



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
June 18, 2019
6:30 pm in the Council Chambers
Agenda

- I. **Call to Order-** Mayor Montgomery
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the May 21, 2019 meeting
 - B. Approval & Sealing of minutes from the May 21, 2019 Closed Session
 - C. Resolution calling for a Regular Election for the Town of Jamestown
 - D. Reappointment of Parks & Recreation Committee Members
 - E. Analysis of financial position of the Town of Jamestown
 - F. Analysis of financial position of the Jamestown Park & Golf Course
 - G. Budget Amendment #23
 - H. Budget Amendment #24
- III. **Public Comment**
- IV. **Old Business-**
 - A. Consideration of adoption of Proposed Budget Fiscal Year 2019/2020- Judy Gallman, Finance Director
 - B. Consideration of approval of resolution adopting a CIP program for the Town of Jamestown for Fiscal Years 2019/2020 to 2023/2024- Judy Gallman, Finance Director
 - C. Update on Sidewalk Projects- Paul Blanchard, Public Services Director
 - D. Consideration of property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884)- Beth Koonce, Town Attorney
- V. **New Business-**
 - A. Resolution recognizing Randy Parker's retirement Guilford Technical Community College (GTCC)- Mayor Montgomery
 - B. Resolution recognizing Micah Marston, High School Representative- Mayor Montgomery
 - C. Neighborhood Safety Update- Captain Pruitt
 - D. Resolution to set up a Capital Project Fund for Penny Rd. Sidewalk Project- Judy Gallman, Finance Director
 - E. Budget Amendment #22: Transfer of Town match to Penny Rd. Sidewalk Project- Judy Gallman, Finance Director
 - F. Approval of golf equipment lease- Judy Gallman, Finance Director
 - G. Consideration of approval of audit contract with Dixon Hughes Goodman, LLP- Judy Gallman, Finance Director
- VI. **Manager/Committee Reports-**
 - A. Manager Report- Kenny Cole, Town Manager
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session Per General Statutes 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee**

Working Agenda for the June 18th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to request that the Boy Scouts come forward and lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the May 21, 2019 meeting B. Approval & Sealing of minutes from the May 21, 2019 closed session C. Resolution calling for a Regular Election for the Town D. Reappointment of Parks & Rec Committee Members E. Analysis of financial position of the Town of Jamestown F. Analysis of financial position of the Jamestown Park & GC G. Budget Amendment #23 H. Budget Amendment #24		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute limit.
6:50 pm	IV. Old Business		
6:50 pm	A. Consideration of adoption of Proposed Budget FY 2019/2020	Call on J. Gallman	Gallman to present the Proposed Budget FY 2019/2020. Gallman to request that Council approve the budget. Council Member makes a motion to approve/deny the adoption of the Proposed Budget FY 2019/2020. Council Member makes a second to the motion. Roll Call Vote.
7:00 pm	B. Consideration of approval of Resolution adopting CIP program for FY 2019/2020 to 2023/2024	Call on J. Gallman	Gallman to request that Council approve the Resolution adopting the CIP program for FY 2019/2020 to 2023/2024. Council Member makes a motion to approve/deny the Resolution adopting CIP program for FY 2019/2020 to 2023/2024. Council Member makes a second to the motion. Then vote.
7:05 pm	C. Update on Sidewalk Projects	Call on P. Blanchard	Blanchard to give Council an update on ongoing sidewalk projects.
7:15 pm	D. Consideration of property donation from the City of High Point (107-115 Kingsdale Ct.)	Call on B. Koonce	Koonce to give an update on the property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884). Council Member makes a motion to accept/deny the property donation form the City of High Point. Council Member makes a second to the motion. Then vote.
7:25 pm	V. New Business		
7:25 pm	A. Resolution recognizing Randy Parker's retirement from GTCC	Mayor Montgomery	Mayor Montgomery to present resolution to Randy Parker.
7:25 pm	B. Resolution recognizing Micah Marston	Mayor Montgomery	Mayor Montgomery to present resolution to Micah Marston and thank him for serving as the High School Representative for Ragsdale High School.
7:30 pm	C. Neighborhood Safety Update	Call on Guilford Co. Sheriff Dept. Rep.	Guilford County Sheriff Department Representative to give an update on neighborhood safety.
7:40 pm	D. Resolution to set up a Capital Project Fund for Penny Rd. Sidewalk Project	Call on J. Gallman	Gallman to request that Council approve the Resolution adopting the Capital Project Ordinance for Penny Road Sidewalk Project. Council Member makes a motion to approve/deny the Resolution adopting the Capital Project Ordinance for Penny Road Sidewalk Project. Council Member makes a second to the motion. Roll Call Vote.
7:45 pm	E. Budget Amendment #22	Call on J. Gallman	Gallman to request that Council approve Budget Amendment #22. Council Member makes a motion to approve/deny Budget Amendment #22. Council Member makes a second to the motion. Then vote.
7:50 pm	F. Approval of golf equipment lease	Call on J. Gallman	Gallman to request that Council approve the Tri-State Pump & Control, Inc. (TSP) lease proposal and financing. Council Member makes a motion to approve/deny the TSP lease proposal and financing. Council Member makes a second to the motion. Then vote.
8:00 pm	G. Consideration of approval of audit contract with Dixon Hughes Goodman, LLP	Call on J. Gallman	Gallman to request that Council approve the audit contract with Dixon Hughes Goodman, LLP with a fee of \$22,200. Council Member makes a motion to approve/deny the audit contract with Dixon Hughes Goodman, LLP with a fee of \$22,200. Council Member makes a second to the motion. Then vote.

8:10 pm	VI. Manager/Committee Reports		
8:10 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council.
8:15 pm	B. Council Member Committee Reports	Call on K. Cole	Cole to request that Council Members give an update on any Committees they serve on.
8:30 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:45 pm	VIII. Other Business		
8:50 pm	IX. Closed Session Per General Statutes 143-318.11(a)(6)		Council Member makes a motion to go into closed session per general statutes 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Council Member makes a second to the motion. Then vote. After Closed Session, Council Member makes a motion to return to open session. Council Member makes a second to the motion. Then vote.
9:00 pm	X. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 21, 2019 Town Council meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the May 21st Regular Town Council meeting

ATTACHMENTS: Minutes from the May 21, 2019 Regular Town Council meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Regular Meeting of the Town Council
May 21, 2019
6:30 pm in the Council Chambers
Minutes & General Account**

DRAFT

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

Staff Present: Kenny Cole, Matthew Johnson, Judy Gallman, Pall Blanchard, Katie McBride, Elizabeth Greeson, & Beth Koonce, Town Attorney.

High School Representative: Micah Marston

Visitors Present: Emily Lawing, Stacy Shavers, Guy Shavers, Rick Clapp, Jamestown Elementary Leading Ladies of Distinction, Sarah Glanville, Stevra Hudson, Carole Mach, Robert Frederick, Kevin Bottomley, Marlee Rindal, Priscilla Richardson, Charles Hinsley, Robert Pickett, & Carol Brooks.

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

- Pledge of Allegiance- Mayor Montgomery called the Jamestown Elementary Leading Ladies of Distinction forward to lead everyone in the Pledge of Allegiance. The Leading Ladies led the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Cole requested to add item "IV-G. Update on Oakdale Cotton Mill" under "Old Business." He also requested to remove the resolution recognizing Southwest Guilford's State Basketball Championship win from the consent agenda and place it before the public comment period. Cole asked that Council also move the "Consideration of ordinance amending the Town Charter to create staggered Town Council terms" from the first item under "Old Business" to the last item under "Old Business."

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

Council Member Wolfe thanked Jane Payne for being willing to serve as the Town of Jamestown's representative on the Guilford County Historic Preservation Commission.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the April 16, 2019 meeting
- Proclamation observing Peace Officers Memorial Day and Police Week
- Proclamation observing Memorial Day
- Reappointment of Jane Payne to the Guilford County Historic Preservation Commission
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course

Council Member Wolfe made a motion to approve the consent agenda for the May 21st meeting as presented. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Proclamation Peace Officers Memorial Day and Police Week & Proclamation Memorial Day)

Resolution recognizing Southwest Guilford's State Basketball Championship win- Mayor Montgomery presented the resolution to Southwest Guilford's basketball coach, Guy Shavers. She congratulated him and his team for their great accomplishment.

(Resolution recognizing Southwest Guilford's State Basketball Championship win)

Public Comment-

- Robert Frederick, 706 Ragsdale Rd. - Frederick stated that a tragedy had occurred recently in Jamestown when a man was hit by a train. He said that citizens had grown accustomed to hearing the train horn and the man may have been hit because he was desensitized to the noise. He stated that many citizens from neighborhoods throughout Town had signed a petition to silence the train. He urged Council to begin the process of silencing the train horn.
- Lori Herron, 2216 Guilford College Rd. - Herron said that she had lived in Jamestown for about twenty years. She stated that she owned pot belly pigs and had been told in the past by the Town that they were not a problem. Herron said that she had received a letter in February that stated that she needed to rehome the pigs. She noted that the pigs had become members of her family and she cited a Town ordinance that did not permit livestock. She said that although pigs were considered swine, they were not livestock unless they were being imported or exported. She also presented a letter from her doctor stating that the pigs were emotional support animals.

Cole stated that he recommended the issue be referred to the Planning Board for consideration. Council agreed to allow the Planning Board to consider the issue and submit a recommendation.

Old Business

- Consideration of property donation from the City of High Point (107-115 Kingsdale Ct. parcel #158884) - Koonce stated that she did not have much to report. She noted that the City of High Point was still considering the Town's request to change the language in the deed. She said that she hoped to hear back from them before the next meeting.

Council Member Wolfe made a motion to table the consideration of the property donation until the June 18th meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Update on East Main Street Sidewalk Project- Blanchard updated Council on the ongoing sidewalk project. He stated that staff had opened bids on the project on May 9th. There had only been one bidder and the bid had exceeded the available funding by about \$659,000. He noted that staff had been advised by NCDOT to re-bid the project and to try to determine if there were any ways to save money on certain components of the project. Blanchard stated that the lack of competition on the project had impacted the amount of the bid.

Council Members Capes and Wolfe discussed how rebidding the project might affect the overall timeline with staff. They also discussed potential funding options.

Council Member Wolfe made a motion to reject the bid from Atlantic Contracting Company, Inc. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Presentation of the 2019/2020 Recommended Budget and Capital Improvement Plan (CIP) - Gallman stated that there had been a few changes made since the April meeting. She noted that the changes had been made due to more information being received about certain items that resulted in increases in health insurance expenditures, equipment rental expenditures, and the animal control contract with Guilford County. She also stated that the generator for Town Hall had been moved to a later year in the CIP. Gallman said that an estimate for a sound system for the Civic Center had been included into the budget. She also noted that the estimate for the water tank cleaning had decreased significantly.

Gallman stated that there was no tax rate increase proposed in the budget. She said that there was a 2% Cost of Living Adjustment (COLA) and a 0-2% merit raise for employees included in the budget. She said that staff were proposing a water rate increase of 3.5% due to the increased price of purchasing water. She also noted that the budget included \$100,000 for nonprofit grants that would be allocated after the final approval of the budget. She stated that staff were proposing to use \$547,000 of the Town's fund balance to fund capital improvement projects. Gallman noted that the budget had been made available on the Town's website and there was a copy in Town Hall for citizen inspection. Gallman also gave a brief overview of the recommended CIP.

- Citizen Input regarding the Capital Improvement Plan (CIP) - Cole stated that staff and Council would like to have input from the public regarding the CIP. He noted that this section of the meeting would be used for citizens to comment on any current or future CIP items.
 - Michael Freeman, 103 Shoals Ct. - Freeman said that he lived in the Riverwalk community. He stated that the streets in that residential area needed to be repaired. He noted that a sewer line had been put in nearby and that the installation had created cracks in the streets. Freeman also stated that the Jamestown Bypass was under construction. He asked that Council consider banning commercial signage along the route to the bypass. Freeman was concerned about billboards being placed in residential areas.
 - Robert Frederick, 706 Ragsdale Rd. - Frederick stated that there was \$90,000 hidden in the CIP for an automatic washing station for golf carts. He said that he did not think that the Town's golf course needed a washing station since no other golf courses in the area had one. He recommended hiring teenagers to do the work as a summer job. Frederick stated that there should be some funding set aside to increase the safety at railroad crossings. He reiterated the Town's need to begin the process to establish quiet zones at the crossings.

Cole thanked them for their comments. He said that citizens were always welcome to call Town Hall or to set up a meeting with staff to discuss the budget or any of the CIP projects.

- Public Hearings-
 - **Public Hearing to consider the Recommended Budget and CIP FY 2019/2020-** Cole stated that the budget had been submitted to Council. He said that local governments were required to have a public hearing on the budget before approval.

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

Mayor Montgomery opened the public hearing to anyone that would like to speak in opposition of the budget and the CIP.

- Robert Frederick, 706 Ragsdale Rd. - Frederick said that the budget had increased by 10% in one year. He said that the increase suggested reckless budgeting. Frederick noted the difference between certain projected and actual revenues and expenditures. He recommended that Council budget a little more carefully in regard to expected revenues.

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

Council Member Nixon stated that Council had been carefully considering the budget since January, and she did not think that they had been reckless at all.

- Update on Oakdale Cotton Mill- Johnson stated that staff had been communicating with the owners of the property about some zoning violations. He said that there had been some crews working in the area last week. They had removed some rubbish and some cars had been towed. He stated that the owners of the property had been making an effort to prevent unauthorized people from entering the facility. He noted that staff had still been working with Guilford County to determine what the next steps would be to encourage compliance at that location.

Council Members discussed the details of potential next steps to encourage compliance with Johnson.

- Consideration of Ordinance amending the Town Charter to create staggered Town Council terms- Cole stated that there had been a public hearing on the consideration of staggering Council terms at the April meeting. He said that the ordinance would create staggered four-year terms for the Council Members. He noted that the top vote getters of the 2019 election would serve for four years, and that the two Council Members with the lowest votes would serve a two-year term. The bottom vote getters would be up for reelection in 2021. He noted that the two Council Members elected in 2021 would then serve four-year terms. Cole stated that the Mayor of the Town of Jamestown would serve four-year terms going forward if the ordinance were approved.

Council Member Wolfe stated that she believed that Council had discussed the issue thoroughly, and she was in favor of the staggered terms. She noted that it would be beneficial to have a couple of experienced Members on Council, and it would be helpful to staff.

Council Member Capes agreed and noted that it would add stability.

Council Member Rayborn agreed with Council Members Wolfe and Capes. She said that she believed having some veteran Council Members on the board would encourage new people to run for office.

Council Member Nixon said that there was a lot of turnover when she was elected and that it would have been helpful to have a few Members with more experience on the board.

Council Member Wolfe made a motion to approve the ordinance amending the Town Charter of the Town of Jamestown to implement four-year staggered terms for Members of the Town Council and Mayor. Council Member Capes made a second to the motion.

McBride took a roll call vote as follows:

- Council Member Wolfe- Aye
- Council Member Capes- Aye
- Council Member Nixon- Aye
- Council Member Rayborn- Aye

The motion passed by unanimous vote.

(Ordinance amending the Town Charter to create staggered Town Council terms)

New Business-

- Resolution recognizing Marlee Rindal and Priscilla Nobles for hosting Yoga in the Park- Mayor Montgomery presented the resolution to Marlee Rindal and Priscilla Nobles. She thanked them both for dedicating their time and energy to improving the health and wellness of everyone in the community.

(Resolution recognizing Marlee Rindal and Priscilla Nobles for hosting Yoga in the Park)

- Resolution recognizing Robert Pickett's service on the Parks & Recreation Committee- Mayor Montgomery presented the resolution to Robert Pickett. She thanked Pickett for his distinguished service on the Parks and Recreation Committee.

(Resolution recognizing Robert Pickett's service on the Parks & Recreation Committee)

- Appointment/Reappointment of Parks & Recreation Members and Alternate- McBride stated that there was currently an opening on the Parks & Recreation Committee due to Robert Pickett's retirement from the board. She said that Daniel McDaniel and Charles Clapp, Jr. were both currently serving as Alternate Members. She noted that Daniel McDaniel had been serving since March 2017 and Charles Clapp, Jr. had been serving since August 2018. She stated that staff was requesting that Council appoint one of the Alternate Members to be a full-time Member of the Parks and Rec Committee.

Council Member Wolfe stated that she was in favor of appointing Daniel McDaniel because he had been serving as an Alternate for a longer period of time. Council Member Capes and Nixon both agreed.

Council Member Wolfe made a motion to appoint Daniel McDaniel to serve as a Member of the Parks & Rec Committee. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

McBride stated that the terms of current Parks & Rec Members Bob Wilson and Jim Pendry expired in May. She said that staff was requesting that Council reappoint Bob Wilson for a third term and Jim Pendry for a second term.

Council Member Wolfe made a motion to reappoint Bob Wilson and Jim Pendry to serve another term on the Parks & Rec Committee. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

McBride said that there was now a vacancy for a Parks & Rec Committee Alternate as a result of Daniel McDaniel's appointment to become a full-time Member. She noted that Amy Reese had applied to serve on the Parks & Rec Committee. She requested that Council appoint Amy Reese to the Alternate position.

Council Member Rayborn made a motion to appoint Amy Reese as the Parks & Rec Committee Alternate. Council Member Nixon made a second to the motion. The motion passed by unanimous vote.

- Update on the Town of Jamestown Litter Sweep- Greeson thanked all the volunteers that participated in the Spring Litter Sweep. She noted that there were fifty-eight attendees and forty-eight bags of trash had been collected. Greeson said that the Fall Litter Sweep would be held on September 21st, and she hoped to see everyone there.

The Mayor and Council thanked Greeson for her hard work.

- Discussion of Condemnation of 301 Lee Street- Johnson said that staff had received several citizen complaints about the property at 301 Lee Street. He stated that a letter was sent to the owners to either demolish the building or bring it into compliance with state building code. Johnson noted that the owner had not responded to staff. He said that he had been in communication with Guilford County's building inspection staff about issuing a notice of condemnation. The Guilford County Planning Director recommended that the Town submit a formal request from the Town Council asking that Guilford County inspect the home and determine if it was beyond repair or if it were possible to bring it into compliance. Johnson requested that Council make a formal request to Guilford County to inspect the home.

Council Member Wolfe stated that she believed that the home did need to be inspected.

Council Member Capes made a motion to formally request assistance from Guilford County building inspection staff in regards to possible condemnation of 301 Lee Street. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole stated that staff had been busy with the budget and had been working to complete various projects around Jamestown. He commended staff for their hard work on the budget and said that he appreciated all that they do. Cole also noted the ongoing repaving that was going on around Town.
- Council Member Committee Reports-

- o Mayor Montgomery said that she had attended the PTRC meeting and that there had been a speaker about doppler radar coverage in the area. She said that it was very interesting and that the location of Jamestown made it difficult to predict certain weather patterns.
- High School Representative Report- Marston stated that the school year was coming to an end and the seniors at Ragsdale had graduation practice at the end of the week. He noted that graduation was June 8th and that this would be the last meeting he would attend as the High School Representative.

Mayor Montgomery and Council thanked Micah for serving as the High School Representative and wished him well in all his future endeavors.

Public Comment- Nobody spoke.

Other Business- Council Member Wolfe stated that the Music in the Park event was wonderful. She thanked Johnson, Scott Coakley, and Austin for all their hard work.

Mayor Montgomery also thanked Scott Coakley for his work at the Movies in the Park event.

Closed Session Per General Statutes 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee- Council Member Capes made a motion to go into closed session per General Statutes 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

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

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

No action was taken in the closed session.

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

The meeting ended at 8:04 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of minutes from the May 21, 2019 Closed Session AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Town Council went into Closed Session at the May 21st Town Council meeting per General Statutes 143-318.11(a)(6). Staff is requesting the approval and sealing of the minutes from the May 21st Closed Session.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution calling for a Regular Election for the Town of Jamestown **AGENDA ITEM #:** II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Town of Jamestown is required to submit a Resolution calling for a Regular Election to the Guilford County Board of Elections. Any person that wants to be a candidate for the Office of Mayor or Council Member must file a statement of candidacy with the Guilford County Board of Elections between Noon Friday, July 5th and Noon Friday, July 19th. There is a \$10 filing fee. A Primary Election will be held on Tuesday, October 8th, if needed. The regular election will be held on Tuesday, November 5th. Citizens may vote for the candidates for Mayor and Council in the Civic Center of Town Hall.

ATTACHMENTS: Resolution calling for a Regular Election, Filing/Election Schedule, 2019 Municipal Filing and Fee Schedule

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

BUDGETARY IMPACT:

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

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION CALLING FOR A REGULAR ELECTION FOR THE TOWN OF JAMESTOWN

WHEREAS, Pursuant to Chapter 162 of the 1972 Session of Laws of North Carolina,

NOW THEREFORE, BE IT RESOLVED THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA,

SECTION 1. That a Primary Election is hereby called, if needed, on Tuesday, October 8th, 2019, for the purpose of nominating not more than two candidates for Mayor and not more than eight candidates for Council.

SECTION 2. That an election is hereby called for Tuesday, November 5th, 2019, for the purpose of electing a Mayor and four Town Council Members.

SECTION 3. That any person desiring to become a Candidate for either the Office of Mayor or Council Member must file a statement of such a candidacy with the Guilford County Board of Elections between Noon Friday, July 5th, 2019 and ending Noon Friday, July 19th, 2019 and shall pay to the Guilford county Board of elections a sum of \$10.00.

SECTION 4. That the polling place shall be the Town Hall.

SECTION 5. That the registration of voters, the holding of election, appointment of election officials, and the tabulation of voters shall be the duty of the Guilford County Board of Elections.

Adopted this the 18th day of June, 2019.

Mayor S. Lynn Montgomery

ATTEST:

Katie McBride, Town Clerk

2019 FILING SCHEDULE

Friday, July 5, 2019 at Noon – Friday, July 19, 2019 at Noon for the following Municipalities:

High Point, Jamestown, Pleasant Garden, Sedalia, Oak Ridge, Stokesdale, Summerfield, Whitsett, Gibsonville, Sedgefield Sanitary District, City of Burlington, and Town of Kernersville

2019 ELECTION SCHEDULE

TUESDAY, OCTOBER 8, 2019

MUNICIPAL PRIMARIES

To be conducted only in the necessary Municipal Precincts of High Point, Jamestown, Pleasant Garden, City of Burlington

TUESDAY, NOVEMBER 5, 2019

MUNICIPAL ELECTION

To be conducted in the Municipalities of High Point, Jamestown, Pleasant Garden, Sedalia, Oak Ridge, Stokesdale, Summerfield, Whitsett, Gibsonville, Sedgefield Sanitary District, City of Burlington, Town of Kernersville.

Date Issued: January 9, 2019

2019 Municipal Filing and Fee Schedule
Filing begins: Friday July 5, 2019 at 12:00 noon
Filing ends: Friday July 19, 2019 at 12:00 noon
Filing fee subject to change

<u>High Point</u>		Primary
Mayor	\$96.00	1 seat
City Council	\$96.00	8 seats
<u>Jamestown</u>		Primary
Mayor	\$10.00	1 seat
Town Council	\$10.00	4 seats
<u>Pleasant Garden</u>		Primary
Mayor	\$ 5.00	1 seat
Town Council	\$ 5.00	2 seats
<u>Sedalia</u>		No Primary
Town Council	\$ 5.00	2 seats
<u>Oak Ridge</u>		No Primary
Town Council	\$ 5.00	3 seats
<u>Stokesdale</u>		No Primary
Town Council	\$ 5.00	3 seats
<u>Summerfield</u>		No Primary
Mayor	\$ 5.00	1 seat
Town Council	\$ 5.00	4 seats
<u>Whitsett</u>		No Primary
Town Council	\$ 5.00	3 seats
<u>Gibsonville</u>		No Primary
Mayor	\$ 6.00	1 seat
Alderman		3 seats
<u>Sedgefield Sanitary District</u>		No Primary
Supervisor	\$ 5.00	5 seats
<u>Burlington</u>		Primary
Mayor	\$20.00	1 seat
City Council	\$20.00	2 seats
<u>Kernersville</u>		No Primary
Mayor	\$20.00	1 seat
Alderman	\$10.00	5 seats

3/28/19

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Reappointment of Parks & Recreation Committee Members

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

There are four Parks & Rec Committee Members whose terms have expired.

1. Steve Owen's second term expired in January 2019. He has requested to serve a third term on the Committee. His term will expire January 2021 if he is reappointed.
2. Doug Sampson's term expired in January 2019. He was appointed to serve the unexpired term of Parks & Rec Member Tony Brancazio. He has been serving as an Alternate to the Board since March 2017. Doug Sampson's first official term will expire in January 2021 if he is appointed.
3. Paul Craft's term expired in March 2019. He is currently serving as Vice Chair of the Committee and has requested to be reappointed for a second term. His new term will expire in March 2021 if he is reappointed.
4. Jay McQuillan's term expired in March 2019. He has requested to be reappointed for a second term. His new term will expire in March 2021 if he is reappointed.

The applications for the Parks & Rec Members seeking reappointment are attached.

There are no new applications from citizens applying to serve on the Parks and Rec Committee to be considered.

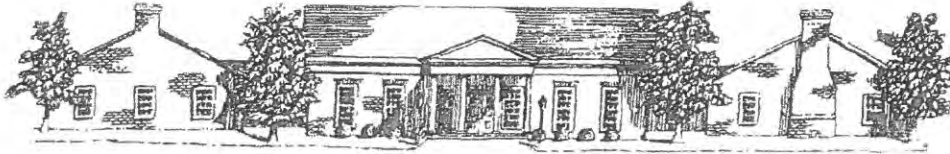
ATTACHMENTS: Applications from Steve Owen, Doug Sampson, Paul Craft, & Jay McQuillan

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council reappoint the Parks & Rec Committee Members

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name

Wade Steven Owen

Gender: Male Female Birthdate: 2-4-1947 E mail DTMon49@zol.com

Home Phone: 336-454-2718 Daytime Phone: Cell
~~Fax~~: 336-312-7037

Home Address: 213 Cloverbrook Drive, High Point, NC 27282

How long have you been a resident of Jamestown? 47 yr

Current Occupation/Title: Retired

Employer/Business Name: _____

Business Address and Zip: _____

Supervisor Name: _____

Education: High School () College () Graduate School () Other ()

Degree/Subject of Study: Biology

School/Name Years Attended: Wake Forest University 4

BOARD/COMMITTEE APPLYING FOR (list one): PARKS & Recreation

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

What are your qualifications for serving on the Board/Committee for which you are applying? Councilman, Planning & Zoning Board, Current PARKS & Rec.

47 year resident

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

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

NO ?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

Rotary Club Senior Resources of Guilford

List two personal references below:

Name: Richard Newbill Daytime Telephone: 336-454-4329
Address: 4820 Turnbrowed Dr, Gboro 27407 Relationship: friend

Name: Kevin Bottomley Daytime Telephone: 336-302-2592
Address: 500 Bonnet, Jamestown NC 27282 Relationship: 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 complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes No if yes, explain _____

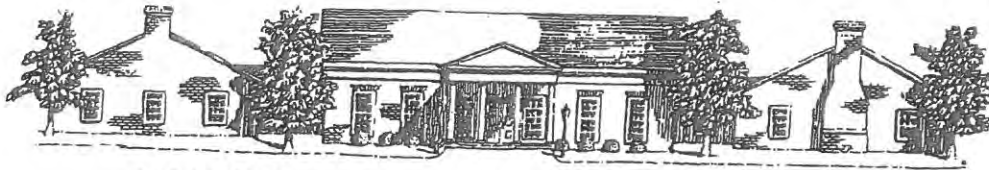
I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all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

Signature of Applicant: Walter H. Owen Date: 9-27-2017

To Replace app term 2012

RETURN COMPLETED FORM TO:

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



TOWN OF JAMESTOWN

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P.O. Box 848

Jamestown, North Carolina 27282

Appointed as
Alt. ~~in~~ in
March 2017

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Appointed to
Serve Remainder
of Brancazio term
August 2018

Name M. Douglas Sampson, Jr.

Gender: Male Female Birthdate: 08-13-53 E mail mdouglassampson@gmail.com

Home Phone: 336-454-6277 Daytime Phone: 336-454-⁶²⁷⁷ Fax: 866-356-0412

Home Address: 701 Oneil Drive Jamestown, NC 27282

How long have you been a resident of Jamestown? 33 years

Current Occupation/Title: Retired

Employer/Business Name: _____

Business Address and Zip: _____

Supervisor Name: _____

Education: High School () College (x) Graduate School () Other ()

Degree/Subject of Study: Business Administration - Bachelors Degree

School/Name Years Attended: University of South Carolina
1972 - 1976

BOARD/COMMITTEE APPLYING FOR (list one): _____

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

What are your qualifications for serving on the Board/Committee for which you are applying? My experience in insurance for 33 years and leadership roles for the last 20 years should serve well. Also, I've served multiple roles with ITHM Catholic Church including the top role of Parish Council Chairman -

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

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

Possibly - please ask as opportunities present

Please submit resume - ATTACHED Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

Beautification/Landscaping/Leadership/Organization Building
Civitas/Adventure Guides/Princess Program YMEA/Lions Club
Knights of Columbus/
List two personal references below:

Name: Robert Pickett Daytime Telephone: 336-454-6208

Address: 605 Oneil Dr. Jamestown Relationship: Friend/Neighbor
NC 27282

Name: Del Holtzman Daytime Telephone: 336-587-7665

Address: 203 Edwards Lane Relationship: Friend/Neighbor
Jamestown, NC 27282

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes No if yes, explain complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes No if yes, explain _____

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

Signature of Applicant: M. Drake [Signature] Date: 9-7-2016

RETURN COMPLETED FORM TO:

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

M. Douglas Sampson, Jr

701 O'Neill Drive Jamestown, NC 27282
H: 336-454-6277 C: 336-688-2840 B: 336-454-7171
E: mdouglassampson@gmail.com

Qualifications Summary

A successful insurance professional who has had a constant focus on both profit and growth. Demonstrated accomplishments in underwriting, sales and marketing, along with leading and managing others. Specialty insurance area includes Equipment Breakdown. Proven track record in driving new business, taking good care of the clients with strong retentions over the long term.

Professional Experience

- 1999 – 2012 CNA Insurance Company – Jamestown, NC**
Assistant Vice President – Equipment Breakdown Underwriting
- Directed a staff who underwrote a book of business of \$22M in Equipment Breakdown premium in monoline, small, and large property in the Southeast/Central Zones.
 - Took the lead role in building programs into our two zones representing \$3.3M of the \$22M or 15% of that portion of the book
 - Directed a staff of seven who underwrote a book of business of \$14M premium of Equipment Breakdown in middle market package countrywide
 - Penetration in small, middle market and large property grew from 5% to 85%
 - Grew territory from a contribution of 15% toward the total countrywide monoline premium volume to ending 2011 in top spot in comparison to my two peers
 - Reduced exposure in unprofitable market segments
 - Maintained a significant underwriting profit in all but one of 14 years with the company
- 1998 – 1999 Underwriting Consultant – Equipment Breakdown Underwriting**
- First year with CNA was focused on large accounts/ programs within the United States.
 - Developed a book of business with an annualized premium of \$2 million during first year
 - Time of significant growth for CNA. Involved in the hiring process of five underwriters
- 1996 – 1998 Hartford Steam Boiler Inspection & Insurance Company – Jamestown, NC**
Director & Senior Mgr. – Affinity Services Group – Equipment Breakdown
- Responsible for developing new business, consisting of programs and associations, covering the United States. Concentration on large groups with an average annual premium in excess of \$75K. Extensive travel
 - Wrote large program placing HSB in a new industry not previously written by the company
 - Developed program/association business from ground zero to just over \$1M in 15 months
 - Maintained responsibility for :
 - Relationship Manager/ Underwriter with a national broker specializing in equipment programs/associations throughout the United States. Relationship Manager for sales and underwriting of a larger Regional carrier. Additional territorial responsibility/focus on Excess & Surplus Lines / Managing General Agencies in the Southeast.

1993 – 1996 Director & Branch Manager – Carolina Branch - Equipment Breakdown

- Opened a newly formed branch office to cover the States of North Carolina, South Carolina, Virginia, Tennessee and Arkansas
- Initiated office procedures, curriculum training and development, new market influx/penetration, marketing and motivation of sales/underwriting team. Hired and managed a staff of five underwriting/marketing/sales professionals and support staff working out of Virginia and Georgia
- Built the book to \$15M with above average margins
- Additionally during this period, maintained responsibility for growth and profitability of a major wholesale domiciled in Tennessee

1991 – 1994 Sales Manager – Equipment Breakdown

- Built the brand throughout the Carolinas
- Added two sales/underwriting professions in Raleigh & Charlotte, respectively
- Maintained a focus on profitably underwriting the book to \$5M
-

1986 – 1991 Senior Account Executive – Equipment Breakdown

- Responsible for dual role of Marketing Executive & Account Executive with two different premium thresholds
- Assigned additional role of Reinsurance Representative working with reinsurance companies
- Assist in training new employees and leadership role on special projects
- Exceeded the goal of \$3.5M annually for the period
- Served as back up for Regional Manager
- Awarded invitation to the top 10 sales group meeting during each of the years. This was HSB's top sales award

1984 - 1986 Account Executive - Equipment Breakdown

- Territory of Western and Eastern North Carolina
- Grew the territory from \$650K to \$1.2M
- Top sales group in 1985 & 1986

**1979 – 1984 Corroon & Black (Willis) – Chattanooga, TN
Account Executive / Equipment Breakdown Manager
All Line Producer P&C / L&H**

- Developed prospect list of commercial clients
- Developed sales by personal contact within 50 mile radius
- Developed book of \$750K in revenue
- Responsible for the Equipment Breakdown placement of \$1.3M
- Cross sell of equipment breakdown into all commercial insureds
- Collections, developing profitable book of business for the agency
- Represented the agency on the Aetna Agency Panel

**1977 – 1979 Hartford Steam Boiler Inspection & Insurance Company – Chattanooga, TN
Special Agent – Equipment Breakdown**

- Territory of Eastern Tennessee, Northern Georgia and Northern Alabama
- Grew the territory from \$250K to \$500K
- “Rookie of the year” / top sales award first year in the business

**1972 – 1977 Carolina Boat Distributors / Valk Sailboat Center – Columbia, SC
Sales Associate / Team Valk Sailboat Race Team / Parts Department Manager with
Distribution Center**

- Full time position held during and shortly after college
- Responsible for sailboat sales, boat demonstration, parts management & distribution throughout the Southeast and floor plan inventory management

**1972 – 1976 Education - University of South Carolina – Columbia, SC
Bachelor of Business Administration**

Continuing Education

- Kellogg Executive Program
- Certified Insurance Counselor – 3 Parts
- PRISMS – Professional Insurance Salesmanship Program
- Dale Carnegie Professional Development Program / Lead
- The Baron Group Consultative Selling Skills
- Supervisory Skills Program
- Commercial Union Sales School
- Aetna C&S Sales School
- Xerox Professional Selling Skills School

Personal

Married & Two married children (daughters)

Sailboat racing, Travel & Family.

Food Bank, United Way, Carrie Steel Project & Jamestown Civitan.

Cape Fear Investment Club & Lake Norman Yacht Club.

Chair of Parish Pastoral Council of Immaculate Heart of Mary Catholic Church

Knights of Columbus.

Nation Chief YMCA Indian Guides/Indian Princesses Program.

Personal & Professional References

Available upon Request



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name

PAUL CRAFT

Gender: Male Female

Birthdate: 09/03/43

E mail PAUL@THECRAFTSJAMESTOWN.COM

Home Phone: 336 454 5571 Daytime Phone: 336 558 5512 Fax: —

Home Address: 114 BYRNWOOD DR JAMESTOWN NC 27282

How long have you been a resident of Jamestown? 40+ YRS

Current Occupation/Title: Retired Physician Assistant

Employer/Business Name: _____

Business Address and Zip: _____

Supervisor Name: _____

Education: High School () College () Graduate School () Other ()

Degree/Subject of Study: BS - WAKE FOREST COLLEGE CRAIG SCHOOL OF MEDICAL

School/Name Years Attended: 1962 - 1973

(USAF 66-69)

BOARD/COMMITTEE APPLYING FOR (list one): Alternate Parks Rec Advisory Comm

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

N/A

What are your qualifications for serving on the Board/Committee for which you are applying? 40 yrs of living in Jamestown &

Serving the Jamestown Community

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

NOT AT THIS TIME

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

NOT AT THIS TIME?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

OUTDOOR EXERCISING - HEALTH CARE AA PA / NCAAAH
Community Building

List two personal references below:

Name: Steve OWENS Daytime Telephone: 454 2718
Address: 213 Cloverbank Dr
Jamestown NC 27282 Relationship: Friend

Name: Charles Dowdy Daytime Telephone: 454 3968
Address: 204 Misty Waters Dr
Jamestown NC 27282 Relationship: 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 complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

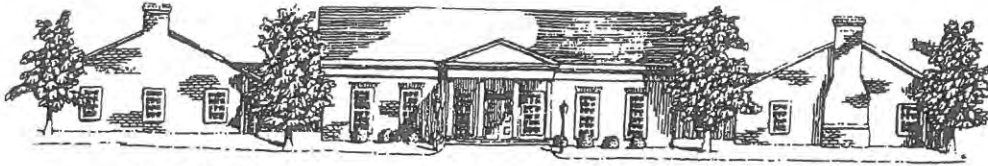
Yes No if yes, explain _____

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

Signature of Applicant: [Signature] Date: 1/28/15

RETURN COMPLETED FORM TO:

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



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

alternate appointed below member

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name

John (Jay) McQuillan

Gender: Male Female

Birthdate: 12/21/47 E mail JJM342@gmail.com

Home Phone: ~~905~~ 905-7827 Daytime Phone: (336) 509-8481 Fax: _____

Home Address: 501 Wyndwood Dr.

How long have you been a resident of Jamestown? LAST 6 yrs previously 11 yrs

Current Occupation/Title: Retired

Employer/Business Name: _____

Business Address and Zip: _____

Supervisor Name: _____

Education: High School () College () Graduate School () Other ()

Degree/Subject of Study: BA History

School/Name Years Attended: DePaul University 1965-1969

BOARD/COMMITTEE APPLYING FOR (list one): Committee - Parks + Recreation

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

What are your qualifications for serving on the Board/Committee for which you are applying? Civic interest as well as a Successful business Career

Are you willing to serve on any other Board/Committee: Please list: wherever I can be of some help

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

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

History, chemistry / President Jamestown Civitans

List two personal references below:

Name: Keith Volz Daytime Telephone: (336) 454-3487

Address: 601 O'Neill DR Relationship: friend

Name: Robert Wilson Daytime Telephone: (336) 454-2194

Address: 604 O'Neill DR Relationship: 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 complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes No , if yes, explain _____

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

Signature of Applicant:  Date: 2/5/16

RETURN COMPLETED FORM TO:

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

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of May 31, 2019

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

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

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

Some items to note:

We received our Alcoholic Beverages Tax distribution for this fiscal year, and it was more than was budgeted and also higher than the previous year's amount.

The Town expended \$1,000 as our portion of a crosswalk study.

ATTACHMENTS: 3 page Summary & Detail to Actual Report

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

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

Petty Cash	\$	1,350
Operating Cash		3,533,450
Certificates of Deposit		1,000,000
Money Market Accounts - operating		766,848
North Carolina Capital Management Trust		<u>9,155,990</u>
	\$	<u>14,457,638</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	858,694
Cash reserved by Powell Bill for street improvements		562,360
General Capital Reserve Fund		126,532
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		107,221
Water Sewer Capital Reserve Fund		<u>1,080,422</u>
	\$	<u>2,736,164</u>

Cash by Fund:

General	\$	4,600,719
General Capital Reserve Fund		126,532
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		107,221
Water/Sewer		7,683,115
Randleman Reservoir		858,694
Water/Sewer Capital Reserve Fund		<u>1,080,422</u>
	\$	<u>14,457,638</u>

Cash by Bank:

NCCMT	\$	9,155,990
Pinnacle Bank		3,533,450
First Bank		1,504,764
Wells Fargo		3,788
BB & T		<u>258,296</u>
	\$	<u>14,456,288</u>

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

Installment Purchase Debt:	Balance at 5/31/2019	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 140,185	12/1/2023	2023/2024
Leaf truck, financed in 2017	143,310	12/1/2023	2023/2024
Sanitation truck, financed in 2015	35,463	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>566,677</u>	11/3/2027	2027/2028
	<u>\$ 885,635</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 424,987</u>	11/3/2027	2027/2028

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

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	4,151,874	95,273	3,510,280	54,121	358,700
% of budget received	73%	99%	84%	44%	90%
% of budget, excluding appropriated fund balance, received	84%	99%	86%	116%	90%
Expenditures (and transfers)	3,427,969	40,894	2,524,016	61,119	-
% of budget expended	61%	42%	61%	50%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	-	-	176,804		
% of budget received	0%	0%	26%		
Life to Date Expenditures	59,065	-	105,261		
% of budget expended	5%	0%	16%		

10 GENERAL FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3100 AD VALCREM TAXES	7,284.73	1,998,041.57	2,003,027.00	4,985.43	100 %
3101 Interest on Ad Valorem Taxes	353.92	3,324.20	3,000.00	-324.20	111 %
3102 Tax and Tag revenue	15,384.43	143,801.68	181,149.00	37,347.32	79 %
3103 Interest on Tax and Tag Revenues	188.11	1,180.56	1,250.00	69.44	94 %
3230 SALES AND USE TAX	46,350.13	421,962.31	615,000.00	193,037.69	69 %
3250 Solid Waste Disposal Tax	813.95	2,975.09	2,500.00	-475.09	119 %
3256 ELECTRICITY SALES TAX	0.00	107,526.10	205,000.00	97,473.90	52 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	21,409.30	48,000.00	26,590.70	45 %
3258 PIPED NATURAL GAS SALES TAX	0.00	5,503.10	17,000.00	11,496.90	32 %
3261 VIDEO PROGRAMMING TAX	0.00	22,606.98	40,000.00	17,193.02	57 %
3310 FEDERAL GRANTS	0.00	8,248.97	160,000.00	151,751.03	5 %
3311 STATE GRANTS	0.00	50,000.00	50,000.00	0.00	100 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	109,891.17	100,000.00	-9,891.17	110 %
3322 ALCOHOLIC BEVERAGES TAX	18,519.05	18,519.05	15,500.00	-3,019.05	119 %
3325 ABC DISTRIBUTION	12,500.00	50,000.00	50,000.00	0.00	100 %
3341 Telecommunications Planning Fees	7,000.00	14,500.00	14,500.00	0.00	100 %
3343 REVIEW FEES	0.00	10,507.86	5,000.00	-5,507.86	210 %
3344 CODE ENFORCEMENT FEES	0.00	649.08	100.00	-549.08	649 %
3345 INSPECTION AND PERMIT FEES	50.00	299.48	300.00	0.52	100 %
3346 CELL TOWER RENTAL FEES	15,085.73	55,943.03	91,200.00	35,256.97	61 %
3348 REFUSE COLLECTION FEES	13,630.00	149,120.00	160,500.00	11,380.00	93 %
3600 GREEN FEES	58,469.00	377,656.91	500,000.00	122,343.09	76 %
3601 Loyalty points redeemed	0.00	0.00	-8,500.00	-8,500.00	0 %
3610 MECHANICAL CART RENTALS	30,380.00	189,238.00	270,000.00	80,762.00	70 %
3611 Loyalty points redeemed	0.00	0.00	-4,000.00	-4,000.00	0 %
3620 PULL CART RENTALS	28.00	287.00	300.00	13.00	96 %
3650 DRIVING RANGE	5,184.00	36,550.00	50,000.00	13,450.00	73 %
3660 GOLF SHOP CONCESSIONS SALES	13,042.35	74,646.93	85,000.00	10,353.07	88 %
3661 Golf Shop Grill Catering Revenues	0.00	731.55	2,000.00	1,268.45	37 %
3665 Golf Special Orders - Sales	0.00	5,110.95	5,000.00	-110.95	102 %
3675 Golf Clubhouse Rental Fees	2,600.00	10,190.00	10,000.00	-190.00	102 %
3831 INVESTMENT EARNINGS	7,510.47	74,474.19	70,000.00	-4,474.19	106 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	1,218.49	1,000.00	-218.49	122 %
3834 CIVIC CENTER RENTAL FEES	280.00	1,570.00	1,000.00	-570.00	157 %
3835 SALES OF FIXED ASSETS	921.50	25,921.50	0.00	-25,921.50	** %
3836 SALES - PRO SHOP GOLF INVENTORY	7,639.19	37,027.74	55,000.00	17,972.26	67 %
3837 SHELTER RENTIS	750.00	6,170.00	13,000.00	6,830.00	47 %
3838 Building lease revenue	125.00	4,236.00	3,611.00	-625.00	117 %
3839 MISCELLANEOUS REVENUES	191.38	2,268.49	500.00	-1,768.49	454 %
3840 Rental Golf Sets	360.00	1,525.00	300.00	-1,225.00	508 %
3841 Ball Field Rentals	0.00	300.00	0.00	-300.00	** %
3910 Insurance Recoveries	0.00	10,147.80	8,743.00	-1,404.80	116 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	40,893.81	81,500.00	40,606.19	50 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	309,400.00	309,400.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	390,289.00	390,289.00	0 %
Account Group Total:	264,640.94	4,151,873.89	5,662,669.00	1,510,795.11	73 %
Fund Total:	264,640.94	4,151,873.89	5,662,669.00	1,510,795.11	73 %

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	1,271.38	13,539.67	13,460.33	27,000.00	28,000.00	1,000.00
2100	DEPARTMENT SUPPLIES	7.32	1,465.45	0.00	1,465.45	2,000.00	534.55
2200	FOOD AND PROVISIONS	0.00	1,174.06	0.00	1,174.06	1,500.00	325.94
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	100.00	100.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	85.00	0.00	85.00	1,500.00	1,415.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	150.00	150.00
3700	ADVERTISING	0.00	404.00	0.00	404.00	575.00	171.00
3800	DATA PROCESSING SERVICES	46.90	187.60	53.13	240.70	300.00	59.30
3950	DUES AND SUBSCRIPTIONS	0.00	1,725.00	0.00	1,725.00	3,500.00	1,775.00
3955	Permit Fees	0.00	800.00	0.00	800.00	800.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	204.00	0.00	204.00	250.00	46.00
4990	OTHER CONTRACTED SERVICES	0.00	3,000.00	0.00	3,000.00	6,000.00	3,000.00
6900	Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910	LIBRARY GRANT	197.26	116,500.00	0.00	116,500.00	116,500.00	0.00
6920	HISTORIC JAMESTOWN GRANT	0.00	9,500.00	0.00	9,500.00	9,500.00	0.00
6930	YMCA GRANT	0.00	22,350.00	0.00	22,350.00	22,350.00	0.00
6945	JYL Grant	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	700.00	700.00
	Account Total:	6,522.86	175,934.78	13,513.43	189,448.21	199,725.00	10,276.79
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	27,669.00	221,208.27	0.00	221,208.27	242,000.00	20,791.73
1003	LONGEVITY PAY	0.00	3,771.00	0.00	3,771.00	4,000.00	229.00
1009	FICA EXPENSE	2,049.07	16,570.01	0.00	16,570.01	19,000.00	2,429.99
1010	RETIREMENT EXPENSE	2,140.26	17,335.31	0.00	17,335.31	20,000.00	2,664.69
1011	HEALTH INSURANCE EXPENSE	1,734.90	18,795.90	0.00	18,795.90	22,000.00	3,204.10
1012	FLEX ADMINISTRATION FEES	0.00	194.51	0.00	194.51	200.00	5.49
1013	RETIREE HEALTH INSURANCE EXPENSE	524.95	5,884.53	0.00	5,884.53	10,800.00	4,915.47
1014	WORKER'S COMPENSATION	0.00	667.92	0.00	667.92	1,000.00	332.08
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,231.62	9,796.19	0.00	9,796.19	10,800.00	1,003.81
1019	PROFESSIONAL SERVICES	0.00	11,475.80	0.00	11,475.80	12,126.00	650.20
2100	DEPARTMENT SUPPLIES	8.98	716.96	0.00	716.96	1,700.00	983.04
2200	FOOD AND PROVISIONS	51.90	566.26	0.00	566.26	750.00	183.74
2600	OFFICE SUPPLIES	53.52	1,105.63	0.00	1,105.63	2,500.00	1,394.37
2900	ASSETS NOT CAPITALIZED	0.00	576.42	0.00	576.42	1,000.00	423.58
3100	TRAVEL	0.00	2,438.19	0.00	2,438.19	4,000.00	1,561.81
3150	CONFERENCE FEES AND SCHOOLS	0.00	2,512.00	0.00	2,512.00	9,000.00	6,488.00
3200	COMMUNICATIONS	744.53	6,018.97	501.03	6,520.00	6,500.00	-20.00
3400	PRINTING	0.00	100.83	0.00	100.83	500.00	399.17
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	830.64	9,674.98	1,214.36	10,889.34	15,000.00	4,110.66
3950	DUES AND SUBSCRIPTIONS	50.00	7,505.45	0.00	7,505.45	9,000.00	1,494.55
3960	BANK AND MERCHANT FEES	0.00	6.00	0.00	6.00	2,000.00	1,994.00
3980	MISCELLANEOUS EXPENSE	0.00	171.92	0.00	171.92	500.00	328.08
4300	EQUIPMENT RENTAL	184.49	2,253.78	196.53	2,450.31	3,000.00	549.69
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	7,952.95	610.35	8,563.30	11,000.00	2,436.70

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4500	INSURANCE AND BONDING	0.00	750.00	0.00	750.00	1,000.00	250.00
4990	OTHER CONTRACTED SERVICES	436.40	20,013.65	57.46	20,071.11	26,500.00	6,428.89
5200	DATA PROCESSING EQUIPMENT	0.00	4,950.00	0.00	4,950.00	5,000.00	50.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		37,710.26	373,013.43	5,579.73	378,593.16	444,926.00	66,332.84
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	9,978.00	79,683.62	0.00	79,683.62	87,000.00	7,316.38
1003	LONGEVITY PAY	0.00	2,161.00	0.00	2,161.00	2,250.00	89.00
1009	FICA EXPENSE	717.88	5,789.58	0.00	5,789.58	7,000.00	1,210.42
1010	RETIREMENT EXPENSE	780.27	6,400.19	0.00	6,400.19	7,000.00	599.81
1011	HEALTH INSURANCE EXPENSE	578.30	6,265.30	0.00	6,265.30	7,050.00	784.70
1012	FLEX ADMINISTRATION FEES	0.00	92.08	0.00	92.08	110.00	17.92
1014	WORKER'S COMPENSATION	0.00	133.59	0.00	133.59	200.00	66.41
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1017	401K EXPENSE	448.95	3,578.99	0.00	3,578.99	4,000.00	421.01
1019	PROFESSIONAL SERVICES	0.00	126.58	0.00	126.58	127.00	0.42
2100	DEPARTMENT SUPPLIES	0.00	600.72	0.00	600.72	750.00	149.28
2200	FOOD AND PROVISIONS	0.00	10.00	0.00	10.00	200.00	190.00
2500	VEHICLE SUPPLIES	26.28	679.00	0.00	679.00	750.00	71.00
2520	FUELS - GAS & OIL	0.00	0.00	500.00	500.00	750.00	250.00
2600	OFFICE SUPPLIES	0.00	50.61	0.00	50.61	1,000.00	949.39
2900	ASSETS NOT CAPITALIZED	0.00	649.00	0.00	649.00	900.00	251.00
3100	TRAVEL	0.00	228.33	0.00	228.33	850.00	621.67
3150	CONFERENCE FEES AND SCHOOLS	130.00	1,600.00	0.00	1,600.00	2,500.00	900.00
3200	COMMUNICATIONS	165.44	1,832.79	124.41	1,957.20	2,000.00	42.80
3400	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
3500	REPAIRS AND MAINTENANCE	0.00	55.00	0.00	55.00	250.00	195.00
3700	ADVERTISING	0.00	611.30	0.00	611.30	1,500.00	888.70
3800	DATA PROCESSING SERVICES	296.10	3,089.49	303.90	3,393.39	3,375.00	-18.39
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	108.00	0.00	108.00	100.00	-8.00
3950	DUES AND SUBSCRIPTIONS	292.27	2,038.27	0.00	2,038.27	2,050.00	11.73
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	350.00	0.00	350.00	400.00	50.00
4500	INSURANCE AND BONDING	0.00	270.64	0.00	270.64	300.00	29.36
4990	OTHER CONTRACTED SERVICES	0.00	683.04	0.00	683.04	2,000.00	1,316.96
4991	Telecommunications Contracted	2,000.00	9,500.00	0.00	9,500.00	14,500.00	5,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	175.00	175.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		15,413.49	126,587.12	1,928.31	128,515.43	150,287.00	21,771.57
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	481.94	4,853.60	258.80	5,112.40	7,000.00	1,887.60
2140	SEED and SOD	0.00	0.00	0.00	0.00	500.00	500.00
2141	CHEMICALS	30.00	483.25	0.00	483.25	500.00	16.75
2142	FERTILIZER AND LIME	0.00	340.00	0.00	340.00	500.00	160.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	36.81	0.00	36.81	1,000.00	963.19
2900	ASSETS NOT CAPITALIZED	0.00	2,500.51	0.00	2,500.51	2,500.00	-0.51

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3200	COMMUNICATIONS	150.08	1,612.77	347.23	1,960.00	2,000.00	40.00
3300	UTILITIES	1,396.29	20,324.22	2,184.69	22,508.90	28,000.00	5,491.10
3350	Water Utilities	0.00	204.96	0.00	204.96	400.00	195.04
3500	REPAIRS AND MAINTENANCE	1,557.00	12,465.81	59.00	12,524.81	17,500.00	4,975.19
3940	LANDFILL FEES/DUMPSTER P/U	0.00	223.19	276.81	500.00	500.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,775.00	23,670.05	2,635.00	26,305.05	32,000.00	5,694.95
4500	INSURANCE AND BONDING	0.00	22,553.37	0.00	22,553.37	25,000.00	2,446.63
4990	OTHER CONTRACTED SERVICES	1,166.31	20,185.81	0.00	20,185.81	23,000.00	2,814.19
5000	Capital Outlay - Land	0.00	0.00	0.00	0.00	4,500.00	4,500.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	1,000.00	1,000.00	25,000.00	24,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
	Account Total:	6,556.62	109,454.35	6,761.52	116,215.87	176,900.00	60,684.13
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	155,366.70	0.00	155,366.70	370,000.00	214,633.30
4911	Sheriff Off Duty - Town events	168.00	2,010.00	0.00	2,010.00	2,904.00	894.00
4912	Sheriff off-duty for non-profit	0.00	1,154.00	0.00	1,154.00	2,096.00	942.00
4920	ANIMAL CONTRCL CONTRACT	0.00	6,177.75	0.00	6,177.75	9,000.00	2,822.25
	Account Total:	168.00	164,708.45	0.00	164,708.45	384,000.00	219,291.55
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	0.00	1,407.50	0.00	1,407.50	6,400.00	4,992.50
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	527,590.48	0.00	527,590.48	527,600.00	9.52
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,135.80	0.00	5,135.80	17,200.00	12,064.20
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Account Total:	0.00	534,133.78	0.00	534,133.78	552,400.00	18,266.22
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	62.48	4,883.08	0.00	4,883.08	5,000.00	116.92
2400	CONSTRUCTION & REPAIR SUPPLIES	1,264.29	3,832.49	1,262.80	5,095.29	6,000.00	304.71
2500	VEHICLE SUPPLIES	0.00	1,353.91	0.00	1,353.91	5,000.00	3,646.09
2520	FUELS - GAS & OIL	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
2900	ASSETS NOT CAPITALIZED	0.00	5,864.00	0.00	5,864.00	40,000.00	34,136.00
3300	UTILITIES	6,529.63	72,272.04	0.00	72,272.04	105,000.00	32,727.96
3500	REPAIRS AND MAINTENANCE	1,030.56	1,030.56	0.00	1,030.56	4,645.00	3,614.44
3700	ADVERTISING	494.70	3,114.40	0.00	3,114.40	3,400.00	285.60
3940	LANDFILL FEES/DUMPSTER P/U	0.00	352.47	0.00	352.47	350.00	-2.47
3955	Permit Fees	0.00	1,055.00	0.00	1,055.00	1,055.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	1,082.56	0.00	1,082.56	1,200.00	117.44
4980	STORMWATER FEES	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00
4990	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	2,174.00	3,174.00	35,174.00	32,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	21,400.00	0.00	21,400.00	21,650.00	250.00
5700	CAPITAL OUTLAY - LAND AND	0.00	2,750.00	4,250.00	7,000.00	208,815.00	201,815.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	10,381.66	124,990.51	10,186.80	135,177.31	444,889.00	309,711.69

Crosswalk Study

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
1000	SALARIES AND WAGES	0.00	5,926.02	0.00	5,926.02	12,000.00	6,073.98
1009	FICA EXPENSE	0.00	447.57	0.00	447.57	1,200.00	752.43
1010	RETIREMENT EXPENSE	0.00	463.41	0.00	463.41	1,200.00	736.59
2100	DEPARTMENT SUPPLIES	0.00	177.60	0.00	177.60	6,000.00	5,822.40
4990	OTHER CONTRACTED SERVICES	0.00	2,990.00	315,686.66	318,676.66	319,000.00	323.34
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	88,823.98	88,823.98	120,000.00	31,176.02
	Account Total:	0.00	10,004.60	404,510.64	414,515.24	459,400.00	44,884.76
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	10,142.07	81,926.28	0.00	81,926.28	98,000.00	16,073.72
1003	LONGEVITY PAY	0.00	793.00	0.00	793.00	1,000.00	207.00
1009	FICA EXPENSE	750.21	5,992.92	0.00	5,992.92	7,600.00	1,607.08
1010	RETIREMENT EXPENSE	795.06	6,464.27	0.00	6,464.27	8,000.00	1,515.73
1011	HEALTH INSURANCE EXPENSE	1,734.89	17,658.72	0.00	17,658.72	23,000.00	5,341.28
1012	FLEX ADMINISTRATION FEES	0.00	130.78	0.00	130.78	400.00	269.22
1013	RETIREE HEALTH INSURANCE EXPENSE	561.70	5,055.30	0.00	5,055.30	9,000.00	3,944.70
1014	WORKER'S COMPENSATION	0.00	9,295.63	0.00	9,295.63	13,500.00	4,204.37
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1017	401K EXPENSE	454.56	3,623.34	0.00	3,623.34	4,300.00	676.66
1019	PROFESSIONAL SERVICES	0.00	296.00	0.00	296.00	296.00	0.00
2100	DEPARTMENT SUPPLIES	114.91	7,737.49	150.00	7,887.49	13,200.00	5,312.51
2500	VEHICLE SUPPLIES	0.00	3,973.73	0.00	3,973.73	8,500.00	4,526.27
2520	FUELS - GAS & OIL	1,211.83	14,053.53	2,444.78	16,498.31	18,000.00	1,501.69
3200	COMMUNICATIONS	63.01	1,280.19	395.42	1,675.61	2,000.00	324.39
3400	PRINTING	0.00	420.00	0.00	420.00	1,000.00	580.00
3500	REPAIRS AND MAINTENANCE	1,238.53	5,022.88	0.00	5,022.88	4,800.00	-222.88
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	728.00	134.00	862.00	900.00	38.00
3940	LANDFILL FEES/DUMPSTER P/U	4,747.08	43,938.18	11,061.82	55,000.00	60,000.00	5,000.00
3945	Recycle Fees	8,100.00	80,222.40	8,100.00	88,322.40	92,000.00	3,677.60
3980	MISCELLANEOUS EXPENSE	0.00	279.58	0.00	279.58	500.00	220.42
4300	EQUIPMENT RENTAL	0.00	881.76	0.00	881.76	900.00	18.24
4500	INSURANCE AND BONDING	0.00	1,623.84	0.00	1,623.84	1,800.00	176.16
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	29,913.85	291,417.82	22,286.02	313,703.84	368,946.00	55,242.16
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	11,514.86	88,154.05	0.00	88,154.05	101,500.00	13,345.95
1003	LONGEVITY PAY	0.00	1,900.00	0.00	1,900.00	2,200.00	300.00
1009	FICA EXPENSE	871.70	6,827.99	0.00	6,827.99	8,500.00	1,672.01
1010	RETIREMENT EXPENSE	872.31	6,465.03	0.00	6,465.03	7,500.00	1,014.97
1011	HEALTH INSURANCE EXPENSE	1,583.96	13,626.76	0.00	13,626.76	16,000.00	2,373.24
1012	FLEX ADMINISTRATION FEES	0.00	100.43	0.00	100.43	100.00	-0.43
1014	WORKER'S COMPENSATION	0.00	3,005.65	0.00	3,005.65	4,500.00	1,494.35
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1017	401K EXPENSE	531.40	3,657.70	0.00	3,657.70	4,200.00	542.30
1019	PROFESSIONAL SERVICES	0.00	246.80	0.00	246.80	247.00	0.20
2100	DEPARTMENT SUPPLIES	277.24	6,398.14	1,000.00	7,398.14	8,000.00	601.86
2140	SEED and SOD	0.00	432.00	0.00	432.00	1,500.00	1,068.00
2141	CHEMICALS	60.00	2,375.19	944.16	3,319.37	5,500.00	2,180.63
2142	FERTILIZER AND LIME	669.50	1,543.75	0.00	1,543.75	5,000.00	3,456.25

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2143	IRRIGATION SUPPLIES	0.00	37.20	0.00	37.20	800.00	762.80
2144	MULCH & PINE NEEDLES	0.00	2,627.40	0.00	2,627.40	6,000.00	3,372.60
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	91.66	0.00	91.66	300.00	208.34
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1,830.29	0.00	1,830.29	2,100.00	269.71
2500	VEHICLE SUPPLIES	0.00	388.84	0.00	388.84	500.00	111.16
2520	FUELS - GAS & OIL	0.00	66.90	5,000.00	5,066.90	5,000.00	-66.90
2550	EQUIPMENT SUPPLIES	81.75	1,122.80	0.00	1,122.80	4,000.00	2,877.20
2600	OFFICE SUPPLIES	0.00	81.02	0.00	81.02	500.00	418.98
2900	ASSETS NOT CAPITALIZED	0.00	2,500.00	4,000.00	6,500.00	6,500.00	0.00
3100	TRAVEL	0.00	90.10	0.00	90.10	250.00	159.90
3150	CONFERENCE FEES AND SCHOOLS	0.00	580.00	0.00	580.00	700.00	120.00
3200	COMMUNICATIONS	95.03	992.81	64.47	1,057.28	1,650.00	592.72
3300	UTILITIES	613.36	11,109.55	0.00	11,109.55	14,000.00	2,890.45
3350	Water Utilities	45.11	257.21	0.00	257.21	650.00	392.79
3500	REPAIRS AND MAINTENANCE	756.76	1,147.91	0.00	1,147.91	2,500.00	1,352.09
3700	ADVERTISING	0.00	33.24	0.00	33.24	1,000.00	966.76
3710	Sponsorship expenditures	0.00	34.50	0.00	34.50	100.00	65.50
3800	DATA PROCESSING SERVICES	0.00	0.00	120.00	120.00	120.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	160.00	428.00	72.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	308.22	391.78	700.00	700.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	250.00	75.00
3980	MISCELLANEOUS EXPENSE	0.00	125.00	0.00	125.00	500.00	375.00
3981	Special Events	475.00	9,430.00	230.00	9,660.00	12,000.00	2,340.00
4300	EQUIPMENT RENTAL	145.42	1,845.44	145.42	1,990.86	2,000.00	9.14
4400	SERVICE & MAINTENANCE CONTRACTS	185.00	2,434.99	185.00	2,619.99	2,700.00	80.01
4500	INSURANCE AND BONDING	0.00	1,804.27	0.00	1,804.27	2,000.00	195.73
4990	OTHER CONTRACTED SERVICES	0.00	8,566.75	19,775.00	28,341.75	28,354.00	12.25
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	150.00	150.00
Account Total:		18,938.38	192,862.59	31,927.85	224,790.44	272,471.00	47,680.56
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	34,811.55	264,983.88	0.00	264,983.88	292,000.00	27,016.12
1003	LONGEVITY PAY	0.00	5,705.00	0.00	5,705.00	5,800.00	95.00
1009	FICA EXPENSE	2,591.62	20,048.10	0.00	20,048.10	24,000.00	3,951.90
1010	RETIREMENT EXPENSE	2,453.42	20,111.06	0.00	20,111.06	23,000.00	2,888.94
1011	HEALTH INSURANCE EXPENSE	3,331.56	36,214.87	0.00	36,214.87	42,000.00	5,785.13
1012	FLEX ADMINISTRATION FEES	0.00	174.82	0.00	174.82	300.00	125.18
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,293.73	0.00	1,293.73	6,000.00	4,706.27
1014	WORKER'S COMPENSATION	0.00	5,956.03	0.00	5,956.03	6,000.00	43.97
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,410.62	11,287.38	0.00	11,287.38	12,400.00	1,112.62
1019	PROFESSIONAL SERVICES	0.00	677.50	0.00	677.50	678.00	0.50
2100	DEPARTMENT SUPPLIES	336.21	6,680.76	0.00	6,680.76	7,000.00	319.24
2140	SEED and SOJ	880.00	1,312.00	0.00	1,912.00	3,500.00	1,588.00
2141	CHEMICALS	0.00	32,807.78	840.40	33,648.18	34,000.00	351.82
2142	FERTILIZER AND LIME	7,190.50	22,307.07	0.00	22,307.07	29,500.00	7,192.93
2143	IRRIGATION SUPPLIES	167.25	2,896.86	800.00	3,696.86	5,900.00	2,203.14
2145	TOPSOIL (Sand)	1,839.26	5,913.65	2,000.00	7,913.65	15,000.00	7,086.35
2155	TEE AND GREEN SUPPLIES	0.00	1,658.92	0.00	1,658.92	3,000.00	1,341.08

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	0.00	112.99	0.00	112.99	100.00	-12.99
2400	CONSTRUCTION & REPAIR SUPPLIES	2,149.29	5,959.62	609.50	6,569.12	5,850.00	-719.12
2500	VEHICLE SUPPLIES	0.00	509.49	0.00	509.49	1,500.00	990.51
2520	FUELS - GAS & OIL	1,638.86	17,549.48	3,145.13	20,694.61	20,000.00	-694.61
2550	EQUIPMENT SUPPLIES	339.06	13,868.76	0.00	13,868.76	15,500.00	1,631.24
2600	OFFICE SUPPLIES	0.00	292.67	0.00	292.67	200.00	-92.67
2900	ASSETS NOT CAPITALIZED	324.97	1,461.22	0.00	1,461.22	3,150.00	1,688.78
3100	TRAVEL	0.00	258.76	0.00	258.76	1,000.00	741.24
3150	CONFERENCE FEES AND SCHOOLS	0.00	355.00	0.00	355.00	1,500.00	1,145.00
3200	COMMUNICATIONS	383.00	3,988.48	596.52	4,585.00	5,200.00	615.00
3300	UTILITIES	1,346.81	16,542.34	527.12	17,069.46	19,000.00	1,930.54
3350	Water Utilities	45.11	257.21	0.00	257.21	650.00	392.79
3500	REPAIRS AND MAINTENANCE	1,503.27	8,841.59	100.00	8,941.59	11,689.00	2,747.41
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	74.82	863.46	75.15	938.64	1,050.00	111.36
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	591.00	609.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	129.22	2,812.40	0.00	2,812.40	3,800.00	987.60
3950	DUES AND SUBSCRIPTIONS	0.00	1,634.99	0.00	1,634.99	1,700.00	65.01
3980	MISCELLANEOUS EXPENSE	0.00	38.28	0.00	38.28	0.00	-38.28
4300	EQUIPMENT RENTAL	2,887.95	54,070.98	656.97	54,727.95	56,100.00	1,372.05
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	3,846.48	0.00	3,846.48	3,850.00	3.52
4500	INSURANCE AND BONDING	236.00	11,061.62	0.00	11,061.62	12,000.00	938.38
4950	LAB TESTING	0.00	295.00	0.00	295.00	400.00	105.00
4990	OTHER CONTRACTED SERVICES	145.00	2,118.00	0.00	2,118.00	5,000.00	2,882.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	27,051.83	0.00	27,051.83	27,075.00	23.17
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,516.00	0.00	5,516.00	5,516.00	0.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,259.00	24,259.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	2,200.00	2,200.00	590,000.00	587,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		66,215.35	620,527.06	12,159.82	632,686.88	1,328,367.00	695,680.12
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	23,291.30	168,813.01	0.00	168,813.01	187,500.00	18,686.99
1003	LONGEVITY PAY	0.00	1,205.00	0.00	1,205.00	1,250.00	45.00
1009	FICA EXPENSE	1,789.21	12,898.16	0.00	12,898.16	15,000.00	2,101.84
1010	RETIREMENT EXPENSE	1,128.84	9,030.27	0.00	9,030.27	10,000.00	969.73
1011	HEALTH INSURANCE EXPENSE	1,734.90	18,795.90	0.00	18,795.90	22,000.00	3,204.10
1012	FLEX ADMINISTRATION FEES	0.00	46.05	0.00	46.05	55.00	8.95
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	1,539.66	0.00	1,539.66	6,000.00	4,460.34
1014	WORKER'S COMPENSATION	0.00	1,335.84	0.00	1,335.84	2,000.00	664.16
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1017	401K EXPENSE	625.26	4,985.84	0.00	4,985.84	5,450.00	464.16
1019	PROFESSIONAL SERVICES	0.00	302.32	0.00	302.32	303.00	0.68
2100	DEPARTMENT SUPPLIES	2,174.02	8,010.52	732.82	8,743.34	10,700.00	1,956.66
2101	Grill Supplies	425.81	1,980.25	3,658.20	5,638.45	7,500.00	1,861.55
2150	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2156	RANGE SUPPLIES	0.00	2,609.88	0.00	2,609.88	4,000.00	1,390.12
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	30.00	0.00	30.00	350.00	320.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	840.56	0.00	840.56	1,000.00	159.44
2500	VEHICLE SUPPLIES	0.00	30.97	0.00	30.97	500.00	469.03

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10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2520 FUELS - GAS & OIL	0.00	0.00	500.00	500.00	500.00	0.00
2600 OFFICE SUPPLIES	21.18	429.24	0.00	429.24	1,500.00	1,070.76
2700 GOLF INVENTORY FOR RESALE	7,956.91	25,434.85	4,092.41	29,527.26	38,000.00	8,472.74
2705 Golf Special Orders - Purchases	868.90	4,749.21	0.00	4,749.21	5,500.00	750.79
2710 CONCESSION INVENTORY RESALE	3,339.43	21,838.13	3,997.87	25,836.00	45,000.00	19,164.00
2715 Food purchased not in inventory	1,367.06	9,517.06	3,982.94	13,500.00	20,500.00	7,000.00
2900 ASSETS NOT CAPITALIZED	0.00	779.59	0.00	779.59	5,000.00	4,220.41
3100 TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	265.00	0.00	265.00	1,000.00	735.00
3200 COMMUNICATIONS	814.56	8,725.29	965.86	9,691.15	10,500.00	808.85
3300 UTILITIES	1,238.40	11,825.01	606.49	12,431.50	13,500.00	1,068.50
3350 Water Utilities	45.12	257.22	0.00	257.22	500.00	242.78
3500 REPAIRS AND MAINTENANCE	0.00	1,702.96	39.00	1,741.96	4,000.00	2,258.04
3700 ADVERTISING	2,960.40	6,977.40	60.60	7,038.00	15,000.00	7,962.00
3800 DATA PROCESSING SERVICES	590.10	6,455.46	643.90	7,099.36	7,100.00	0.64
3900 DRUG TESTING & BACKGROUND CHECKS	160.00	638.00	1,362.00	2,000.00	2,000.00	0.00
3940 Landfill Fees/Dumpster P/U	120.22	2,672.46	0.00	2,672.46	3,600.00	927.54
3950 DUES AND SUBSCRIPTIONS	0.00	689.98	0.00	689.98	600.00	-89.98
3955 Permit Fees	0.00	100.00	0.00	100.00	200.00	100.00
3960 BANK AND MERCHANT FEES	1,342.12	11,179.34	5,390.37	16,569.71	20,000.00	3,430.29
3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300 EQUIPMENT RENTAL	646.81	2,148.62	146.81	2,295.43	2,500.00	204.57
4310 GOLF CART RENTALS	5,327.28	54,611.40	10,654.56	65,265.96	65,800.00	534.04
4311 SALES AND USE TAX PAID	1,416.39	11,733.18	0.00	11,733.18	20,000.00	8,266.82
4400 SERVICE & MAINTENANCE CONTRACTS	870.68	10,309.80	1,406.36	11,716.16	13,000.00	1,283.84
4500 INSURANCE AND BONDING	0.00	11,177.12	0.00	11,177.12	12,000.00	822.88
4990 OTHER CONTRACTED SERVICES	0.00	783.50	0.00	783.50	3,000.00	2,216.50
9700 CONTINGENCY	0.00	0.00	0.00	0.00	300.00	300.00
Account Total:	60,254.90	437,454.05	38,240.19	475,694.24	587,058.00	111,363.76
5000 Debt Service						
7100 DEBT PRINCIPAL PAYMENTS	16,665.84	148,304.81	0.00	148,304.81	171,250.00	22,945.19
7200 DEBT INTEREST PAYMENTS	3,528.99	23,519.73	0.00	23,519.73	25,650.00	2,130.27
Account Total:	20,194.83	171,824.54	0.00	171,824.54	196,900.00	25,075.46
9600 OTHER FINANCING USES						
9600 TRANSFERS TO OTHER FUNDS	1,156.34	95,056.34	0.00	95,056.34	96,400.00	1,343.66
Account Total:	1,156.34	95,056.34	0.00	95,056.34	96,400.00	1,343.66
Account Group Total:	273,426.54	3,427,969.42	547,094.31	3,975,063.73	5,662,669.00	1,687,605.27
Fund Total:	273,426.54	3,427,969.42	547,094.31	3,975,063.73	5,662,669.00	1,687,605.27

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 19

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	28.89	216.59	75.00	-141.59	289 %
3981 TRANSFER FROM GENERAL FUND	1,156.34	95,056.34	96,400.00	1,343.66	99 %
Account Group Total:	1,185.23	95,272.93	96,475.00	1,202.07	99 %
Fund Total:	1,185.23	95,272.93	96,475.00	1,202.07	99 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 19

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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	40,893.81	0.00	40,893.81	81,500.00	40,606.19
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	14,975.00	14,975.00
	Account Total:	0.00	40,893.81	0.00	40,893.81	96,475.00	55,581.19
	Account Group Total:	0.00	40,893.81	0.00	40,893.81	96,475.00	55,581.19
	Fund Total:	0.00	40,893.81	0.00	40,893.81	96,475.00	55,581.19

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 19

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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	82.99	2,912.11	3,000.00	87.89	97 %
3710 UTILITY CHARGE - WATER	81,265.35	789,053.96	905,000.00	115,946.04	87 %
3720 UTILITY CHARGE - SEWER	127,147.35	2,481,897.62	2,900,000.00	418,102.38	96 %
3730 TAPS AND CONNECTIONS - WATER	0.00	0.00	0.00	0.00	** %
3740 TAPS AND CONNECTIONS - SEWER	0.00	0.00	0.00	0.00	** %
3741 Meter Fee	540.00	1,760.00	0.00	-1,760.00	** %
3742 System Development Fees to be transferred	2,600.00	11,200.00	0.00	-11,200.00	** %
3743 System Administration/Installation Fee	200.00	450.00	0.00	-450.00	** %
3745 Connection Fees - Water and Sewer	1,250.00	9,300.00	9,000.00	-300.00	103 %
3750 NONPAYMENT / RECONNECTION FEES	1,150.00	10,450.00	10,000.00	-450.00	105 %
3755 Return Check Fees	0.00	375.00	500.00	125.00	75 %
3760 LATE FEES	2,080.00	20,590.00	21,000.00	410.00	98 %
3765 CREDIT CARD ADMINISTRATION FEES	92.79	711.57	650.00	-61.57	109 %
3831 INVESTMENT EARNINGS	12,509.87	119,107.22	120,000.00	892.78	99 %
3839 MISCELLANEOUS REVENUES	25.00	107.80	500.00	392.20	22 %
3984 TRANSFER FROM CAPITAL PROJECTS FUND	0.00	1,245.69	1,245.69	0.00	100 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	61,118.61	123,000.00	61,881.39	50 %
3992 NET POSITION APPROPRIATED	0.00	0.00	70,364.31	70,364.31	0 %
Account Group Total:	228,943.35	3,510,279.58	4,164,260.00	653,980.42	84 %
Fund Total:	228,943.35	3,510,279.58	4,164,260.00	653,980.42	84 %

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	61,477.42	478,131.42	0.00	478,131.42	575,000.00	96,868.58
1003	LONGEVITY PAY	0.00	12,202.00	0.00	12,202.00	12,500.00	298.00
1009	FICA EXPENSE	4,693.18	37,420.63	0.00	37,420.63	44,000.00	6,579.37
1010	RETIREMENT EXPENSE	4,690.23	37,328.58	0.00	37,328.58	45,000.00	7,671.42
1011	HEALTH INSURANCE EXPENSE	5,493.86	56,395.10	0.00	56,395.10	77,000.00	20,604.90
1012	FLEX ADMINISTRATION FEES	0.00	369.33	0.00	369.33	700.00	330.67
1013	RETIREE HEALTH INSURANCE EXPENSE	1,089.63	6,747.02	0.00	6,747.02	10,800.00	4,052.98
1014	WORKER'S COMPENSATION	0.00	13,137.34	0.00	13,137.34	20,000.00	6,862.66
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	2,676.57	20,567.70	0.00	20,567.70	26,000.00	5,412.30
1019	PROFESSIONAL SERVICES	0.00	12,075.00	0.00	12,075.00	12,225.00	150.00
2100	DEPARTMENT SUPPLIES	1,957.64	15,748.82	3,946.16	19,694.98	30,000.00	10,305.02
2105	WATER METERS	0.00	0.00	30,000.00	30,000.00	30,000.00	0.00
2200	FOOD AND PROVISIONS	51.90	930.39	0.00	930.39	1,000.00	69.61
2400	CONSTRUCTION & REPAIR SUPPLIES	3,801.60	9,699.36	4,260.40	13,959.76	14,000.00	40.24
2500	VEHICLE SUPPLIES	56.96	2,283.65	720.40	3,004.05	7,500.00	4,495.95
2520	FUELS - GAS & OIL	1,674.51	16,269.52	1,469.23	17,738.75	20,000.00	2,261.25
2550	EQUIPMENT SUPPLIES	579.31	2,088.32	0.00	2,088.32	5,000.00	2,911.68
2600	OFFICE SUPPLIES	102.25	1,002.07	0.00	1,002.07	2,000.00	997.93
2750	PURCHASE OF WATER	18,906.90	199,674.86	0.00	199,674.86	300,000.00	100,325.14
2755	Water Transmission Fees	1,890.70	19,206.20	0.00	19,206.20	23,000.00	3,793.80
2900	ASSETS NOT CAPITALIZED	0.00	722.82	1,288.00	2,010.82	21,195.00	19,184.18
3100	TRAVEL	229.21	670.75	0.00	670.75	3,000.00	2,329.25
3150	CONFERENCE FEES AND SCHOOLS	1,023.84	3,397.79	0.00	3,397.79	5,000.00	1,602.21
3200	COMMUNICATIONS	2,666.48	25,214.34	3,988.41	29,202.75	29,200.00	-2.75
3300	UTILITIES	738.73	10,103.76	3,895.91	13,999.67	23,000.00	9,000.33
3350	Water Utilities	0.00	180.84	0.00	180.84	500.00	319.16
3400	PRINTING	360.17	3,831.54	1,023.29	4,854.83	6,000.00	1,145.17
3500	REPAIRS AND MAINTENANCE	2,713.98	29,424.58	16.00	29,440.58	32,500.00	3,059.42
3700	ADVERTISING	0.00	71.75	0.00	71.75	1,000.00	928.25
3800	DATA PROCESSING SERVICES	1,378.66	14,627.47	1,372.34	15,999.81	16,000.00	0.19
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	909.00	1,043.00	1,952.00	2,000.00	48.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,538.55	0.00	1,538.55	2,500.00	961.45
3955	Permit Fees	0.00	4,015.00	0.00	4,015.00	4,000.00	-15.00
3960	BANK AND MERCHANT FEES	753.59	9,151.53	1,767.66	10,919.19	11,000.00	80.81
3980	MISCELLANEOUS EXPENSE	0.00	91.00	0.00	91.00	1,500.00	1,409.00
4300	EQUIPMENT RENTAL	184.48	2,253.74	196.56	2,450.30	3,000.00	549.70
4400	SERVICE & MAINTENANCE CONTRACTS	1,950.00	40,163.54	5,035.39	45,198.93	72,885.00	27,686.07
4500	INSURANCE AND BONDING	0.00	42,595.58	0.00	42,595.58	45,000.00	2,404.42
4950	LAB TESTING	499.00	4,276.00	2,364.00	6,640.00	7,000.00	360.00
4960	SEWER TREATMENT	63,819.82	613,390.19	0.00	613,390.19	900,000.00	286,609.81
4990	OTHER CONTRACTED SERVICES	4,541.44	77,163.40	81,431.93	158,595.33	163,500.00	4,904.67
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,000.00	4,000.00
5200	DATA PROCESSING EQUIPMENT	0.00	4,950.00	0.00	4,950.00	5,000.00	50.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	36,489.57	36,489.57	37,000.00	510.43
5700	CAPITAL OUTLAY - LAND AND	0.00	12,512.00	0.00	12,512.00	12,500.00	-12.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	60,240.50	31,047.00	91,287.50	574,500.00	483,212.50
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	227,200.00	227,200.00

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 19

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	43,292.12	0.00	43,292.12	44,000.00	707.88
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.27	0.00	122,237.27	123,000.00	762.73
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.85	50,003.32	0.00	50,003.32	50,005.00	1.68
7200	DEBT INTEREST PAYMENTS	2,647.05	11,041.98	0.00	11,041.98	11,050.00	8.02
9600	TRANSFERS TO OTHER FUNDS	0.00	394,648.00	0.00	394,648.00	438,000.00	43,352.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	7,500.00	7,500.00
Account Total:		205,149.94	2,524,015.67	212,355.25	2,736,370.92	4,164,260.00	1,427,889.08
Account Group Total:		205,149.94	2,524,015.67	212,355.25	2,736,370.92	4,164,260.00	1,427,889.08
Fund Total:		205,149.94	2,524,015.67	212,355.25	2,736,370.92	4,164,260.00	1,427,889.08

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 19

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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	1,600.70	16,121.27	8,500.00	-7,621.27	190 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	38,000.00	38,000.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	76,500.00	76,500.00	0 %
Account Group Total:	1,600.70	54,121.27	123,000.00	68,878.73	44 %
Fund Total:	1,600.70	54,121.27	123,000.00	68,878.73	44 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 19

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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	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Account Group Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39
	Fund Total:	0.00	61,118.61	0.00	61,118.61	123,000.00	61,881.39

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 19

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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	248.99	2,051.73	500.00	-1,551.73	410 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	356,648.00	400,000.00	43,352.00	89 %
Account Group Total:	248.99	358,699.73	400,500.00	41,800.27	90 %
Fund Total:	248.99	358,699.73	400,500.00	41,800.27	90 %
Grand Total:	496,619.21	8,170,247.40	10,446,904.00	2,276,656.60	78 %

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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	400,500.00	400,500.00
	Account Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Fund Total:	0.00	0.00	0.00	0.00	400,500.00	400,500.00
	Grand Total:	478,576.48	6,053,997.51	759,449.56	6,813,447.07	10,446,904.00	3,633,456.93

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Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of May 2019. For the month of May 2019 in comparison to May 2018, revenues were up by approximately 37%. There were 5 bad weather days in May 2019 as opposed to 11 days in May 2018. Year-to-date, revenues for 2018/19 were up by 6% over 2017/18.

Expenditures were up in May 2019 by approximately 50%. This is due in part to the fact that there were 3 bi-weekly payrolls in May 2019 due to the timing of pay dates (5 Fridays in May 2019) and only 2 payrolls in May 2018. However year-to-date, expenditures were only up for 2018/19 by 2.6% from the 2017/18 fiscal year.

The resulting operating loss for the golf course for the month of May 2019 before capital outlay amounts to \$8,768, while the operating gain in May 2018 before capital outlay was \$1,260. Grill operations net profit was \$4,900 in May 2019 as opposed to \$4,290 in May 2018. Fiscal year to date profit for the grill amounts to \$6,158 for 2018/19 and \$9,019 for 2017/18.

Golf rounds for May 2019 were 3,523 while golf rounds for May 2018 were 2,598 - thus an increase of 36%. Total year-to-date golf rounds in 2018/19 were up by 1,673 or 8%.

ATTACHMENTS: Golf Financial Report

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Jamesstown Park Golf Course Operations
 Summary
 FYE 6/30/19

	May 2019	May 2018	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/19	YTD FYE 6/30/18	VARIANCE positive / (negative)	% Variance
Golf Course Operating Revenues	117,702	85,792	31,910	37.19%	735,758	691,639	44,119	6.38%
Golf Course Maintenance Expenditures (before capital outlay)	66,215	46,381	(19,834)	-42.76%	587,959	564,710	(23,249)	-4.12%
Golf Course Golf Shop Expenditures (before capital outlay)	60,255	38,151	(22,104)	-57.94%	437,454	435,141	(2,313)	-0.53%
Net exp < or > rev before Capital Outlay	(8,768)	1,260	(10,028)	795.87%	(289,655)	(308,212)	18,557	6.02%
Capital Outlay					32,568	12,800	(19,768)	154.44%
Net expenditures < or > revenues	<u>(8,768)</u>	<u>1,260</u>	<u>(10,028)</u>	<u>795.87%</u>	<u>(322,223)</u>	<u>(321,012)</u>	<u>(1,211)</u>	<u>-0.38%</u>
Golf Rounds Played (not including complimentary play)	3,523	2,598			22,368	20,695		
Bad Weather Days (1) closed for aerification or other reason	5	11			104	113		
Golf course employees paid during the month:								
Full-time positions	9	10						
Part-time hours	1441	729						

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

Golf Course Revenues
 Revenues
 FYE 6/30/19

	May 2019	May 2018	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/19	YTD FYE 6/30/18	VARIANCE positive / (negative)	% Variance
Greens	58,469	44,134	14,335	32.48%	377,657	365,897	11,760	3.21%
Cart Rentals	30,380	20,828	9,552	45.86%	189,238	176,948	12,290	6.95%
Pull Carts	28	19	9	47.37%	287	213	74	34.74%
Driving Range	5,184	4,185	999	23.87%	36,550	33,220	3,330	10.02%
Sales - Golf Shop Inventory	7,639	3,935	3,704	94.13%	42,138	35,398	6,740	19.04%
Sales - Golf Shop Concessions	13,042	10,511	2,531	24.08%	75,379	77,195	(1,816)	-2.35%
Golf Clubhouse Rental Fees	2,960	2,180	780	35.78%	11,715	9,074	2,641	29.11%
Other:								
Insurance Recoveries	-	-	-	-	2,794	1,776	1,018	57.32%
Loyalty Points Redeemed	-	-	-	-	-	(8,082)	8,082	-
	<u>117,702</u>	<u>85,792</u>	31,910	37.19%	<u>735,758</u>	<u>691,639</u>	44,119	6.38%

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

	May 2019	May 2018	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/19	YTD FYE 6/30/18	VARIANCE (positive) / negative	% Variance
Salaries & Employee Benefits	44,600	30,638	13,962	45.57%	366,453	349,895	16,558	4.73%
Supplies & Materials	14,864	6,798	8,066	118.65%	113,932	108,405	5,527	5.10%
Contractual Services	3,269	6,421	(3,152)	-49.09%	71,392	75,030	(3,638)	-4.85%
Other Operating Expenditures (utilities, communications, etc)	3,482	2,524	958	37.96%	36,182	31,380	4,802	15.30%
Total Exp before Capital Outlay	66,215	46,381	19,834	42.76%	587,959	564,710	23,249	4.12%
Capital Outlay	-	-	-	-	32,568	9,000	23,568	261.87%
	66,215	46,381	19,834	42.76%	620,527	573,710	46,817	8.16%

Golf Shop Expenditures
FYE 6/30/19

	May	May	VARIANCE		YTD	YTD	VARIANCE	
	2019	2018	(positive) / negative	% Variance	FYE 6/30/19	FYE 6/30/18	(positive) / negative	% Variance
Salaries & Employee Benefits	28,569	17,307	11,262	65.07%	218,952	199,034	19,918	10.01%
Supplies & Materials	16,155	8,063	8,092	100.36%	76,252	84,631	(8,379)	-9.90%
Contractual Services	8,261	8,340	(79)	-0.95%	90,764	96,728	(5,964)	-6.17%
Other Operating Expenditures (utilities, communications, etc)	7,270	4,441	2,829	63.70%	51,486	50,948	538	1.06%
Total Exp before Capital Outlay	60,255	38,151	22,104	57.94%	437,454	431,341	6,113	1.42%
Capital Outlay	-	-	-	-	-	3,800	(3,800)	-
	60,255	38,151	22,104	57.94%	437,454	435,141	2,313	0.53%

Grill Operations
FYE 6/30/19

	May 2019	YTD FYE 6/30/19	May 2018	YTD FYE 6/30/18
Golf Shop Grill Revenues	13,042	75,379	10,512	77,195
Golf Shop Rental Revenue	2,600	10,190	1,995	8,509
	15,642	85,569	12,507	85,704

Expenditures:

Wages	4,204	33,246	2,534	31,520
FICA	321	2,544	194	2,413
Benefits	1,085	10,286	838	9,543
Grill supplies	426	1,980	-	-
Food & beverage purchases	4,706	31,355	4,651	33,209
	10,742	79,411	8,217	76,685
	4,900	6,158	4,290	9,019

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #23

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Before any work could be done or approved on the E Fork sidewalk and pedestrian bridge, the utility poles had to be moved to the other side of E Fork Road by Duke Energy. The cost for this was approximately \$60,000. The General Fund advanced the funds to the E Fork Sidewalk and Pedestrian Bridge Capital Project Fund. We originally thought that this expenditure would be reimbursable by the federal grant. We have since learned that this is not the case. Thus we need to formally transfer the funds (\$60,000), and a budget amendment is needed before we can do that. This budget amendment will set up that transfer.

ATTACHMENTS: Budget Amendment #23

RECOMMENDATION/ACTION NEEDED: Approve consent agenda

BUDGETARY IMPACT: \$60,000 increase in expenditures and revenues.

SUGGESTED MOTION: Approve budget amendment as part of approval of the consent agenda.

FOLLOW UP ACTION NEEDED: None

**FYE 6/30/19
BUDGET AMENDMENT #23**

		<u>Debit</u>	<u>Credit</u>
Fund 10:			
Transfer to Other Funds	10-9600-9600	60,000.00	
Appropriated Fund Balance	10-3991		60,000.00
Fund 16:			
Capital outlay - Land Improvement	16-5600-5700	60,000.00	
Transfer from General Fund	16-3981		60,000.00

The funds used to move utility poles to other side of E Fork Road, which we thought was reimburseable by NCDOT, is not reimburseable; thus this amount needs to be a transfer between funds instead.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #24

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment will increase the budget for the transfer of the revenues received for the System Development Fees from the Water & Sewer operating fund to the Water & Sewer Capital Reserve Fund.

Actual system development fees received as of 6/7/19 is \$18,500. Thus the \$22,000 budget is an estimate and provides some cushion for any fees that might come in before June 30, 2019.

ATTACHMENTS: Budget Amendment #24

RECOMMENDATION/ACTION NEEDED: Approve consent agenda

BUDGETARY IMPACT: \$22,000 increase in W/S Capital Reserve Fund budget

SUGGESTED MOTION: Approve budget amendment as part of approval of the consent agenda.

FOLLOW UP ACTION NEEDED: None

Town of Jamestown
 Budget Amendment #24
 FYE 6-30-19

		<u>Debit</u>	<u>Credit</u>
Fund 30:			
Transfer to Other Funds	30-7100-9600	22,000.00	
Net position appropriated	30-3992		22,000.00
Fund 61:			
Reserve for Future Expenditures	61-9600-9800	22,000.00	
Transfer of System Development Fees	61-3742		22,000.00

To transfer system development fees collected to W-S Capital Reserve Fund, as required.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Proposed Budget and CIP

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman / Kenny Cole

SUMMARY:

The proposed budget for all funds is included in your notebook. Also included is the proposed CIP, and capital project funds as they stand at this time. The budget message and budget summary will give more detail about the proposed budget as well.

The proposed budget and CIP has not changed from the recommended budget presented at the May Town Council meeting. The Oakdale Phase III capital project ordinance sheet has been updated (actual year-to-date revenues and expenditures) from the previous version presented at the May Council meeting. The multi-year capital project funds which have been previously approved are presented for information only.

The proposed budget includes the budget message, the proposed budget ordinance, the summary of budgets for all funds, the detailed line item budgets for each fund, and the CIP and detail project sheets for the General and Water/Sewer funds. The multi-year budgets for the current capital project funds are included, as well as the actual revenues and expenditures to date for these projects.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Approve the proposed FY 2019/20 budget and CIP.

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the proposed FY 2019/20 budget and CIP.

FOLLOW UP ACTION NEEDED: The allocation of the \$100,000 non-profit grants will be discussed at the July meeting.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approve resolution adopting 2019/20 to 2023/24 and beyond CIP

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman / Kenny Cole

SUMMARY:

The CIP, which includes fiscal years 2019/20 to 2023/24, and also beyond 5 years, was presented at the May Town Council meeting. No changes were requested by Council.

We request that the Town Council approve the resolution to adopt the 2019/20 to 2023/24 and beyond CIP for the Town of Jamestown.

ATTACHMENTS: Resolution adopting 2019/20 to 2023/24 and beyond CIP for the Town

RECOMMENDATION/ACTION NEEDED: Approve resolution adopting 2019/20 to 2023/24 and beyond CIP for the Town

BUDGETARY IMPACT: 2019/20 CIP items are included in the 2019/20 annual budget.

SUGGESTED MOTION: Approve resolution adopting the 2019/20 to 2023/24 and beyond CIP for the Town of Jamestown.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF JAMESTOWN
FOR FISCAL YEARS 2019/2020 TO 2023/2024**

WHEREAS, capital planning and budgeting is central to delivery of essential services, economic development, transportation, communication, and management of the quality of life; and

WHEREAS, much of what is accomplished by a local government depends on a sound long-term investment in facilities, infrastructure, and equipment; and

WHEREAS, some capital projects and items require the issuance of the debt that results in annual operating debt service repayment, as well as additional annual operating costs; and

WHEREAS, these costs should be considered when determining which capital projects and items the Town of Jamestown will pursue;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown that the Capital Improvement program for the fiscal years 2019/2020 through 2023/2024 is hereby adopted;

BE IT FURTHER RESOLVED, that adoption of this Capital Improvement Program does not constitute approval of the projects listed therein. Each project will be evaluated individually and approval or disapproval given based on the merits of the project. The Town Council directs Town staff to use the adopted document as a guide for proceeding with the implementation of projects detail in fiscal years 2019/2020.

Adopted this the 18th day of June, 2019.

S. Lynn Montgomery, Mayor

ATTEST:

Katie McBride, Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Sidewalk Updates

AGENDA ITEM #: IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The sidewalk projects will be updated at the regular Town Council meeting on June 18, 2019.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: n/a

BUDGETARY IMPACT: n/a

SUGGESTED MOTION: n/a

FOLLOW UP ACTION NEEDED: none

Geo

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Property Donation from City of High Point

AGENDA ITEM #: IV-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Beth Koonce, Town Attorney

SUMMARY:

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

At the March 19, 2019, meeting, the Town Attorney indicated that she was concerned about some of the wording related to a reversionary clause and was going to contact the High Point City Attorney. The issue was tabled at the May 21st meeting due to lack of information. We will expect to hear from the Town Attorney on this issue at the June 18th regular meeting.

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

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: Execute the quitclaim deed

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

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

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

Stamps: Exempt

NORTH CAROLINA

QUITCLAIM DEED

GUILFORD COUNTY

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

WITNESSETH:

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

See Attached "Exhibit A".

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

SPECIAL PROVISIONS:

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

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

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

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

CITY OF HIGH POINT

By: _____

Jay W. Wagner
Mayor of the City of High Point

Attest: _____

Lisa B. Vierling
City Clerk

NORTH CAROLINA

GUILFORD COUNTY

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

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

Notary Public

My commission expires:

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

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

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

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

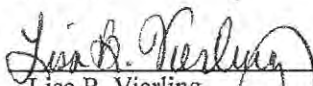
WHEREAS, the City and Jamestown are "governmental units" as defined by N.C.G.S. §160A-274 and are thereby the City is authorized to sell real property to Jamestown as a governmental unit upon such terms and conditions as it deems wise, with or without consideration, by way of action taken by its governing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

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

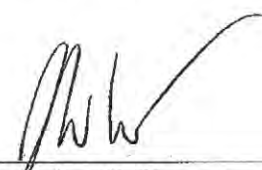
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of High Point pursuant to the North Carolina General Statute 160A-274, the Mayor is hereby authorized to execute any and all documents to convey 2.78 acre tract of land identified as Parcel No. 0158884, located at 107 Kingsdale Court, Jamestown,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

Adopted: February 4, 2019.

Attest:


Lisa B. Vierling,
High Point City Clerk





Mayor Jay W. Wagner

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution recognizing Dr. Randy Parker's retirement from GTCC

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 0 minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Dr. Randy Parker has announced his retirement from GTCC. He was selected to serve as the seventh President of the community college in 2011. The school has prospered under his leadership and he has made numerous positive impacts on the Triad region. The Town would like to congratulate him on his retirement!

ATTACHMENTS: Resolution Honoring the Retirement of Dr. Randy Parker from GTCC

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

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Settled 1752
JAMESTOWN
NORTH CAROLINA

Resolution
Town of Jamestown
Honoring the Retirement of Dr. Randy Parker, President
Guilford Technical Community College

WHEREAS, The Guilford Industrial Education Center, predecessor to Guilford Technical Institute and Guilford Technical Community College was initially established at the eastern edge of Jamestown in 1958 and has faithfully served as a good institutional neighbor for 61 years; and

WHEREAS, GTCC has enriched the lives of our citizens and businesses by expanding and prospering while annually serving over 35,000 students; and

WHEREAS, Dr. Randy Parker has served Guilford Technical Community College (GTCC) for the last seven years and was chosen to be the seventh president in the school's history; and

WHEREAS, During his tenure, GTCC has experienced unparalleled growth and an over 40 percent increase in student completion in earned for-credit credentials; and

WHEREAS, The GTCC Foundation assets have grown over 50 percent since Dr. Randy Parker was chosen to serve as President; and

WHEREAS, He established GTCC Innovative Resources Corporation (GIRC) to help generate additional revenue for the college through various entrepreneurial activities aligned with the mission of GTCC; and

WHEREAS, Dr. Randy Parker has served the North Carolina Community College System for over 40 years and has been an active member of numerous local organizations in the Triad region.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Jamestown, North Carolina commends Dr. Randy Parker for his expertise and innovation in presiding over one of North Carolina's major community colleges. We congratulate Dr. Parker on his retirement as President and extend best wishes in the years to come.

Adopted this the 18th day of June, 2019.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution recognizing Micah Marston, High School Representative AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Micah Marston has served as the Ragsdale High School Representative to the Town Council since November of this year. He was highly recommended to the Town by his AFJROTC instructor, Major Cobb. He has participated in several Town events and has encouraged his fellow students to become more involved in the community. He will be graduating this month and the Town would like to thank him for serving as the High School Representative.

ATTACHMENTS: Resolution honoring High School Representative Micah Marston

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

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Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION HONORING HIGH SCHOOL REPRESENTATIVE
MICAH MARSTON**

WHEREAS, the youth in our community are the Town's most valuable resource; and

WHEREAS, it is important for our youth to learn about and understand the role of our local government; and

WHEREAS, Micah has volunteered his time to be involved in the process of local government by serving as the Ragsdale High School Representative to the Jamestown Town Council; and

WHEREAS, Micah has positively impacted his community by participating in the Jamestown Litter Sweep and by assisting Town staff with the planting of several trees in honor of Arbor Day; and

WHEREAS, Micah has encouraged his peers to be more active in Town events while also being an excellent student and a varsity soccer player.

NOW THEREFORE, BE IT RESOLVED, I, Lynn Montgomery, Mayor of the Town of Jamestown, and the Town Council do hereby express the appreciation of the Town of Jamestown and its citizens to Micah Marston for the dedication of his time and talents to our community and convey to Micah our best wishes in his academic career and in the pursuit of his goals in life.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be spread upon the pages of the official minutes of the Town of Jamestown to stand as a tribute to the service of Micah Marston.

Adopted this the 18th day of June, 2019.

S. Lynn Montgomery, Mayor

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Neighborhood Safety Update

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Council Person Rebecca Rayborn requested an update on neighborhood safety in our community. I have asked Captain Pruitt of the Sheriff's Department to give council an update.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution to set up CPO fund for Penny Rd sidewalk

AGENDA ITEM #: V-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The Town has access to \$400,000 in CMAQ grant funds to construct the Penny Road sidewalk project if the Town matches these funds with \$100,000. We are requesting that a capital project fund be set up as a multi-year fund to budget and account for revenues and expenditures of the project.

ATTACHMENTS: Resolution to adopt Capital Project Ordinance & Penny Rd. Sidewalk Project Fund Schedule

RECOMMENDATION/ACTION NEEDED: Approve the resolution to set up the Penny Road Sidewalk Capital Project Fund.

BUDGETARY IMPACT: \$100,000 of Town funds as a match to \$400,000 of grant revenues

SUGGESTED MOTION: Approve the resolution to set up the Penny Road Sidewalk Capital Project Ordinance Fund and budget as presented.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

Adoption of Capital Project Ordinance – Penny Road Sidewalk

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

Section 1. The project authorized is the construction of concrete sidewalk from the existing sidewalk at W. Main Street, down Penny Road to the access to City Lake Park, to be financed with federal funds and with Town matching funds.

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

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

Construction	\$500,000
--------------	-----------

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

Federal CMAQ funds	\$400,000
Town match from General Fund	\$100,000

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

Section 6. The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

Section 8. Copies of this capital project ordinance shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this 18th day of June 2019.

S. Lynn Montgomery, Mayor

ATTEST:

Katie McBride, Town Clerk

**CAPITAL PROJECT FUND - PENNY ROAD SIDEWALK
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

	Project Author- ization	Prior Year	Actual Current Year	Total to Date	Variance Positive (Negative)
Revenues:					
Federal CMAQ funds	\$ 400,000	\$ -	\$ -	\$ -	\$ (400,000)
Investment income	-	-	-	-	-
	<u>400,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(400,000)</u>
Expenditures:					
Capital outlay - land improvements	500,000	-	-	-	500,000
Revenues under expenditures	(100,000)	-	-	-	100,000
Other financing sources:					
Transfer from General Fund	100,000	-	-	-	(100,000)
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balance:					
Beginning of year, July 1			-		
End of year, June 30			<u>\$ -</u>		

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #22

AGENDA ITEM #: V-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This budget amendment will set up a budget to transfer \$100,000 from the General Fund to the Penny Road Capital Project Ordinance Fund. This amount is the Town's match for CMAQ grant funds of \$400,000. Thus the total project cost will be \$500,000. The \$100,000 funding will come from appropriated fund balance.

ATTACHMENTS: Budget Amendment #22

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #22

BUDGETARY IMPACT: \$100,000 increase in both expenditures and revenues.

SUGGESTED MOTION: Approve budget amendment #22.

FOLLOW UP ACTION NEEDED: None

FYE 6/30/19
BUDGET AMENDMENT #22

Fund 10:

		<u>Debit</u>	<u>Credit</u>
Transfer to Other Funds	10-9600-9600	100,000.00	
Appropriated Fund Balance	10-3991		100,000.00
To transfer Town match to Penny Rd Capital Project Fund			

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of Golf Equipment Lease

AGENDA ITEM #: V-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

One of our existing golf equipment leases runs out in July 2019. This new proposed lease will add 3 new mowers, some new reels, and also extend the lease for some of our existing equipment. There will be an increase in the rental fees of approximately \$6,300; however we will sell several of our older mowers on Gov Deals and should recoup some of this increase in 2019/20.

Attached is the lease proposal from Tri-State Pump & Control, Inc. (TSP). Their pricing is based on a Sourcwell contract, which is pricing available to governments in North Carolina. Thus no formal bidding procedures were required. We did receive one other bid during the process, but the TSP proposal is a better option.

We are currently waiting for the financing documents to be sent to us.

ATTACHMENTS: Golf Equipment Lease Quote

RECOMMENDATION/ACTION NEEDED: Approve the proposed TSP lease proposal and financing.

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve the proposed lease proposal and financing.

FOLLOW UP ACTION NEEDED:

QUOTE



Tri-State Pump & Control, Inc.

1162 Chastain Road, Liberty, SC 29657

QUOTE #	AAAQ1428
DATE	Apr 26, 2019

To John Crowe
 Jamestown Park & Golf Club
 PO Box 848
 Jamestown, NC 27282

Salesperson	P.O. Number	Payment Terms	Valid Until
Tom Benners			Jul 5, 2019

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Jacobsen LF570 2WD Fairway Mower LF570 2WD -T4F (37.5 HP - Sold In ULSD countries only) (5) 9 blade reel (5) 22" Grooved steel front roller (3" diameter) (5) Heavy-duty rear roller scraper bar kit for 7" reel with rear roller brush (set of 5) Orange Cool Top Canopy & Fan 2x3	\$55,691.55	\$55,691.55
1	Existing Equipment Jacobsen LF570 Fairway Mower Jacobsen Truckster XD w/ Turfco 1550 WideSpin Top Dresser	\$46,347.64	\$46,347.64
1	Less: Trade in for Jacobsen LF3800 Fairway Mower and 3 Toro 3150 Triplex mowers	-\$8,000.00	-\$8,000.00
	SubTotal		\$94,039.19
2	Jacobsen E322 Hybrid Triplex Greens Mower	\$41,167.68	\$82,335.36

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	ECLIPSE 322 Gasoline Hybrid		
	(3) TrueSet Cutting Unit ECLIPSE 22" 15 Blade (less links, motor and front roller) (replaces 062822 and 063333)		
	(3) Drive Groomer/Brush 5in Reel-LH Electric		
	(3) Groomer, 22in., 1/4in. spacing		
	(3) Front roller, Grooved, 22in., 1/4in. spacing		
1	Existing Equipment	\$10,500.00	\$10,500.00
	Jacobsen Eclipse 322 Triplex Greens Mower with NEW 3WD kit and 15 blade reels		
	Set of Jacobsen Eclipse 322 15 blade reels		
	Set of Jacobsen Eclipse 322 9 blade reels		
	Jacobsen GK4+ Triplex Greens Mower		
	Jacobsen LF570 Fairway Mower		
	SubTotal		\$92,835.36

SUBTOTAL	\$186,874.55
SALES TAX	\$12,614.03
TOTAL	\$199,488.58

Notes

Group 1; 60 month, first payment in advance, estimated, monthly, pretax, FMV lease payment is \$1,642.50.
 Group 2; 48 month, first payment in advance, estimated, monthly, pretax, FMV lease payment is \$1,633.26.
 New Jacobsen equipment pricing is based on their Sourcewell (previously NJPA) contract number 062117-JCS.
 The Town of Jamestown's member number is 8209.
 Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: _____

Thank You For Your Business!

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Audit Contract for FYE 6-30-19

AGENDA ITEM #: V-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 18, 2019

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

In fiscal year 2017/18, the Town selected Dixon Hughes Goodman, LLP as the auditor, based on information received from several audit firms in response to a Request for Proposal for auditing services for 3 years. The 2018/19 audit will be the 2nd year of the proposed audit services. The fee for this fiscal year audit is \$22,200, as per the proposal and the attached contract.

We are requesting approval of the 2018/19 audit contract, with a fee of \$22,200. The audit contract has been preaudited by the Finance Director, as required.

ATTACHMENTS: 2018/19 Audit Contract

RECOMMENDATION/ACTION NEEDED: Approve 2018/19 audit contract with a fee of \$22,200

BUDGETARY IMPACT: Audit fees of \$22,200 are included in the 2019/20 budget

SUGGESTED MOTION: Approve 2018/19 audit contract submitted by Dixon Hughes Goodman, LLP with a fee of \$22,200

FOLLOW UP ACTION NEEDED: The mayor will need to sign the contract.

June 4, 2019

To the Honorable Mayor
and Members of the Town Council
Town of Jamestown, North Carolina
Post Office Box 848
Jamestown, North Carolina 27382

We are pleased to confirm our understanding of the services we are to provide for Town of Jamestown, (the "Town") for the year ending June 30, 2019. 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 the year ending June 30, 2019.

AUDIT OBJECTIVES

The objective of our audit is the expression of opinions as to 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. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) 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 entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose. If during our audit we become aware that the Unit 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 auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our audit. Our reports will be addressed to the governing board of the Unit. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with the governing board and/or the appropriate members of management. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

AUDIT PROCEDURES - GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. 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.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the Town's attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about its responsibilities for the financial statements; schedule of expenditures of federal awards; federal 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, management agrees 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.

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 management and the users of our report require. As such management should not place upon us special confidence that in the performance of our audit services we will act solely in management's interest. Therefore, management acknowledges and agrees we are not in a fiduciary relationship with management and we have no fiduciary responsibilities to management in the performance of our services described herein.

AUDIT PROCEDURES - INTERNAL CONTROLS

Our audit includes obtaining an understanding of the entity 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, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly we will express no such opinion. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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 auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of 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*.

MANAGEMENT'S RESPONSIBILITIES

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters. Management also agrees to provide us with any additional information that we may request from management for the purpose of the audit, as well as unrestricted access to any person within the Town from whom we determine it necessary to obtain audit evidence.

Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include 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.

Management is responsible for the design, implementation and maintenance of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the Town complies with applicable laws and regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit Objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

We understand that the Town's employees will prepare all cash, accounts receivable, and other confirmations we request, and will locate any documents selected by us for testing.

REQUIRED SUPPLEMENTARY INFORMATION

Our audit is for the purpose of forming an opinion on the financial statements taken as a whole. Accounting principles generally accepted in the United States ("GAAP") 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. Local Government Employees' Retirement System – Schedule of Proportionate Share of Net Pension Liability
3. Local Government Employees' Retirement System – Schedule of Contributions
4. Schedule of Changes in the Total OPEB Liability and Related Ratios

Such information, 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 accordance with auditing standards generally accepted in the United States of America. 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 other than RSI will accompany the basic financial statements:

1. Budgetary schedules for all funds required to adopt a budget other than the General Fund
2. Schedule of Ad Valorem Taxes Receivable
3. Analysis of Current Tax Levy

Such information is presented for the purpose of additional analysis of the financial statements and is not a required part of the basic financial statements. The Town's management is responsible for the fair presentation of the supplementary information. We will subject the supplementary information 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 in accordance with auditing standards generally accepted in the United States of America.

Management's responsibilities include acknowledging to us in the written representation letter that (a) management is responsible for presentation of the supplementary information in accordance with GAAP; (b) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Our responsibility is to report whether such information is fairly stated in all material aspects in relation to the basic financial statements taken as a whole. Management agrees to include our report on the supplementary information other than RSI in any document that contains, and indicates that we have reported on, the supplementary information other than RSI. Management also agrees to include the audited financial statements with any presentation of the supplementary information other than RSI that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information other than RSI no later than the date the supplementary information other than RSI is issued with our report thereon.

OTHER INFORMATION

Our audit is for the purpose of forming an opinion on the basic financial statements taken as a whole. We understand the Town will prepare the introductory and statistical sections. Such information is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The Town's management is responsible for such information. We will not subject such information to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we will not express an opinion or provide any assurance on it.

MANAGEMENT'S RESPONSIBILITY FOR NONATTEST SERVICES

Management agrees to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge and/or experience. Management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services. Management is responsible for designing, implementing, and maintaining internal controls.

We will provide the following nonattest 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 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 nonattest 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.

USE OF FINANCIAL STATEMENTS

If the Town's financial statements are to be included in a client-prepared document, other than the Town's *Comprehensive Annual Financial Report*, 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. An example of another document would be an official statement in connection with a public debt offering.

AUDIT ADMINISTRATION, FEES AND OTHER

In connection with providing our professional services, we may engage the assistance of outside service providers for non-substantive services. We may share confidential information about the Town with these service providers, but remain committed to maintaining the confidentiality and security of the Town's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the Town's information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of the Town's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the Town's confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, management will be asked to provide its consent prior to the sharing of the Town's confidential information with the third-party service provider. Furthermore, we are responsible

for the adequate oversight of all services provided by the third-party service provider and for ensuring that all services are performed with competence and due professional care.

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 pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Dixon Hughes Goodman LLP 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.

This engagement is limited to the services outlined above. We will perform all services in accordance with applicable professional standards.

John Frank is the engagement member and is responsible for supervising the engagement and signing the report or authorizing another individual to sign. We plan to begin our audit work in June, 2019.

Our fees for these services will not exceed \$22,200, 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 management. 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 or "State-Mandated" 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.

Should management require additional services incidental to those specified herein which are not the subject of a separate engagement letter, upon management's request for the performance of those services, we will confirm to management 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.

In providing our services, we may direct management to provide the Town's information to us through a separate web-based client portal in an effort to provide greater security with respect to the information. In the event we request management to provide the Town's information to us through such a client portal, to the extent management fails to do so or in using the client portal management fails to monitor and restrict access only to the Town's authorized personnel (any such failure being referred to herein as a "Portal Failure"), we disclaim, and management releases us from, any and all liability for loss and damage, including direct, indirect, consequential, incidental, and special damages such as loss of revenue or anticipated profits, arising from any interception, unintentional disclosure or communication, or unauthorized use of such information incident to a Portal Failure. In addition, management agrees not to provide access to the client portal for use by any third party with whom management is affiliated by contract or otherwise without our express prior written consent, and management shall indemnify and hold us harmless from and against any and all claims by any such third party for all damages whatsoever, including direct or indirect damages, consequential, exemplary, incidental, special or punitive damages including lost profits or lost data, arising from such third party's use of materials on, accessed through, or downloaded from 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 management directs us otherwise. We will use reasonable precautions to protect the Town's confidential information, but we have no obligation to employ any measures that management does not regularly employ in protecting the Town's 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 any liability or responsibility whatsoever 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"). Management agrees that we shall have no liability for any loss or damage to any person or entity resulting from or related to any Email Interruption, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, and management hereby forever releases us from any such liability and shall indemnify us from any claim related thereto.

In the event DHG 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 DHG 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.

You represent and warrant to us that you do 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.

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 and Dixon Hughes Goodman LLP contained in the Contract to Audit Accounts and this attachment shall survive the completion or termination of this engagement.

Government Auditing Standards require that we provide management with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2017 peer review report accompanies this letter.

Town of Jamestown
June 4, 2019
Page 9 of 9

We appreciate the opportunity to be of service to Town of Jamestown and believe this letter accurately summarizes the significant terms of our engagement. If management has any questions, please let us know. If management agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and the Contract to Audit Accounts and return it to us. Please retain a copy for the Town's records.

Sincerely,

Dixon Hughes Goodman LLP

Dixon Hughes Goodman LLP

JAF/ccg

Enclosures

ACCEPTED AND AGREED:

This letter correctly sets forth the understanding of *Town of Jamestown*.

By: _____ Date: _____
Lynn Montgomery, Mayor

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Judy B. Gallman, Finance Officer



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 inspection in effect for the year ended February 28, 2017. 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. 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 Uniform Guidance; audits of employee benefit plans, audits performed under FDICIA, 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 inspection in effect for the year ended February 28, 2017, 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
August 11, 2017



Peer Review Program

Administered by the National Peer Review Committee

American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

October 26, 2017

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 October 26, 2017, 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, 2020. 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 and support of the profession's practice-monitoring programs.

Sincerely,

Michael Fawley
Chair - National PRC
nprc@aicpa.org 919-402-4503
National Peer Review Committee

CC: Candace Wright, David Hinshaw

Firm Number: 900010017108

Review Number: 529335

The	Governing Board the 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, North Carolina 27265

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/19	Audit Report Due Date 10/31/19
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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).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. 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 performed under the requirements found in Subpart F of 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).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

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*, 2011 revisions, 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 this due date or the audit fee, an amended contract along with a written explanation of the delay 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. 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. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. 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, 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 12).

10. 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.

11. 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.

12. 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.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff 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 along with an Audit Report Reissued Form (available on the Department of State Treasurer website). 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.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. 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.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). 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.

16. 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 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 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.
See attached engagement letter

18. 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 parent 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.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

27. 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/slg/Pages/Audit-Forms-and-Resources.aspx>.

28. 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.

FEEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. 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. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

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, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

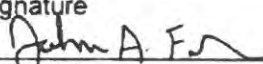
Primary Government Unit	Town of Jamestown, North Carolina
Audit	\$ Not to exceed \$22,200
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval	\$ 16,650.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Dixon Hughes Goodman LLP	
Authorized Firm Representative (typed or printed) John A. Frank, CPA	Signature 
Date 06/04/19	Email Address John.Frank@dhg.com

GOVERNMENTAL UNIT

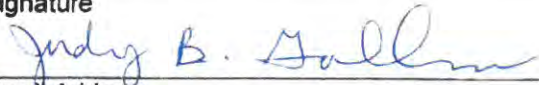
Governmental Unit Town of Jamestown, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed) Lynn Montgomery, Mayor	Signature
Date	Email Address lmontgomery@jamestown-nc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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) Judy B. Gallman, CPA	Signature 
Date of Pre-Audit Certificate 6/7/19	Email Address JGallman@jamestown-nc.gov

**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
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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