCESSING SERVICES	734.98	7,237.37	1,162.63	8,400.00	8,400.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	218.00	669.00	1,331.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	242.40	1,637.50	162.50	1,800.00	2,500.00	700.00
3950	DUES AND SUBSCRIPTIONS	0.00	2,254.00	0.00	2,254.00	2,300.00	46.00
3955	Permit Fees	100.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	1,652.14	16,724.88	5,569.60	22,294.48	22,500.00	205.52
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	253.79	1,732.67	313.04	2,045.71	2,500.00	454.29
4310	GOLF CART RENTALS	5,327.28	58,600.08	5,327.28	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	1,619.49	15,166.98	0.00	15,166.98	18,000.00	2,833.02
4400	SERVICE & MAINTENANCE CONTRACTS	935.68	12,342.12	1,357.68	13,699.80	16,000.00	2,300.20
4500	INSURANCE AND BONDING	0.00	6,643.26	0.00	6,643.26	13,500.00	6,856.74
4990	OTHER CONTRACTED SERVICES	475.00	2,961.01	0.00	2,961.01	5,000.00	2,038.99
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	22,852.60	0.00	22,852.60	25,000.00	2,147.40
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>65,207.51</b>	<b>579,495.76</b>	<b>47,418.76</b>	<b>626,914.52</b>	<b>770,200.00</b>	<b>143,285.48</b>
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	116,320.85	0.00	116,320.85	223,500.00	107,179.15
7200	DEBT INTEREST PAYMENTS	0.00	12,035.49	0.00	12,035.49	24,000.00	11,964.51
	<b>Account Total:</b>	<b>0.00</b>	<b>128,356.34</b>	<b>0.00</b>	<b>128,356.34</b>	<b>247,500.00</b>	<b>119,143.66</b>
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	① 1,287.60	143,534.73	0.00	143,534.73	571,075.00	427,540.27
	<b>Account Total:</b>	<b>1,287.60</b>	<b>143,534.73</b>	<b>0.00</b>	<b>143,534.73</b>	<b>571,075.00</b>	<b>427,540.27</b>
	<b>Account Group Total:</b>	<b>510,731.35</b>	<b>4,375,924.18</b>	<b>624,702.05</b>	<b>5,000,626.23</b>	<b>7,138,861.00</b>	<b>2,138,234.77</b>
	<b>Fund Total:</b>	<b>510,731.35</b>	<b>4,375,924.18</b>	<b>624,702.05</b>	<b>5,000,626.23</b>	<b>7,138,861.00</b>	<b>2,138,234.77</b>

① transfer \$.02 of tax collections for 4/1/2022

05/09/22  
14:48:57

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 22

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000					
3831 INVESTMENT EARNINGS	0.16	0.16	10.00	9.84	2 %
3981 TRANSFER FROM GENERAL FUND	① 1,287.60	99,459.73	101,000.00	1,540.27	98 %
<b>Account Group Total:</b>	<b>1,287.74</b>	<b>99,459.89</b>	<b>101,010.00</b>	<b>1,550.11</b>	<b>98 %</b>
<b>Fund Total:</b>	<b>1,287.74</b>	<b>99,459.89</b>	<b>101,010.00</b>	<b>1,550.11</b>	<b>98 %</b>

① \$.02 of tax collection for 4/1/2022

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14:48:26

TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 4 / 22

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	57,559.64	0.00	57,559.64	100,600.00	43,040.36
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	410.00	410.00
	<b>Account Total:</b>	<b>0.00</b>	<b>57,559.64</b>	<b>0.00</b>	<b>57,559.64</b>	<b>101,010.00</b>	<b>43,450.36</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>57,559.64</b>	<b>0.00</b>	<b>57,559.64</b>	<b>101,010.00</b>	<b>43,450.36</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>57,559.64</b>	<b>0.00</b>	<b>57,559.64</b>	<b>101,010.00</b>	<b>43,450.36</b>

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	102.83	3,254.92	3,200.00	-54.92	102 %
3710 UTILITY CHARGE - WATER	75,505.79	753,600.72	925,000.00	171,399.28	81 %
3720 UTILITY CHARGE - SEWER	487,089.82	2,274,478.12	2,415,000.00	140,521.88	94 %
3741 Meter Fee	600.00	900.00	500.00	-400.00	180 %
3742 System Development Fees to be transferred	5,100.00	192,375.00	0.00	-192,375.00	** %
3743 System Admin / Installation fee	300.00	500.00	100.00	-400.00	500 %
3745 Connection Fees - Water and Sewer	650.00	8,200.00	10,000.00	1,800.00	82 %
3750 NONPAYMENT / RECONNECTION FEES	0.00	16,350.00	12,000.00	-4,350.00	136 %
3755 Return Check Fees	0.00	125.00	350.00	225.00	36 %
3760 LATE FEES	1,620.00	18,090.00	18,000.00	-90.00	101 %
3765 CREDIT CARD ADMINISTRATION FEES	47.77	489.85	200.00	-289.85	245 %
3831 INVESTMENT EARNINGS	1,665.12	3,049.71	5,000.00	1,950.29	61 %
3835 SALES OF FIXED ASSETS	① 4,850.00	31,850.00	0.00	-31,850.00	** %
3839 MISCELLANEOUS REVENUES	0.00	1,162.60	100.00	-1,062.60	*** %
3910 Insurance Recoveries	0.00	3,999.71	0.00	-3,999.71	** %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	118,444.72	123,000.00	4,555.28	96 %
3992 NET POSITION APPROPRIATED	0.00	0.00	704,355.00	704,355.00	0 %
<b>Account Group Total:</b>	<b>577,531.33</b>	<b>3,426,870.35</b>	<b>4,216,805.00</b>	<b>789,934.65</b>	<b>81 %</b>
<b>Fund Total:</b>	<b>577,531.33</b>	<b>3,426,870.35</b>	<b>4,216,805.00</b>	<b>789,934.65</b>	<b>81 %</b>

① Sale of backhoe + New Holland tractor



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	71,106.62	557,141.02	0.00	557,141.02	708,000.00	150,858.98
1003	LONGEVITY PAY	0.00	14,325.00	0.00	14,325.00	14,500.00	175.00
1009	FICA EXPENSE	5,413.22	43,620.88	0.00	43,620.88	55,500.00	11,879.12
1010	RETIREMENT EXPENSE	8,106.15	65,147.08	0.00	65,147.08	80,000.00	14,852.92
1011	HEALTH INSURANCE EXPENSE	10,132.82	112,425.96	0.00	112,425.96	140,100.00	27,674.04
1012	FLEX & PR TIME ADMIN FEES	24.00	356.30	48.00	404.30	600.00	195.70
1013	RETIREE HEALTH INSURANCE EXPENSE	1,357.23	10,068.00	0.00	10,068.00	12,800.00	2,732.00
1014	WORKER'S COMPENSATION	0.00	10,556.22	0.00	10,556.22	11,000.00	443.78
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1017	401K EXPENSE	3,180.99	24,085.17	0.00	24,085.17	31,500.00	7,414.83
1019	PROFESSIONAL SERVICES	0.00	9,636.75	0.00	9,636.75	11,450.00	1,813.25
2100	DEPARTMENT SUPPLIES	2,506.47	16,638.66	4,362.57	21,001.23	30,000.00	8,998.77
2105	WATER METERS	0.00	9,250.00	20,422.50	29,672.50	30,000.00	327.50
2110	COVID SUPPLIES	0.00	704.16	0.00	704.16	750.00	45.84
2200	FOOD AND PROVISIONS	470.21	1,442.56	0.00	1,442.56	2,100.00	657.44
2400	CONSTRUCTION & REPAIR SUPPLIES	898.68	12,368.32	9,755.00	21,123.32	21,500.00	376.68
2500	VEHICLE SUPPLIES	73.13	6,208.73	0.00	6,208.73	7,500.00	1,291.27
2520	FUELS - GAS & OIL	4,121.40	23,441.77	0.00	23,441.77	30,000.00	6,558.23
2550	EQUIPMENT SUPPLIES	0.00	5,404.45	0.00	5,404.45	6,000.00	595.55
2600	OFFICE SUPPLIES	73.15	1,080.57	0.00	1,080.57	2,000.00	919.43
2750	PURCHASE OF WATER	21,859.03	195,422.88	93,653.41	289,076.29	365,000.00	75,923.71
2755	Water Transmission Fees	1,692.30	15,230.70	0.00	15,230.70	26,000.00	10,769.30
2900	ASSETS NOT CAPITALIZED	0.00	5,306.00	2,427.55	7,733.55	25,000.00	17,266.45
3100	TRAVEL	35.00	300.88	0.00	300.88	4,500.00	4,199.12
3150	CONFERENCE FEES AND SCHOOLS	0.00	2,915.00	0.00	2,915.00	7,500.00	4,585.00
3200	COMMUNICATIONS	1,894.65	20,298.48	5,625.95	25,924.43	33,500.00	7,575.57
3300	UTILITIES	860.80	11,752.80	1,216.83	12,969.63	15,000.00	2,030.37
3350	Water Utilities	0.00	76.15	0.00	76.15	500.00	423.85
3400	PRINTING	406.94	4,086.44	811.56	4,898.00	7,000.00	2,102.00
3500	REPAIRS AND MAINTENANCE	2,449.09	36,034.71	0.00	36,034.71	40,000.00	3,965.29
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,408.42	12,778.54	7,971.46	20,750.00	20,750.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	181.00	631.00	1,369.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	30.00	1,336.49	0.00	1,336.49	4,000.00	2,663.51
3950	DUES AND SUBSCRIPTIONS	0.00	4,923.30	0.00	4,923.30	6,000.00	1,076.70
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	1,294.52	11,587.69	2,884.88	14,472.57	14,500.00	27.43
3980	MISCELLANEOUS EXPENSE	0.00	158.40	0.00	158.40	1,500.00	1,341.60
4300	EQUIPMENT RENTAL	465.81	2,813.88	378.81	3,192.69	14,000.00	10,807.31
4400	SERVICE & MAINTENANCE CONTRACTS	2,380.53	36,742.60	5,042.46	41,785.06	50,000.00	8,214.94
4401	NC811 Fees	243.00	1,371.00	1,129.00	2,500.00	2,500.00	0.00
4500	INSURANCE AND BONDING	30.43	26,637.85	0.00	26,637.85	34,150.00	7,512.15
4950	LAB TESTING	154.00	3,756.00	5,244.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	60,073.57	439,212.14	0.00	439,212.14	767,000.00	327,787.86
4990	OTHER CONTRACTED SERVICES	57,686.25	89,575.90	102,822.44	192,398.34	268,000.00	75,601.66
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	10,800.00	10,800.00	11,000.00	200.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	89,984.31	0.00	89,984.31	90,500.00	515.69
5500	CAPITAL OUTLAY EQUIPMENT	0.00	129,005.66	100,698.32	229,703.98	229,725.00	21.02
5800	CAPITAL OUTLAY - BUILDINGS &	19,393.30	19,393.30	19,993.30	39,386.60	50,000.00	10,613.40

① Hydro structures - Flow monitoring - Adams Creek + Deep River Intercepts  
 Russell Saxon - Hydrant Painting, Dillon + Griffith Enterprises - Hydrant work - Ragsdale,  
 Hazen + Sawyer, Sewer Capacity Study, Penny Rd, Cloverbrook,  
 Breese Enterprises - Replaces fire Hydrant on Shadow Lawn, Newberry

② Leonard Bldg

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 4 / 22

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	625.00	4,375.00	5,000.00	99,300.00	94,300.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	97,975.00	97,975.00
6000	OPERATING PAYMENTS TO REGIONAL	0.00	44,388.24	0.00	44,388.24	46,000.00	1,611.76
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	118,444.72	0.00	118,444.72	123,000.00	4,555.28
6810	Payments for Odor Control Project	0.00	10,949.52	0.00	10,949.52	22,000.00	11,050.48
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	37,502.49	0.00	37,502.49	50,005.00	12,502.51
7200	DEBT INTEREST PAYMENTS	0.00	5,672.25	0.00	5,672.25	7,500.00	1,827.75
9600	TRANSFERS TO OTHER FUNDS	0.00	468,099.00	0.00	468,099.00	468,100.00	1.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Account Total:</b>		<b>280,002.71</b>	<b>2,774,149.92</b>	<b>401,032.04</b>	<b>3,175,181.96</b>	<b>4,216,805.00</b>	<b>1,041,623.04</b>
<b>Account Group Total:</b>		<b>280,002.71</b>	<b>2,774,149.92</b>	<b>401,032.04</b>	<b>3,175,181.96</b>	<b>4,216,805.00</b>	<b>1,041,623.04</b>
<b>Fund Total:</b>		<b>280,002.71</b>	<b>2,774,149.92</b>	<b>401,032.04</b>	<b>3,175,181.96</b>	<b>4,216,805.00</b>	<b>1,041,623.04</b>

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 22

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	92.93	164.37	100.00	-64.37	164 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	36,500.00	36,500.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	86,400.00	86,400.00	0 %
<b>Account Group Total:</b>	<b>92.93</b>	<b>36,664.37</b>	<b>123,000.00</b>	<b>86,335.63</b>	<b>30 %</b>
<b>Fund Total:</b>	<b>92.93</b>	<b>36,664.37</b>	<b>123,000.00</b>	<b>86,335.63</b>	<b>30 %</b>



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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 4 / 22

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	118,444.72	0.00	118,444.72	123,000.00	4,555.28
	<b>Account Total:</b>	<b>0.00</b>	<b>118,444.72</b>	<b>0.00</b>	<b>118,444.72</b>	<b>123,000.00</b>	<b>4,555.28</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>118,444.72</b>	<b>0.00</b>	<b>118,444.72</b>	<b>123,000.00</b>	<b>4,555.28</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>118,444.72</b>	<b>0.00</b>	<b>118,444.72</b>	<b>123,000.00</b>	<b>4,555.28</b>

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

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	2.24	4.22	10.00	5.78	42 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	431,599.00	431,600.00	1.00	100 %
<b>Account Group Total:</b>	<b>2.24</b>	<b>431,603.22</b>	<b>431,610.00</b>	<b>6.78</b>	<b>100 %</b>
<b>Fund Total:</b>	<b>2.24</b>	<b>431,603.22</b>	<b>431,610.00</b>	<b>6.78</b>	<b>100 %</b>
<b>Grand Total:</b>	<b>861,775.88</b>	<b>8,559,302.35</b>	<b>12,011,286.00</b>	<b>3,451,983.65</b>	<b>71 %</b>

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

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	431,610.00	431,610.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>431,610.00</b>	<b>431,610.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>431,610.00</b>	<b>431,610.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>431,610.00</b>	<b>431,610.00</b>
	<b>Grand Total:</b>	<b>790,734.06</b>	<b>7,326,078.46</b>	<b>1,025,734.09</b>	<b>8,351,812.55</b>	<b>12,011,286.00</b>	<b>3,659,473.45</b>

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Golf report for April 2022

**AGENDA ITEM #:** II-H

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Attached is the report for golf operations for April 2022.

Total revenues for the month of April 2022 were \$137,133 and operating expenditures were \$139,229. Thus there was a net operating loss of \$2,096 for the month. In April 2021, there was an operating loss of \$27,526.

For the month of April 2022 there were 3,394 rounds played, and 3,436 rounds played in April 2021.

April 2022 was a better month for golf; the course had 4 weather days and no closed days. There were two lease payments made in April.

The grill had a made a loss of \$354 for April 2022; in April 2021, made a loss of \$473. For the current fiscal year-to-date the grill has a net loss of \$24,016; in 2021 (year to date), there was a net loss of \$14,781.

The SandPro 3040 was received for Golf Maintenance. The Town is still waiting to receive one additional piece of equipment.

**ATTACHMENTS:** Golf Report for April 2022

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Summary  
FYE 6/30/22

	<u>April 2022</u>	<u>April 2021</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<b>Golf Course Operating Revenues</b>	137,133	121,361	15,772	13.00%	742,320	830,051	(87,731)	-10.57%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	74,021	89,074	(15,053)	-16.90%	563,196	587,600	(24,404)	-4.15%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	<u>65,208</u>	<u>59,813</u>	<u>5,395</u>	9.02%	<u>491,436</u>	495,813	<u>(4,377)</u>	-0.88%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	(2,096)	(27,526)	25,430	-92.39%	(312,311)	(253,362)	(58,949)	
<b>Capital Outlay</b>	<u>25,204</u>	<u>58,063</u>	<u>(32,859)</u>		<u>63,411</u>	<u>60,030</u>	<u>(3,381)</u>	
<b>Net expenditures &lt; or &gt; revenues</b>	<u>(27,300)</u>	<u>(85,589)</u>	<u>58,289</u>	68.10%	<u>(375,722)</u>	<u>(313,392)</u>	<u>(62,330)</u>	-19.89%
<b>Golf Rounds Played (not including complimentary play)</b>	3,394	3,436			16,001	24,635		
<b>Bad Weather Days (1)</b>	4	3			73	69		
<b>Days closed for aerification, covered greens, COVID</b>	0	1			6	4		
<b>Golf course employees paid during the month:</b>								
Full-time positions	11	9						
Part-time hours	1015	1,456						

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

**Jamestown Park Golf Course Revenues**  
**Revenues**  
**FYE 6/30/22**

	<u>April 2022</u>	<u>April 2021</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
Greens	71,228	61,773	9,455	15.31%	446,537	425,286	21,251	5.00%
Cart Rentals	37,314	33,827	3,487	10.31%	244,548	237,578	6,970	2.93%
Pull Carts	16	30	(14)	-46.67%	205	284	(79)	-27.82%
Driving Range	7,644	6,632	1,012	15.26%	48,920	45,228	3,692	8.16%
Sales - Golf Shop Inventory	7,612	7,466	146	1.96%	56,679	52,424	4,255	8.12%
Sales - Golf Shop Concessions	12,478	11,033	1,445	13.10%	78,385	67,581	10,804	15.99%
Golf Clubhouse Rental Fees	840	600	240	40.00%	4,180	1,670	2,510	150.30%
Ins Recoveries	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u><u>137,133</u></u>	<u><u>121,361</u></u>	<u><u>15,772</u></u>	13.00%	<u><u>879,453</u></u>	<u><u>830,051</u></u>	<u><u>49,402</u></u>	5.95%

**Jamestown Park Golf Course Operations  
Golf Maintenance Expenditures  
FYE 6/30/22**

	<u>April 2022</u>	<u>April 2021</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	a. 57,513	43,789	13,724	31.34%	439,641	382,511	57,130	14.94%
<i>Supplies &amp; Materials</i>	b. 8,979	13,480	(4,501)	-33.39%	100,726	94,310	6,416	6.80%
<i>Contractual Services</i>	b. 5,509	10,795	(5,286)	-48.97%	67,952	70,815	(2,863)	-4.04%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	c. <u>2,020</u>	<u>21,010</u>	<u>(18,990)</u>	-90.38%	<u>28,899</u>	<u>39,964</u>	<u>(11,065)</u>	-27.69%
<i>Total Exp before Capital Outlay</i>	<u>74,021</u>	<u>89,074</u>	<u>(15,053)</u>	-16.90%	<u>637,217</u>	<u>587,600</u>	<u>49,617</u>	8.44%
<i>Capital Outlay</i>	d. <u>25,204</u>	<u>58,063</u>	<u>(32,859)</u>		<u>65,762</u>	<u>60,030</u>	<u>5,732</u>	
	<u>99,225</u>	<u>147,137</u>	<u>(47,912)</u>	-32.56%	<u>702,979</u>	<u>647,630</u>	<u>55,349</u>	8.55%

Variations:

- a. More fulltime employees in 2022
- b. More supplies & services in 2021 to bring equipment up to par
- c. Repairs to fairgrounds building in 2021
- d. Smith Turf Irrigation-purchase of Sand Pro 3040 in 2022 / new roof on fairgrounds building in 2021

Jamestown Park Golf Course Operations  
 Golf Shop Expenditures  
 FYE 6/30/22

	<u>April 2022</u>	<u>April 2021</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/22</u>	<u>YTD FYE 6/30/21</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	40,955	37,156	3,799	10.23%	313,211	275,199	38,012	13.81%
<i>Supplies &amp; Materials</i>	11,027	9,512	1,515	15.93%	96,099	77,546	18,553	23.93%
<i>Contractual Services</i>	8,611	7,958	653	8.21%	97,446	96,207	1,239	1.29%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>4,614</u>	<u>5,187</u>	<u>(573)</u>	-11.05%	<u>49,886</u>	<u>46,861</u>	<u>3,025</u>	6.46%
<i>Total Exp before Capital Outlay</i>	<u>65,208</u>	<u>59,813</u>	<u>5,395</u>	9.02%	<u>556,643</u>	<u>495,813</u>	<u>60,830</u>	12.27%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>22,853</u>	<u>-</u>	<u>22,853</u>	
	<u>65,208</u>	<u>59,813</u>	<u>5,395</u>	9.02%	<u>579,496</u>	<u>495,813</u>	<u>83,683</u>	16.88%



**Grill Operations****FYE 6/30/22**

	<u>April 2022</u>	<u>YTD FYE 6/30/22</u>	<u>April 2021</u>	<u>YTD FYE 6/30/21</u>
Golf Shop Grill Revenues	12,478	65,906	11,033	67,581
Golf Shop Rental Revenue	450	1,695	300	300
	<u>12,928</u>	<u>67,601</u>	<u>11,333</u>	<u>67,881</u>
Expenditures:				
Wages	5,132	36,725	4,862	34,889
FICA	392	2,817	372	2,718
Benefits	1,763	15,393	1,608	14,179
Grill supplies	1,007	2,868	-	1,588
Food & beverage purchases	4,987	33,814	4,964	29,288
	<u>13,282</u>	<u>91,617</u>	<u>11,806</u>	<u>82,662</u>
	<u>(354)</u>	<u>(24,016)</u>	<u>(473)</u>	<u>(14,781)</u>

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Notification of Advances Outstanding for sidewalk projects

**AGENDA ITEM #:** II-1

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

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

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

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

East Main Street (Lydia) sidewalk project-\$456,624

East Fork Road sidewalk & pedestrian bridge project-\$1,063

Note: We did received some of the anticipated reimbursements; however these remain in the capital project fund to pay out anticipated invoices. And we are still waiting on DOT in order to close out the East Fork project.

**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Budget Amendment #18

**AGENDA ITEM #:** II-J



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** May 23, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

This budget amendment includes adding budget for state grant and Powell Bill monies received, adding budget for sales of capital assets, reduce budget for work on Oakdale Phase 2 sidewalk (which won't happen in this fiscal year), and budget for transfer of system development fees.

**ATTACHMENTS:** Budget Amendment #18

**RECOMMENDATION/ACTION NEEDED:** Approve budget amendment #18

**BUDGETARY IMPACT:** Reduce appropriated fund balance

**SUGGESTED MOTION:** Approve budget amendment #18

**FOLLOW UP ACTION NEEDED:**

**FYE 6/30/22  
BUDGET AMENDMENT #18**

<b>Fund 10:</b>		<b>Debit</b>	<b>Credit</b>
Land Improvements	10-5600-5700		120,000.00
Appropriated Fund Balance	10-3991	196,600.00	
Sales of Capital Assets	10-3835		18,900.00
Powell Bill	10-3316		7,700.00
State Grant	10-3311		50,000.00

Budget for state grant rec'd; take budget for Oakdale Ph 2 out;  
add budget for sales of capital assets; budget more Powell Bill;  
reduce appropriated fund balance

<b>Fund 30:</b>			
System Development Fees to be Transferred	30-3742		195,375.00
Sales of Capital Assets	30-3835		31,850.00
Transfer to W/S Capital Reserve	30-7100-9600	195,375.00	
Appropriated Net Position	30-3992	31,850.00	

Budget for System Development fees and sales of capital assets

<b>Fund 61:</b>			
Transfer from Water/Sewer Fund - System Development Fees	61-3744		195,375.00
Reserve for Future Expenditures	61-9600-9800	195,375.00	

Budget for System Development fees

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Adoption of American Rescue Plan (ARP) Policies

**AGENDA ITEM #:** II-K

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

The following policies are required for expending ARP funds:

Nondiscrimination Policy  
Eligible Project Policy  
Record Retention Policy  
Allowable Cost Policy

We recommend adoption of all these policies.

**ATTACHMENTS:** Nondiscrimination Policy, Eligible Project Policy, Record Retention Policy, & Allowable Cost Policy

**RECOMMENDATION/ACTION NEEDED:** Adopt policies as presented

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Adopt the policies as presented - Nondiscrimination policy, Eligible Project policy, Record Retention policy, and Allowable Cost policy

**FOLLOW UP ACTION NEEDED:**





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## Recitals

**WHEREAS**, the Town of Jamestown has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

**WHEREAS**, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

**WHEREAS**, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town of Jamestown agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

**RESOLVED**, That the governing board of the Town of Jamestown hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

### **Nondiscrimination Policy Statement**

It is the policy of the Town of Jamestown to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Jamestown, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which the Town of Jamestown received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

#### **I. Governing Statutory & Regulatory Authorities**

As required by the CSLFRF Award Terms and Conditions, the Town of Jamestown shall ensure that each "activity," "facility," or "program"<sup>1</sup> that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

## **II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award**

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Jamestown shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program;
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

### **III. Reporting & Enforcement**

1. The Town of Jamestown shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Jamestown shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. The Town of Jamestown shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Jamestown shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Jamestown in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

Town Manager or Assistant Town Manager



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**ELIGIBLE PROJECT POLICY FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT OF 2021  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY THE TOWN OF JAMESTOWN**

**WHEREAS** the Town of Jamestown, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

**WHEREAS** US Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule outlining eligible projects; and

**WHEREAS** the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

**WHEREAS** the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the Assistance Listing; and

**WHEREAS** US Treasury has issued a Compliance and Reporting Guidance v.2.1 (November 15, 2021) dictating implementation of the ARP/CSLFRF award terms and compliance requirements; and

**WHEREAS** the Compliance and Reporting Guidance states on page 6 that

Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.



**BE IT RESOLVED** that the Town of Jamestown hereby adopts and enacts the following Eligibility Determination Policy for ARP/CSLFRF funds.

## Eligibility Determination Policy for American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funds. It also outlines the procedures for determining how the Town of Jamestown will spend its ARP/CSLFRF funds.

### I. PERMISSIBLE USES OF ARP/CSLFRF FUNDING

US Treasury issued its Final Rule regarding use of ARPA funds on January 6, 2022. (The Final Rule is effective as of April 1, 2022. Until that date, a local government may proceed under the regulation promulgated by US Department of the Treasury in its Interim Final Rule or the Final Rule.) The Final Rule (and the Interim Final Rule) identify permissible uses of ARP/CSLFRF funds and certain limitations and process requirements. Local governments must allocate ARP/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARPA funds.

ARP/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

### PROHIBITED USES OF ARPA FUNDING

The ARP/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARP/CSLFRF funds. Specifically, ARP/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);
2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;
4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Town of Jamestown to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARP/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Town of Jamestown, and any of its contractors or subrecipients, may not expend any ARP/CSLFRF funds for these purposes.

### III. PROCEDURES FOR PROJECT APPROVAL

The following are procedures for ARP/CSLFRF project approvals. All Town of Jamestown employees and officials must comply with these requirements.

1. Requests for ARP/CSLFRF funding, must be made in writing and include all the following: Project Request and Eligibility Determination form will be provided.
  - a. Brief description of the project
  - b. Identification of ARP/CSLFRF Expenditure Category (EC) (A list of ECs in in the Appendix to the US Treasury Compliance and Reporting Guidance.)
  - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARPA funding should review the Final Rule and Final Rule Overview prior to submitting a proposal.
  - d. Proposed budget, broken down by cost item, in accordance with the Town of Jamestown's Allowable Cost Policy.

- e. A project implementation plan and estimated implementation timeline (All ARP/CSLFRF funds must be fully obligated by December 31, 2024, and fully expended by December 31, 2026.)
2. Requests for funding must be submitted to the Finance Director or Deputy Finance Officer for approval. All requests will be reviewed by the Finance Director or Deputy Finance Officer for ARP/CSLFRF compliance and by the Finance Director or Deputy Finance Officer for allowable costs and other financial review.
3. No ARP/CSLFRF may be obligated or expended before final written approval by the Finance Director or Deputy Finance Officer.
4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.
5. Following approval, employees responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Finance Director or the Deputy Finance Officer and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the Finance Director or the Deputy Finance Officer immediately.
6. The Finance Director or the Deputy Finance Officer must collect and document required information for each EC, for purposes of completing the required Project and Expenditure reports.
7. The Finance Director or the Deputy Finance Officer must maintain written project requests and approvals, all supporting documentation, and financial information at least until December 31, 2031.



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**Retention of Records:** The Coronavirus Local Fiscal Recovery Funds (“CSLFRF”) Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARP/CSLFRF award.

It is the policy of the Town of Jamestown to follow Treasury’s record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, the Town of Jamestown agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act “ARPA,” Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

**Covered Records:** For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Jamestown’s expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rationale to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service):
- Documentation of administrative costs charged to the ARP/CSLFRF award:
- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price:
- Subaward agreements and documentation of subrecipient monitoring:
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329:
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

**Storage:** Town of Jamestown's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

**Departmental Responsibilities:** Any department or unit of the Town of Jamestown, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Jamestown to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Finance Director or Deputy Finance Officer is responsible for identifying the documents that the Town of Jamestown must or should retain and arrange for the proper storage and retrieval of records. The Finance Director or Deputy Finance Officer shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

**Reporting Policy Violations:** The Town of Jamestown is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Town Manager or Assistant Town Manager. The Town of Jamestown prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

**Questions About the Policy:** Any questions about this policy should be referred to the Finance Director at (336) 454-1138, who is in charge of administering, enforcing, and updating this





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**POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY THE TOWN OF JAMESTOWN**

**WHEREAS** the Town of Jamestown has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

**WHEREAS** the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**WHEREAS** the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

**WHEREAS** the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides, in relevant part:

**Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent

with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

ARP/CSLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that ARP/CSLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the ARP/CSLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the ARP/CSLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the ARP/CSLFRF award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
- b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of ARP/CSLFRF award funds; and

**WHEREAS** Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

**WHEREAS** Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award:

**BE IT RESOLVED** that the governing board of the Town of Jamestown hereby adopts and enacts the following UG Allowable Costs and Cost Principles Policy for the expenditure of ARP/CSLFRF funds.

## Town of Jamestown Allowable Costs and Costs Principles Policy

### I. ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

Town of Jamestown shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with the Administration Department personnel, who are charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Administration Department. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

### II. GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

**1. Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant project.
- Whether the cost is identified in the approved project budget or application.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Jamestown or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.
- Market prices for comparable goods or services for the geographic area.
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Jamestown, its employees, the public at large, and the federal government.
- Whether the Town of Jamestown significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.

- 2. Be allocable to the ARP/CSLFRF federal award.** A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by

the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

3. **Be authorized and not prohibited under state or local laws or regulations.**
4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**
5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP/CSLFRF federal award and other activities of the Town of Jamestown.**
6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.
7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**
8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.
9. **Be adequately documented.**

### III. SELECTED ITEMS OF COST

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

Administration Department personnel responsible for determining cost allowability must be familiar with the Selected Items of Cost. The Town of Jamestown must follow the applicable regulations when charging these specific expenditures to the ARP/CSLFRF grant.

Administration Department personnel will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, the Town of Jamestown regulations, and program-specific rules may deem a cost as unallowable, and Administration Department personnel must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.



#### IV. DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

*Direct costs* are expenses that are specifically associated with a particular ARP/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

*Indirect costs* are (1) costs incurred for a common or joint purpose benefitting more than one ARP/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town of Jamestown may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

#### V. SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

##### **§ 200.444 General costs of government.**

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

(1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;

(2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;

(3) Costs of the judicial branch of a government;

(4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and

(5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation (as US Treasury Final Rule).

(b) For Indian tribes and Councils of Governments (COGs) (see definition for *Local government* in § 200.1 of this part), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

#### **§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.**

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

#### **§ 200.417 INTERAGENCY SERVICE.**

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

## VI. COST ALLOWABILITY REVIEW PROCESS

### **PREAPPROVAL COST ALLOWABILITY REVIEW**

Before an ARP/CSLFRF-funded project is authorized, Administration Department personnel must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARP/CSLFRF funds.

- Local government personnel must submit proposed ARP/CSLFRF projects to the Administration Department for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.
- Along with a general review of project eligibility and conformance with other governing board management directives, Administration Department personnel must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury. The Town of Jamestown has also adopted the Eligible Project Policy for the Expenditure of ARP/CSLFRF Funds.
- If a proposed project includes a request for an unallowable cost, the Administration Department will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
- Once a proposed project budget is pre-approved by the Administration Department, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

### **POST-EXPENDITURE COST ALLOWABILITY REVIEW**

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Administration Department must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Administration Department will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.
- The Administration Department must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.
- If all cost items are deemed allowable and properly allocable, the Administration Department must proceed through the local government's normal disbursement process.

- If any cost item is deemed unallowable, the Administration Department will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP/CSLFRF funds. The Administration Department may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Town of Jamestown's governing board must approve any allocation of other funds for this purpose.
- The Administration Department must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

## VII. COST TRANSFERS

Any costs charged to the ARP/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

### EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions
Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable

Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435	Allowable with restrictions
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions

Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions
Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations
Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding



		agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions
Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination costs	2 CFR § 200.471	Allowable with restrictions
Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions
Trustees	2 CFR § 200.475	Not specifically addressed

**Mayor**  
Lynn Montgomery

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Matthew Johnson

**Town Attorney**  
Beth Koonce



**Council Members**  
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John Capes  
Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Appointment of ETJ Planning Board Member

**AGENDA ITEM #:** II-L

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 2 min

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, Town Planner

**SUMMARY:**

There is currently a vacancy on the Planning Board for an ETJ Position. Peggy Levi has applied for consideration for appointment to the Board. Planning Board Members serve five-year terms.

Levi currently serves as an ETJ Planning Board Alternate Member. She has confirmed that she would like to be considered to serve as a full-time ETJ Member on the Planning Board. The other ETJ Alternate Member, Jason Spangler, has resigned from his position as of April 2022.

Staff recommends that Council appoint Peggy Levi to serve as a Full-Time ETJ Planning Board Member.

**ATTACHMENTS:** Peggy Levi Planning Board Application

**RECOMMENDATION/ACTION NEEDED:** Approve as part of Consent Agenda

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** Staff will submit Peggy Levi's application for County Commissioners formal approval



**CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS**

		Date:	05/26/2021		
Last Name:	Levi	First Name:	Margaret "Peggy"	Middle Initial:	A
Birthdate:	02/04/1947				
Email:	bcmahild@aol.com		Home Phone:	336.454.6693	
Daytime Phone:	either		Cell Phone:	336.858.7705	
Home Address:	202 Fairidge Dr. ,Jamestown NC 27282				
Live in Jamestown Town Limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Current Occupation/Title	Retired				
Employer/Business Name					
Business Address (with zip code):					
Supervisor's Name:					
Education: <input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input type="checkbox"/> Other:					
Degree and Subject of Study:					
School Name/Years Attended:					
Applying for Board/Commission (enter one):		Parks and Recreation Committee and Planning Board			
Why are you interested in serving on that Board/Commission?	Outdoor areas are wonderful for the residents of all ages to enjoy. The walking trails and parks in the area are important. They encourage a friendly environment and healthy way of life for all. They are a beautiful way to draw people to the community.				
What Board or Commission are you currently serving?	None				
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:					
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:					

*Appointed as an Alt. - 6/2021*

Interests/Skills/Areas of Expertise/ Professional Organizations: Piedmont Triad Airport Ambassador for 15years.

**List two professional references below:**

1.	Name:	Susan Joyner	Daytime Phone:	336.686.3675
	Address:	103 Newberry St., Jamestown NC 27282		
	Relationship:	Supervisor when working at Guilford County and friend		
2.	Name:	Renee Carpenter	Daytime Phone:	336.869.0504
	Address:	104 Kory Pl., Jamestown NC 27282		
	Relationship:	Trainer at Guilford County Child Support and friend		

**AFFIRMATION OF ELIGIBILITY**

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

If yes, explain.

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

If yes, explain.

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

Signature of Applicant:  
(Please print and sign.)

Margaret Levi 

Date:

05/26/2021

**PLEASE ATTACH RESUME**

**RETURN COMPLETED FORM TO:**

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

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

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

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

Margaret A. Levi

**Contact Information**

202 Fairidge Dr.  
Jamestown, NC 27282

336-454-6399-home  
336-858-7705-cell

bcmahild@gmail.com

**Education**

- Wright Junior Collage – **1968-1973**

**Experience**

- Jewel Tea Company, Chicago, IL (now Jewel-Osco) – **7/1964 - 5/1968**
- American Airlines, Chicago IL – **6/1968 - 11/1975**
- Southern Airways Atlanta, GA – **10/1977 - 7/1979**
- Republic Airlines – **7/1979 - 10/1986**
- Northwest Airlines – **10/1986 - 10/2005**
- Guilford County Child Support Enforcement – **12/2005 – 12/2018**
- Airport Information Volunteer – **03/2006 - Present**

**Qualifications**

- Energetic
- Personable
- Neighborly
- Adventure seeker
- Active listener
- Self-motivated
- 40 years:
  - Public relations
  - Promotional organizer for airlines
  - Communications





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Lawrence Straughn

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Proclamation Peace Officers Memorial Day and Police Week

**AGENDA ITEM #:** IV

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Proclamation observing the week of May 11th- May 17th as Police Week and May 15th as Peace Officers Memorial Day

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**ATTACHMENTS:** Proclamation observing Peace Officers Memorial Day and Police 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**  
**PEACE OFFICERS MEMORIAL DAY AND POLICE WEEK**  
**MAY 2022**

**WHEREAS**, Congress and the President of the United States have designated May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which it falls as Police Week; and

**WHEREAS**, the members of the Guilford County Sheriff's Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Jamestown; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the Guilford County Sheriff's Department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital service;

**NOW, THEREFORE**, I, Lynn Montgomery, Mayor of the Town of Jamestown call upon all citizens of the Town of Jamestown and upon all patriotic, civil, and educational organizations to observe the week of May 11<sup>th</sup> through May 17<sup>th</sup> as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of the Town of Jamestown to observe May 15<sup>th</sup> as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

Adopted this the 17<sup>th</sup> day of May, 2022.

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Mayor S. Lynn Montgomery



**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Proclamation recognizing Public Works Week 2022

**AGENDA ITEM #:** V

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

National Public Works week is May 15th- 21st. The theme this year is "Ready & Resilient." This theme showcases the superheroes that lie within each and every public works professional. Always ready to serve their communities, and resilient as ever in their abilities to pick themselves up off the ground after encountering challenges.

**ATTACHMENTS:** Proclamation Public Works Week 2022

**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**  
**May 2022**

**WHEREAS**, public works services provided in our community are an integral part of 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, sewer, 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 15<sup>th</sup>-21<sup>st</sup>, 2022 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 herunto set my hand and affixed the Great Seal of the Town of Jamestown this the 17<sup>th</sup> day of May, 2022.

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Mayor S. Lynn Montgomery





**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Presentation of Recommended Budget & CIP for 2022-23

**AGENDA ITEM #:** VI-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 20 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

### SUMMARY:

The recommended budget (in your notebooks) for 2022-23 is presented, along with the recommended capital improvement program (CIP). This budget is still preliminary; there can still be changes before the proposed budget is presented at the June Town Council meeting.

The budget message, as well as a summary of the budget by department and the CIP summaries, has been posted on the Town website.

This year Guilford County did a reappraisal (revaluation) of real property; the new valuation is approximately \$631,307,500 (an approximate increase of 24% over prior year valuation. The valuation number can change due to appeals of assessments (although these will not be resolved before the budget is passed). We have calculated a revenue-neutral tax rate, which is intended to show the tax rate that would keep the Town's revenue the same, given the new tax base. This rate is calculated as \$.4687/\$100 value, and is lower than the current tax rate of \$.485/\$100 value. The difference in revenue that would be generated between the current tax rate and the revenue-neutral rate is approximately \$102,700. The budget, as presented at this time, is based on the current tax rate.

The reason that we have posted the budget by department on the website is because approval of the budget is by department total budget only - not line item budget.

**ATTACHMENTS:** Revaluation and Revenue-Neutral Tax Rate Overview

**RECOMMENDATION/ACTION NEEDED:** No action yet; the budget will be up for approval at the June Town Council meeting

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:** Public Hearing on the recommended budget to follow.

### *Revaluation and Revenue-Neutral Tax Rate*

Counties (and therefore the municipalities in those counties) must conduct reappraisals (revaluations) of real property at least every eight years. When a reappraisal occurs, the tax base for that county and its municipalities changes because real property values are put back to market value. When the tax base changes, that local government would experience a change in revenue if its tax rate were to remain unchanged for the new fiscal year. The revenue-neutral tax rate is intended to show the tax rate that would keep the local government's revenue neutral (keep it the same) given its new tax base. If the tax base increases due to the reappraisal, the revenue-neutral tax rate will be lower than the current tax rate. Since Jamestown's overall tax base increased due to the revaluation, the revenue-neutral rate (\$.4687/\$100 value) is lower than the current tax rate (\$.485/\$100 value). To some degree, the revenue-neutral rate is based upon estimations of the tax base because appeals of assessments will not be resolved at the time the rate is published. Successful taxpayer appeals will lower the revaluation year tax base further.

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## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Discussion re: Update to the Town Council's Strategic Plan

**AGENDA ITEM #:** VI-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Town Manager

### SUMMARY:

The Town Council adopted the Town of Jamestown Strategic Plan Goals and Outcomes Plan with the budget in 2021. This plan is designed to be a multi-year representation of the Town's mission. It aims to serve as a roadmap for staff and Council over the next three to five years. The plan further defines the Town's strategic priorities and is linked to the CIP. The goals outlined come from input from the citizens, staff, partners, and Council members.

The plan includes the following components: Outcome statements which are the foundation of the Town's mission statement; short and long-range goals that further define and support the outcomes; multi-year goals that will be executed to achieve the outcomes; and annual tasks captured in the attached document which will be updated bi-annually to track progress.

It is time for our bi-annual update and we will be asking the Council to set a time for a special meeting to allow for staff to review the goals and outcomes which have been achieved, to review those that are currently in progress, to identify new goals, and to set Council priorities on those goals which deserve immediate attention.

The staff respectfully requests that we call a special meeting on Wednesday, May 25th at 2pm in the Civic Center to discuss the strategic plan.

**ATTACHMENTS:** Town of Jamestown Strategic Plan Goals and Outcomes Plan

**RECOMMENDATION/ACTION NEEDED:** Set a special meeting for 2pm on May 25th in the Civic Center

**BUDGETARY IMPACT:** N/A

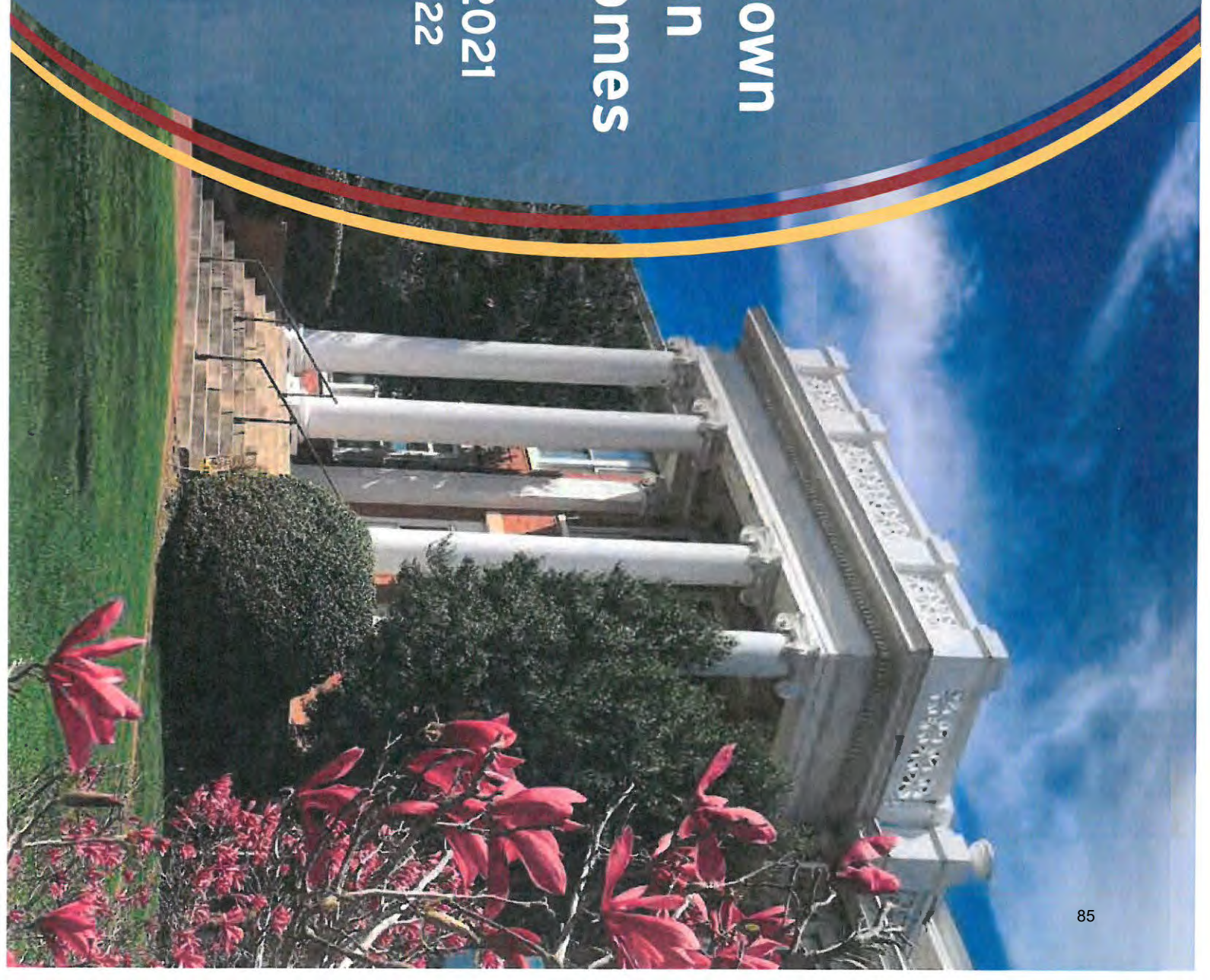
**SUGGESTED MOTION:** Move to set a special meeting for 2pm on May 25th in the Civic Center for the purpose of discussing the strategic plan.

**FOLLOW UP ACTION NEEDED:** None



# Town of Jamestown Strategic Plan Goals and Outcomes

Adopted: June 15, 2021  
Updated: January 2022







## Introduction to the Town's Strategic Plan

**The Town of Jamestown Strategic Plan** is designed to be a multi-year representation of the Town's mission. It aims to serve as a roadmap for staff and Town Council over the next three to five years.

This plan—an outgrowth of Council and staff input from earlier this year as well as several pre-existing documents—further defines the Town's strategic priorities.

The structure better links Council and staff plans and employs a format that should be more useable for elected officials, staff, partners and citizens.

### **The plan includes these components:**

- Outcome statements that are the foundation of the Town's mission statement;
- Short and long-range goals that further define and support the outcomes;
- Multiyear (three- to five-year) goals that will be executed to achieve the outcomes; and
- Annual tasks captured in a separate working document and a reporting structure that will be updated regularly to track progress.

## Outcomes and Goals Snapshot

The outcomes and goals snapshot represents a graphical method for displaying specific desired outcomes and the goals necessary to bring these to fruition.

Goals are grouped under the five focus areas listed above. Each individual outcome represents an initiative that has been reviewed by staff and the Council together during the annual retreat process to ensure that citizen needs are being met in an effective and efficient manner.

This document will be reviewed semi-annually and the Town Manager will communicate progress on each of the goals with the Council as needed.

The Town Council will review this document annually to ensure that goals are still relevant. The document will be updated and adopted as a part of the annual budget process in June.



## Mission

Creating an exceptional quality of life for all citizens by providing superior services

## Vision

Jamestown will be a thriving community with strong roots in our history. One dedicated to a high quality of life for residents of all ages, including: recreation, education, and supporting businesses. A community of clean, beautiful, and safe surroundings and welcoming neighborhoods where everyone can feel at home.

## Values

### **Primary:**

Compassion/Fairness - We show compassion to everyone, our citizens, our staff, and our visitors. When we make decisions as a Town we are thoughtful and understanding of how those decisions will affect our citizens. We ensure that everyone gets equal consideration.

Accountability - We hold ourselves accountable and remember that we are always accountable to the citizens of Jamestown. We take ownership of the actions and decisions made by the Town and the results of those decisions.

Servant Leadership - We believe that we are leaders who have been placed here to serve our citizens and engage them while also putting their needs first.

Ability to Work Together - We will find a way to work together. Diverse backgrounds and experiences will not preclude us from finding a way to hear all voices and incorporating them into our work.

### **Secondary:**

Listening - We actively listen to the needs and desires of our Town and reflect on what we've heard before.

Open-Mindedness - We keep our minds open so that we are able to respond effectively to the changing needs of Jamestown.

Making a Positive Impact - We strive to set goals that will have a positive impact on the lives of the people of Jamestown and allow for our values to guide us in meeting or exceeding those goals.

Respect - We will always remain respectful in our interactions with one another, Town staff, and especially the citizens of Jamestown.



**The Town's Strategic Plan is organized around five focus areas, which make up its mission:**

### **Staff Excellence**

Recruit and retain a team of excellent employees.



### **Outreach and Involvement**

Provide outlets for citizen outreach and engagement.



### **Infrastructure and Facilities**

Ensure logical investment in infrastructure and facilities to meet future needs.



### **Planning & Development**

Grow and maintain a robust, diversified economy.



### **Public Safety**

Procure partnerships to ensure effective services that match community needs.







## OUTCOMES & GOALS SNAPSHOT FY 21-22

Adopted by Town Council on June 15, 2021

Last Update: January 21, 2022

Complete or Nearing Completion
Significant Progress
Moderate progress
Pending, Deferred
Limited progress, currently unscheduled

PRIORITY GOALS (★)

Focus Areas:

Staff Excellence (1 & 2)	Outreach and Involvement (3&4)	Infrastructure and Facilities (5)	Public Safety (6)	Planning and Development (7)
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OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Staff Excellence</i>			
<b>1. To attract, develop, and retain town staff in order to support services and meet community needs.</b>		<b>July 2021</b>	<b>Jan. 2022</b>
★	Goal # 1: Provide employee training opportunities		
★	Goal # 2: Evaluate benefits and insurance for the Town employees		
★	Goal # 3: Prepare operations continuity plan for key positions		
	Goal # 4: Implement strategies to recruit employees from diverse populations		
	Goal # 5: Perform pay classification study to remain competitive in the marketplace		
<b>2. To improve the administration of Town government.</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Procure software for asset management (vehicle/technology maintenance/replacement)		
	Goal # 2: Review and update current Town mission, vision, and core values		
	Goal # 3: Prepare a strategic plan for outcomes and goals		
	Goal # 4: Schedule a candidate information session		
	Goal # 5: Promote excellence in customer service		
	Goal # 6: Achieve minimum staffing levels for all departments		
	Goal # 7: Maintain and update Town's Code of Ordinances		

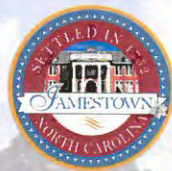
OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Outreach and Involvement</i>			
<b>3. Develop and implement strategies to promote Jamestown</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Further develop Music in the Park and other Town-sponsored events		
	Goal # 2: Develop branding and marketing strategies for Jamestown		
<b>4. Conduct community engagement through multiple strategies to increase resident involvement in Town matters</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Develop AARP Livable Communities Initiative		ongoing
	Goal # 2: Fully utilize Town social media accounts		
	Goal # 3: Establish a process for advertising openings & selecting residents for Town boards and committees		
	Goal # 4: Establish a joint planning retreat for the Planning Board, Council, and Town staff		ongoing
<i>Focus Area: Infrastructure and Facilities</i>			
<b>5. Make plans to improve current infrastructure, facilities, and services</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Update street pavement condition study		
★	Goal # 2: Prepare strategic growth plan for Jamestown and surrounding ETJ areas		
	Goal # 3: To prepare a plan to implement government mandated stormwater regulations		
	Goal # 4: Evaluate effectiveness of current solid waste collection & recycling services		
	Goal # 5: Complete and adopt Parks & Recreation Master Plan in order to seek grant funding opportunities		
	Goal # 6: Prepare plans for effective utilization of space at Town Hall & Civic Center		
★	Goal # 7: Complete plans for the construction of a new Recreation Maintenance Facility		
	Goal # 8: Prepare Golf Course Strategic Plan		
	Goal # 9: Coordinate joint staff meeting with City of GSO, City of HP and PTRWA to discuss water/sewer cost & capacities		
	Goal # 10: Repair/replace golf course irrigation system		
	Goal # 11: Prepare plans for updating/installing restroom and shelters for golf and recreation facilities		
	Goal # 12: Maintain integrity of water/sewer/stormwater infrastructure		
	Goal # 13: Maintain effective communications with NCDOT and HPMPO		
	Goal # 14: Seek funding through the American Rescue Plan		



OUTCOMES AND GOALS		STATUS	
<i>Focus Area: Public Safety</i>			
<b>6. Continue to develop plans to improve public safety in the Town of Jamestown</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Coordinate joint staff meeting to discuss plan of service with PSFD (w/ annual review in January)		
	Goal # 2: Coordinate joint staff meeting to discuss plan of service with GCSD (w/ annual review in January)		
	Goal # 3: Install security measures at Town facilities (parks, maintenance facilities, and Town Hall)		
<i>Focus Area: Planning and Development</i>			
<b>7. Implement a broad program of community planning, development, and land management through zoning</b>		<b>July 2021</b>	<b>Jan. 2022</b>
	Goal # 1: Seek opportunities for grant funding for pedestrian and parks/recreation facilities		
	Goal # 2: Complete update of the Town of Jamestown's Comprehensive Plan		
	Goal # 3: Review and update Comprehensive Pedestrian Transportation Plan		
	Goal # 4: Enhance Code Enforcement capabilities throughout Jamestown to help protect property values		
	Goal # 5: Establish/redefine ordinances for application of commercial maintenance code in Jamestown		







TOWN OF JAMESTOWN

# STRATEGIC PLAN UPDATE

JANUARY 2022

TOWN HALL  
JAMESTOWN  
NORTH CAROLINA





## 1. To attract, develop, and retain town staff in order to support services and meet community needs.

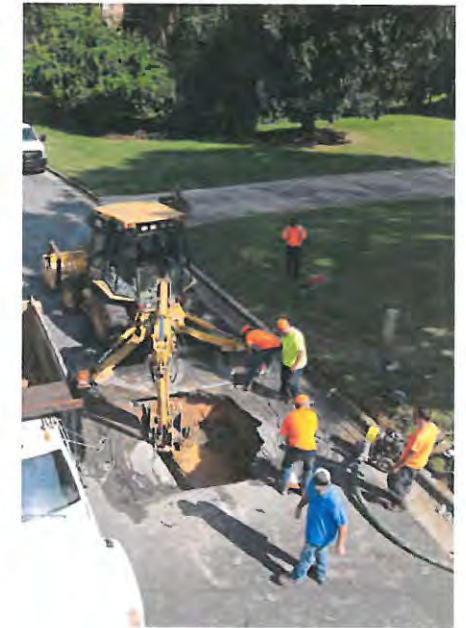
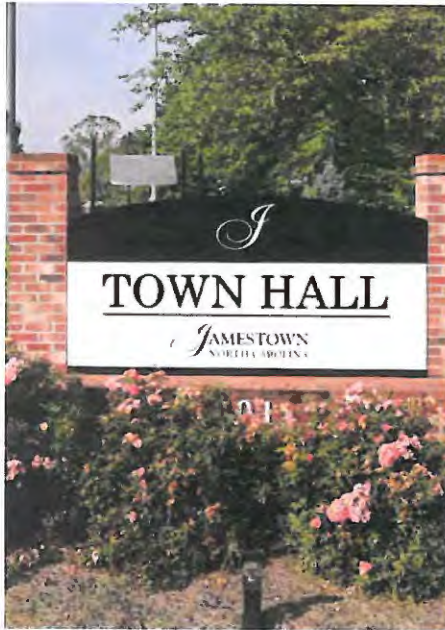


### 1.1

#### PROVIDE EMPLOYEE TRAINING OPPORTUNITIES

- Town Clerk completed and Public Services Director enrolled and currently attending SOG Municipal Administration Program
- Town Planner received AICP certification
- Public Services staff received two B-Distribution certifications and two C-Distribution certifications
- PTRC conducted a Performance Appraisal training for supervisory staff
- Public Services employee completed CDL training
- Fountainworks conducted a training with Staff on Strategic Planning and Implementation
- Guilford County Public Health Director presented to staff and answered questions about the coronavirus and vaccines





## 1.2

### EVALUATE BENEFITS AND INSURANCE FOR THE TOWN EMPLOYEES

- Provide supplemental insurance opportunities for all full-time employees
- Modified health insurance to offer tiers in order to provide lower cost options for family coverage
- Achieved significant savings by changing liability, property, and workers compensation insurance to the League of Municipalities
- Council passed a Family Caregiver leave policy for all full-time employees

## 1.3

### PREPARE OPERATIONS CONTINUITY PLAN FOR KEY POSITIONS

- Council approved business continuity plan in FY 21-22 Budget
- Contracted with PTRC in 2021
- Final plan to be completed and presented to Council in March 2022
- Initial steps including hiring Accounting Specialist in November 2021
- Trained internal candidate to replace Water Specialist II upon retirement

## 1.4

### IMPLEMENT STRATEGIES TO RECRUIT EMPLOYEES FROM DIVERSE POPULATIONS

- The purpose of this goal is to widen the applicant pool to include potential employees from diverse populations
- Staff will review best practices for implementation and adopt a policy for recruitment of minority applicants

## 1.5

### PERFORM PAY CLASSIFICATION STUDY TO REMAIN COMPETITIVE IN THE MARKETPLACE

- In order to remain competitive in the Triad labor market, staff will be recommending a pay classification study be budgeted and completed in FY 22-23





## 2. To improve the administration of Town government

### 2.1

#### PROCURE SOFTWARE FOR ASSET MANAGEMENT (VEHICLE / TECHNOLOGY MAINTENANCE / REPLACEMENT)

- Implement the use of Task Tracker Software for golf course labor, time, and equipment
- Track metrics including mow time, oil changes, vehicle use, maintenance information, and replacement schedule
- Black Mountain Accounting Software will allow for asset management through barcode scanning. Spring '22



### 2.2

#### REVIEW AND UPDATE CURRENT TOWN MISSION, VISION, AND CORE VALUES

- Council reviewed and approved Mission, Vision, and Core Values at the September 21, 2021 Meeting

### 2.3

#### PREPARE A STRATEGIC PLAN FOR OUTCOMES AND GOALS

- Town Manager presented the concept of a Strategic Planning Process to provide guidance for Council and staff
- The plan is designed to be a multi-year representation of the Town's Mission. It aims to serve as a roadmap for staff and Town Council over the next three to five years
- The Strategic Plan was approved by Council and included in the FY 21-22 Budget
- The Town leadership team will continue to update Council on progress made on the Strategic Plan in July and January of each year







Source: Alex Wong/Getty Images



## 2.4

### SCHEDULE A CANDIDATE INFORMATION SESSION

- A candidate information session was held on August 2, 2021
- All candidates for Mayor and Council were invited to attend
- Town staff presented the Strategic Plan and discussed goals and responsibilities for each department

## 2.5

### PROMOTE EXCELLENCE IN CUSTOMER SERVICE

- Prepare a plan to define customer service for the Town and its service components
- Review and select a consultant to work with staff to prepare and implement a plan in FY 22-23

## 2.6

### ACHIEVE MINIMUM STAFFING LEVELS FOR ALL DEPARTMENTS

- Town leadership will develop a staffing level plan for a 5 to 10 year period for all departments
- Staffing plan should be completed on or before April 2022

## 2.7

### MAINTAIN AND UPDATE TOWN'S CODE OF ORDINANCES

- Council approved codification of LDO in FY 21-22 budget
- Contracted with MuniCode in December 2021 to begin the process of codification
- Expect deliverables by May 2022





### 3. Develop and implement strategies to promote Jamestown

#### 3.1

##### FURTHER DEVELOP MUSIC IN THE PARK AND OTHER TOWN SPONSORED EVENTS



- Council approved annual budget Special event programming
- Continue to offer programming for Music in the Park, Yoga in the Park, and Veteran Memorial events
- Seven Music in Park events are planned for 2022 as well as weekly Yoga in the Park from May to September

#### 3.2

##### DEVELOP BRANDING AND MARKETING STRATEGIES FOR JAMESTOWN



- Contracted with Tiger moth Creative to build marketing and communication efforts
- Ongoing communications with residents and business owners to identify compelling messaging
- Expected deliverables will be presented in Spring 2022



## 4. Conduct community engagement through multiple strategies to increase resident involvement in Town matters

### 4.1

#### DEVELOP AARP LIVABLE COMMUNITIES INITIATIVE

- The Town of Jamestown was accepted into the AARP Network of Age-Friendly States and Communities in October 2021
- The committee will continue to meet to promote, research, and recommend age friendly opportunities for the

### 4.2

#### FULLY UTILIZE TOWN SOCIAL MEDIA ACCOUNTS

- In conjunction with branding and marketing efforts, Town staff will continue to engage with the community using all available social media platforms
- Staff will review potential social media guidelines and select responsible staff to serve as administrators

### 4.3

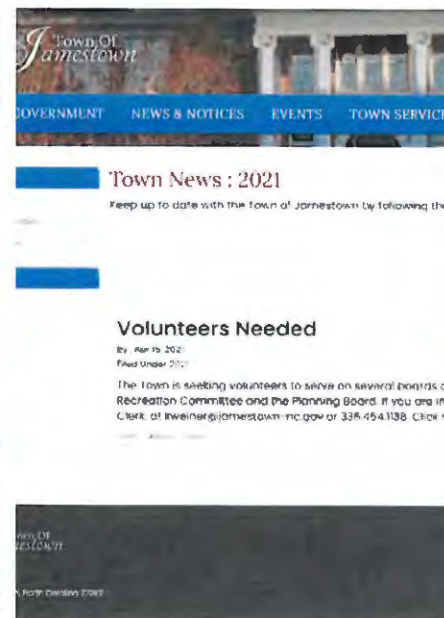
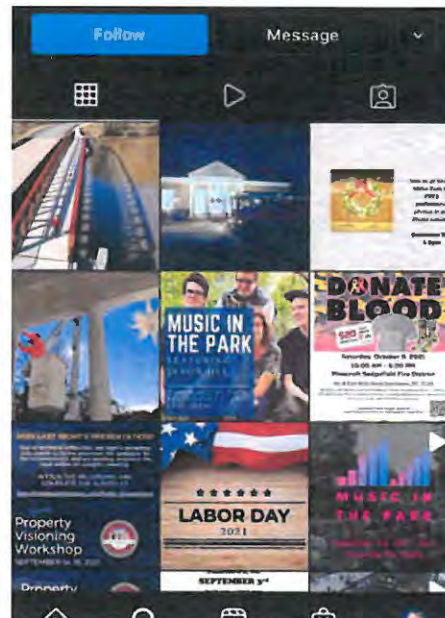
#### ESTABLISH A PROCESS FOR ADVERTISING OPENINGS AND SELECTING RESIDENTS FOR TOWN BOARDS AND COMMITTEES

- The Town Clerk will coordinate with the Mayor and Council to develop a plan for reaching a broad spectrum of citizens to serve in important volunteer roles

### 4.4

#### ESTABLISH A JOINT PLANNING RETREAT FOR THE PLANNING BOARD, COUNCIL, AND TOWN STAFF

- The Town Council and Planning Board held a joint meeting on August 11, 2021
- Staff plan to make this an annual event to foster communication and education opportunities between the Town Council and Planning Board







## 5. MAKE PLANS TO IMPROVE CURRENT INFRASTRUCTURE, FACILITIES, AND SERVICES

### 5.1

#### UPDATE STREET PAVEMENT CONDITION STUDY



- Staff will present results of the study to Council in Spring 2022
- The study is the basis for selecting streets for repairs and resurfacing
- The study will show budgeting needs and deficiencies

### 5.2

#### PREPARE STRATEGIC GROWTH PLAN FOR JAMESTOWN AND SURROUNDING ETJ AREAS



- Staff has contracted with Benchmark Planning to prepare a Strategic Growth Plan
- Work is ongoing and includes:
  - Solid waste and recycling study
  - Water and sewer capacity study
  - Fire and police services





## 5.3

### PREPARE A PLAN TO IMPLEMENT GOVERNMENT MANDATED STORMWATER REGULATIONS

- Council approved funding for Bluestream Environmental to assist with an audit gap study to be completed in Spring 2022
- NCDEQ will be conducting an audit of the Town's stormwater program in 2023
- The Town contracts with PTRC Stormwater SMART to provide educational opportunities in the community



## 5.4

### EVALUATE EFFECTIVENESS OF CURRENT SOLID WASTE COLLECTION AND RECYCLING SERVICES

- Contract with Smith Gardner Inc to evaluate current solid waste and recycling process and costs
- Study will be used to make recommendations for improvements to current collection methods and future growth
- Study to be completed and presented to Council on or before May 1, 2022



## 5.5

### COMPLETE AND ADOPT PARKS AND RECREATION MASTER PLAN IN ORDER TO SEEK GRANT FUNDING OPPORTUNITIES

- Council adopted the Comprehensive Parks and Recreation Master Plan in April 2021
- This document is necessary for requesting grant funding



## 5.6

### PREPARE PLANS FOR EFFECTIVE UTILIZATION OF SPACE AT TOWN HALL AND CIVIC CENTER

- Freeman Kennett to present space utilization plan for Town Hall and the Civic Center at the January 21, 2022 retreat





Source: Greensboro News and Record



## 5.7

### COMPLETE PLANS FOR THE CONSTRUCTION OF A NEW RECREATION MAINTENANCE FACILITY

- Town hired Ramsay Burgin Smith Architects to develop plans for the Recreation Maintenance Facility
- TRC reviewed and approved the plan with notes in August 2021
- Bid date is set for February 15, 2022.

## 5.8

### PREPARE GOLF COURSE STRATEGIC PLAN

- Seek a consultant and cost estimates to prepare and adopt a golf course strategic plan for the Jamestown Park Golf Course in FY 22-23
- Staff will review best practices of municipal golf courses
- The plan will set priorities and establish funding for maintenance, staffing, and marketing

## 5.9

### COORDINATE JOINT STAFF MEETING WITH CITY OF GSO, CITY OF HP, AND PTRWA TO DISCUSS WATER/SEWER COST AND CAPACITIES

- Town staff hosted an initial meeting in June 2021
- The Town contracted with Hazen and Sawyer to evaluate wastewater capacities in light of future development in Jamestown
- The Town currently has the ability to purchase water for current and future growth needs
- The Town plans to purchase additional water capacity from PTRWA plant expansion

## 5.10

### REPAIR/REPLACE GOLF COURSE IRRIGATION SYSTEM

- The current Jamestown Park irrigation system is faulty. Staff continuously identifies and repair leaks
- Staff recommends to update the current electronic system to a two-wire system and replace with new pipes to resolve the leaks in the fairways and tee boxes
- This project will be scheduled in the next CIP





Source: USDOT

## 5.11

### PREPARE PLANS FOR UPDATING/INSTALLING RESTROOM AND SHELTERS FOR GOLF AND RECREATION FACILITIES

- Work with Ramsey Burgin Smith to develop plans for golf course restroom facilities
- Quotes for Wrenn Miller Park Bathroom Facility have been secured pending budget approval
- Both projects are budgeted for FY 21-22

## 5.12

### MAINTAIN INTEGRITY OF WATER/SEWER/STORMWATER INFRASTRUCTURE

- The Town contracts with the following organizations to maintain the highest level of water, sewer, and stormwater integrity
  - Bluestream Environmental
    - Stormwater Devices
  - Withers Ravenel
    - Stormwater Mapping
  - Hazen and Sawyer
    - Sewer System Study
  - PTRC
    - GIS Infrastructure Updates
  - HydroStructures
    - Sewer flow studies
  - Duke's Root Control
    - Chemically Treat Sewer Lines

## 5.13

### MAINTAIN EFFECTIVE COMMUNICATIONS WITH NCDOT AND HPMPD

- Staff and Council representatives attend monthly HPMPD TCC and TAC meetings
- Staff and council maintain dialogue on current needs and projects

## 5.14

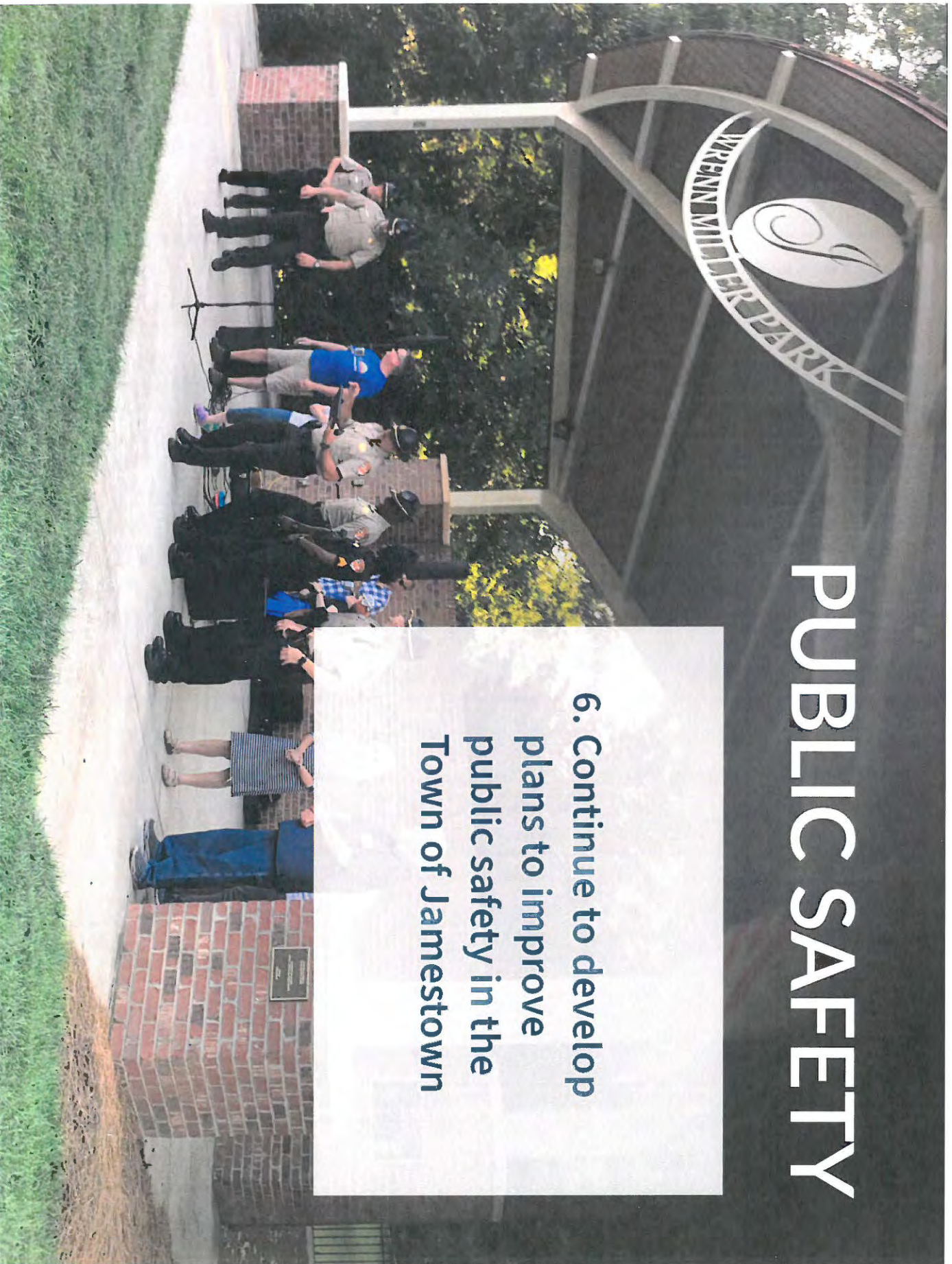
### SEEK FUNDING THROUGH THE AMERICAN RESCUE PLAN

- Total amount awarded is approximately \$1,430,000
- Received 50% of Funding in July 2021
- Remaining 50% of funding expected July 2022
- Final guidelines for allowable expenditures were released on January 6, 2022.
- Public meetings will be held by late July 2022



# PUBLIC SAFETY

6. Continue to develop plans to improve public safety in the Town of Jamestown





# 6.1

## COORDINATE JOINT STAFF MEETING TO DISCUSS PLAN OF SERVICE WITH PSFD (W/ ANNUAL REVIEW IN JANUARY)



- Council to receive annual report at the January 25, 2022 Council Meeting
- Staff and Town Attorney to review current contract with Pinecroft Sedgfield Fire Department

# 6.2

## COORDINATE JOINT STAFF MEETING TO DISCUSS PLAN OF SERVICE WITH GCSD (W/ ANNUAL REVIEW IN JANUARY)



- Council to receive annual report at the January 25, 2022 Council Meeting
- Staff and Town Attorney to review current contract with Guilford County Sheriff's Department



# 6.3

## INSTALL SECURITY MEASURES AT TOWN FACILITIES (PARKS, MAINTENANCE FACILITIES, AND TOWN HALL)

- Council approved budget for improvements to security measures at Town Hall and other Town Facilities. Project was completed in 2021
- Staff will continue to evaluate additional security measures for other Town facilities as needed





# 7. Implement a broad program of community planning, development, and land management through zoning

## 7.1

SEEK OPPORTUNITIES FOR GRANT FUNDING FOR PEDESTRIAN AND PARKS/RECREATION FACILITIES



- Parks and Recreation and Planning Staff are collaborating to identify grant funding opportunities
- Staff met with the Regional Representative for the Department of Parks, Recreations, and Tourism Management to discuss available grant opportunities and timelines

## 7.2

COMPLETE UPDATE OF THE TOWN OF JAMESTOWN'S COMPREHENSIVE PLAN



- Council adopted the Envision Jamestown Comprehensive Plan in October 2021
- Benchmark Planning worked with a Steering Committee and hosted public input sessions to create an outline for the communities vision for the future



# 7.3

## REVIEW AND UPDATE COMPREHENSIVE PEDESTRIAN TRANSPORTATION PLAN



- The Town of Jamestown was awarded a \$50,000 Bicycle and Pedestrian Planning Grant, from NCDOT in September 2021
- Toole Design was assigned as the contractor by NC DOT Integrated Mobility Division
- Work on this plan will begin in early 2022



# 7.4

## ENHANCE CODE ENFORCEMENT CAPABILITIES THROUGHOUT JAMESTOWN TO HELP PROTECT PROPERTY VALUES



- Council approved a contract with Alliance Code Enforcement (ACE) in 2021
- ACE staff identify and respond to code violations and work with citizens to resolve them
- ACE staff currently spends two full days a week working in Jamestown to respond to violations

# 7.5

## ESTABLISH/REDEFINE ORDINANCES FOR APPLICATION OF COMMERCIAL MAINTENANCE CODE IN JAMESTOWN

- Council approved contract with Alliance Code Enforcement (ACE) in 2021
- Evaluate ordinance for needed changes and identified and recommended updates to include a Minimum Housing and Non-Residential Maintenance Code
- Currently under review and revision with an expected Council review in early 2022





Town of Jamestown

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**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Consideration of Approval of American with Disabilities Act Plan

**AGENDA ITEM #:** VII-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 10 min

**DEPARTMENT:** Planning

**CONTACT PERSON:** Anna Hawryluk, Town Planner

**SUMMARY:**

In 2021, Town of Jamestown leadership decided to undertake a comprehensive assessment of facilities, programs, and policies to assess their compatibility with American Disability Act (ADA) standards. This plan outlines what facilities under Town ownership need intervention to become compliant with ADA standards, recommend remediation actions to make non-compliant facilities compliant, develop a schedule for remediation action, and designate Town staff responsible for overseeing the schedule and plan itself.

Staff recommends the adoption of the plan. This will allow staff to begin coordinating barrier removal by identifying funding opportunities for remediation and establishing a schedule of remediation.

**ATTACHMENTS:** American With Disabilities Act (ADA) Plan

**RECOMMENDATION/ACTION NEEDED:** Approval of the American With Disabilities Act (ADA) Plan

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Move to Approve the American With Disabilities Act (ADA) Plan

**FOLLOW UP ACTION NEEDED:** None



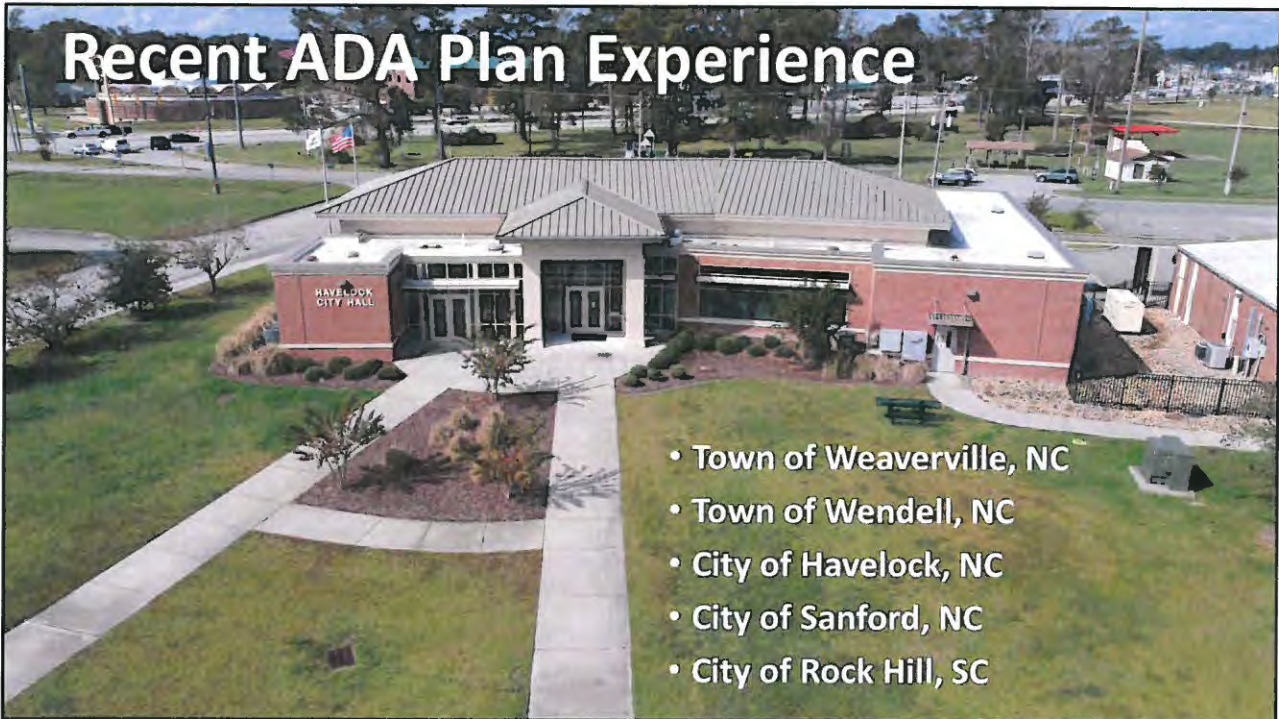


# TOWN OF JAMESTOWN

SELF EVALUATION AND ADA TRANSITION PLAN



## Recent ADA Plan Experience



- Town of Weaverville, NC
- Town of Wendell, NC
- City of Havelock, NC
- City of Sanford, NC
- City of Rock Hill, SC



## Project Team

- **Town of Jamestown:**

- Matthew Johnson
- Katie Weiner
- Anna Hawryluk
- Paul Blanchard

- **WithersRavenel:**

- Keith Pugh
- Ted Kallam
- Kaycie Pruitt
- Daniel Rauh
- Dennis Jones

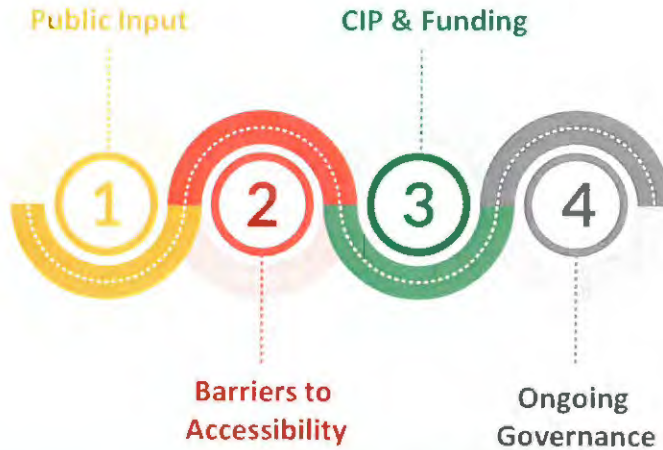


## Project Objective

- **To ensure that all citizens have access to municipal facilities, programs, activities and services.**
- **Comply with 28 CFR Part 35, which is Title II of the Americans with Disabilities Act, enacted July 26, 1990.**
  - Municipalities with 50 or more employees must establish an ADA Transition Plan.
  - Focuses on the architectural and physical barriers to access.
  - Agencies receiving federal funds



# Key Project Considerations



## Public Input

- Survey
- Written Feedback
- Phone
- In-Person Discussions

Town of Jamestown ADA Transition Plan

### PART 3 Public Outreach

As part of the requirements detailed in §35.150 of the Americans with Disabilities Act Title II Regulations, "A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments."

To meet this requirement, the Town conducted a public outreach through an online survey. The meeting solicited citizen feedback to better understand citizen access within the Town. Outreach began in January of 2022 with a response deadline of February 2, 2021.

During the survey period, 10 members of the community provided some degree of input on accessibility barriers.

A copy of the survey results may be found in Appendix B of this plan.

Most of the respondents are above the age of 55. 70% of those respondents have functional needs or disabilities relating to walking. The two survey questions below identify the highest priorities barriers to improve throughout the town.

"What barriers do you think are limiting access the most?"

- 90% of respondents feel that the largest barrier that causes the most limitation to access in Jamestown is old infrastructure or the lack of accessible infrastructure.

"What pedestrian facilities do you think require the most improvements?"

- Of the community members who took part in the survey, 60% feel the pedestrian signals require the most improvements, with 40% of respondents agreeing that sidewalks/crosswalks, and curb ramps require the most improvement, specifically.



# Barriers to Accessibility

- **Conduct public outreach to garner input**
- **Identify barriers to accessibility**
  - Pedestrian Facilities
  - Programs / Services
  - Policies / Practices / Procedures
  - Buildings / Parks
- **Update GIS to note attribute information and photos for physical assets**
- **Generate list of corrective actions**



# Barriers to Accessibility

- **Pedestrian Facilities**
  - Sidewalks
  - Curb Ramps
  - Signage
  - Pedestrian Signals
  - Parking Lots (Town-owned)
  - Crosswalks





# Barriers to Accessibility

- **Public Buildings / Parks**
- **Identify barriers to accessibility**
  - Paper Towel/Hand Dryer locations
  - Navigable Space
  - Grab Bars
  - Mounting Heights
  - Door Swings
  - Signage
  - Accessible path
  - Door Pull pressure

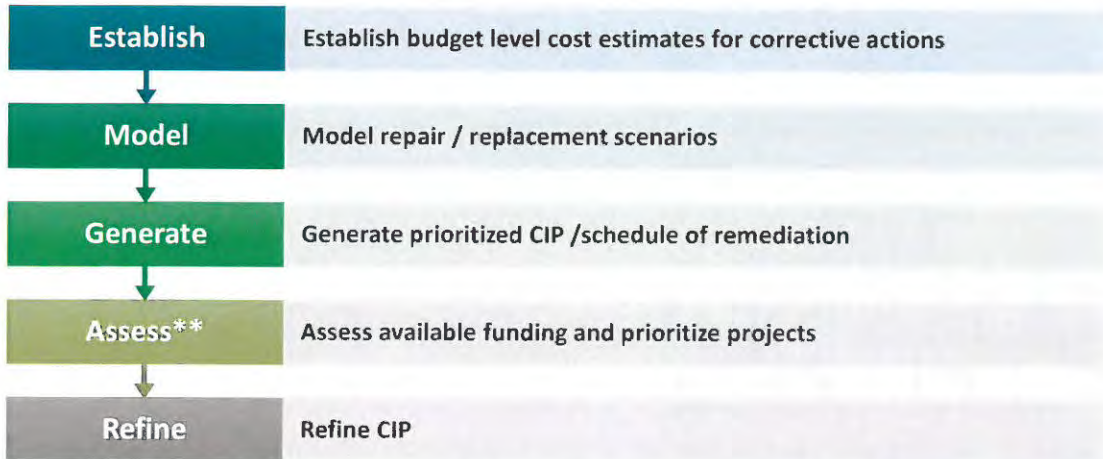


# Barriers to Accessibility

- **Programs / Services**
  - Website
  - Community Events
  - Meetings
- **Policies / Practices / Procedures**
  - ADA Policy
  - Grievance Procedure
  - Reasonable Accommodation for Visitors



# CIP & Funding



# Ongoing Town Governance

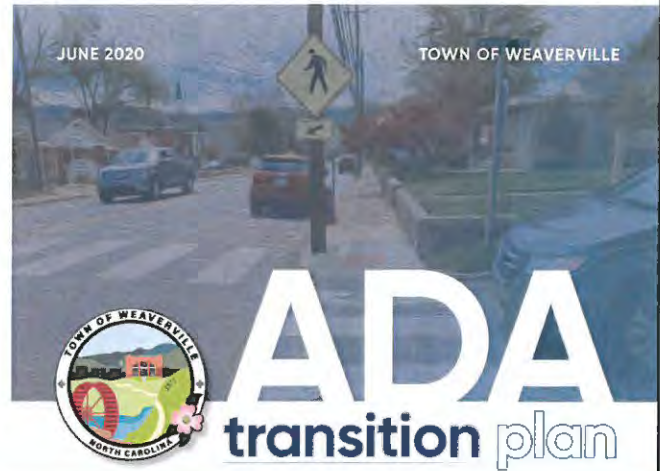
- **Plan Administration Setup**
  - ADA Coordinator: Sharen Apple
  - ADA Administrator: Matthew Johnson
  - Development of ADA position statement
  - Development of ADA grievance procedure
- **Plan will need to be kept current**





# Final ADA Plan Deliverable

- ADA Coordinator
- ADA Policy Statement
- ADA Grievance Process
- ADA Administrator - responsible for ADA Transition Plan Execution
- Summary of public input (survey closed February, 2022)
- A summary of review of existing programs, services, and accessibility policies
- Summary of the pedestrian facilities
- Summary of vertical facilities
- Information on methodology used for evaluation
- An improvement schedule for corrective measures and expected costs for remediation
- Appendices and any additional supplemental information including barrier assessments

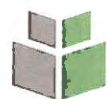






# Town of Jamestown ADA Transition Plan

Project No. 06201343.00



WithersRavenel  
Our People. Your Success.

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## PART 1 Executive Summary

In 2021, Town of Jamestown leadership decided to undertake a comprehensive assessment of facilities, programs, and policies to assess their compatibility with American Disability Act (ADA) standards. This assessment was conducted as a component of the Town's ADA Transition Plan. The ADA Transition Plan is a document created with public input that is designed to determine what facilities under Town ownership need intervention to become compliant with ADA standards, recommend remediation actions to make non-compliant facilities compliant, develop a schedule for remediation action, and designate Town staff responsible for overseeing the schedule and plan itself.

A physical facility assessment began in July of 2021. Field staff used the "ADA Checklist for Existing Facilities" to conduct an itemized assessment of interior and exterior facility requirements. Staff entered and assessed every building owned by the Town of Jamestown that is open to the public. Staff also assessed the quality of sidewalks and curb ramps throughout the Town using the Public Right-of-Way Accessibility Guidelines and North Carolina Department of Transportation Standards as a benchmark. Staff utilized GIS technology to geographically itemize facility deficiencies found within the pedestrian network.

The survey data collection process began in January of 2022 with public outreach and distribution of a survey. The survey described the intent of the assessment and posed accessibility questions about Town-maintained pedestrian facilities, programs, and buildings.

The next elements assessed were the Town's ADA policies and its events/programs. Town policies were reviewed alongside the North Carolina Department of Transportation Office of Civil Rights template policies to ensure compliance. Town events and programs were reviewed to determine if any accessibility limitations would arise based on the event type and/or event location.

This comprehensive assessment of accessibility within the Town was conducted per the requirements of §35-150 of the ADA Title II Regulations. These regulations state that municipalities with 50 or more employees must establish an ADA Transition Plan. The Town of Jamestown employs approximately \_\_\_ full-time employees and thus is required by §35-150 of the ADA Title II Regulations to provide an ADA Transition Plan. The plan is required to address the following at a minimum:

- Identify physical obstacles in the Town's facilities that limit the accessibility of its programs, services, and activities to individuals with disabilities.
- Describe in detail the methods that will be used to make the facilities accessible.
- Specify the schedule for taking the steps necessary to achieve compliance with §35.150 of the ADA Title II Regulations over a period of 5 years: and
- Indicate the official responsible for implementation of the plan.

Survey results from the public outreach indicated that a majority of those surveyed wanted to prioritize sidewalks accessibility, primarily in commercial areas and civic locations. Survey write-

in responses indicated a desire for improved pedestrian facilities in the downtown, stating that existing infrastructure is uneven or lacking.

Of the 6 Town facilities physically assessed, all contained at least one item that would need to become compliant with the 2010 American Disabilities Act Accessibility Guidelines. Many of the recurring items that needed to be brought up to code require relatively minor improvements like relocation of bathroom hand dryers or installing insulation on exposed pipes underneath sinks.

The assessment of the sidewalks and curb ramps identified 79 locations in the pedestrian network that require some degree of intervention. This number is reflective of other municipalities of Jamestown's size. With a compliance goal of 5 years, remediation of these locations' accounts for about 16 locations per year.

The final items examined during the assessment were the Town's ADA-related policies and ADA compliance with recurring events. Staff found that the Town's documents were compliant with the language of the North Carolina Department of Transportation Office of Civil Rights' materials. No intervention was prescribed for the Town events/programs.

Upon completion of the assessment and recommendations, staff developed a 5-year schedule that outlines the remediation actions to be completed each year by Town staff. The Transition Plan concludes by designating Sharen Apple as the Town's ADA Coordinator and Matthew Johnson as the ADA Administrator.

While this plan is designed to specifically itemize survey deficiencies that need to be fixed to become compliant with ADA standards, the results of the assessment are encouraging. Most of the facility interventions needed should not be resource- or capital-intensive.

Establishment of the ADA Coordinator and the ADA Administrator allows for a hands-on approach to managing the remediation schedule, with these individuals monitoring and reorganizing the schedule as known issues are resolved or additional issues arise. Their oversight will also help identify opportunities for efficiency, especially in the cases of pedestrian network remediation in relation to ongoing or independent transportation projects within the Town.

Upon adoption of the ADA Transition Plan by the Jamestown Board of Commissioners, the designated ADA Coordinator and ADA Administrator will coordinate with various Town departments to begin remedial efforts per the adopted schedule. Modifications to the schedule are expected due to changes in project capital, new projects, or identified efficiencies that group multiple items together. The Coordinator and Administrator will work to update the schedule appropriately and continue moving the remediation efforts forward.

## PART 2 Introduction

Under §35-150 of the ADA Title II Regulations, municipalities with 50 or more employees must establish an ADA Transition Plan. The general purpose of this plan is to ensure that all citizens have access to municipal facilities, programs, activities and services. This plan focuses on the architectural and physical barriers to access.

The Town of Jamestown is located in Guilford County, North Carolina, and employs approximately 31 full-time employees. The decision was made to complete a comprehensive review of the Town's facilities in order to determine barriers to accessibility. In compliance with the ADA guidance on transition plans, this plan:

1. Identifies physical obstacles in the public entity's facilities that limit the accessibility of its programs, services, and activities to individuals with disabilities.
2. Describes in detail the methods that will be used to make the facilities accessible.
3. Specifies the schedule for taking the steps necessary to achieve compliance with §35.150 of the ADA Title II Regulations over a period of 5 years: and
4. Indicates the officials responsible for implementation of the plan.

During this ADA Transition Plan, the Town of Jamestown adopted an "ADA Position Statement" and "ADA Grievance Procedures". These documents were reviewed for completeness as part of this Transition Plan and deemed sufficient for the purposes of this Plan. These documents may be found in Appendix A of this plan.

The estimated budgets and approximate schedule of remediation may be found beginning on page 84 and Appendix F of this document.



### PART 3 Public Outreach

As part of the requirements detailed in §35.150 of the Americans with Disabilities Act Title II Regulations, "A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments."

To meet this requirement, the Town conducted a public outreach through a public meeting. The meeting solicited citizen feedback to better understand citizen access within the Town. Outreach began in January of 2022 with a response deadline of February, 2021.

During the survey period, \_\_ members of the community provided some degree of input on accessibility barriers.

The distribution schedule and a copy of the survey may be found in Appendix B of this plan.

## PART 4 PLAN REQUIREMENT 1: IDENTIFY BARRIERS

### 4.01 Vertical Facilities

The Town of Jamestown owns and operates several facilities that are open to the public. Because these facilities are expected to host citizens of Jamestown, measures must be taken to ensure that all public-facing services within the facilities must be accessible for all. The following list details all municipal facilities that were reviewed within the Town of Jamestown:

Table 1: Municipal Facilities

Facility	Location
Civic Center	212 3 <sup>rd</sup> Avenue NE
Fire Station 301-B	301 E Main Street
Library	200 W Main Street
Public Park	7041 E. Fork Road
Soccer Complex	7190 E. Fork Road
Townhall	301 E. Main Street

Please note that the Library is not ADA accessible however, it is a historical building and does not require bringing it up to ADA standards. Additionally, there are a few areas in the Town Hall and Civic Center that were not open to the public, such as the library restrooms. As such, the Library, Town Hall, and Civic Center were not fully assessed for ADA compliance.

To effectively assess the facilities, open to the public, field crews utilized the “ADA Checklist for Existing Facilities”, a set of resources that are promoted by the Department of Justice and the American Disabilities Act, and which are in line with the requirements of the 2010 American Disabilities Act Accessibility Guidelines (ADAAG). These reference checklists allowed field crews to holistically assess the Town’s facilities with detailed accuracy. In addition to the checklists, field crews were outfitted with a tablet equipped with a camera, measuring tape, an electronic level for dimensional calculations, and personal protective equipment for safety. A copy of the reference checklist may be found in Appendix C of this document.

Please see the following facility notes that detail checklist barriers.

## A. Jamestown Civic Center

### 1. *Jamestown Civic Center Approach and Entrance*

- Checklist Item 1.15: The accessible routes do not include a passing space and will require widening for passing space of no less than 60 x 60 inches.
- Checklist Item 1.27: Entrance Ramp 2 has a slope greater than 1:12 and will require lengthening to decrease the slope. (see Figure 3)
- Checklist Item 1.37: The main entrance must be redesigned to make it accessible.
- Checklist Item 1.40: All accessible entrances should have accessibility signs installed.
- Checklist Item 1.44: The accessible entrance door handle should be replaced with hardware that can be operated with one hand without tight grasping, pinching, or twisting of the wrist. An automatic door opener may also be added.



Figure 1: Jamestown Civic Center Entrance 1





Figure 2: Jamestown Civic Center Entrance 2

2. *Jamestown Civic Center Access to Goods and Services*

- Checklist Item 2.12: The ramp will need to be lengthened to decrease the slope to no greater than 1:12.
- Checklist Item 2.10: The ramp will need to be altered to be at least 36 inches wide.
- Checklist Item 2.13: The ramp will need to be altered or relocated so that there is a level landing that is at least 60 inches long and at least as wide as the ramp.
- Checklist Item 2.14: Ramp landing size should be increased where the ramp changes direction so that it is at least 60x60 inches.
- Checklist Item 2.15: Handrails will need to be added to ramps that rise higher than 6 inches.
- Checklist Item 2.16: Ramp handrail height will need to be adjusted so that the gripping surface is between 34 and 38 inches above the ramp surface.
- Checklist Item 2.17: Ramp handrails will need to be reconfigured or replaced so that the gripping surface is continuous and unobstructed.
- Checklist Item 2.18 and 2.19: Circular handrails will need to be replaced so that it is between 1 ¼ and 2 inches in diameter. Noncircular handrails will need to be replaced so that it is between 4 and 6 ¼ inches in diameter.
- Checklist Item 2.20 and 2.21: Handrails will need to be altered so that they extend at least 12 inches horizontally beyond the top and bottom of the ramp, and a curb or barrier will need to be added to the ramp to prevent wheelchair casters and crutch tips from falling off.





Figure 3: Jamestown Civic Center Entrance Ramp 2

- Checklist Item 2.39: Directional signs with characters that contrast their backgrounds will need to be installed.

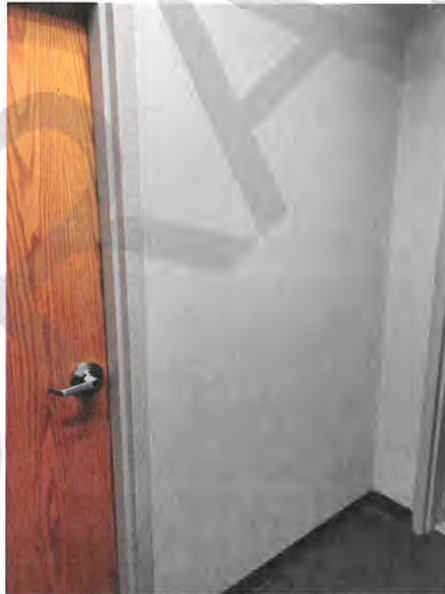


Figure 4: Jamestown Civic Center Directional Signs View

- Checklist Item 2.50: The height of the light switch must be changed so that it is no more than 48 inches above the floor.

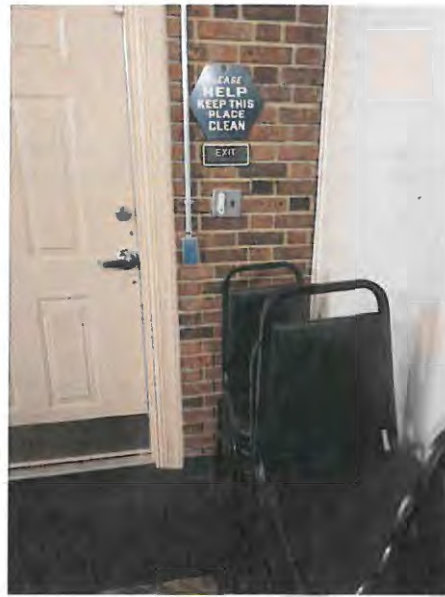


Figure 5: Jamestown Civic Center Light Switch

- Checklist Item 2.53, 2.54 and 2.55: Wheelchair spaces in the seating area will need to be dispersed to allow choices for location and viewing angles. They will also need to be altered for an increased line of sight for wheelchair users.
- Checklist Item 2.56 and 2.57: Wheelchair spaces will need to be altered so they are at least 36 inches wide, and if there are two adjacent wheelchair spaces, they must be at least 33 inches wide.
- Checklist Item 2.58, 2.59 and 2.60: The space must be altered so the wheelchair space is 48 inches deep for a front or rear entrance, or 60 inches deep for a side entrance. Wheelchair spaces also cannot overlap the accessible route.
- Checklist Item 2.61, 2.62, and 2.63: Companion seats will need to be added to the seating area so that there is at least one companion seat for every wheelchair space and are equivalent to seating in the immediate area. The companion seat must also be configured so that it is should-to-shoulder with the person in a wheelchair.
- Checklist Item 2.64: The seating space will need to be altered to provide at least one accessible space.
- Checklist Item 2.65: The route to the accessible seating area will need to be widened to at least 36 inches.
- Checklist Item 2.66: The surface height at accessible seating areas will need to be altered so that it is between 28 and 34 inches above the floor.
- Checklist Item 2.67: The table or work surface will need to be altered so that it is at least 30x48 inches for a forward approach. It will also need to extend between 17 and 25 inches under the surface.
- Checklist Item 2.68: Furniture and equipment must be moved to provide one space that is at least 36x48 inches for a person in a wheelchair.



Figure 6: Jamestown Civic Center Seating Area View 1



Figure 7: Jamestown Civic Center Seating Area View 2



Figure 8: Jamestown Civic Center Seating Area View 3



- Checklist Item 2.82: The ice dispensing device is higher than 48 inches above the floor and will need to be lowered.
- Checklist Item 2.83: There is a shallow obstruction no deeper than 10 inches with a parallel approach, the ice dispensing device can be no higher than 48 inches above the floor, the shelf/dispensing device will need to be lowered.
- Checklist Item 2.84: If there is an obstruction between 10 and 24 inches deep, with a parallel approach, the ice dispensing device is no more than 46 inches above the floor. The shelf/dispensing device will need to be lowered.
- Checklist Item 2.85: With an unobstructed forward approach the ice dispensing device can be no higher than 48 inches above the floor.
- Checklist Item 2.86: Clear floor space beyond an obstruction must extend the same depth as the obstruction and the ice dispensing device can be no higher than 48 inches above the floor to provide knee space.
- Checklist Item 2.87: If obstruction is between 20 and 25 inches deep, the clear floor space must extend as deep as the obstruction and the ice dispensing device must be no higher than 44 inches long to provide knee space.
- Checklist Item 2.88: The tray slide must be between 28 and 34 inches above the floor and will need to be reconfigured.



Figure 9: Jamestown Civic Center Kitchen

### 3. *Jamestown Civic Center Toilet Rooms*

- Checklist Item 3.20: Lower coat hook in the men's toilet room so it is between 15 and 48 inches above the floor, a coat hook will need to be installed in the women's toilet room.





Figure 10: Jamestown Civic Center Women's Toilet Room



Figure 11: Jamestown Civic Center Men's Toilet Room Coat Hook

- Checklist Item 3.22: Replace lavatory so it has between 17 and 25 inches of clear floor space under so a wheelchair can get close enough to reach the faucet.



Figure 12: Jamestown Civic Center Toilet Room Lavatory

- Checklist Item 3.28: Adjust soap dispenser in the men's toilet room so that is no higher than 48 inches above the floor.



Figure 13: Jamestown Civic Center Men's Toilet Room Soap Dispenser

- Checklist Item 3.28: Adjust hand dryer or towel dispenser so that is no higher than 48 inches above the floor, not over an obstruction, and requires less than 5 pounds of force to activate.



Figure 14: Jamestown Civic Center Toilet Room Towel Dispenser

- Checklist Item 3.33: The grab bar must be 42 inches along the side wall, extends at least 54 inches from the rear wall, and between 33 inches and 36 inches above the floor.



Figure 15: Jamestown Civic Center Toilet Room Grab Bar

- Checklist Item 3.43: The doors of the men's and women's accessible stalls will need a self-closing door installed.



- Checklist Item 3.44: The men's and women's bathroom hardware should be replaced so that the door pulls on both side of the doors and are operable with one hand.



Figure 16: Jamestown Civic Center Toilet Room Door



Figure 17: Jamestown Civic Center Toilet Room Door Hardware

B. **Jamestown Fire Station 301-B**

1. *Jamestown Fire Station 301-B Approach and Entrance*

- Checklist Item 1.10: The bottom of the accessible space sign was not at least 60 inches above the ground and will require a new sign installation.



Figure 18: James Town Fire Station Accessible Parking Signage View 1



Figure 19: Jamestown Fire Station Accessible Parking View 2

2. *Jamestown Fire Station 301-B Approach and Entrance*

- Checklist Item 1.40: There are multiple entrances, some being inaccessible. Entrances that are accessible will need an accessibility symbol sign installed.



Figure 20: Jamestown Fire Station Accessible Entrance

- Checklist Item 1.49: The edges of the entrance door mat are not securely attached to minimize tripping hazards and will require securing at edges.



Figure 21: Jamestown Fire Station Entryway Door Mat 1



Figure 22: Jamestown Fire Station Entryway Door Mat 2

3. *Jamestown Fire Station 301-B Access to Goods and Services*
  - Checklist Item 2.3: The route is not stable, firm and slip resistant and will need to be repaired



Figure 23: Jamestown Fire Station Walkway

4. *Jamestown Fire Station 301-B Toilet Rooms*
  - Checklist Item 3.17: The men's bathroom does not have enough clearance for a person in a wheelchair to turn around and obstructions will need to be removed.





Figure 24: Jamestown Fire Station Men's Toilet Room Obstruction

- Checklist Item 3.19: The women's bathroom mirror should be lowered, or additional mirrors should be added that are no higher than 40 inches above the floor.

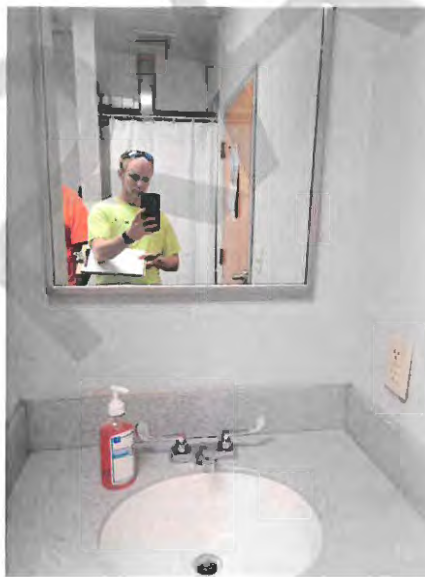


Figure 25: Jamestown Fire Station Women's Toilet Room Mirror

- Checklist Item 3.20: Lower coat hook in women's toilet room so it is between 15 and 48 inches above the floor.



Figure 26: Jamestown Fire Station Women's Toilet Room Coat Hook

- Checklist Item 3.22: The bathroom should be altered so that it allows for between 17 and 25 inches of clear floor space under the sink.
- Checklist Items 3.24: The men's and women's bathroom sinks are higher than 34 inches and do not have at least 27 inches of clearance from the floor that extends at least 8 inches under the lavatory for knee clearance. Will require alteration or replacement.

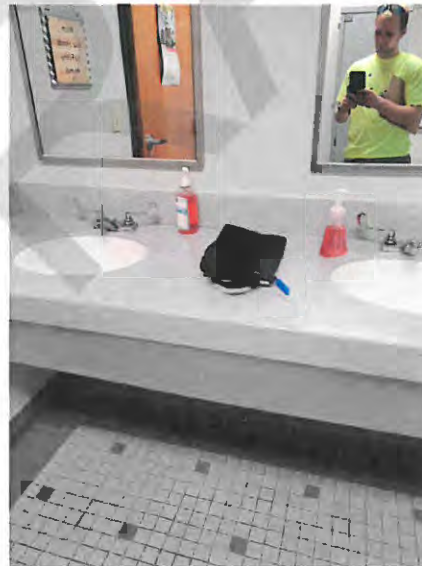


Figure 27: Jamestown Fire Station Toilet Room Sink



Figure 28: Jamestown Fire Station Women's Toilet Room Sink

- Checklist Item 3.29: The men's bathroom towel dispensers are not accessible and will require replacement or additional accessible dispensers installed that are less than 48 inches from the floor.



Figure 29: Jamestown Fire Station Men's Towel Dispenser

- Checklist Item 3.33: The men's bathrooms require a grab bar that extends at least 54 inches from the rear wall.
- Checklist Item 3.34: The women's bathrooms will require a grab bar installation at the rear wall that is at least 36 inches long, extends at least 12 inches from the

centerline of the toilet, extends at least 24 inches on to the open side, is mounted between 33 and 36 inches from the floor to the top of the grab surface, allows for at least 12 inches of clearance between the bar and any objects above, allows for at least 1 ½ inches of clearance from the grab bar and projecting objects below, and allows for a space of 1 ½ inches from the bar to the wall.

- Checklist Item 3.37: The bathrooms will require the flush control to be moved to the open side of the water closet.



Figure 30: Jamestown Fire Station Toilet Room Grab Bar View 1



Figure 31: Jamestown Fire Station Toilet Room Grab Bar View 2

- Checklist Item 3.43: The women's bathroom accessible stall doors will need self-closing hardware added. (No picture available)
- Checklist Item 3.44: The men's bathroom hardware should be replaced so that the door pulls on both side of the doors and are operable with one hand.





Figure 32: Jamestown Fire Station Men's Toilet Room Door

- Checklist Item 3.48 and 3.49: The men's toilet room will need a widened compartment, so it is at least 56 inches deep. (See figure 23)
- Checklist Item 3.50: The door of the men's accessible stalls will require a redesign of the door to allow for 60 inches of space within the compartment while the door is swinging open or closed.

C. Jamestown Library

1. *Jamestown Library Approach and Entry*

- Checklist Item 1.3: Parking spaces require reconfiguration so that at least one space is van accessible.
- Checklist Item 1.5: Van accessible spaces are at least 11 feet wide with an access aisle at least 5 feet wide – or – at least 8 feet wide with an access aisle at least 8 feet wide and will require reconfiguration by repainting lines.



Figure 33: Jamestown Library Accessible Parking

- Checklist Item 1.10: The bottom of the accessible space sign was not at least 60 inches above the ground and will require a new sign installation.



Figure 34: Jamestown Library Accessible Parking Sign



Figure 35: Jamestown Library Parking Accessible Sign

- Checklist Item 1.11: A "van accessible" sign will need to be installed at van accessible spaces.
- Checklist Item 1.12: The accessible space was not located on the closest accessible route to the accessible entrance and will require a reconfiguration of spaces.



Figure 36: Jamestown Library Inaccessible Route

- Checklist Item 1.37: The main entrance should be redesigned to make it accessible.



Figure 37: Jamestown Library Front Entrance

- Checklist Item 1.39: The inaccessible entrances must have signs pointing to the location of the nearest accessible entrance.
  - Checklist Item 1.40: The accessible entrances should have an accessibility sign installed.
2. *Jamestown Library Access to Goods and Services*
- Checklist Item 2.1: An accessible route will need to be created to the main floor, lobby, and elevator.
  - Checklist Item 2.2: Not all public spaces are on an accessible route, one will need to be created.



- Checklist Item 2.9: There is not an elevator or platform lift to all public stories and will require either installing if necessary or offering goods and services on an accessible story.



Figure 38: Jamestown Library Accessible Lift

- Checklist Item 2.38: Tactile and compliant signage is required within the facility to prevent collision with obstructions and guide users with sight issues to their desired activity area.
- Checklist Item 2.39: Signs will need to be installed that provide directions and information about interior spaces that have characters that contrast with background and is mounted at least 40 inches above the floor.
- Checklist Item 2.44: The height of door hardware will need to be changed so that it is between 34 and 48 inches above the floor.
- Checklist Item 2.46: The library will require adjustment to closers, so they close slower than 5 seconds from open to 12 degrees from the latch.





Figure 39: Jamestown Library Door

- Checklist Item 2.48: The floor surface will need to be changed so that it is stable, firm, and slip resistant.



Figure 40: Jamestown Library Floor

- Checklist Item 2.50: The height of the light switch must be changed so that it is no more than 48 inches above the floor, there must also be clear floor space for a forward or parallel approach of 30 inches wide by 48 inches long



Figure 41: Jamestown Library Light Switch

- Checklist Item 2.76: The counter must be lowered to no higher than 36 inches above the floor.
- Checklist Item 2.80: The counter must be reconfigured to provide knee space of between 17 and 25 inches.



Figure 42: Jamestown Library Counter

**D. Jamestown Public Park**1. *Jamestown Public Park, Approach and Entrance*

- Checklist Item 1.10: All accessible space signage is lower than 60 inches from the ground and will require reinstallation.
- Checklist Item 1.11: Following the creation of a van accessible space, a “Van Accessible” sign will need to be installed.



Figure 43: Jamestown Public Park Parking Signage



Figure 44: Jamestown Public Park Accessible Parking



- Checklist Item 1.15: The accessible route does not include a passing space and will require widening for passing space of no less than 60 x 60 inches.



Figure 45: Jamestown Public Park Accessible Route

- Checklist Item 1.17: The running slope of the access ramp will need to be regraded to a 1:20 maximum slope.
- Checklist Item 1.37 and 1.38: The main entrance must be redesigned to make it accessible, and there is no alternate accessible route.



Figure 46: Jamestown Public Park Access Ramp View 1





Figure 47: Jamestown Public Park Access Ramp View 2

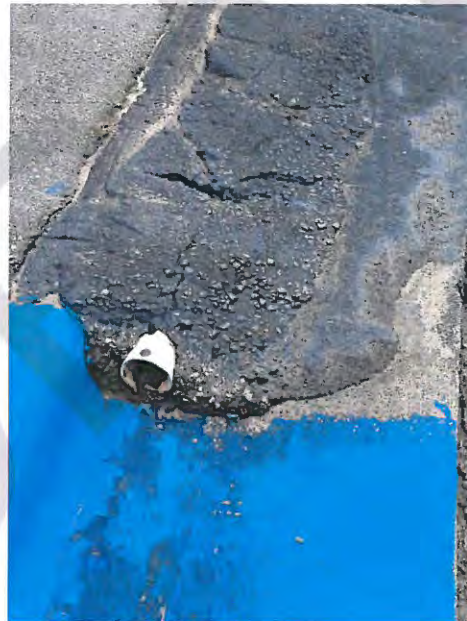


Figure 48: Jamestown Public Park Access Ramp View 3

- Checklist Item 1.39: The inaccessible entrances must have signs pointing to the location of the nearest accessible entrance.
- Checklist Item 1.40: The accessible entrances should have an accessibility sign installed.

2. *Jamestown Public Park Access to Goods and Services*

- Checklist Item 2.5: The route will need to be widened so that there is passing space of at least 60x60 inches.



Figure 49: Jamestown Public Park Accessible Route

- Checklist Item 2.52: Accessible tables will need to be repositioned to allow access to the accessible ends of the tables.



Figure 50: Jamestown Public Park Inaccessible Table View 1



Figure 51: Jamestown Public Park Inaccessible Table View 2



Figure 52: Jamestown Public Park Inaccessible Table View 3

- Checklist Item 2.53: Wheelchair spaces in seating area will need to be reconfigured to disperse the wheelchair spaces to allow choices in location and viewing angles.





Figure 53: Jamestown Public Park Seating Area View 1



Figure 54: Jamestown Public Park Seating Area View 2





Figure 55: Jamestown Public Park Seating View 3

- Checklist Item 2.56: Outdoor seating area will need to be altered to allow at least one space for a wheelchair that is at least 36 inches wide.

3. *Jamestown Public Park Toilet Rooms*

- Checklist Item 3.2: Signs will need to be installed at accessible toilet rooms that give directions to the accessible toilet rooms.
- Checklist Item 3.3: Signs will need to be installed at accessible toilet rooms with the International Symbol of Accessibility



Figure 56: Jamestown Public Park Women's Toilet Room Sign



Figure 57: Jamestown Public Park Men's Toilet Room Sign

- Checklist Item 3.5: The women's bathroom and men's bathroom will need signage moved to the wall on the latch side of each door and so that the baseline of the lowest character is at least 48 inches above the floor, they will also need to be tactile and include braille. (See Figures 37 and 44)
- Checklist Item 3.11: The men's and women's bathroom doors must be adjusted so that they can be opened easily, with less than 5 pounds of force



Figure 58: Jamestown Public Park Toilet Room Door View 1

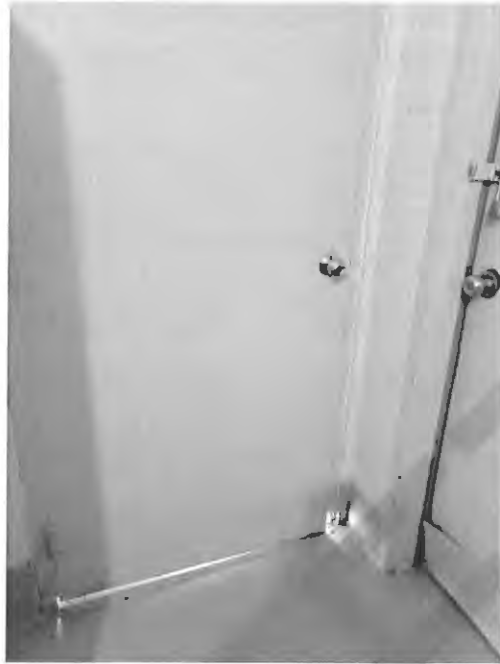


Figure 59: Jamestown Public Park Toilet Room Door View 2

- Checklist Item 3.12: The women's bathroom doors should have closers adjusted so each close slower than 5 seconds from 90 degrees open to 12 degrees from the latch.
- Checklist Item 3.14 and 3.15: The accessible water closet does not have a door. A door that swings out and provides at least 24 inches of maneuvering space beyond the door latch side and 42 inches to the privacy wall will need to be installed.



Figure 60: Jamestown Public Park Men's Accessible Bathroom Stall

- Checklist Item 3.19: The mirrors in the women's bathroom need to be lowered so the bottom edge of the mirror is no higher than 40 inches above the floor. Mirrors need to be installed in the men's restroom.
- Checklist Item 3.20: The women's bathroom coat hook should be lowered to between 15 and 48 inches above the ground.



Figure 61: Jamestown Public Park Women's Bathroom Coat Hook

- Checklist Item 3.26: The pipes below the sink in the men's and women's Toilet Room will need to be insulated or otherwise covered to protect against contact.



Figure 62: Jamestown Public Park Bathroom Sink View 1





Figure 63: Jamestown Public Park Bathroom Sink View 2

- Checklist Item 3.31: The men's and women's bathroom accessible stall requires adjustment so that there is clearance of at least 60 inches from the side wall and 56 inches from the rear wall.
- Checklist Item 3.32: The men's and women's Toilet Room will need the toilet height adjusted to be between 17 and 19 inches above the floor measured to the top of the seat.
- Checklist Item 3.41: The bathroom door width will need to be widened at least 32 inches clear between the face of the door and the stop, when the door is open to 90 degrees.
- Checklist Item 3.43: The doors of the men's and women's accessible stalls will need a self-closing door installed, and the men's room will need doors installed.
- Checklist Item 3.44: The men's and women's bathroom hardware should be replaced so that the door pulls on both side of the doors and are operable with one hand.
- Checklist Item 3.45: The men's and women's bathroom stall locks should be replaced with locks that can be operated with one hand without tight grasping, pinching, or twisting of the wrist, and the men's room will need a door installed.
- Checklist Item 3.47: The men's and women's bathroom accessible stalls must be widened to at least 60 inches wide.
- Checklist Item 3.49: Alter toilet room compartment so that it is at least 59 inches deep.



Figure 64: Jamestown Public Park Toilet Room Stall View 1



Figure 65: Jamestown Public Park Toilet Room Stall View 2



Figure 66: Jamestown Public Park Toilet Room Stall View 3

E. **Jamestown Soccer Fields**

1. *Jamestown Soccer Fields Approach and Entrance*

- Checklist Item 1.11: Following the creation of a van accessible space, a “van accessible” sign will need to be installed.
- Checklist Item 1.40: The accessible entrances should have an accessibility sign installed.



Figure 67: Jamestown Soccer Fields Parking Lot

2. *Jamestown Soccer Fields Access to Goods and Services*

- Checklist Item 2.86: Food Service area will need to be reconfigured to provide clear knee space at least the same depth as any obstructions.



Figure 68: Jamestown Soccer Fields Food Service Area

3. *Jamestown Soccer Fields Toilet Rooms*

- Checklist Item 3.5: The women's bathroom and men's bathroom will need signage moved to the wall on the latch side of each door and will need clear floor space beyond the arc of the door swing between the closed position and 45-degree open position.



Figure 69: Jamestown Soccer Fields Men's Toilet Room Door





Figure 70: Jamestown Soccer Fields Women's Toilet Room Door

- Checklist Item 3.20: Lower coat hooks in men's and women's toilet rooms so it is between 15 and 48 inches above the floor.

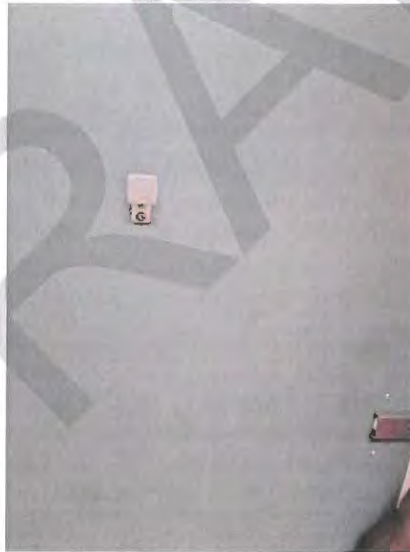


Figure 71: Jamestown Soccer Field Toilet Room Coat Hook View 1



Figure 72: Jamestown Soccer Field Toilet Room Coat Hook View 2

- Checklist Item 3.43: The men's and women's bathroom accessible stall doors will need self-closing hardware added.



Figure 73: Jamestown Soccer Field Toilet Room Stall Door

F. **Jamestown Town Hall**

1. *Jamestown Town Hall Approach and Entrance*

- Checklist Item 1.11: Signs reading "van accessible" need to be installed at van accessible spaces.

- Checklist Item 1.15: The accessible route (entrance ramp 1) does not include a passing space and will require widening for passing space of no less than 60 x 60 inches.



Figure 74: Jamestown Town Hall Entry Ramp 1



Figure 75: Jamestown Town Hall Accessible Entrance Sign 1



Figure 76: Jamestown Town Hall Accessible Entrance Sign 2

- Checklist Item 1.44: The accessible entrance door handle should be replaced with hardware that can be operated with one hand without tight grasping, pinching, or twisting of the wrist. An automatic door opener may also be added.



Figure 77: Jamestown Town Hall Accessible Entrance Door Hardware

- Checklist Item 1.49: The front door mat edges need to be secured to minimize tripping hazards.
  2. *Jamestown Town Hall Access to Goods and Services*
    - Checklist Item 2.10: The ramp will need to be altered to be at least 36 inches wide. (see Figure 74)
    - Checklist Item 2.13: The ramp will need to be altered or relocated so that there is a level landing that is at least 60 inches long and at least as wide as the ramp. (See Figure 74)



- Checklist Item 2.38: Tactile and compliant signage with raised text characters and braille is required within the facility to prevent collision with obstructions and guide users with sight issues to their desired activity area. These signs must be between 48 and 60 inches above the floor.



Figure 78: Jamestown Town Hall Signage View 1



Figure 79: Jamestown Town Hall Signage View 2



Figure 80: Jamestown Town Hall Signage View 3

- Checklist Item 2.39: Signs that provide direction to or information about interior spaces will need contrasting characters and must be mounted at least 40 inches above the floor.
- Checklist Item 2.42: The door threshold vertical dimension is too high. Threshold will need to be modified so it is no more than .25 inch high.



Figure 81: Jamestown Town Hall Door Threshold

- Checklist Item 2.43: Door hardware will need to be replaced to that it is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist.
- Checklist Item 2.48: Floor surface will need to be changed to be stable, firm, and slip resistant.

- Checklist Item 2.49: Carpeting must be securely attached or replaced.



Figure 82: Jamestown Town Hall Entrance Floor



Figure 83: Jamestown Town Hall Entrance Mat 1



Figure 84: Jamestown Town Hall Entrance Mat 2



- Checklist Item 2.69: A bench will need to be added and/or adjusted in the lobby area.
- Checklist Item 2.70: Bench seat will need to be altered so it is at least 42 inches long and no less than 20 inches and no greater than 24 inches deep, and the top of the bench is no less than 17 inches but no more than 19 inches above the floor.
- Checklist Item 2.71 and 2.72: The counter surface is higher than 38 inches above the floor and will need to be lowered.
- Checklist Item 2.73: The top of counter edge protection is higher than 2 inches above the counter surface, it will need lower edge protection.
- Checklist Item 2.74: Check writing surface must be between 28 and 34 inches above the floor, it will need to be lowered.
- Checklist Item 2.75: A sign with the international symbol of accessibility will need to be installed at the accessible counter space.
- Checklist Item 2.76: Counter is higher than 36 inches above the floor, a section will need to be lowered.
- Checklist Item 2.77: Accessible portion of the counter needs to extend the same depth as the countertop.
- Checklist Item 2.81: There isn't at least one of each type of service shelf that can have a forward approach, this will need to be reconfigured.



Figure 85: Jamestown Town Hall Service Counter



#### 4.02 Pedestrian Network Facilities

To create an efficient inventory and ultimately design an effective ADA Transition Plan, municipal staff worked with WithersRavenel personnel to conduct a holistic assessment of the Town's pedestrian network. Consulting staff conducted a "boots on the ground" assessment of features including items such as ramp slope, presence of detectable domes, sidewalk slope, even landing pads, proper cross walk striping, etc.

To make this field survey more efficient, survey crews leveraged the network's curb ramps inventory as survey anchor points, conducting an assessment of pedestrian facility health from each ramp. The Town of Jamestown contains approximately 89 curb ramps. Figure 86 depicts the survey points utilized during the pedestrian facilities field assessment.

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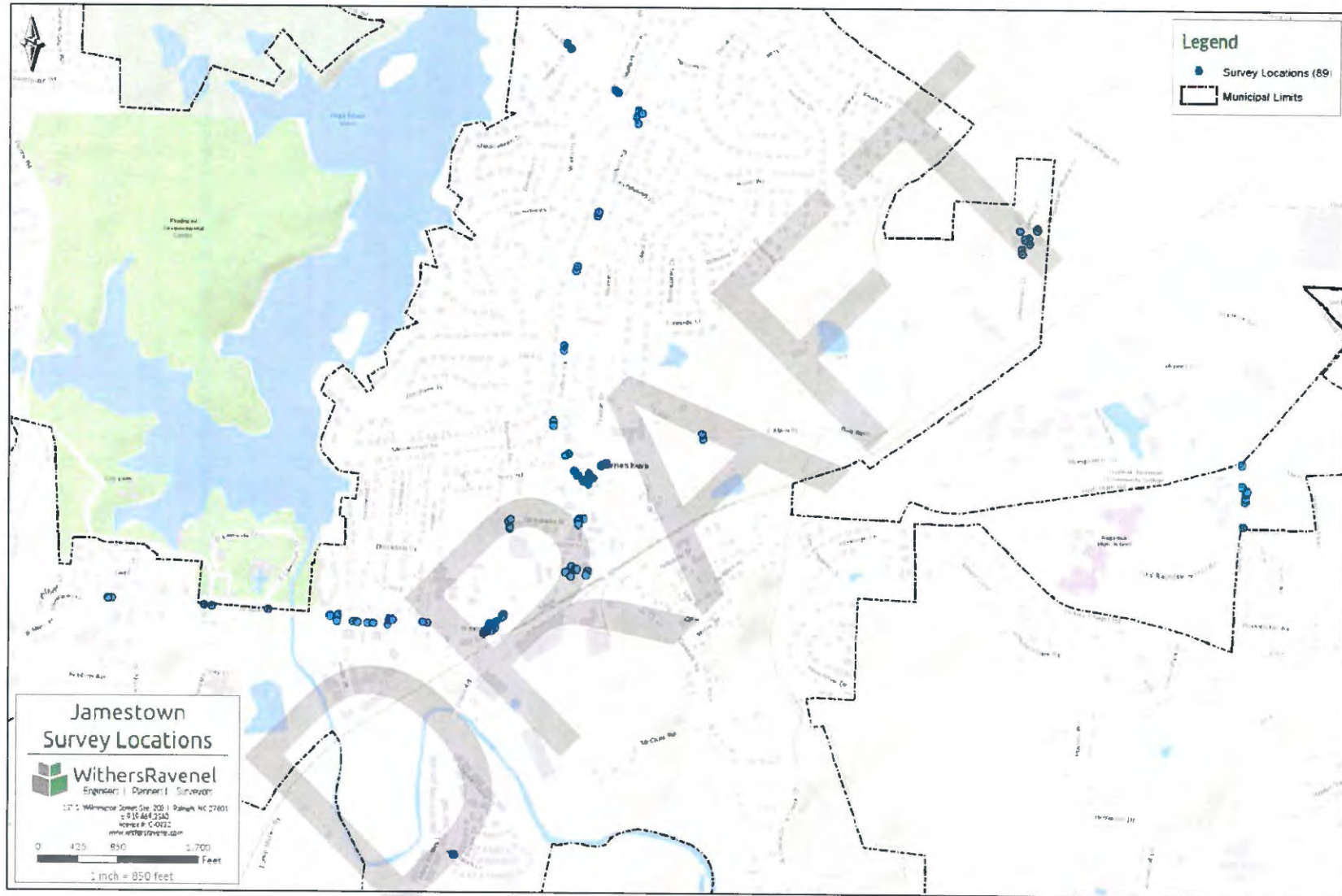


Figure 86: Survey Locations Map

Additionally, Town of Jamestown's staff and WithersRavenel personnel worked together to create an effective field assessment tool that survey crews could reference on-site and collect all pertinent data in a georeferenced, uniform manner. Consulting staff employed the use of Collector for ArcGIS, a software designed to be integrated into electronic tablet use so that field crews may collect accurate data on-site. Field crews were outfitted with a tablet equipped with Collector software and capable of georeferencing pictures taken during the assessment, measuring tape, an electronic level for dimensional calculations, and personal protective equipment for safety. The field survey reference can be found in Appendix D of this document.

Field surveys were conducted between July 26<sup>th</sup> and July 27<sup>th</sup>, 2021. Crews were instructed to take a georeferenced photograph of each non-compliant feature and each curb ramp within the Town and log all information on their tablet. During field assessment, crews logged 79 locations that would be considered barriers to ADA accessibility. Curb ramps were surveyed as a single point containing multiple qualities that could each be interpreted as a barrier to accessibility. For example, a single curb ramp could be less than 4 feet wide (1<sup>st</sup> non-compliant feature), lack detectable warning domes (2<sup>nd</sup> non-compliant feature), and have a cross slope greater than 2% (3<sup>rd</sup> non-compliant feature). This would result in the curb ramp as a whole being considered a single failing piece, not 3 separate failures. Figure 87 depicts the overall pass/fail conclusion for the 89 survey areas assessed.

It is important to note that, while 79 of 89 locations resulting in one or more failures is significant, it is not necessarily a testament to the Town's overall pedestrian facility quality. As with many regulations, the requirements and practices of curb ramp, sidewalk, and cross walk design have evolved over the years. What was considered a best practice in 1990 is not the same as today. Therefore, it is recommended that the Town's Public Services Department approach pedestrian network remediations using location priority and not failure conditions. This allows the Town to exercise sound judgment in remediation of important, widely used locations rather than the spot repair of points with the most logged failures.

Additional network figures can be found in Appendix E of this document.

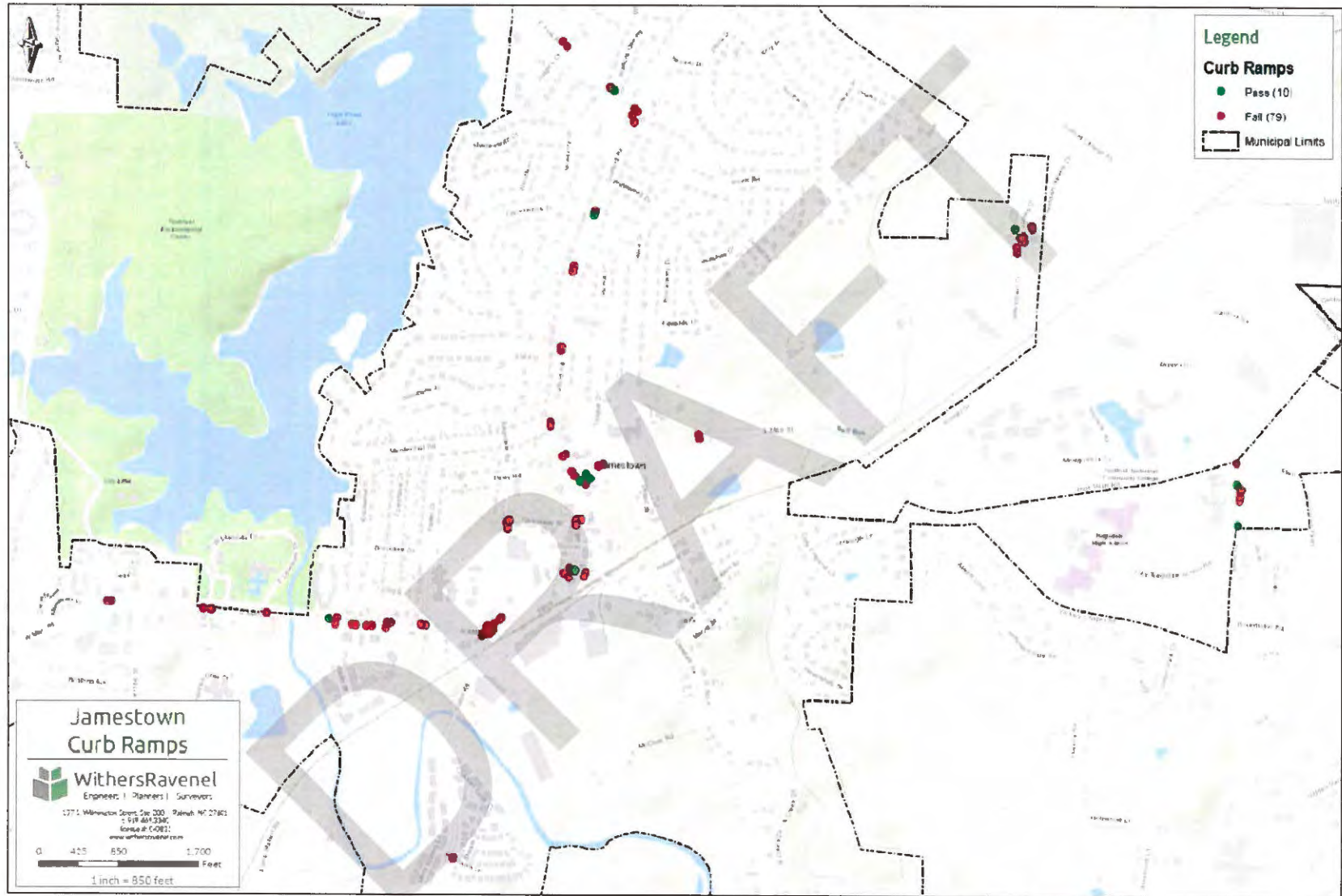


Figure 87: Pass/Fail Conclusion



While the field survey list is intended to be comprehensive, barriers to access can appear in a plethora of ways, some unforeseen. The following images depict some of the findings of the field survey that can help illuminate the survey findings.



Figure 88: Sufficient Features

The figure above depicts many of the positive features that field crews are looking for in the pedestrian network. There are clearly detectable domes present at the curb ramp. The ramp is flush with the road crossing. A level landing is present at the top of the ramp which leads directly to the sidewalk infrastructure. Slopes are smooth and not excessive and sidewalk slabs are flush with one another.





Figure 89: Barrier Example #1

The figure above depicts several key deficiencies that can occur with curb ramps. The landing between the roadway and the sidewalk is uneven which can lead to difficulties transitioning between the two. Slopes are visibly uneven, causing a dangerous transition directly into the roadway. Detectable warning domes are not present and infrastructure width does not meet the minimum requirements of ADA. Overall, this ramp is not considered accessible and is a good example of many of the necessary factors reviewed for ADA accessibility.





Figure 90: Barrier Example #2

Many factors in the figure above are correct. There is a wide sidewalk with a gentle running slope and cross slope and the width is adequate. However, the main issue that is represented in this figure is the curb ramp does not contain a level landing of sufficient size. This presents an obstacle for persons with mobility issues and the ramp will pull them downward as they navigate the sidewalk around the ramp.



Figure 91: Barrier Example #3

The figure above demonstrates one of the dangerous scenarios that can occur when detectable warning domes are not present at a street crossing. In this location the running slope of the ramp and slope of the ramp flares exceed the maximum requirements by ADA. As such this ramp may pull persons with mobility issues into the roadway as there is no level landing and excessive slopes. Additionally, this feature presents a hazard as there are no detectable warning domes, and users may not be aware that they are crossing a vehicular intersection.





Figure 92: Barrier Example #4

The figure above depicts some improvements compared to Figure 91; however, it is important to note the lack of a level landing and running slope of the ramp. This feature still presents the same hazards as the previous example despite looking relatively new.

Table 2: Failed Pedestrian Network Facilities

These examples help lend insight into the field survey process and the varied nature of barriers that can be found throughout the Town's network. Table 2 details the barrier counts that were identified within the Town network.

Note: Failure Count Exceeds 89 because some facilities contained multiple failures.

Failed Facility	Failure Count
Uneven Landing	36
Less than 4-Foot width	1
Greater than 8.3% running slope	10
More than 2% cross slope	47
No 2-foot side detectable warning domes or other materials	7
Less than 4 x 4 landing	2
Other barriers to ramp use	5

#### 4.03 Town Programs, Activities, and Events

The Town of Jamestown's programmed events were evaluated alongside both vertical facilities and the pedestrian network to identify any occasion which persons with mobility issues would have difficulty attending. Table 3 lists those events held by the Town that are open to the public:

Table 3: Town Programs, Activities, and Events

Event	Location
Music in the Park/National Night out Shred Event	Warren Miller Park

The above town event has not been flagged for accessibility issues outside of the issues directly surveyed as part of the network and vertical facility inventories. However, it must be noted that the above events may require varying amounts of additional accessible parking.

## PART 5 PLAN REQUIREMENT 2: METHODS TO REMOVE BARRIERS

### 5.01 Vertical Facilities

The "ADA Checklist for Existing Facilities" is not only an excellent resource for barrier identification, but it also provides users with recommended barrier removal techniques for each failed facility. That being noted, it is recommended that a licensed contractor review the following failed facilities in-person in order to provide accurate insight and expected costs for barrier removal. Tables 4-9 detail the recommended barrier removal actions for each failed facility:



Table 4: Civic Center

Checklist Item	Location	Failure Description	Recommendations
1.10	Parking	International Symbol of Accessibility signs either don't exist or are located too low to the ground.	Install and/or raise signs.
1.11	Parking	There are no signs reading " Van Accessible" at van accessible spaces.	Install signs for van accessible spaces.
1.15	Entrance	Route does not have a passing space at least 60x60 inches	Widen Route
1.27	All Ramps	All ramps have a greater running slope than 1:12	Lengthen ramp to decrease slope
1.37	Entrance	Main entrance is not accessible	Redesign to make accessible
1.40	Entrance	No sign at the accessible entrance	Install signs
1.44	Entrance	The door is not equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist and there is no door handle	Replace inaccessible knob with lever, loop or push hardware, add automatic door opener
2.6	Route	The running slope is steeper than 1:20	Slope will need to be regraded.
2.7	Route	The cross slope is steeper than 1:48	Regrade
2.10	Ramp	Ramp is not at least 36 inches wide	Alter ramp
2.12	Ramp	Running slope is greater than 1:12	Lengthen ramp to decrease slope, relocate ramp
2.13	Ramp	No level landing at least 60 inches long and at least as wide as the ramp	Alter ramp
2.14	Ramp	No level landing where ramp changes direction that is at least 60x60"	Increase landing size, regrade
2.15	Handrails	There are not handrails on ramps that rise higher than 6 inches	Add handrails
2.16	Handrails	Top of handrail gripping surface is less than 34" above ramp surface	Adjust handrail height
2.17	Handrails	Handrail gripping surface is not continuous or is obstructed	Reconfigure or replace handrails
2.18	Handrails	If handrail is circular Handrail gripping surface must be between 1 1/4 and 2 inches in diameter	Reconfigure or replace handrails

Checklist Item	Location	Failure Description	Recommendations
2.19	Handrails	If handrail is non-circular the perimeter must be between 4 and 6 1/4 inches and the cross section no more than 2 1/4 inches in diameter	Replace handrails
2.20	Handrails	Handrail does not extend at least 12 inches horizontally beyond the top and bottom of ramp	Alter handrails
2.21	Ramp	Surface of the ramp does not extend at least 12 inches horizontally beyond the top and bottom of the ramp	Add curb, barrier, or extend ramp
2.52	Seating	Not an adequate number of wheelchair spaces provided.	Reconfigure to add wheelchair spaces.
2.53	Seating	Wheelchair spaces are not dispersed to allow location choices and viewing angles equivalent to other seating.	Reconfigure to disperse wheelchair spaces
2.54	Seating	No clear line of sight for wheelchair users	Alter for line of sight.
2.55	Seating	Where people are expected to stand, people in wheelchair spaces do not have a clear line of sight over and between the heads of others standing.	Alter for line of sight.
2.56	Seating	Wheelchair spaces are not at least 36 inches wide	Alter space
2.57	Seating	if there are two adjacent wheelchair spaces, they must be at least 33 inches wide	Alter space
2.58	Seating	If the wheelchair space can be entered from the front or the rear, it is not at least 48 inches deep.	Alter spaces
2.59	Seating	If space can be entered from the side, it is not at least 60 inches.	Alter space.
2.60	Seating	Wheelchair spaces overlap the accessible route	Alter space
2.61	Seating	There is not at least one companion seat for each wheelchair space.	Add companion seats.



Checklist Item	Location	Failure Description	Recommendations
2.62	Seating	Companion seats are not located so that companion is shoulder to shoulder with the person in a wheelchair.	Add companion seats.
2.63	Seating	Companion seat is not equivalent in size, quality, comfort, and amenities to seating in the immediate area.	Add companion seats.
2.64	Seating	Less than 1 seating and standing space accessible for people who use wheelchairs	Alter to provide accessible spaces
2.65	Seating	There is not a route at least 36" wide to accessible seating	Widen route, create route
2.66	Accessible Table	Top of the accessible table surface must be between 28 and 34 inches above the floor.	Alter surface height
2.67	Accessible Table	Clear space extends no less than 17" under the surface. This is extended at 7"	Alter table or work surface
2.68	Seating	There is not at least one space that is 36inches wide by 48 inches long for a person in a wheelchair	Move furniture and equipment to provide space
2.81	Kitchen	There isn't at least one of each type of service shelf that can have a forward approach	Reconfigure to provide approach
2.82	Kitchen	The dispensing device is higher than 48 inches above the floor	lower dispensing device
2.83	Kitchen	There is a shallow obstruction no deeper than 10 inches with a parallel approach, the dispensing device can be no higher than 48 inches above the floor	lower dispensing device
2.84	Kitchen	If there is an obstruction between 10 and 24 inches deep, with a parallel approach, the dispensing device is no more than 46 inches above the floor	lower dispensing device
2.85	Kitchen	With an unobstructed forward approach, the dispensing device can be no higher than 48 inches above the floor	lower dispensing device

Checklist Item	Location	Failure Description	Recommendations
2.86	Kitchen	Clear floor space beyond an obstruction must extend the same depth as the obstruction and the dispensing device can be no higher than 48 inches above the floor	Reconfigure to provide knee space/ lower shelf or dispensing device
2.87	Kitchen	If obstruction is between 20 and 25 inches deep, the clear floor space must extend as deep as the obstruction and the dispensing device must be no higher than 44 inches long	Reconfigure to provide knee space/ lower shelf or dispensing device
2.88	Kitchen	The tray slide must be between 28 and 34 inches above the floor	Reconfigure
3.20	Restrooms	Coat hook is greater than 48 inches above the floor and the women's restroom doesn't have a hook	Adjust/Install hook
3.22	Restrooms	Water closets do not allow enough space under them to allow accessibility.	Alter lavatory.
3.28	Restrooms	Soap dispensers are located too high.	Adjust dispensers.
3.29	Restrooms	Towel dispensers are located too high.	Adjust dispensers.
3.33	Restrooms	The side grab bars on the side walls are not at least 42 inches long, do not extend at least 54 inches from the rear wall, and/or do not exist.	Install or relocate grab bars.
3.43	Restrooms	The door is not self-closing.	Add closer or replace door.
3.44	Restrooms	There are not door pulls on both sides of the door that are operable with one hand and/or do not require tight grasping, pinching, or twisting of the wrist.	Replace hardware.

Table 5: Fire Station 301-B

Checklist Item	Location	Failure Description	Recommendations
1.5	Parking	Van accessible spaces are not at least 11 feet wide with an access aisle of 5 feet or 8 feet wide with an access aisle of 8 feet wide	Reconfigure by repainting lines
1.10	Parking	International Symbol of Accessibility signs either don't exist or are located too low to the ground.	Install and/or raise signs.
1.11	Parking	There are no signs reading " Van Accessible" at van accessible spaces.	Install signs for van accessible spaces.
1.40	Entrance	No sign at the accessible entrance	Install signs
1.49	Entrances	The edges of the carpeting or mats are not securely attached to the ground to minimize tripping hazards.	Secure carpeting or mats at edges.
2.3	Access to goods and services	Route is not stable, firm and slip resistant	Repair uneven surfaces
2.41	Access to goods and services	Obstructions need to be removed so there is 18 inches of maneuvering clearance and at least 60 inches clear depth at entrance from a front approach	Remove obstructions, add automatic opener, or reconfigure wall
3.13	Restrooms	Not at least 48 inches between doors that have multiple in a series.	Remove inner door, or change door swing
3.17	Restrooms	The clear floor space is not big enough for a person in a wheelchair to turn around in.	Move or remove partitions, fixtures, or objects such as trash cans.
3.19	Restrooms	The mirror over the sink is higher than 40 inches from the floor.	Lower the mirror.
3.22	Restrooms	Water closets do not allow enough space under them to allow accessibility.	Alter lavatory.
3.24	Restrooms	There is not at least 8 inches of space under the lavatory for knee clearance.	Replace lavatory.

Checklist Item	Location	Failure Description	Recommendations
3.33	Restrooms	The side grab bars on the side walls are not at least 42 inches long, do not extend at least 54 inches from the rear wall, and/or do not exist.	Install or relocate grab bars.
3.37	Bathroom	Flush control is not on open side of water closet	Move control
3.43	Restrooms	The door is not self-closing.	Add closer or replace door.
3.44	Bathroom	Door pulls are not operable with one hand and require tight grasping, pinching, or twisting	Replace hardware
3.48	Bathroom	Water closet needs to be at least 56 inches deep	Widen Compartment
3.49	Restrooms	The accessible compartments/rooms are not at least 59 inches deep.	Reverse door swings and alter compartments.

Table 6: Library (Historical Building)

Checklist Item	Location	Failure Description	Recommendations
1.3	Parking	There is not at least one van accessible space	Reconfigure by repainting lines
1.5	Parking	Van accessible spaces are not at least 11 feet wide with an access aisle at least 5 feet wide.	Reconfigure to provide van-accessible spaces
1.10	Parking	Accessible spaces are not identified with a sign that includes the International Symbol of Accessibility	Install signs
1.11	Parking	No signs reading "van accessible" at van accessible spaces	Install signs
1.12	Parking	Of accessible spaces there are no spaces located on the closest accessible route to the entrance	Reconfigure spaces
1.37	Entrance	Main entrance is not accessible	Redesign to make it accessible
1.39	Entrance	Inaccessible entrances do not have signs indicating the location of the next accessible entrance	Install signs
1.40	Entrance	No sign at the accessible entrance	Install signs
2.1	Entrance	entrance does not provide an accessible route.	Create accessible route.



Checklist Item	Location	Failure Description	Recommendations
2.2	Entrance	All public spaces are not on at least one accessible route	Create accessible route
2.9	Building Access	There are no elevators or platform lifts to all public stories.	Install if necessary or offer goods and services on accessible levels.
2.38	All Signs	None of the signs have raised characters or braille, and all of the signs are positioned higher than the maximum height of 60 inches above the floor.	Install tactile signs so the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.
2.39	Signage	No signs that provide direction or information about interior spaces, with text characters that contrast from the background and is at least 40 inches above the floor.	Install signs
2.44	Access to goods and Services	Operable parts of door hardware need to be between 34 and 48 inches above the floor	Change hardware height
2.46	Access to goods and Services	Door takes less than 5 seconds to close from open position of 90 degrees to position of 12 degrees from the latch.	Adjust door closers.
2.48	Pathways	Floor is not stable, firm and slip resistant	Change floor surface
2.50	Light switches	Light switches need clear floor space of at least 30 inches wide or 48 inches long at a forward approach, and switch is no higher than 48 inches above the ground	Change height of control
2.76	Counter	Counter is higher than 36 inches above the floor	Lower section of counter
2.80	Counter	For a forward approach the counter does not have between 17 and 25 inches of clear floor space extend under the accessible length of the counter	Reconfigure to provide clear knee space

Table 7: Public Park

Checklist Item	Location	Failure Description	Recommendations
1.10	Parking	Accessible spaces are not identified with a sign that includes the International Symbol of Accessibility	Install signs
1.11	Parking	No signs reading "Van accessible" at van accessible spaces	Install signs
1.15	Entrance	Route does not have a passing space at least 60x60 inches	Widen Route
1.37	Entrance	Main entrance is not accessible	Redesign to make accessible
1.38	Entrance	Main entrance is not accessible and there is not another alternative accessible entrance	Designate an entrance and make it accessible
1.39	Entrance	Inaccessible entrances do not have signs indicating the location of the next accessible entrance	Install signs
1.40	Entrance	There is no sign at accessible entrance/no accessible entrance from parking lot	Install sign
2.5	Access to goods and services	The route is not wide enough for passing.	Widen route to create a space that is 60 inches by 60 inches for passing.
2.53	Seating	Wheelchair spaces are not dispersed to allow location choices, and viewing angles equivalent to other seating	Reconfigure to disperse wheelchair spaces
2.56	Seating	There needs to be at least one wheelchair space that is at least 36 inches wide	Alter Space
2.64	Seating	Less than 1 seating and standing space accessible for people who use wheelchairs	Alter to provide accessible spaces
3.2	Restrooms	There are no signs at inaccessible toilet rooms that give directions to accessible toilet rooms.	Install signs that give directions to accessible toilet rooms.
3.3	Restrooms	No signs at toilet rooms with international symbol of accessibility at accessible restrooms	Install signs

Checklist Item	Location	Failure Description	Recommendations
3.5	Restroom	Text characters on sign is not raised, there is no braille, and it is located too high.	Install tactile signs and relocate sign
3.11	Restrooms	The door requires 10lbs of force to open.	Adjust or replace closers.
3.12	Restrooms	The doors close too quickly.	Adjust closers.
3.19	Restroom	Mirror is higher than 40inches above the floor	Lower the mirror
3.2	Restrooms	The coat hooks are not 15 to 48 inches above the floor.	Adjust or replace coat hooks or provide additional accessible coat hooks.
3.26	Restrooms	The pipes below the sink are not insulated or otherwise configured to protect against contact with knees.	Install insulation or install cover panel.
3.31	Restrooms	Not enough clearance around the water closet.	Alter room/compartments to allow a minimum of 56 inches of clearance from the rear wall and 60 inches from the side wall.
3.32	Restroom	Height of water closet is greater than 19 inches above the floor	Adjust toilet height or replace toilet
3.41	Bathroom	Door opening width is not at least 32 inches clear	Widen door width
3.43	Restrooms	The doors are not self-closing.	Add closers or replace doors.
3.44	Bathroom	Door pulls are not operable with one hand and require tight grasping, pinching, or twisting	Replace hardware
3.47	Restrooms	Water closet compartment is only 42 inches wide.	Widen compartment to 60 inches wide.
3.49	Restrooms	The accessible compartments/rooms are not at least 59 inches deep.	Reverse door swings and alter compartments.

Table 8: Soccer Fields

Checklist Item	Location	Failure Description	Recommendations
1.11	Parking	No signs reading "van accessible" at van accessible spaces	Install signs
1.4	Entrance	No sign at the accessible entrance	Install signs

Checklist Item	Location	Failure Description	Recommendations
2.83	Food Service Line	The shelf of the dispensing device is higher than 48 inches above the ground	Lower shelf/and or dispensing device
2.86	Food Service Line	Clear floor space is not at least the same depth as the obstruction	Reconfigure space
3.5	Restrooms	None of the signs have raised characters or braille, and all of the signs are positioned higher than the maximum height of 60 inches above the floor.	Install tactile signs so the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.
3.20	Restrooms	Coat hooks are positioned too high on the walls.	Reposition hooks to be between 15 and 48 inches above the floor.
3.43	Restrooms	The door is not self-closing.	Add closer or replace door.

Table 9: Town Hall

Checklist Item	Location	Failure Description	Recommendations
1.15	Entrance	Route does not have a passing space at least 60x60 inches	Widen Route
1.40	Entrance	There is no sign at accessible entrance/no accessible entrance from parking lot	Install sign
1.44	Meeting Building	Entrance door is not equipped with door pulls on both sides of the door that are operable with one hand and/or do not require tight grasping, pinching, or twisting of the wrist.	Replace inaccessible knob with lever, loop, or push hardware.
1.49	Entrance	The edges of the carpeting or mats are not securely attached to the ground to minimize tripping hazards.	Secure carpeting or mats at edges.
2.3	Route	Accessible route is not stable, firm and slip resistant	Repair uneven surfaces, add accessible route
2.5	Route	The route is not wide enough for passing.	Widen route to create a space that is 60 inches by 60 inches for passing.
2.8	Pathways	Objects protrude more than 4 inches, and the bottom leading edge is lower than 27 inches above the floor.	Remove objects or add a tactile warning sign



Checklist Item	Location	Failure Description	Recommendations
2.11	Pathways	Surface is not stable, firm or slip resistant	Resurface ramp
2.26	Elevator	Elevator is not at least 51 inches wide with a door opening width of at least 36 inches	Replace elevator
2.27	Elevator	Controls are not up to 54 inches above the floor for a parallel approach	Change control height
2.28	Elevator	Controls are not centered on the side wall	Reconfigure control
2.32	Elevator	Lift cannot be used without assistance	Reconfigure so independently operable
2.33	Elevator	There is not clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach controls	Remove obstructions
2.34	Elevator	Lift elevator controls are not between 15 and 48 inches above the floor	Change control height
2.35	Elevator	There is not clear floor at least 36 inches wide by 48 inches long inside the lift	Replace lift
2.36	Elevator	The end door clear opening width is not at least 32 inches	Replace lift
2.37	Elevator	The clear opening of the side door does not have a width of at least 42 inches	Alter door
2.38	All Signs	None of the signs have raised characters or braille, and all the signs are positioned higher than the maximum height of 60 inches above the floor.	Install tactile signs so the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.
2.39	All Signs	Signs that provide direction do not have text characters that contrast with background and is not mounted at least 40 inches above the floor.	Install signs with contrasting characters, change sign height
2.42	Doorways	The vertical threshold is more than 1/4 inch high, or the beveled threshold is more than 1/2 inch with a slope more than 1:2	Remove or replace threshold

Checklist Item	Location	Failure Description	Recommendations
2.43	Doors	Doors are not equipped with door pulls on both sides of the doors that are operable with one hand and/or do not require tight grasping, pinching, or twisting of the wrist.	Replace inaccessible knob with lever, loop, or push hardware.
2.48	Floors	Surfaces are not stable, firm or slip resistant	Change floor surface
2.49	Carpet	Carpet is not securely attached along the edges	Replace carpet
2.50	Light switches	Operable parts of light switches are higher than 48 inches above the floor	Change height of controls
2.69	Benches	Not at least one room with a bench in the locker rooms, dressing rooms, and fitting rooms	Add bench
2.70	Benches	Bench seat is not at least 42 inches long and no less than 20 inches and no greater than 24 inches deep, and the top of the bench is no less than 17 inches but no more than 19 inches above the floor	Replace bench, move bench, affix bench to wall
2.71	Service Counter	Aisle is not at least 36 inches wide	Lower Counter
2.72	Service Counter	The counter surface is higher than 38 inches above the floor	Lower Counter
2.73	Service Counter	The top of counter edge protection is higher than 2 inches above the counter surface	Lower edge protection
2.74	Service Counter	Check writing surface must be between 28 and 34 inches above the floor	Alter check writing surface
2.75	Service Counter	There is no sign with the international symbol of accessibility on the accessibility check out aisle	Add sign
2.76	Service Counter	Counter is higher than 36 inches above the floor	Lower section of counter
2.77	Service Counter	Accessible portion of the counter does not extend the same depth as the countertop	Alter accessible portion

It is important to note that multiple remedial efforts are consolidated when reconstruction is conducted.

### 5.02 Pedestrian Network Facilities

As mentioned previously, failure locations may be identified within Appendix E of this plan. The Town also has access to the pedestrian network locations and findings digitally, which will help staff identify priority locations and schedule remediation efficiently. It is recommended that the Town apply the following remediation methods for the barriers within the Jamestown Network:

Table 10: Pedestrian Network Facility Remediation Recommendations

Failed Facility	Failure Count	Removal Recommendations
Uneven Landing	36	Sawcut
Less than 4-Foot width	1	Reconstruction
Greater than 8.3% running slope	10	Replace/Level Ramp
More than 2% cross slope	47	Replace/Level Ramp
No 2-foot side detectable warning domes or other materials	7	Add domes
4 x 4 landing not level	2	Level Landing
Other barriers to ramp use	5	Remove Obstruction

It is important to note that multiple remedial efforts are consolidated when reconstruction is conducted.

### 5.03 Town Programs, Activities, and Events

While no specific barriers were identified, it is recommended that staff work to ensure that additional accessible parking is provided as needed for each event. Traffic cones and rope can be utilized as required by the event location and accessible parking needs, and offers a cost efficient, flexible response for the needs of the Town's events.



## PART 6 PLAN REQUIREMENT 3: SPECIFY A COMPLIANCE SCHEDULE

With an understanding of Town barriers and a strategy to remove them, the next step in this plan is to establish a schedule of remediation. Of course, remediation does not happen in a vacuum and is therefore subject to Town budgets and the economy. With the recent financial impacts of the COVID-19 outbreak, it will be difficult to estimate project costs and budgets in the future. Town of Jamestown's staff orchestrating these remedial efforts will need to closely track the costs and project budgets in order to define estimates through each fiscal year. For the purposes of establishing a schedule, remediation costs will be generalized into five broad categories:

Table 11: Budget Categories

Category	Estimated Cost	Funding Description
"\$"	\$0 - \$999	ADA Maintenance Funds
"\$"	\$0 - \$999	Citizen Requests Funds
"\$\$"	\$1,000 - \$4,999	ADA Remedial Funds
"\$\$\$"	\$5,000 - \$9,999	ADA Transition Plan Special Funding
"\$\$\$\$"	\$10,000 and Up	Capital Improvement Plan Candidates

- ADA Maintenance Funds (\$) – These projects are in addition to the municipality's existing maintenance budget. Although these fixes are typically low cost, the municipality needs to ensure adequate budget to implement the recommended changes while still performing required regular maintenance. Examples of remediation efforts include adjusting door pulls, insulation of pipes and the addition of ADA parking signs.
- Citizen Request Funds (\$) – While not directly associated with specific accessibility barriers, these funds should be set aside on a yearly-basis upon plan approval. The intent of this budget is to have a small portion of money set aside by the municipality that can be used as new barriers to accessibility are identified by Jamestown's citizens via Grievance Procedures Policy. The Town's ADA Coordinator will be in charge of using this budget to address any emergent barriers as they see fit.
- ADA Remedial Funds (\$\$) – These accessibility barriers will require more time and money than the previous category and have the potential to utilize private contractors or special materials. Funding for these barriers will need to be planned for at least a year in advance of the work. Planned projects for the following fiscal year can be itemized in the General Fund. Examples of such remedial projects include installation of new pedestrian signals, parking lot re-striping projects and construction of new pedestrian ramps.
- ADA Transition Plan Special Funding (\$\$\$) – Special funding projects will need some degree of specialized materials or consultant assistance. Therefore, they will be more expensive than the previous examples of barrier removal. These projects will most likely rely on the work of the municipal staff to identify unique grant or funding opportunities from external sources in order to develop the project budget to remove these barriers. Examples of work requiring special funding would be the construction of new bathroom facilities or constructing accessible playground equipment.

- Capital Improvement Plan Candidates (\$\$\$\$) – Projects that fall into this category will require long-range planning, consulting efforts and specialized materials in order to remove the accessibility barriers they address. Therefore, these projects are perfect candidates for the municipality's Capital Improvements Plan. Remedial efforts in this category could include projects undertaking large amounts of grading and paving materials.

Additionally, the pedestrian facility survey identified 79 failed curb ramp locations throughout the Town. The schedule will assume that, utilizing the ADA Transition Special Funding each fiscal year, the 79 pedestrian facilities will be remediated over the course of the next 5 years at about 16 facility remediations per year. The ADA Coordinator must work closely with Town staff in order to determine timeline and budget adjustments related to pedestrian facility work due to the varied nature of repairs and funding availability.

The compliance schedule may be found in Appendix F.

Project priorities may change as costs and budgets shift, or as new citizen requests emerge. The schedule in Appendix F is meant only to serve as a guideline for staff to reference when planning for future system improvements. As improvements are made over the years, it is anticipated that the ADA Transition Improvement funds will shift from planned spot fixes towards funding citizen requests. Additional route projects may be identified by staff in the future as well, in which they will be planned for on the Capital Improvement Plan and added to this schedule.

## **PART 7 PLAN REQUIREMENT 4: IDENTIFY AN ADA COORDINATOR AND ADMINISTRATOR**

Implementing the ADA Transition Plan may require the addition of staff to track and coordinate the planned improvements as well as maintaining and recommending any necessary changes to the plan itself.

The ADA Transition Plan requires the identification of an individual within the municipality who will carry out the approved plan. This individual will be responsible for:

- Coordinating barrier removal per the allocated budget and schedule.
- Working to get larger comprehensive route projects onto the Capital Improvement Plan.
- Implementing a grievance procedure that allows citizens to request barrier removal.
- Creating an investigation procedure in order to handle citizen requests.
- Conducting staff/volunteer training on ADA compliance.
- Identifying and contact potential partner organizations to work with.
- Implementing future steps as identified and listed in document.
- Conducting self-evaluation of the plan and listed procedures.

The Town of Jamestown has selected the following individual as the ADA Coordinator:

Sharen Apple  
Accounting Manager/HR Liaison  
301 E. Main St.  
Jamestown, NC 27282  
sapple@jamestown-nc.gov

The ADA Transition Plan requires the identification of an ADA Administrator who will assist the coordinator in the coordination of municipal staff and allocation of municipal funds for barrier removal. The Town of Jamestown has selected the following individual as the ADA Administrator:

Matthew Johnson  
Assistant Town Manager/Director of Planning  
301 E. Main St.  
Jamestown, NC 27282  
mjohnson@jamestown-nc.gov



## PART 8 FUTURE STEPS

The ADA Coordinator shall continue to pursue Town-wide accessibility by conducting the following actions:

- Work with Town departments to determine remedial effort costs and begin developing yearly budgets for funding sources.
- Identify field staff who are well equipped to continue to monitor sidewalks and curb ramps during their daily responsibilities.
- Work to begin identifying funding opportunities for remediation.
- Work to reassess the plan and barrier inventory on a yearly basis to ensure proper budgeting and project prioritization.
- Develop a schedule to evaluate municipal programs and electronic resources for potential access barriers.
- Monitor and guide the restriping of municipal parking lots.

If you have any questions concerning this plan, please contact Sharen Apple at [sapple@jamestown-nc.gov](mailto:sapple@jamestown-nc.gov).

## PART 9 Appendices

**APPENDIX A:**  
**AMERICANS WITH DISABILITIES ACT POSITION**  
**STATEMENT, GRIEVANCE POLICY, POLICY AND**  
**PROCEDURES MANUAL**



**APPENDIX B:**  
**SURVEY OUTREACH SCHEDULE AND SURVEY**

**APPENDIX C:  
ADA CHECKLIST FOR EXISTING FACILITIES**

**APPENDIX D:  
FIELD SURVEY REFERENCE**



**APPENDIX E:  
NETWORK FACILITY EXHIBITS**

**APPENDIX F:  
COMPLIANCE SCHEDULE**



## **APPENDIX G: WCAG 2.1 LEVEL AA AUDIT**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Quarterly Report for Golf Course 3rd quarter

**AGENDA ITEM #:** VII-B

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** 5-17-2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Golf Shop

**CONTACT PERSON:** Ross Sanderlin

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**SUMMARY:**

January 2022 saw 27 bad weather days or closed due to covering greens compared to 9 days in 2021. Third quarter paid rounds were down 8% from 3933 in 2022 compared to 4246 in 2021. Driving range fees were up 6% and golf shop sales were up 18%.

Total food and beverage revenue was up 5% compared to 2021.

Year to date rounds played have been slightly down 3% with revenue up slightly 3%. Driving range revenue up 8% year to date compared to last year.

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**ATTACHMENTS:**

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**



**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Jamestown Park & GC Maintenance Quarterly Report

**AGENDA ITEM #:** VII-C

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Golf Course Maintenance

**CONTACT PERSON:** Jamey Claybrook

**SUMMARY:**

- This winter we have cut several limbs and dead trees throughout the golf course. We rented a wood chipper and turned the brush into mulch which made this process much faster and efficient. This work has made the golf course more playable and more pleasing to the eye plus created mulch for us to distribute.
- Over the past months we have put out mulch in several areas that needed our attention. This will help condition the soil and at the same time help smooth out bumpy areas for golf cart traffic. We will continue to do this throughout the years to come.
- We have all our pre-emerge weed control applied and will remove any weeds that get pasted this barrier and we expect a clean golf course for the summer.
- Our irrigation leaks are in check with about 7 leaks detected on the course now. This is still too many leaks, but we are in better shape than last year.
- Around the pro shop we have completed placing pine needles, sprayed weeds, removed grasses, fertilized and edged.
- We just completed erecting a sand bin for our sand for putting greens. This will help keep foreign debris out and help us use all the sand we pay for with almost no waste.
- The putting greens were aerated on May 2nd with small tines. We have them fertilized, hydrated, and are growing well.
- Our geese population has decreased. They are no longer scattered across the golf course they are mainly confined around the ponds or in the ponds. Eventually they will decrease more in population with our continuing efforts to chase them away.

**ATTACHMENTS:** None

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Amendment to ARP Grant Capital Project Ordinance

**AGENDA ITEM #:** VII-D

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

**SUMMARY:**

Per guidance from the UNC School of Government, as well as the Local Government Commission, we are requesting to amend the budget as originally set for the multi-year grant project fund for the ARP (American Rescue Plan) funding. When we set up this fund (so that the ARP grant proceeds could be deposited), we did not know what the allowable uses for this funding would be - so at that time we just set up a general expenditure titled "allowable expenditures".

We now have received much more guidance from U.S. Treasury on what the allowable expenditures for these funds are. The funds can be used for "General Government services" - which is basically anything that is allowed by state law (thus any expenditures that a local government makes), such as for administration, planning services, public services such as streets & sanitation, fire and police protection, recreation services, etc.

Under the UNC School of Government guidance, we are requesting to amend the budget from "allowable expenditures" to salary and benefit expenditures by department for the Town's General services. This will free up funds to then be allocated for specific projects (to be determined).

**ATTACHMENTS:** Amendment to Grant Project Ordinance for ARP

**RECOMMENDATION/ACTION NEEDED:** Approve amendment of Grant Project Ordinance for ARP

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Approve amendment of Grant Project Ordinance for Town of Jamestown American Rescue Plan Act of 2021.

**FOLLOW UP ACTION NEEDED:**



Settled 1752  
**JAMESTOWN**  
NORTH CAROLINA

**Grant Project Ordinance for the Town of Jamestown American Rescue Plan Act of 2021:  
Coronavirus State and Local Fiscal Recovery Funds**

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

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Jamestown (Town) has received the first tranche in the amount of \$714,997.72 of CSLFRF funds. The total allocation is \$1,429,995.43, with the remainder to be distributed to the Town within 12 months after the first tranche. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	General Admin Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 250,244
			Benefits	\$ 71,873
002	Planning Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 141,193
			Benefits	\$ 56,756
003	Sanitation Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 54,573
			Benefits	\$ 25,021
004	Recreation Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 104,875
			Benefits	\$ 45,326
005	Golf Maintenance Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 300,251
			Benefits	\$ 135,705
006	Golf Clubhouse Services for period of March 3, 2021 through March 31, 2022	6.1	Salaries	\$ 166,135
			Benefits	\$ 78,043
				<u>\$ 1,429,995</u>

**Section 4:** The following revenues are anticipated to be available to complete the project:

**ARP/CSLFRF Funds:** \$1,429,995  
**General Fund Transfer:** \$0  
**Total:** \$1,429,995



**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

**Section 8:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this the 17<sup>th</sup> day of May, 2022.

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S. Lynn Montgomery, Mayor

ATTEST:

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Katie M. Weiner, Assistant Town Manager/Town Clerk

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of Audit Contract for FY21-22

**AGENDA ITEM #:** VII-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Judy Gallman

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**SUMMARY:**

The contract with Dixon Hughes Goodman LLP is presented for the audit of FY 21-22. A quote for Single Audit work is separately included in the contract, in case a Single Audit is necessary. We do not believe that a Single Audit will be required for FY 21-22, and we will not be charged if that is the case. The audit fee, as proposed, for the financial audit (which excludes the Single Audit) is \$35,000. We recommend approval of the audit contract.

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**ATTACHMENTS:** Contract with Dixon Hughes Goodman LLP to audit accounts

**RECOMMENDATION/ACTION NEEDED:** Approve audit contract as presented for FY 21-22 audit

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:** Approve audit contract with Dixon Hughes Goodman LLP as presented for FY 21-22 audit

**FOLLOW UP ACTION NEEDED:**



Dixon Hughes Goodman LLP  
1829 Eastchester Drive  
High Point, NC 27265  
D336.889.5156  
F 336.889.6168  
[dhg.com](http://dhg.com)

May 4, 2022

To the Honorable Mayor  
and Members of the Town Council  
Town of Jamestown, North Carolina  
Post Office Box 848  
Jamestown, North Carolina 27282

Dear Honorable Mayor and Members of the Town Council:

We are pleased to confirm our understanding of the services we are to provide for Town of Jamestown, North Carolina (the "Town") for the year ending June 30, 2022. This attachment to item 17, "Contract to Audit Accounts" (LGC-205) is intended to further clarify certain provisions of the Contract.

#### **Audit Services**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town as of and for year ending June 30, 2022.

John Frank is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We plan to begin our audit work in June 2022.

#### **Audit Objective**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether the Town's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence judgment made by a reasonable user based on the financial statements.

The objectives also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act, as amended, Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") and the State Single Audit Implementation Act (collectively referred to as the "Single Audit").

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that:

- The purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance;
- The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance; and
- The report is not suitable for any other purpose.

The Uniform Guidance report on internal control over compliance will include a paragraph that states that:

- The purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance the results of that testing based on the requirements of the Uniform Guidance; and
- The report is not suitable for any other purpose.

If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### Auditor's Responsibilities

#### General

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act, as amended; and the provisions of the Uniform Guidance. As part of an audit in accordance with these standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:



- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence, including a determination of major programs in accordance with the Uniform Guidance, that is sufficient and appropriate to provide a basis of our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Also, because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

#### Internal Control

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements, and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will test of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### Compliance

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility for:

- The preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance;
- The selection and application of accounting principles, the maintenance of adequate records, the safeguarding of assets, and ensuring that management and financial information is reliable and properly reported;
- The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met;
- Implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements;
- Following and complying with applicable laws and regulations (including federal statutes), including the provisions of contracts and grant agreements (including award agreements);

- Ensuring that there is reasonable assurance that government programs are administered in compliance with compliance programs;
- Identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information;
- Providing us with:
  1. Access to all information which Management's aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters including identification of all related parties and all related-party relationships and transactions;
  2. Access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance
  3. Additional information that we may request for the purpose of the audit; and
  4. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- Adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;
- Including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us;
- Identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance;
- Evaluating and monitoring noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly following up and taking corrective action on reported audit findings; and preparing a summary schedule of prior audit findings and a separate corrective action plan, if applicable;
- Establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes:
  1. Relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies; and
  2. Providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

- Taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report;
- The design and implementation of programs and controls to prevent and detect fraud, and for informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control, grantors, regulators, and others where fraud could have a material effect on the financial statements;
- The accuracy and completeness of all information provided; and
- Informing us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

At the conclusion of our audit, we will require certain written representations from management about management's responsibilities for the financial statements; schedule of expenditures of federal awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. Because of the importance of management's written or verbal representations to an effective audit, you agree to release and indemnify Dixon Hughes Goodman LLP and its personnel from any liability and costs relating to our services under this letter attributable to any knowing misrepresentations by management.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Other Postemployment Benefits - Schedule of Funding Progress
3. Other Postemployment Benefits - Schedule of Employer Contributions
4. Local Government Employees' Retirement System - Schedule of Proportionate Share of Net Pension Liability
5. Local Government Employees' Retirement System - Schedule of Contributions

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.



The Town's management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

We understand that the following supplementary information will accompany the financial statements:

6. Budgetary schedules for all funds required to adopt a budget other than the General Fund
7. Schedule of Ad Valorem Taxes Receivable
8. Analysis of Current Tax Levy
9. Schedule of Expenditures of Federal and State Awards

Such information is presented for the purpose of additional analysis of the financial statements and is not a required part of the financial statements. Such information is presented for the purpose of additional analysis of the financial statements and is not a required part of the financial statements. Such information, which is the responsibility of management, will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. Our auditor's report will provide an opinion on the supplementary information in relation to the financial statements as a whole.

With regard to the supplementary information referred to above, management acknowledges and understands that they have responsibility:

- For the preparation of the supplementary information in accordance with the applicable criteria;
- To provide us with the appropriate written representations regarding the supplementary information;
- To include our report on the supplementary information in any document that contains the supplementary information; and
- To present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

## Use of Financial Statements

### Client Prepared Documents

If the Town's financials are to be included in a client-prepared document which includes other information, the Town should notify us of the nature of the document and allow us to read such document prior to submitting the document to others. Examples of other documents would include:

- reports those charged with governance or others which provide commentary on the financial position or results of operations,
- private placement offerings, or
- other offers to sell securities.

### Exempt Offerings

Should the Town wish to include our audit report on the financial statements described above in a document related to an offering of securities exempt from registration with the Securities and Exchange Commission ("SEC"), but does not intend to engage us to perform procedures in connection with the proposed offering (beyond reading the document as required in the preceding paragraph), the Town agrees that the following disclosure will be prominently displayed in the official statement or other document for the proposed offering:

*Dixon Hughes Goodman LLP, has not been engaged to perform and has not performed, since the date of their report included herein, any procedures on the financial statements addressed in that report. Dixon Hughes Goodman LLP, also has not performed any procedures relating to this Official Statement.*

Should the Town wish to include or incorporate by reference our report on these financial statements into a future offering of securities exempt from registration with the SEC, and requests or is required to obtain our acknowledgement to including our report in such filing or other offering document, prior to our acknowledging to include or incorporate by reference our report thereon, we will be required to perform procedures as indicated by our professional standards, including, but not limited to, reading other information incorporated by reference in the offering document, and performing subsequent event procedures. Our reading of the other information included or incorporated by reference in the offering document will consider whether such information, or the manner of its presentation, is materially inconsistent with information, or the manner of its presentation, appearing in the financial statements. However, we will not perform procedures to corroborate such other information (including forward-looking statements). The specific terms of our future services with respect to future filings or other offering documents will be agreed to at the time the services are to be performed.

## Reporting

We will issue written reports upon completion of our audit of the Town's financial statements. Our report will be addressed to those charged with governance. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, decline to express an opinion or withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance.

## Non-attest Services

Management agrees to assume all management responsibilities and to oversee the non-attest services we will provide by designating an individual possessing suitable skill, knowledge and/or experience. Management acknowledges that non-attest services are not covered under *Government Auditing Standards*. Management is responsible for:

- Making all management decisions and performing all management functions;
- Evaluating the adequacy and results of the services performed;
- Accepting responsibility for the results of such services; and
- Designing, implementing, and maintaining internal controls, including monitoring ongoing activities.

The non-attest services we will provide are covered in the following paragraphs.

We will provide the following additional non-attest services:

- We will advise management about appropriate accounting principles and their application and will assist in preparation of the Town's basic financial statements. The responsibility for the basic financial statements and all representations contained therein remains with management, which includes members of the governing board.
- At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our report for management to include with the reporting package management will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.
- At the conclusion of the engagement, we will upload the audited financial statements and compliance reports on the North Carolina State Treasurer's website.

Management is responsible for evaluating the adequacy and results of the above non-attest services performed and accepting responsibility for the results of such services. This includes management's review and approval of all adjustments we may propose to the accounting records of the Town or its financial statements as a result of these services.

With respect to any non-attest services provided, management is responsible for downloading and storing such deliverables in information systems controlled by your Town within ninety days of the completion date of the non-attest service. To the extent a web-based portal is utilized for the transmission of non-attest service deliverables, management agrees that any web-based portal controlled by Dixon Hughes Goodman LLP will not be relied on as a data repository and acknowledge that any non-attest service deliverables will be removed from the web-based portal ninety days after the non-attest service completion date.

#### **Engagement Fees**

Our fees for these services will be based upon the time, skill and resources, including our proprietary information required to complete the services, plus all out-of-pocket expenses. However, you acknowledge the complexity of the issues involved and unforeseen circumstances may result in additional charges. In such event, we will discuss with you the basis of any such charge.

Our fees for these services will not exceed \$35,000 plus \$4,900 for the first major program for a single audit and \$1,800 thereafter, and are based on anticipated cooperation from the Town's personnel and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss a revised fee arrangement with you. This estimate is based on the assumption there will be no significant bookkeeping assistance required or significant changes in the Town's operations including (but not limited to): issuance of new debt; new construction projects; creation of new funds; new major programs required to be tested for Single Audit; or additional procedures required in response to the discovery of fraud. We will issue contract addendums for additional fees related to any bookkeeping or changes mentioned above. The additional fees will be billed at our standard hourly rates depending on the experience level of the individuals performing the work.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation in U.S. Dollars. A 1½% per month interest charge will be added to all accounts not paid within thirty (30) days. If there is a significant change in your organizational structure or size due to acquisitions or other events, we reserve the right to revise our fees. We shall have the right to halt or terminate entirely our services until payment is received on past due invoices.

Should you require additional services incidental to those specified herein which are not the subject of a separate engagement letter, upon your request for the performance of those services we will confirm to you in writing or by electronic mail the requested services we will provide. Such services, including our fees, shall be rendered subject to and in accordance with the provisions of this letter.



#### **Other Standard Terms and Conditions**

In providing our audit services we are required by law and our professional standards to maintain our independence from the Town. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which you and the users of our report require. As such you should not place upon us special confidence that in the performance of our audit services we will act solely in your interest. Therefore, you acknowledge and agree we are not in a fiduciary relationship with you and we have no fiduciary responsibilities to you in the performance of our services described herein.

In connection with providing our professional services described herein, Dixon Hughes Goodman LLP may utilize the services of third-party service providers to complete these services. In addition, Dixon Hughes Goodman LLP may use third-party providers to provide, at Dixon Hughes Goodman LLP's discretion, administrative, clerical and data analysis services to Dixon Hughes Goodman LLP in connection with our professional services. In the performance of these services for Dixon Hughes Goodman LLP, we may share confidential information with the third-party service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your information. Dixon Hughes Goodman LLP represents to that each such third-party service provider has agreed to conditions of confidentiality with respect to Town's information to the same or similar extent as Dixon Hughes Goodman LLP has agreed. Furthermore, we are responsible for the adequate oversight of services provided by these third-party service providers.

The audit documentation for this engagement is the property of Dixon Hughes Goodman LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to the U.S. Government Accountability Office or North Carolina Office of the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In providing our services we may direct you to provide your information to us through a separate web based client portal accessible through a client experience dashboard as indicated by Dixon Hughes Goodman LLP in an effort to provide greater security with respect to the information. In the event we request you provide your information to us through such a client portal, (i) to the extent you fail to do so, or (ii) in using the client portal you fail to monitor and restrict access only to your authorized personnel (any such failure being referred to herein as a "Portal Failure") we disclaim, and you release us and shall indemnify and hold us harmless against any and all liability for loss and damage, including direct, indirect, consequential, incidental, and special damages such as loss of revenue or anticipated profits ("Damages"), arising from any interception, unintentional disclosure or communication or unauthorized use of such information incident to a Portal Failure or arising from claims by any third-party with whom you provide use or access to the client portal even if we are aware or have been advised of the use of or the access to, the client portal by such third-party in contravention of the restrictions set forth herein.

Many of our clients choose to communicate with us by email, and we may use email in connection with this engagement unless you direct us otherwise. We will use reasonable precautions to protect your confidential information. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third-party, or may not be delivered to each of the parties to whom they are directed, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim, and you release us from any claims for any Damages for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement, or the disclosure or communication of confidential or proprietary information arising therefrom (hereinafter collectively referred to as "Email Interruption") except to the extent resulting from our gross negligence or willful misconduct.

You represent and warrant to us that Town does not derive substantial or a material amount of revenue from the manufacture, sale or distribution of cannabis or related products ("Cannabis Products") or from activities which in any material manner support the manufacture, sale or distribution of Cannabis Products.

In the event Dixon Hughes Goodman LLP is required to respond to a subpoena, court order, government regulatory inquiry or other legal process relating to you or your management for the production of documents and/or testimony relative to information we obtained or prepared incident to this or any other engagement, you shall compensate Dixon Hughes Goodman LLP for all time we expend in connection with such response at normal and customary hourly rates, and to reimburse us for all out of pocket expenses incurred in regard to such response.

This agreement and any claim arising out of the services provided shall be governed by the laws of the state of North Carolina, exclusive of its conflict of laws rules. The parties agree that any action between them related to or arising out of this engagement shall be brought only in the state or federal courts of North Carolina.

Whenever possible, each provision of this agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision hereof shall be ineffective or invalid, such ineffectiveness or invalidity shall be only to the extent of such prohibition or invalidity, without invalidating the remainder of the provision or the remaining provisions of this agreement, which shall otherwise remain in full force and effect. The agreements of Town of Jamestown, North Carolina and Dixon Hughes Goodman LLP contained in this engagement letter shall survive the completion or termination of this engagement.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

This engagement is limited to the services outlined above.

Town of Jamestown, North Carolina  
May 4, 2022  
Page 13 of 13

Please indicate your acceptance of the above understanding by signing this letter in the space below and returning it to our office. If your needs change during the year, the nature of our services can be adjusted appropriately. Likewise, if you have special projects with which we can assist, please let us know.

We want to express our appreciation for this opportunity to work with Town of Jamestown, North Carolina.

Sincerely,

*Dixon Hughes Goodman LLP*

**DIXON HUGHES GOODMAN LLP**

Attachment

**Accepted and Agreed:**

***Town of Jamestown, North Carolina***

\_\_\_\_\_  
Lynne Montgomery, Mayor

Date \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Judy B. Gallman, Finance Officer



National Peer  
Review Committee

December 11, 2020

Ralph Snow  
Dixon Hughes Goodman LLP  
4350 Congress ST Ste 900  
Charlotte, NC 28209-4866

Dear Ralph Snow:

It is my pleasure to notify you that on December 11, 2020, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Fawley".

Michael Fawley  
Chair, National PRC  
+1.919.402.4502

cc: Candace Wright, David Hinshaw

Firm Number: 900010017108

Review Number: 576076





8550 United Plaza Blvd , Ste. 1001 - Baton Rouge, LA 70809  
225-922-4600 Phone - 225-922-4611 Fax - [pnpcpa.com](http://pnpcpa.com)

A Professional Accounting Corporation

## Report on the Firm's System of Quality Control

To the Partners of  
Dixon Hughes Goodman LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 29, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 29, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dixon Hughes Goodman LLP has received a peer review rating of *pass*.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
November 13, 2020

The	Governing Board Town Council
of	Primary Government Unit Town of Jamestown, North Carolina
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Dixon Hughes Goodman LLP
	Auditor Address 1829 Eastchester Drive, High Point, NC 27265

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/22	Audit Report Due Date 10/31/22
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)[G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the



Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OR Not Applicable  (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Jamestown, North Carolina
Audit Fee	\$ Not to exceed \$35,000
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ 4,900 1st major program for single audit; \$1,800 thereafter
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$

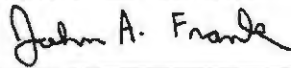
DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$



## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm* Dixon Hughes Goodman LLP	
Authorized Firm Representative (typed or printed)* John A. Frank	Signature* 
Date* 05/04/22	Email Address* john.frank@dhg.com

## GOVERNMENTAL UNIT

Governmental Unit* Town of Jamestown, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed)* <b>Lynn Montgomery, Mayor</b>	Signature*
Date	Email Address <b>lmontgomery@jamestown-nc.gov</b>

Chair of Audit Committee (typed or printed, or "NA") <b>NA</b>	Signature
Date	Email Address

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed) <b>Judy B. Gallman, CPA</b>	Signature*
Date of Pre-Audit Certificate*	Email Address* <b>kgallman@jamestown-nc.gov</b>

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Manager's Report

**AGENDA ITEM #:** VIII-A

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** May 17, 2022

**ESTIMATED TIME FOR DISCUSSION:** 5 min

**DEPARTMENT:** Administration

**CONTACT PERSON:** Matthew Johnson, Town Manager

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**SUMMARY:**

Please find the Manager's Report attached.

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**ATTACHMENTS:** Manager's Report

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** None

- I. The Bicycle and Pedestrian Master Planning Committee is conducting a survey (link here: <https://survey.alchemer.com/s3/6833873/Jamestown-Open-House> ). The survey will be extended through the week of June 3<sup>rd</sup> to allow the staff and the consultant to do an in-person survey at the June 3<sup>rd</sup> "Music in the Park" event. Anyone can participate online now, however.
- II. Twelve North Carolina communities were named finalists for the 2022 N.C. Department of Transportation Mobi Awards, which recognize the state's best projects that combine several modes of transportation. Several members of the staff and Town Council traveled to Raleigh on May 4<sup>th</sup> to receive recognition for this achievement. The Town was awarded an "Honorable Mention" in the Rural (Jurisdictions < 10,000 pop.) Category. The Town was honored to receive this 2<sup>nd</sup> place recognition out of eight projects submitted in our category. Please join me in thanking both Paul and Anna for their roles in this project.
- III. Town staff will be requesting a Special Called Meeting on May 25<sup>th</sup> at 2pm to discuss the Strategic Plan.
- IV. The Jamestown Veterans Committee will host a Memorial Day Ceremony at 11 AM on May 30<sup>th</sup> at Wrenn Miller Park.
- V. Music in the Park on Friday, June 3<sup>rd</sup> will feature "The Ryan Perry Band". This band will present a blend of modern country peppered with honky-tonk hillbilly. Music begins at 6pm and concludes around 10pm. More information on all of our events can be found on our Facebook page. This reflects Goal 3.1 in the Council's Strategic Plan to further develop these events in the park. This year will feature a great lineup of various genres of music including Top 40, beach music, 80's, and country music bands and food/beverage vendors.
- VI. The Planning Board will be having a regular meeting on June 13<sup>th</sup> at 6 PM in the Civic Center. The Town Council and the Planning Board are planning a joint meeting immediately following the Planning Board's regular business meeting in the Civic Center to discuss short-term rentals. The Town's land-use attorney, Tom Terrell, will be attending to share information with the boards.
- VII. The Town has been working over the past year on an updated marketing strategy which will include an updated video showcasing the many great things about Jamestown. Video shooting concluded in late April and the final product will be presented to the Council at the June 23<sup>rd</sup> meeting. The Town would like to say a special thank you to Mrs. Mary Faye Bodenheimer, the Culler Family, the Gomez Family, the Rayborn Family, and the members of Station 46 of Pinecroft-Sedgefield Fire Dept. for their participation in the video shoot.