



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

June 20, 2023

6:00 pm in the Civic Center

Agenda

- I. Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. Consent Agenda**
 - A. Approval of minutes from the April 18th Regular Town Council Meeting
 - B. Approval & Sealing of the April 18th Closed Session Minutes
 - C. Approval of minutes from the May 16th Regular Town Council Meeting
 - D. Proclamation declaring June 3rd-10th, 2023 as Guilford Creek Week in the Town of Jamestown
 - E. Resolution Calling for a Regular Election for the Town of Jamestown
 - F. Approval of Resolution Writing Off Uncollectible Utility Accounts
 - G. Notification of Budget Revision Between Departments
 - H. Analysis of the Financial Position of the Town of Jamestown
 - I. Analysis of the Financial Position of the Jamestown Park & Golf Course
 - J. Budget Amendment #18
 - K. Budget Amendment #19
 - L. Resolution closing the East Main Street Sidewalk Capital Project Fund
- III. Public Comment**
- IV. Presentation of Resolution honoring the service of James "Jim" Pendry on the Parks and Recreation Committee- Council Member Capes**
- V. Old Business-**
 - A. Public Hearing for the consideration of the adoption of the Proposed Budget Fiscal Year(FY) 2023/2024 and Capital Improvement Program (CIP)- Matthew Johnson, Town Manager
 - B. Consideration of adoption of the Town of Jamestown's updated Strategic Plan- Matthew Johnson, Town Manager
- VI. New Business-**
 - A. Request to set a public hearing date for the consideration of amendments to the Solid Waste Ordinance- Paul Blanchard, Director of Public Services
- VII. Manager/Committee Reports**
 - A. Manager Report
 - B. Council Member Committee Reports
- VIII. Public Comment**
- IX. Other Business**
- X. Adjournment**

Working Agenda for the June 20th Regular Town Council Meeting

| Tentative Time Line | Agenda Item | Responsible Party | Action required by the Town Council |
|---------------------|---|----------------------|--|
| 6:00 pm | I. Call to Order | Mayor Montgomery | Mayor Montgomery to call the meeting to order. |
| 6:00 pm | A. Roll Call | K. Weiner | Weiner to take roll call. |
| 6:00 pm | B. Pledge of Allegiance | Mayor Montgomery | Mayor Montgomery to lead everyone in the Pledge of Allegiance. |
| 6:00 pm | C. Moment of Silence | Mayor Montgomery | Mayor Montgomery to call for a moment of silence |
| 6:00 pm | D. Approval of Agenda | Mayor Montgomery | Mayor Montgomery to ask Council if there are any items that need to be added or deleted. |
| 6:05 pm | II. Consent Agenda | | |
| 6:05 pm | <ul style="list-style-type: none"> A. Approval of minutes from the April 18th Regular Town Council Meeting B. Approval & Sealing of the April 18th Closed Session Minutes C. Approval of minutes from the May 16th Regular Town Council Meeting D. Proclamation declaring June 3rd-10th, 2023 as Guilford Creek Week in the Town of Jamestown E. Resolution Calling for a Regular Election for the Town of Jamestown F. Approval of Resolution Writing Off Uncollectible Utility Accounts G. Notification of Budget Revision Between Departments H. Analysis of the Financial Position of the Town of Jamestown I. Analysis of the Financial Position of the Jamestown Park & Golf Course J. Budget Amendment #18 K. Budget Amendment #19 L. Resolution closing the East Main Street Sidewalk Capital Project Fund | | Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote. |
| 6:05 pm | III. Public Comment | | Please state your name and address and adhere to the 3 minute time limit |
| 6:20 pm | IV. Presentation of Resolution honoring the service of James "Jim" Pendry on the Parks and Recreation Committee | Council Member Capes | Council Member Capes to present the Resolution honoring the service of Jim Pendry on the Parks and Recreation Committee. |
| 6:25 pm | V. Old Business | | |
| 6:25 pm | A. Public Hearing for the consideration of the adoption of the Proposed Budget Fiscal Year (FY) 2023/2024 and Capital Improvement Program | Call on M. Johnson | <p>Johnson to present an overview of the Proposed Budget FY 2023/2024 and CIP.</p> <p>Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the Proposed Budget FY 2023/2024 and CIP. Please state your name and address and adhere to the 3 minute time limit.</p> <p>Mayor Montgomery to close the public hearing and open the floor to Council for discussion.</p> <p>Council Member to make a motion to adopt/deny the Budget Ordinance for Fiscal Year 2023/2024 as presented. Council Member makes a second to the motion. Roll Call Vote.</p> <p>Council Member makes a motion to approve/deny the Resolution Adopting a Capital Improvement Program for the Town of Jamestown. Council Member makes a second to the motion. Then vote.</p> |
| 6:45 pm | B. Consideration of adoption of the Town of Jamestown's Strategic Plan | Call on M. Johnson | <p>Johnson to present an overview of the update to the Strategic Plan. Johnson to request that Council adopt the Strategic Plan for FY 2023/2024 as presented.</p> <p>Council Member makes a motion to adopt/deny the Strategic Plan for FY 2023/2024 as presented. Council Member makes a second to the motion. Then vote.</p> |
| 6:55 pm | VI. New Business | | |
| 6:55 pm | A. Request to set a public hearing date for the consideration of amendments to the Solid Waste Ordinance | Call on P. Blanchard | <p>Blanchard to request that Council set a public hearing date for the consideration of amendments to the Solid Waste Ordinance for the July 18th Regular Town Council meeting at 6:00 pm in the Civic Center.</p> <p>Council Member makes a motion to set a public hearing date for the consideration of amendments to the Solid Waste Ordinance for the July 18th Regular Town Council meeting at 6:00pm in the Civic Center. Council Member makes a second to the motion. Then vote.</p> |

| | | | |
|---------|--|--------------------|--|
| 7:05 pm | VII. Manager/Committee Reports | | |
| 7:05 pm | A. Manager Report | Call on M. Johnson | Johnson to present his monthly Manager's Report to Town Council. |
| 7:10 pm | B. Council Member Committee Reports | Mayor Montgomery | Mayor Montgomery to request that Council Members give reports for any Committees that they serve on. |
| 7:15 pm | VIII. Public Comment | | Please state your name and address and adhere to the 3 minute time limit |
| 7:30 pm | IX. Other Business | | |
| 7:35 pm | X. Adjournment | | Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote. |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the April 18th Regular TC Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the April 18th Regular Town Council Meeting

ATTACHMENTS: Minutes from the April 18th Regular Town Council Meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Regular Meeting of the Town Council
April 18, 2023
6:00 pm in the Civic Center
Minutes & General Account**

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

Staff Members Present: Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, Karen Strausser, & Beth Koonce, Town Attorney

Visitors Present: Danica Heflin, Brandon Cobb, Mary Dalton, David Middleton, Robert Frederick, Lamar Lee, Rita Shugart, Richard Clapp, Cheryl Brown, & Carol Brooks

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

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

Weiner stated that a quorum was present.

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

Council Member Rayborn requested to remove the “Whistleblower Policy” from the consent agenda, to add “Budget Amendment #16” to the consent agenda, to add the “Presentation of the Pinecroft Sedgefield Fire Department (PSFD) Station 46 Feasibility Study” as the last item before “Old Business,” to remove the “Jamestown Park & Golf Course Quarterly Report” from “New Business,” and to add the “Consideration of adoption of a 1% Discount for Early Payment of Property Taxes” as item “D” under “New Business.”

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

Consent Agenda- The consent agenda included the following items:

- Minutes from the March 21st Regular Town Council Meeting
- Resolution requesting that NCDOT lower the speed limit along Main Street to 30 Miles Per Hour (MPH) between Teague Drive and Potter Drive
- Proclamation Spring Litter Sweep 2023
- Proclamation declaring April 16th-22nd as Volunteer Week
- Reappointment of Jane Payne to the Guilford County Historic Preservation Commission
- Appointment of Lamar Lee as a Parks and Recreation Committee Alternate Member

DRAFT

- Approval of Amended Livability Communities Committee Job Description
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Resolution to Establish Materiality Threshold for Recognition of Subscription-Based Information Technology Arrangements (“SBITAs”) Under GASB Statement No. 96
- Budget Amendment #14
- Budget Amendment #16

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

(Resolution requesting that NCDOT lower the speed limit along Main Street to 30 Miles Per Hour (MPH) between Teague Drive and Potter Drive, Proclamation Spring Litter Sweep 2023, Proclamation declaring April 16th-22nd as Volunteer Week, Resolution to Establish Materiality Threshold for Recognition of Subscription-Based Information Technology Arrangements (“SBITAs”) Under GASB Statement No. 96, Budget Amendment #14, & Budget Amendment #16)

Public Comment-

- Robert Frederick, 500 Wyndwood Drive- Frederick stated that it was Volunteer Week. He thanked everyone that had volunteered their time to protest the decisions being considered by the Town Council.

Presentation regarding stormwater and regulatory measures- Johnson said that the Town was scheduled for an audit of its stormwater system in 2023. He added that there were several capital projects that needed to be completed that required financial support, ongoing inspections, and public education. He stated that staff was recommending the implementation of a stormwater utility to help offset the costs associated with unfunded mandates from State and Federal organizations. He introduced Danica Heflin, Environmental Programs Coordinator, at PTRC and director of Stormwater SMART. He said that Heflin would present Council with information regarding the regulatory requirements that the Town was required to meet and the ways in which a stormwater utility may be beneficial.

Heflin stated that her focus was on the public education component of stormwater pollution and prevention. She spoke about the ways that a stormwater utility would benefit the Town and the environment. She noted the various brochures that she used to educate people within the community. She highlighted the importance of teaching children about the ways that humans impact the environment so that they are knowledgeable about those issues by the time they are adults. Heflin stated that the State ensures that local governments comply with clean water standards and that the appropriate protection ordinances are enforced. She spoke about how the environment had changed as a result of industrialization and growth. She added that runoff is created by impervious surfaces (ex. sidewalks, parking lots, etc.) that go into waterways. Heflin stated that some of the pollution could be mitigated with stormwater control measures like retention ponds, rain gardens, etc. She said that there had been notices of violations and discrepancies at every audit she had attended. She highlighted that a stormwater utility could help pay for public education and capital improvements that would assist with compliance.

Presentation of Annual Comprehensive Financial Report Fiscal Year 2021/2022- Gallman introduced John Frank, Partner at Forvis LLP. She added that Frank would present an overview of the Annual Comprehensive Financial Report (ACFR) for the end of the June 30, 2022 fiscal year.

Frank said that Forvis LLP had issued an unmodified audit report and highlighted that the Town had once again received the Certificate of Achievement for Financial Reporting from the Government Finance Officers Association (GFOA). He presented an overview of the financial summary. He highlighted the following:

- Cash and Investments (all funds)- cash had increased overall by about \$1.7 million
 - *Other Governmental Funds-* increased by \$717,738 because of receipt of American Rescue Plan Act (ARPA) funding
 - *Water & Sewer funds-* increased as a result of more system development fees and fewer capital expenditures
- General Fund Available Fund Balance, per calculation formula from Dept. of State Treasurer- decreased by \$354,015
 - Represented the amount legally available for appropriation and had decreased as a result of transfers from the General Fund to Capital Project Funds
- Remaining Fund Balance, after restrictions and Town Fund Balance Policy- had gone from a surplus of \$372,022 to \$0
 - Decrease resulted from transfers from General Fund to Capital Project Funds
- General Fund revenues and other sources- increased by \$290,866
 - All revenue source categories had increased except for investment earnings.
 - Investment earnings decreased as a result of lower cash balances in the General Fund
- General Fund expenditures and other uses- overall expenditures were up by \$278,669
 - General government had increased by \$209,077 as a result of increases in Governing Body and Administration expenses
 - Public Safety spending increased by \$110,466 due to increased Guilford County Sheriff Department contract expenditures.
- Percentage of available fund balance to budgetary basis expenditures and other uses- had decreased from 66.80% to 57.55% which resulted from transfers from the General Fund to Capital Project Funds
- Enterprise fund change in net position for Water/Sewer Fund- increased by \$614,218 as a result of additional revenue and fewer capital expenditures
- Property tax collected- almost 100% of the taxes levied had been collected

Frank said he was available to answer any questions. Council had no questions and they thanked him for his time.

Pinecroft Sedgfield Fire Department (PSFD) Fire Station Renovation Architectural Report- Chief Carson stated that PSFD wanted to ensure that Station 46 could meet the current and future needs of the Fire Department. He spoke about the growth that was coming to Jamestown and the additional staffing that would be required. He added that PSFD had partnered with Stewart Cooper Newell Architects to conduct a feasibility study for Station 46 to examine the existing conditions of the building and determine future improvements. He introduced Ken Newell, Stewart Cooper Newell Architects Representative, to present the findings of the study to Council.

Newell stated that his team inspected Station 46 to determine the current condition of the building and identify items that needed to be repaired. He added that they had also explored ways that the building could be expanded to improve the use of Station 46. He noted that the building itself and the interior was in fair condition considering its age. Newell noted the following areas that could be improved: pointing to fill in cracks, a designated clear point of entry for the public, increased security for firefighters, larger apparatus doors, Americans with Disabilities Act (ADA) accessibility, and increased kitchen space. Newell spoke about the expansion options that the Town had to satisfy the needs of PSFD and improve the functionality of the space. He stated that the current building site could be enlarged or a new one or two-story station could be constructed.

Council Member Wolfe said that the architectural report was very thorough. She spoke about the ability of Public Services staff to complete some of the minor building maintenance.

Old Business-

- Consideration of adoption of the Comprehensive Operations Review of the Jamestown Park & Golf Course- Johnson introduced Richard Singer, National Golf Foundation (NGF) Consulting Representative. He stated that the Comprehensive Operations Review of the Jamestown Park & Golf Course had been introduced to the Parks and Recreation Advisory Committee. He added that they had unanimously voted to recommend that Council adopt the plan and begin to work with staff on implementation.

Singer presented an overview of the Jamestown Park & Golf Course strategic plan. He spoke about the common challenges that local governments face when operating a municipal golf course. He stated that the Jamestown Park & Golf Course shared a lot of commonalities with other courses that NGF had reviewed, but it had some unique characteristics as well. He said that NGF had worked closely with Town staff and various stakeholders to create a plan that could be used to improve the course in a multitude of ways. He noted that a survey had also been conducted in order to collect additional data from customers about their experience with the course. Singer noted that the course was in a great location, but it needed to attract patrons that were not just locals in order to be successful. He added that improved marketing and increased property maintenance would draw a larger customer base. He highlighted the following areas that needed to be addressed: irrigation issues, bunker improvements, cart path repaving, expansion of the kitchen area, and service quality of the food and beverage area. He noted that increased investment in the Clubhouse would also result in additional revenue from special events.

Council Member Capes discussed the recommended kitchen improvements with Singer. Singer said that an expanded hood would allow the course to widen their grill menu, improve the quality of food, and serve a larger number of customers at once.

Council Member Straughn requested to be excused from the meeting.

Council Member Wolfe made a motion to excuse Council Member Straughn from the meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Straughn left the meeting at 7:08 pm.

Council Member Wolfe asked Singer why he thought the survey results had been so negative. He stated that the players that golfed at the course more frequently had more negative opinions about the golf course, but they also knew the course's history. Council Member Wolfe spoke about the possibility of having a designated drop-off location for delivery services like Door Dash. They discussed ways to improve the grill area.

Council thanked Singer for his work on the strategic plan.

Council Member Rayborn stated that it was very helpful to have experts examine the Jamestown Park & Golf Course and provide the Town with formal recommendations about potential improvements.

Council Member Rayborn made a motion to adopt the Comprehensive Operations Review of the Jamestown Park & Golf Course and to direct the Town Manager to work with staff to identify key elements of the plan for implementation. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Overview of Pay Classification Study- Johnson stated that the Town had engaged with the MAPS Group. He added that they had completed a review of the Town's pay scales and personnel manual to ensure competitiveness in the marketplace and compliance with changes to State and Federal laws. He introduced Cheryl Brown, MAPS Group Representative, to present the findings to Council.

Brown praised Council for completing salary studies on a schedule and for keeping salaries current with the market. She added that she had examined the salary ranges, job titles/classifications, benefit plans, and the Personnel Policy. She said that there was a large amount of employment involvement in the process. Brown stated that employees had completed position description questionnaires and had met with her individually to discuss any follow-up questions. She presented an overview of the summary report of position descriptions. She noted the local governments that had been included in the market comparison. Brown said that the findings indicated that the Town needed about a 4% salary adjustment. She stated that a new salary schedule and pay plan had been created as a result of the study. She recommended that employees be paid at the minimum rate of their new range. Brown noted that employees were moved into the range based on 0.75% per year of service in their current position. She added that the cost of implementation would be \$15,498.

Council Member Wolfe said that she did not believe that the Town could not compete with High Point, Greensboro, and Guilford County in regard to employee salaries. She stated that the Town had been compared to municipalities with a similar population size in the past. Johnson stated that surrounding governments were included in the comparison because they were in the Town's marketplace and were the Town's competitors in regard to employee recruitment and retention. Johnson added that municipalities like Oak Ridge and Stokesdale did not offer the same types of services that the Town did. Council Member Wolfe asked if Brown had reviewed the Personnel Policy. Brown said that she was currently reviewing the Policy with staff.

- Consideration of approval of ground lease agreement with Pinecroft Sedgfield Fire Department (PSFD) for property located at 6007 West Gate City Blvd. (parcel #156246)- Johnson said that the lease had been under review by the Town Attorney and PSFD's attorney for several months. He

recommended that Council allow the attorneys to continue their review of the lease and the consideration of the approval of the final version would be readvertised at a later date. Koonce stated that they were trying to determine how to fairly address the value of any improvements made to the property after the lease has been terminated. She noted that there were potential issues with the reversionary clause that the State had included when the property was deeded to the Town. Koonce said that she would discuss the wording of the lease with staff before she resubmitted it to PSFD for their legal review.

New Business-

- Jamestown Park & Golf Course Maintenance Quarterly Report- Claybrook presented his quarterly report to Council. He noted that staff had cut down several dead trees around the Golf Course over the past three months. He said that staff was continuing to put out mulch in order to improve aesthetics. He stated that sand would be added to bunkers that needed it most. Claybrook noted that the old restrooms at the course had been demolished and that new ones would be constructed soon. He added that the roof for the maintenance building had arrived.
- Consideration of approval of Special Events Permit Request for the Arts Splash Summer Concert Series- Johnson said that the Town had been approached by the High Point Arts Council to include Jamestown in their community "Arts Splash" summer concert series. He stated that they would like to host an hour and a half concert at Wrenn Miller Park on June 23rd. He added that that the Arts Council would be responsible for all facets of the event except for solid waste collection. He recommended that Council approve the special events permit request with the condition that the High Point Arts Council provide the Town with liability insurance information, music/vendor information, hold harmless agreements, and ABC permits.

Council Member Wolfe made a motion to approve the conditional special events permit request for High Point Arts Council's Summer Splash concert. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Amendment to the Property Tax Discount Rate- Gallman said that the Guilford County Tax Department sends out tax notices in July every year. She added that the Town contracted with the County to bill and collect payment on property taxes within the corporate limits. She stated that Guilford County and Jamestown currently offered a 0.5% discount on taxes that were paid in July or August. Gallman said that the County voted to increase their discount rate to 1% on April 6th. She noted that the Town could increase their discount rate to 1% as well. She requested that Council adopt the resolution if they would like to amend the rate.

Council Member Capes made a motion to approve the resolution adopting a 1% discount for early payment of property taxes. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

(Resolution amending the Property Tax Discount Rate)

- Presentation of the Preliminary Budget & Capital Improvement Program (CIP) 2023/2024 Fiscal Year (FY)- Johnson spoke about the budgeting process. He noted that staff and Council had held three budget workshops since January. He added that the need for fee increases had been discussed at the meetings in order to alleviate some mounting pressure on the Town's General Fund. He highlighted that Gallman and Wilson had worked diligently to prepare a balanced

budget in spite of challenges. Johnson stated that Finance staff had determined that proposed expenditures exceeded expected revenues by \$1.5 million. He noted that staff had removed or deferred nonessential items and capital projects from the budget as a result of the deficit. He added that Council had suggested that staff closely review the Golf Course budget after the completion of the strategic plan to determine where losses were occurring. He stated that the difficult decision to recommend a reduction of force of two positions at the Golf Course had been made. He highlighted that the Town still had a budget deficit of about \$550,000. Johnson noted that the Town's main revenue sources resulted from the sale of goods and services (ex. water, sewer, etc.) and taxes. He said that staff was recommending a \$0.10 tax increase in order to balance the budget. He highlighted that this did not include additional revenue for the replenishment of the Town's Fund Balance. Johnson noted the following contributing factors that led to the deficit: deferment, Covid, supply chain issues, inflation, high interest rates, increased legal fees, unfunded mandates, use of Fund Balance to complete capital projects, and lack of periodic tax/fee increases. However, he highlighted that staff had secured \$3.5 million in grant funding for several projects around Town. He stated that staff would continue to provide superior services to residents, but he acknowledged that the costs of those services had increased. Johnson added that the Town would pull through this challenging time and would be stronger as a result.

Gallman presented an overview of the Preliminary Budget. She noted that a Cost of Living Adjustment (COLA) of 4% and a possible 0-3% merit raise had been included for employees. She noted the slight increase of retirement costs and added that health insurance would go up by 2.5%. She spoke about the new positions that were included in the budget. She noted the following were included in the budget: a proposed \$0.10 tax increase, a \$5 monthly stormwater fee beginning in January, a \$30 annual motor vehicle fee, a 4% pass-through increase on the water rate, a 30% pass-through increase on the sewer rate, and a \$2.50 monthly increase for solid waste/recycling.

Gallman also spoke about the CIP projects included in the budget. She noted the following: Golf Course equipment, money to address stormwater projects after the audit, a snow plow, a spreader/sprayer, Eastside Wastewater Treatment Plant improvements, sewer sliplining, Main Street water line project, and the purchase of a service truck for Water/Sewer Department.

Council Member Wolfe stated that she was not in favor of the motor vehicle fee because she was concerned about the financial stress that it may place on the citizens. Council Member Capes said that it would take 60 years to repave the streets at the Town's current place. He added that it was Council's responsibility to maintain the Town's assets. Council Member Rayborn noted that the motor vehicle fee would apply to renters as well as property owners in Town that used the roads. Council Member Capes continued to discuss the benefits of the implementation of a motor vehicle fee with Johnson.

Council Member Wolfe spoke with staff about the details of the budget.

- Request to set the public hearing date for the Recommended Budget & CIP FY 2023/2024- Wilson requested that Council set a public hearing date for the Recommended Budget and CIP for FY 2023/2024 for the May 16th Town Council meeting at 6:00 pm in the Civic Center.

Council Member Rayborn made a motion to set a public hearing date for the May 16th Town Council meeting at 6:00 pm in the Civic Center. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of award of the 2023 Resurfacing Contract to the lowest, responsive, responsible bidder- Blanchard stated that staff had opened bids for the 2022/2023 Resurfacing Contract on April 17th. He said that Waugh Asphalt, Inc. submitted the lowest bid in the amount of \$403,546.03. He requested that Council award the contract to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc.

Council Member Capes made a motion to award the 2023 Resurfacing Contract to the lowest, responsive, responsible bidder, Waugh Asphalt, Inc., in the amount of \$403,546.03 and to authorize the Town Manager and Finance Director to execute all documents. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports

- Manager Report- Johnson presented his monthly Manager Report to Council. He thanked staff for their work on the budget and Council for participating in the budget workshops. He noted that the utilization of toters for solid waste collection had begun on April 11th and 12th. He said that citizens seemed to be adapting to the new schedule very quickly. Johnson noted that staff and Girl Scout Troop 30066 had planted 6 new trees along the walkway to the Pedestrian Bridge in honor of Arbor Day. He stated that National Volunteer Week was April 16th-22nd, and that several volunteers would be highlighted on the Town's social media throughout the week. He also updated Council about several ongoing projects. He spoke about the upcoming Music in the Park event. He noted that the MyRec software was live, and citizens could begin reserving shelters, athletic fields, etc. online.
- Council Member Committee Reports-
 - Council Member Wolfe said that she had a TAC meeting on March 28th. She said that there were no changes in the projects for Jamestown. She also spoke about upcoming Year of the Trail and Earth Day events.

Public Comment- Nobody signed up.

Other Business- Council Member Rayborn spoke about the changes that had been made to the sign ordinance in the previous year. She asked Hawryluk to review the sign ordinance and consider the impacts that things like electronic signs may have on the look and feel of Jamestown. Hawryluk agreed to review the ordinance.

Closed Session Per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)- Council Member Capes made a motion to go into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street). Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

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

DRAFT

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

The meeting ended at 8:50 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of the April 18th Closed Session Minutes

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

The Town Council went into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street) at the April 18th Regular Town Council Meeting.

Staff recommends that Council approve and seal the minutes from the April 18th Closed Session.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 16th Regular TC Meeting

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

There will be a request to remove this item from the agenda.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

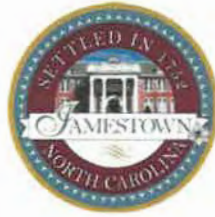
SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring June 3rd-10th as Guilford Creek Week

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie M. Weiner

SUMMARY:

Guilford Creek Week is June 3rd-10th. Each year there is a collaborative effort between municipalities, local businesses, and non-profits to hold events throughout Guilford County to provide educational opportunities to help raise awareness about the health of watersheds in a fun way.

ATTACHMENTS: Proclamation declaring June 3rd-10th, 2023 as Guilford Creek Week in the Town of Jamestown

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



**PROLAMATION GUILFORD CREEK WEEK
JUNE 3rd -10th, 2023**

WHEREAS, the Town of Jamestown acknowledges the importance of water quality and water supply as an essential resource for achieving and maintaining community health, economic stability, and long-term community prosperity; and

WHEREAS, access to clean waterways, creeks, streams, rivers, and lakes for recreational, scenic, agricultural, and economic development purposes is a fundamental component of community life; and

WHEREAS, the Town of Jamestown recognizes the importance of good stewardship and proper management of water resources through thoughtful land development, deliberate and ongoing efforts to reduce sources of pollution, and responsible consumption; and

WHEREAS, Guilford Creek Week is a collaborative effort between local governments, businesses, and non-profits to provide fun and educational opportunities throughout Guilford County to help raise awareness about the health of our watersheds; and

WHEREAS, citizens are encouraged to participate in creek cleanups to remove trash from local waterways, guided hikes throughout the County, and other informational opportunities during Guilford Creek Week;

NOW, THEREFORE, I, Lynn Montgomery, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim June 3rd-10th, 2023 as **GUILFORD CREEK WEEK** in the Town of Jamestown.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 20th day of June, 2023.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Interim Town Manager
Dave Treme

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./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 Council Member must file a statement of candidacy with the Guilford County Board of Elections between 12:00 pm Friday, July 7th and 12:00 pm Friday, July 21st. There is a \$10 filing fee. A primary Election will be held on Tuesday, October 10th, if needed. The regular election will be held on Tuesday, November 7th. Citizens may vote for the candidates for Council in the Civic Center of Town Hall.

ATTACHMENTS: Resolution Calling for a Regular Election & 2023 Election Schedule

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: The Resolution Calling for a Regular Election will be submitted to Guilford County



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 10th, 2023, for the purpose of nominating no more than four candidates for Council.

SECTION 2. That an election is hereby called for Tuesday, November 7th, 2023, for the purpose of electing two Town Council Members.

SECTION 3. That any person desiring to become a Candidate for Town Council must file a statement of such candidacy with the Guilford County Board of Elections between Noon Friday, July 7th, 2023 and ending Noon Friday, July 21st, 2023 and shall pay to the Guilford County Board of Elections a sum of \$10.00.

SECTION 4. That the polling place shall be the Civic Center at 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 20th day of June, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

CONTACT PERSON PLEASE NOTE:

It is vitaly important that the Monday afternoon prior to the election be reserved as well as the Election dates on your calendar so that the precinct officials may set up the voting machines. Thank you for reserving the following dates on your facility calendar along with the afternoon prior.

PLEASE NOTE: SPECIAL ELECTIONS NOT LISTED BELOW MAY BE CALLED BY THE STATE LEGISLATURE, GUILFORD COUNTY OR A MUNICIPALITY. (SUBJECT TO CHANGE PENDING LEGISLATION/LEGAL RULINGS).

2023 SCHEDULE

TUESDAY, OCTOBER 10, 2023

MUNICIPAL PRIMARIES

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

TUESDAY, NOVEMBER 7, 2023

MUNICIPAL ELECTION

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

2024 SCHEDULE

OF CURRENTLY SCHEDULED ELECTIONS

TUESDAY, MARCH 5, 2024

PRIMARY

To be conducted in necessary precincts in Guilford County

***TUESDAY, APRIL 23, 2024**

or
MAY 14, 2024

SECOND PRIMARY

To be conducted only in the necessary precincts which will be determined after the primary

TUESDAY, NOVEMBER 5, 2024

GENERAL ELECTION

To be conducted in all Guilford County Precincts

***Please Note: State Law mandates the second primary to be 10 weeks after the first primary if any offices for which a second primary is required are for US Senate or US House of Representatives. Otherwise the second primary shall be held 7 weeks after the first primary.**

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution for Writing off Uncollectible Utility Balances

AGENDA ITEM #: II-F



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

At each fiscal year-end, we review uncollected utility balances to determine those that are uncollectible, and an allowance for doubtful accounts is set up to offset the receivable on the Town financial statements (ACFR). Then every few years, we review these balances again, and request to Town Council to write balances off the Town books, so as to not inflate the true value of receivables on our balance sheet. We have run a report off our utility system which shows all accounts greater than 90 days past due. We have reviewed these accounts to determine if any of these are collectible. The majority of the 50 account balances on the list are due to renters who have moved out and left a balance owed. We do collect a \$150 deposit from all renters; however often this is not enough to cover the final bill and other balance owed. Some of the account holders on the list are deceased. We have sent many of the accounts to debt set-off with the State; thus we may still receive some money for these in the future. Debt set-off can be utilized if the identity of the person can be verified through social security number. If that person receives a tax refund or wins the lottery, those proceeds are sent to debtors, such as the Town, first.

ATTACHMENTS: Resolution Writing off Uncollectible Utility Accounts

RECOMMENDATION/ACTION NEEDED: Approval of resolution to write-off uncollectible utility balances in the amount of \$4,875.57.

BUDGETARY IMPACT: none; effort will still be made to collect these through debt set-off, if eligible

SUGGESTED MOTION: Approve resolution to write-off uncollectible utility balances in the amount of \$4,875.57.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION WRITING OFF UNCOLLECTIBLE UTILITY ACCOUNTS

WHEREAS, the Town of Jamestown periodically reviews and determines uncollectible utility accounts; and

WHEREAS, the Finance Director has determined that a list of utility accounts totaling \$4,875.57, which is attached hereto and made apart hereof by reference, should be written off as bad debt; and

WHEREAS, the amounts shown on the attached list are considered uncollectible; and

WHEREAS, continuing to include such amounts in the financial records of the Town could result in a distorted balance sheet;

THEREFORE, be it resolved that the Town Council directs the Finance Director to write off the accounts shown on the attached list totaling \$4,875.57 as uncollectible bad debts in the financial records of the Town. The Town does not waive any rights it may have to collect any of the attached accounts receivable in the future.

Adopted this 20th day of June, 2023.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Notification of Budget Revision between Departments

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Per the Budget Ordinance in effect, the Budget Officer (Town Manager) may transfer funds between departments if < \$25,000. The requirement then is to notify the Town Council at the next Town Council meeting of the transfer.

Thus this is the notification that funds were transferred in the amount of \$18,000 from the Sanitation department budget the Golf Maintenance budget. These funds will be used to replace the water line that goes to the golf course bathrooms.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None in total

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for May 2023

AGENDA ITEM #: II-H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 05-31-2023.

Expenditures during May include construction on golf course bathrooms, town hall renovations, and fire inspection fees for second and third quarter. Services during the month include code enforcement, surveying services and hydraulic model and water system planning. Debt service payments were made on the knuckleboom, pro shop at golf course and the water sewer facility.

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

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of May 31, 2022

| | | |
|---|----|-------------------|
| Petty Cash | \$ | 1,350 |
| Operating Cash | | 694,141 |
| Certificates of Deposit | | 3,004,511 |
| Money Market Accounts - First Bank | | 1,965,865 |
| North Carolina Capital Management Trust | | <u>11,233,413</u> |
| | \$ | <u>16,899,280</u> |

Reservations of cash:

| | | |
|--|----|------------------|
| Cash reserved for Randleman Reservoir | \$ | 475,585 |
| Cash reserved by Powell Bill for street improvements | | 342,260 |
| General Capital Reserve Fund | | 69,875 |
| Lydia Multi-use Greenway Capital Project | | 35,168 |
| Oakdale Sidewalk Phase 3 | | 114,273 |
| Oakdale Sidewalk Phase 2 | | 30,103 |
| Penny Road Sidewalk Capital Project | | 51,000 |
| Recreational Maintenance Facility Capital Project | | 529,536 |
| Water Sewer Capital Reserve Fund | | <u>1,299,214</u> |
| | \$ | <u>2,947,015</u> |

Cash by Fund:

| | | |
|---|----|-------------------|
| General | \$ | 5,162,501 |
| General Capital Reserve Fund | | 69,875 |
| Lydia Multi-use Greenway Capital Project | | 35,168 |
| Oakdale Sidewalk Phase 3 | | 114,273 |
| Oakdale Sidewalk Phase 2 | | 30,103 |
| Penny Road Sidewalk Capital Project | | 51,000 |
| Recreational Maintenance Facility Capital Project | | 529,536 |
| Water/Sewer | | 9,132,026 |
| Randleman Reservoir | | 475,583 |
| Water/Sewer Capital Reserve Fund | | <u>1,299,214</u> |
| | \$ | <u>16,899,280</u> |

Cash by Bank:

| | | |
|---------------|----|-------------------|
| NCCMT | \$ | 11,233,413 |
| Pinnacle Bank | | 2,696,149 |
| First Bank | | 2,968,368 |
| | | <u>16,897,930</u> |
| | \$ | <u>16,897,930</u> |

Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of May 31, 2023

| Installment Purchase Debt: | Balance at 5/31/2023 | Final Payment Date | Final Payment Fiscal Year |
|--|---------------------------------|-----------------------------------|--|
| GENERAL FUND: | | | |
| Sanitation truck, financed in 2017 | \$ 23,267 | 12/1/2023 | 2023/2024 |
| Leaf truck, financed in 2017 | 23,784 | 12/1/2023 | 2023/2024 |
| Knuckleboom truck, financed in 2020 | 60,202 | 5/7/2025 | 2024/2025 |
| Golf Clubhouse Renovation | <u>300,021</u> | 11/3/2027 | 2027/2028 |
| | <u>\$ 407,275</u> | | |
| WATER & SEWER FUND: | | | |
| Water & Sewer Maintenance Facility Construction | <u>\$ 224,971</u> | 11/3/2027 | 2027/2028 |

Town of Jamastown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of May 31, 2023

| | <u>General Fund (#10)</u> | <u>General Capital Reserve Fund #11)</u> | <u>Water/Sewer Fund #20)</u> | <u>Randierman Reservoir Fund #200)</u> | <u>Water/Sewer Capital Reserve Fund #51)</u> |
|---|---|--|--|--|--|
| Current Year Revenues (and transfers) | 7,017,875 | 123,631 | 3,066,821 | 49,102 | 431,733 |
| % of budget received | 79% | 98% | 43% | 41% | 43% |
| % of budget, excluding appropriated fund balance, received | 92% | 98% | 74% | 152% | 78% |
| | | | | | |
| Expenditures (and transfers) | 6,173,572 | 56,350 | 4,484,835 | 118,376 | - |
| % of budget expended | 68% | 45% | 62% | 100% | 0% |
| | | | | | |
| | <u>Fund (#17)</u> | <u>Fund #18)</u> | <u>Fund (#20)</u> | <u>Fund (#21)</u> | <u>Fund (#23)</u> |
| | <u>Lydia (E Main) Capital Project</u> | <u>Oakdale Sidewalk Ph 3 Capital Project</u> | <u>Recreational Maint Facility Capital Project</u> | <u>Oakdale Sidewalk Ph 2 Capital Project</u> | <u>Penny Road Sidewalk Capital Project</u> |
| Life to Date Revenues & Other Financing Sources | 2,165,639 | 218,790 | 1,078,879 | 79,569 | 51,000 |
| % of budget received | 92% | 32% | 100% | 40% | 4% |
| | | | | | |
| Life to Date Expenditures | 2,128,468 | 103,987 | 549,343 | 48,496 | - |
| % of budget expended | 91% | 16% | 51% | 25% | 0% |

1

10 GENERAL FUND

| Account | Received | | Estimated Revenue | Revenue | |
|---|-------------------|---------------------|---------------------|---------------------|-------------|
| | Current Month | Received YTD | | To Be Received | % Received |
| 3000 | | | | | |
| 3100 AD VALOREM TAXES | 4,858.64 | 2,781,926.39 | 2,822,000.00 | 40,073.61 | 99 % |
| 3101 Interest on Ad Valorem Taxes | 145.75 | 2,893.54 | 2,500.00 | -393.54 | 116 % |
| 3102 Tax and Tag revenue | 17,781.35 | 192,608.45 | 234,600.00 | 41,991.55 | 82 % |
| 3103 Interest on Tax and Tag Revenues | 173.88 | 1,650.46 | 1,100.00 | -550.46 | 150 % |
| 3230 SALES AND USE TAX | 65,814.73 | 684,593.01 | 1,050,000.00 | 365,406.99 | 65 % |
| 3250 Solid Waste Disposal Tax | 711.68 | 2,894.84 | 3,400.00 | 505.16 | 85 % |
| 3256 ELECTRICITY SALES TAX | 0.00 | 109,929.10 | 206,000.00 | 96,070.90 | 53 % |
| 3257 TELECOMMUNICATIONS SALES TAX | 0.00 | 12,712.31 | 39,000.00 | 26,287.69 | 33 % |
| 3258 PIPED NATURAL GAS SALES TAX | 0.00 | 8,314.78 | 21,000.00 | 12,685.22 | 40 % |
| 3261 VIDEO PROGRAMMING TAX | 0.00 | 16,569.64 | 36,000.00 | 19,430.36 | 46 % |
| 3312 GRANTS FROM GUILFORD COUNTY | 0.00 | 55,500.00 | 55,500.00 | 0.00 | 100 % |
| 3316 POWELL BILL | 0.00 | 107,488.72 | 107,000.00 | -488.72 | 100 % |
| 3322 ALCOHOLIC BEVERAGES TAX | 16,864.81 | 16,864.81 | 17,000.00 | 135.19 | 99 % |
| 3325 ABC DISTRIBUTION | 12,500.00 | 50,000.00 | 50,000.00 | 0.00 | 100 % |
| 3341 Telecommunications Planning Fees | 0.00 | 3,500.00 | 7,500.00 | 4,000.00 | 47 % |
| 3343 REVIEW FEES | 75.00 | 7,276.00 | 7,500.00 | 124.00 | 98 % |
| 3344 CODE ENFORCEMENT FEES | 0.00 | 0.00 | 100.00 | 100.00 | 0 % |
| 3345 INSPECTION AND PERMIT FEES | 50.00 | 575.00 | 200.00 | -375.00 | 288 % |
| 3346 CELL TOWER LEASE REVENUE | 2,646.00 | 64,443.61 | 83,000.00 | 18,556.39 | 78 % |
| 3348 REFUSE COLLECTION FEES | 17,412.50 | 188,690.00 | 203,700.00 | 15,010.00 | 93 % |
| 3600 GREEN FEES | 72,344.38 | 544,861.01 | 535,000.00 | -9,861.01 | 102 % |
| 3603 Golf Now Booking Fees | 205.43 | 647.42 | 0.00 | -647.42 | ** % |
| 3610 MECHANICAL CART RENTALS | 39,854.12 | 289,534.69 | 280,000.00 | -9,534.69 | 103 % |
| 3620 PULL CART RENTALS | 23.00 | 285.06 | 300.00 | 14.94 | 95 % |
| 3650 DRIVING RANGE | 9,650.00 | 51,269.00 | 55,000.00 | 3,731.00 | 93 % |
| 3660 GOLF SHOP CONCESSIONS SALES | 11,015.04 | 94,057.66 | 89,000.00 | -5,057.66 | 106 % |
| 3661 Golf Shop Grill Catering Revenues | 0.00 | 0.00 | 500.00 | 500.00 | 0 % |
| 3665 Golf Special Orders - Sales | 0.00 | 9,920.35 | 12,000.00 | 2,079.65 | 83 % |
| 3675 Golf Clubhouse Rental Fees | 175.00 | 5,970.00 | 8,000.00 | 2,030.00 | 75 % |
| 3831 INVESTMENT EARNINGS | 19,069.18 | 137,386.37 | 135,000.00 | -2,386.37 | 102 % |
| 3832 Sponsorships | 0.00 | 1,450.00 | 1,450.00 | 0.00 | 100 % |
| 3835 SALES OF FIXED ASSETS | 0.00 | 3,250.00 | 3,250.00 | 0.00 | 100 % |
| 3836 SALES - PRO SHOP GOLF INVENTORY | 11,718.72 | 62,898.49 | 59,000.00 | -3,898.49 | 107 % |
| 3837 SHELTER RENTALS | 700.00 | 4,700.00 | 3,000.00 | -1,700.00 | 157 % |
| 3838 Building lease revenue | 0.00 | 11.00 | 3,611.00 | 3,600.00 | 0 % |
| 3839 MISCELLANEOUS REVENUES | 73.62 | 1,157.77 | 500.00 | -657.77 | 232 % |
| 3840 Rental Golf Sets | 350.00 | 3,060.00 | 2,400.00 | -660.00 | 128 % |
| 3841 Ball Field Rentals | 0.00 | 11,225.00 | 15,950.00 | 4,725.00 | 70 % |
| 3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND | 0.00 | 56,349.71 | 75,000.00 | 18,650.29 | 75 % |
| 3985 Transfer from Grant Project Fund | 0.00 | 1,431,310.57 | 1,431,310.00 | -0.57 | 100 % |
| 3990 POWELL BILL RESERVE APPROPRIATED | 0.00 | 0.00 | 197,000.00 | 197,000.00 | 0 % |
| 3991 FUND BALANCE APPROPRIATED | 0.00 | 0.00 | 1,433,314.00 | 1,433,314.00 | 0 % |
| Account Group Total: | 304,212.83 | 7,017,874.76 | 9,287,685.00 | 2,269,810.24 | 76 % |
| Fund Total: | 304,212.83 | 7,017,874.76 | 9,287,685.00 | 2,269,810.24 | 76 % |

06/12/23
09:14:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

Page: 1 of 12
Report ID: B100B

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 | 2,379.95 | 105,958.70 | 25,291.55 | 131,250.25 | 160,000.00 | 28,749.75 |
| 2100 | DEPARTMENT SUPPLIES | 675.00 | 2,488.80 | 0.00 | 2,488.80 | 2,675.00 | 186.20 |
| 2200 | FOOD AND PROVISIONS | 287.81 | 2,316.51 | 0.00 | 2,316.51 | 2,500.00 | 183.49 |
| 2600 | OFFICE SUPPLIES | 0.00 | 15.99 | 0.00 | 15.99 | 200.00 | 184.01 |
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 691.47 | 0.00 | 691.47 | 1,500.00 | 808.53 |
| 3100 | TRAVEL | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 450.00 | 0.00 | 450.00 | 2,000.00 | 1,550.00 |
| 3200 | COMMUNICATIONS | 0.00 | 26.00 | 0.00 | 26.00 | 2,500.00 | 2,474.00 |
| 3400 | PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 885.00 | 0.00 | 885.00 | 1,000.00 | 115.00 |
| 3800 | DATA PROCESSING SERVICES | 52.86 | 533.40 | 266.60 | 800.00 | 800.00 | 0.00 |
| 3950 | DUES AND SUBSCRIPTIONS | 0.00 | 1,782.00 | 0.00 | 1,782.00 | 2,300.00 | 518.00 |
| 3955 | Permit Fees | 0.00 | 800.00 | 0.00 | 800.00 | 1,000.00 | 200.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 374.40 | 0.00 | 374.40 | 500.00 | 125.60 |
| 4990 | OTHER CONTRACTED SERVICES | 475.00 | 3,250.00 | 1,350.00 | 4,600.00 | 5,500.00 | 900.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 325.00 | 325.00 |
| | Account Total: | 3,870.62 | 119,572.27 | 26,908.15 | 146,480.42 | 184,300.00 | 37,819.58 |
| 4200 ADMINISTRATION EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 41,680.38 | 427,365.37 | 0.00 | 427,365.37 | 487,500.00 | 60,134.63 |
| 1003 | LONGEVITY PAY | 0.00 | 9,029.22 | 0.00 | 9,029.22 | 9,000.00 | -29.22 |
| 1009 | FICA EXPENSE | 3,161.11 | 33,024.75 | 0.00 | 33,024.75 | 37,950.00 | 4,925.25 |
| 1010 | RETIREMENT EXPENSE | 5,003.42 | 52,353.76 | 0.00 | 52,353.76 | 59,650.00 | 7,296.24 |
| 1011 | HEALTH INSURANCE EXPENSE | 6,127.51 | 47,569.82 | 0.00 | 47,569.82 | 55,450.00 | 7,880.18 |
| 1012 | FLEX & PR TIME ADMIN FEES | 6.00 | 148.15 | 132.85 | 291.00 | 700.00 | 419.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 545.47 | 0.00 | 545.47 | 700.00 | 154.53 |
| 1017 | 401K EXPENSE | 2,059.08 | 21,024.26 | 0.00 | 21,024.26 | 23,950.00 | 2,925.74 |
| 1019 | PROFESSIONAL SERVICES | 0.00 | 8,587.50 | 8,912.50 | 17,500.00 | 22,400.00 | 4,900.00 |
| 2100 | DEPARTMENT SUPPLIES | 169.74 | 3,439.65 | 0.00 | 3,439.65 | 4,500.00 | 1,060.35 |
| 2200 | FOOD AND PROVISIONS | 72.66 | 990.37 | 0.00 | 990.37 | 1,000.00 | 9.63 |
| 2600 | OFFICE SUPPLIES | 303.47 | 1,492.41 | 0.00 | 1,492.41 | 2,200.00 | 707.59 |
| 2900 | ASSETS NOT CAPITALIZED | 1,856.00 | 4,503.89 | 192.50 | 4,696.39 | 5,000.00 | 303.61 |
| 3100 | TRAVEL | 670.81 | 4,043.25 | 0.00 | 4,043.25 | 7,550.00 | 3,506.75 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 525.00 | 4,579.00 | 0.00 | 4,579.00 | 7,000.00 | 2,421.00 |
| 3200 | COMMUNICATIONS | 299.44 | 6,637.78 | 1,001.77 | 7,639.55 | 10,700.00 | 3,060.45 |
| 3400 | PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0.00 |
| 3800 | DATA PROCESSING SERVICES | 1,688.69 | 16,568.97 | 2,729.03 | 19,298.00 | 19,000.00 | -298.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 123.00 | 0.00 | 123.00 | 0.00 | -123.00 |
| 3950 | DUES AND SUBSCRIPTIONS | 464.65 | 10,993.61 | 54.97 | 11,048.58 | 11,500.00 | 451.42 |
| 3960 | BANK AND MERCHANT FEES | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 3980 | MISCELLANEOUS EXPENSE | 116.70 | 609.66 | 0.00 | 609.66 | 1,000.00 | 390.34 |
| 4300 | EQUIPMENT RENTAL | 343.55 | 2,739.14 | 639.02 | 3,378.16 | 3,500.00 | 121.84 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 210.62 | 10,328.38 | 0.00 | 10,328.38 | 13,000.00 | 2,671.62 |
| 4500 | INSURANCE AND BONDING | 437.50 | 5,997.80 | 0.00 | 5,997.80 | 6,000.00 | 2.20 |
| 4990 | OTHER CONTRACTED SERVICES | 3,692.36 | 31,821.94 | 7,811.47 | 39,633.41 | 46,000.00 | 6,366.59 |
| 6820 | First Bank Credit Card Encumbrance | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 |

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

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10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---|------------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| Account Total: | | 68,888.69 | 704,517.15 | 25,574.11 | 730,091.26 | 840,350.00 | 110,258.74 |
| 4900 PLANNING DEPARTMENT EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 9,122.00 | 86,115.60 | 0.00 | 86,115.60 | 111,000.00 | 24,884.40 |
| 1003 | LONGEVITY PAY | 0.00 | 695.00 | 0.00 | 695.00 | 750.00 | 55.00 |
| 1009 | FICA EXPENSE | 701.95 | 6,682.57 | 0.00 | 6,682.57 | 8,550.00 | 1,867.43 |
| 1010 | RETIREMENT EXPENSE | 1,108.32 | 10,468.88 | 0.00 | 10,468.88 | 13,500.00 | 3,031.12 |
| 1011 | HEALTH INSURANCE EXPENSE | 1,764.20 | 16,759.90 | 0.00 | 16,759.90 | 21,600.00 | 4,840.10 |
| 1012 | PLEX & PR TIME ADMIN FEES | 6.00 | 154.17 | 54.83 | 209.00 | 500.00 | 291.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 340.92 | 0.00 | 340.92 | 500.00 | 159.08 |
| 1017 | 401K EXPENSE | 456.10 | 4,474.59 | 0.00 | 4,474.59 | 5,550.00 | 1,075.41 |
| 2100 | DEPARTMENT SUPPLIES | 205.73 | 1,527.18 | 0.00 | 1,527.18 | 3,500.00 | 1,972.82 |
| 2200 | FOOD AND PROVISIONS | 31.65 | 144.14 | 0.00 | 144.14 | 750.00 | 605.86 |
| 2500 | VEHICLE SUPPLIES | 150.47 | 150.47 | 0.00 | 150.47 | 500.00 | 349.53 |
| 2520 | FUELS - GAS & OIL | 0.00 | 400.07 | 0.00 | 400.07 | 500.00 | 99.93 |
| 2600 | OFFICE SUPPLIES | 0.00 | 197.70 | 0.00 | 197.70 | 2,000.00 | 1,802.30 |
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 2,240.93 | 0.00 | 2,240.93 | 4,500.00 | 2,259.07 |
| 3100 | TRAVEL | 0.00 | 7.00 | 0.00 | 7.00 | 2,500.00 | 2,493.00 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 1,374.00 | 0.00 | 1,374.00 | 3,000.00 | 1,626.00 |
| 3200 | COMMUNICATIONS | 100.00 | 1,967.33 | 618.77 | 2,586.10 | 4,100.00 | 1,513.90 |
| 3400 | PRINTING | 0.00 | 0.00 | 0.00 | 0.00 | 1,250.00 | 1,250.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 8,694.96 | 2,700.04 | 11,395.00 | 20,000.00 | 8,605.00 |
| 3800 | DATA PROCESSING SERVICES | 714.09 | 5,511.31 | 688.69 | 6,200.00 | 6,200.00 | 0.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 119.00 | 131.00 | 250.00 | 250.00 | 0.00 |
| 3950 | DUES AND SUBSCRIPTIONS | 182.61 | 4,362.19 | 109.95 | 4,472.14 | 5,000.00 | 527.86 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 47.00 | 0.00 | 47.00 | 500.00 | 453.00 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 0.00 | 0.00 | 0.00 | 0.00 | 700.00 | 700.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 193.29 | 0.00 | 193.29 | 300.00 | 106.71 |
| 4990 | OTHER CONTRACTED SERVICES | 3,277.56 | 36,852.00 | 23,197.00 | 60,049.00 | 70,000.00 | 9,951.00 |
| 4991 | Telecommunications Contracted | 2,000.00 | 2,000.00 | 5,500.00 | 7,500.00 | 7,500.00 | 0.00 |
| 6820 | First Bank Credit Card Encumbrance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| Account Total: | | 19,820.66 | 191,480.20 | 34,000.28 | 225,480.48 | 299,000.00 | 73,519.52 |
| 5000 BUILDING & GROUNDS EXPENDITURES | | | | | | | |
| 2100 | DEPARTMENT SUPPLIES | 324.61 | 4,383.86 | 228.90 | 4,612.76 | 8,000.00 | 3,387.24 |
| 2140 | SEED and SOD | 0.00 | 800.00 | 0.00 | 800.00 | 800.00 | 0.00 |
| 2141 | CHEMICALS | 0.00 | 197.50 | 0.00 | 197.50 | 500.00 | 302.50 |
| 2142 | FERTILIZER AND LIME | 0.00 | 497.50 | 0.00 | 497.50 | 600.00 | 102.50 |
| 2144 | MULCH & PINE NEEDLES | 0.00 | 2,475.00 | 0.00 | 2,475.00 | 2,500.00 | 25.00 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 620.85 | 0.00 | 620.85 | 2,500.00 | 1,879.15 |
| 2900 | ASSETS NOT CAPITALIZED | 7,168.00 | 7,168.00 | 13,460.70 | 20,628.70 | 15,500.00 | -5,128.70 |
| 3200 | COMMUNICATIONS | 38.01 | 1,514.92 | 405.08 | 1,920.00 | 2,000.00 | 80.00 |
| 3300 | UTILITIES | 993.00 | 15,685.65 | 421.47 | 16,107.12 | 30,000.00 | 13,892.88 |
| 3350 | Water Utilities | 0.00 | 174.49 | 0.00 | 174.49 | 500.00 | 325.51 |
| 3500 | REPAIRS AND MAINTENANCE | 1,836.58 | 4,855.33 | 550.00 | 5,405.33 | 46,000.00 | 40,594.67 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 4300 | EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 2,645.10 | 34,321.76 | 3,334.75 | 37,656.51 | 40,000.00 | 2,343.49 |

① Furniture for Town Hall

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TOWN OF JAMESTOWN, NC
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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 | 16,107.76 | 0.00 | 16,107.76 | 22,000.00 | 5,892.24 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 26,964.15 | 2,799.81 | 29,763.96 | 42,000.00 | 12,236.04 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | 55,338.23 | 120,251.88 | 332,979.50 | 453,231.38 | 484,000.00 | 30,768.62 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 68,343.53 | 236,018.65 | 354,180.21 | 590,198.86 | 698,100.00 | 107,901.14 |
| 5100 PUBLIC SAFETY EXPENDITURES | | | | | | | |
| 4910 | SHERIFF CONTRACT | 0.00 | 324,736.16 | 0.00 | 324,736.16 | 550,000.00 | 225,263.84 |
| 4911 | Sheriff Off Duty - Town events | 1,048.00 | 2,920.00 | 3,580.00 | 6,500.00 | 6,500.00 | 0.00 |
| 4912 | Sheriff off-duty for non-profit | 0.00 | 1,068.00 | 0.00 | 1,068.00 | 2,500.00 | 1,432.00 |
| 4920 | ANIMAL CONTROL CONTRACT | 0.00 | 7,530.00 | 2,510.00 | 10,040.00 | 14,000.00 | 3,960.00 |
| Account Total: | | 1,048.00 | 336,254.16 | 6,090.00 | 342,344.16 | 573,000.00 | 230,655.84 |
| 5300 FIRE EXPENSES | | | | | | | |
| 2500 | VEHICLE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3956 | Fire Inspection Fees | 4,041.00 | 6,928.50 | 0.00 | 6,928.50 | 12,000.00 | 5,071.50 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 154.44 | 0.00 | 154.44 | 300.00 | 145.56 |
| 4900 | PINECROFT SEDGEFIELD FIRE CONTRACT | 0.00 | 866,153.92 | 0.00 | 866,153.92 | 866,154.00 | 0.08 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| Account Total: | | 4,041.00 | 873,236.86 | 0.00 | 873,236.86 | 889,954.00 | 16,717.14 |
| 5600 STREET MAINTENANCE EXPENDITURES | | | | | | | |
| 2100 | DEPARTMENT SUPPLIES | 0.00 | 1,185.50 | 0.00 | 1,185.50 | 3,500.00 | 2,314.50 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 522.72 | 6,999.47 | 0.00 | 6,999.47 | 8,000.00 | 1,000.53 |
| 2500 | VEHICLE SUPPLIES | 0.00 | 1,997.53 | 6,100.00 | 8,097.53 | 8,700.00 | 602.47 |
| 2520 | FUELS - GAS & OIL | 0.00 | 4,963.45 | 0.00 | 4,963.45 | 6,000.00 | 1,036.55 |
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 2,831.99 | 680.00 | 3,511.99 | 20,000.00 | 16,488.01 |
| 3300 | UTILITIES | 14,428.81 | 144,022.11 | 0.00 | 144,022.11 | 160,000.00 | 15,977.89 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 7,703.90 | 0.00 | 7,703.90 | 9,260.00 | 1,556.10 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 3955 | Permit Fees | 0.00 | 860.00 | 0.00 | 860.00 | 1,100.00 | 240.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 4300 | EQUIPMENT RENTAL | 0.00 | 320.92 | 0.00 | 320.92 | 540.00 | 219.08 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 171.50 | 1,862.50 | 1,297.50 | 3,160.00 | 5,600.00 | 2,440.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 773.17 | 0.00 | 773.17 | 1,200.00 | 426.83 |
| 4980 | STORMWATER FEES | 0.00 | 5,605.00 | 0.00 | 5,605.00 | 6,000.00 | 395.00 |
| 4990 | OTHER CONTRACTED SERVICES | 282.75 | 23,281.15 | 38,663.00 | 61,944.15 | 75,000.00 | 13,055.85 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 8,432.79 | 0.00 | 8,432.79 | 8,500.00 | 67.21 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 17,836.70 | 0.00 | 17,836.70 | 17,837.00 | 0.30 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 15,405.78 | 228,676.18 | 46,740.50 | 275,416.68 | 331,837.00 | 56,420.32 |
| 5700 POWELL BILL | | | | | | | |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 0.00 | 300,000.00 | 300,000.00 | 300,000.00 | 0.00 |
| Account Total: | | 0.00 | 0.00 | 300,000.00 | 300,000.00 | 300,000.00 | 0.00 |

② Town Hall Reno.

③ 2nd + 3rd quarter fire inspection fees

10 GENERAL FUND

| Account | Object | Expanded Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|-------------------------------------|----------------------------------|---------------------------|-------------------|-------------------|---------------------|--------------------------|----------------------------|
| 5800 SANITATION EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 6,420.46 | 73,423.39 | 0.00 | 73,423.39 | 75,000.00 | 1,576.61 |
| 1003 | LONGEVITY PAY | 0.00 | 976.00 | 0.00 | 976.00 | 1,100.00 | 124.00 |
| 1009 | FICA EXPENSE | 481.17 | 5,585.52 | 0.00 | 5,585.52 | 10,000.00 | 4,414.48 |
| 1010 | RETIREMENT EXPENSE | 786.16 | 9,106.32 | 0.00 | 9,106.32 | 15,000.00 | 5,893.68 |
| 1011 | HEALTH INSURANCE EXPENSE | 1,764.20 | 18,490.80 | 0.00 | 18,490.80 | 24,500.00 | 6,009.20 |
| 1012 | FLEX & PR TIME ADMIN FEES | 0.00 | 136.17 | 72.83 | 209.00 | 500.00 | 291.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 5,113.78 | 0.00 | 5,113.78 | 6,000.00 | 886.22 |
| 1017 | 401K EXPENSE | 320.42 | 3,614.18 | 0.00 | 3,614.18 | 6,000.00 | 2,385.82 |
| 2100 | DEPARTMENT SUPPLIES | 325.94 | 112,505.55 | 9,400.02 | 121,905.57 | 130,500.00 | 8,594.43 |
| 2200 | FOOD AND PROVISIONS | 23.85 | 143.47 | 0.00 | 143.47 | 100.00 | -43.47 |
| 2500 | VEHICLE SUPPLIES | 10.98 | 12,202.31 | 1,500.00 | 13,702.31 | 17,000.00 | 3,297.69 |
| 2520 | FUELS - GAS & OIL | 2,125.67 | 23,691.28 | 6,342.27 | 30,036.55 | 35,000.00 | 4,963.45 |
| 3200 | COMMUNICATIONS | 91.28 | 957.66 | 42.34 | 1,000.00 | 1,200.00 | 200.00 |
| 3400 | PRINTING | 425.00 | 425.00 | 0.00 | 425.00 | 2,000.00 | 1,575.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 11,648.10 | 4,000.00 | 15,648.10 | 16,800.00 | 1,151.90 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 16,297.98 | 0.00 | 16,297.98 | 16,300.00 | 2.02 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 386.00 | 614.00 | 1,000.00 | 1,000.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 4,276.68 | 50,281.35 | 19,807.00 | 70,088.35 | 74,500.00 | 4,411.65 |
| 3945 | Recycle Fees | 24,721.22 | 82,185.48 | 31,919.54 | 114,105.02 | 115,000.00 | 894.98 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 4300 | EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 2,560.98 | 0.00 | 2,560.98 | 2,500.00 | -60.98 |
| 4990 | OTHER CONTRACTED SERVICES | 3,229.20 | 50,409.11 | 8,826.21 | 59,235.32 | 72,000.00 | 12,764.68 |
| 5400 | CAPITAL OUTLAY - MOTOR VEHICLES | 0.00 | 443,876.30 | 443,863.00 | 887,739.30 | 890,000.00 | 2,260.70 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 41,981.00 | 44,845.00 | 86,826.00 | 87,000.00 | 174.00 |
| 9700 | CONINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 45,002.23 | 966,000.73 | 571,232.21 | 1,537,232.94 | 1,599,700.00 | 62,467.06 |
| 6200 RECREATION EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 11,320.44 | 121,548.69 | 0.00 | 121,548.69 | 142,000.00 | 20,451.31 |
| 1003 | LONGEVITY PAY | 0.00 | 3,134.00 | 0.00 | 3,134.00 | 3,100.00 | -34.00 |
| 1009 | FICA EXPENSE | 859.93 | 9,450.19 | 0.00 | 9,450.19 | 11,500.00 | 2,049.81 |
| 1010 | RETIREMENT EXPENSE | 1,367.58 | 15,264.32 | 0.00 | 15,264.32 | 18,000.00 | 2,735.68 |
| 1011 | HEALTH INSURANCE EXPENSE | 2,646.30 | 26,448.63 | 0.00 | 26,448.63 | 31,000.00 | 4,551.37 |
| 1012 | FLEX & PR TIME ADMIN FEES | 12.00 | 154.17 | 54.83 | 209.00 | 500.00 | 291.00 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 2,045.51 | 0.00 | 2,045.51 | 3,000.00 | 954.49 |
| 1017 | 401K EXPENSE | 543.58 | 5,975.86 | 0.00 | 5,975.86 | 7,100.00 | 1,124.14 |
| 2100 | DEPARTMENT SUPPLIES | 792.55 | 9,325.72 | 0.00 | 9,325.72 | 11,000.00 | 1,674.28 |
| 2140 | SEED and SOD | 0.00 | 1,240.00 | 0.00 | 1,240.00 | 2,000.00 | 760.00 |
| 2141 | CHEMICALS | 0.00 | 3,637.50 | 0.00 | 3,637.50 | 5,000.00 | 1,362.50 |
| 2142 | FERTILIZER AND LIME | 1,380.00 | 2,870.50 | 0.00 | 2,870.50 | 3,000.00 | 129.50 |
| 2143 | IRRIGATION SUPPLIES | 0.00 | 372.41 | 0.00 | 372.41 | 500.00 | 127.59 |
| 2144 | MULCH & PINE NEEDLES | 1,158.30 | 2,815.90 | 1,163.25 | 3,979.15 | 5,000.00 | 1,020.85 |
| 2145 | TOPSOIL (Sand) | 0.00 | 1,411.41 | 0.00 | 1,411.41 | 1,500.00 | 88.59 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 35.67 | 0.00 | 35.67 | 50.00 | 14.33 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 1,784.95 | 0.00 | 1,784.95 | 3,000.00 | 1,215.05 |
| 2500 | VEHICLE SUPPLIES | 0.00 | 982.14 | 0.00 | 982.14 | 1,000.00 | 17.86 |
| 2520 | FUELS - GAS & OIL | 0.00 | 3,518.86 | 0.00 | 3,518.86 | 8,500.00 | 4,981.14 |
| 2550 | EQUIPMENT SUPPLIES | 69.78 | 1,754.71 | 0.00 | 1,754.71 | 2,500.00 | 745.29 |
| 2600 | OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 |

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
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10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|-----------------------|----------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 2900 | ASSETS NOT CAPITALIZED | 0.00 | 6,299.64 | 0.00 | 6,299.64 | 6,500.00 | 200.36 |
| 3100 | TRAVEL | 0.00 | 1,131.65 | 0.00 | 1,131.65 | 1,000.00 | -131.65 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 445.00 | 0.00 | 445.00 | 1,500.00 | 1,055.00 |
| 3200 | COMMUNICATIONS | 187.45 | 7,640.22 | 1,506.22 | 9,146.44 | 13,000.00 | 3,853.56 |
| 3300 | UTILITIES | 466.84 | 12,103.15 | 0.00 | 12,103.15 | 15,500.00 | 3,396.85 |
| 3350 | Water Utilities | 0.00 | 241.11 | 0.00 | 241.11 | 350.00 | 108.89 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 23,157.70 | 0.00 | 23,157.70 | 24,000.00 | 842.30 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 3800 | DATA PROCESSING SERVICES | 324.78 | 821.15 | 0.00 | 821.15 | 1,400.00 | 578.85 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 257.00 | 343.00 | 600.00 | 600.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/O | 0.00 | 95.48 | 0.00 | 95.48 | 500.00 | 404.52 |
| 3950 | DUES AND SUBSCRIPTIONS | 0.00 | 1,442.00 | 0.00 | 1,442.00 | 1,500.00 | 58.00 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 57.45 | 0.00 | 57.45 | 500.00 | 442.55 |
| 3981 | Special Events | 3,020.00 | 11,672.93 | 511.68 | 12,184.61 | 12,000.00 | -184.61 |
| 4101 | Library Services | 0.00 | 119,500.00 | 0.00 | 119,500.00 | 119,500.00 | 0.00 |
| 4102 | Recreation Services | 0.00 | 10,543.00 | 0.00 | 10,543.00 | 20,000.00 | 9,457.00 |
| 4103 | Culture/Historical Services | 0.00 | 6,000.00 | 0.00 | 6,000.00 | 10,500.00 | 4,500.00 |
| 4300 | EQUIPMENT RENTAL | 155.61 | 21,785.00 | 787.62 | 22,572.62 | 24,680.00 | 2,107.38 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 154.35 | 1,652.25 | 108.75 | 1,761.00 | 3,000.00 | 1,239.00 |
| 4500 | INSURANCE AND BONDING | 0.00 | 1,159.76 | 0.00 | 1,159.76 | 1,500.00 | 340.24 |
| 4990 | OTHER CONTRACTED SERVICES | 4,238.53 | 9,056.16 | 0.00 | 9,056.16 | 9,300.00 | 243.84 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 7,556.00 | 0.00 | 7,556.00 | 8,120.00 | 564.00 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | 0.00 | 12,750.00 | 2,250.00 | 15,000.00 | 15,000.00 | 0.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 28,718.02 | 469,137.79 | 6,725.35 | 475,863.14 | 549,600.00 | 73,736.86 |
| | | | | | | | |
| 6300 | GOLF COURSE MAINTENANCE | | | | | | |
| 1000 | SALARIES AND WAGES | 29,178.81 | 349,678.63 | 0.00 | 349,578.63 | 410,000.00 | 60,321.37 |
| 1003 | LONGEVITY PAY | 0.00 | 6,139.00 | 0.00 | 6,139.00 | 6,200.00 | 61.00 |
| 1009 | FICA EXPENSE | 2,118.68 | 26,152.76 | 0.00 | 26,152.76 | 32,000.00 | 5,847.24 |
| 1010 | RETIREMENT EXPENSE | 3,575.59 | 43,565.83 | 0.00 | 43,565.83 | 48,000.00 | 4,434.17 |
| 1011 | HEALTH INSURANCE EXPENSE | 6,174.70 | 67,936.07 | 0.00 | 67,936.07 | 76,000.00 | 8,063.93 |
| 1012 | FLEX & PR TIME ADMIN FEES | 12.00 | 148.17 | 18.83 | 167.00 | 650.00 | 483.00 |
| 1013 | RETIREE HEALTH INSURANCE EXPENSE | 220.32 | 2,423.52 | 0.00 | 2,423.52 | 4,800.00 | 2,376.48 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 3,750.11 | 0.00 | 3,750.11 | 5,000.00 | 1,249.89 |
| 1015 | Unemployment Compensation | 0.00 | 1,012.11 | 0.00 | 1,012.11 | 6,000.00 | 4,987.89 |
| 1017 | 401K EXPENSE | 1,458.88 | 17,393.86 | 0.00 | 17,393.86 | 20,000.00 | 2,606.14 |
| 2100 | DEPARTMENT SUPPLIES | 744.62 | 7,731.13 | 520.00 | 8,251.13 | 11,000.00 | 2,748.87 |
| 2140 | SEED and SOD | 0.00 | 1,117.96 | 0.00 | 1,117.96 | 8,000.00 | 6,882.04 |
| 2141 | CHEMICALS | 0.00 | 39,283.92 | 1,720.00 | 41,003.92 | 45,000.00 | 3,996.08 |
| 2142 | FERTILIZER AND LIME | 12,427.50 | 16,044.25 | 2,280.00 | 18,324.25 | 30,000.00 | 11,675.75 |
| 2143 | IRRIGATION SUPPLIES | 0.00 | 3,524.96 | 0.00 | 3,524.96 | 7,000.00 | 3,475.04 |
| 2144 | MULCH & PINE NEEDLES | 0.00 | 1,662.50 | 0.00 | 1,662.50 | 6,000.00 | 4,337.50 |
| 2145 | TOPSOIL (Sand) | 2,590.95 | 5,936.53 | 0.00 | 5,936.53 | 16,000.00 | 10,063.47 |
| 2155 | TEE AND GREEN SUPPLIES | 0.00 | 3,618.37 | 0.00 | 3,618.37 | 5,000.00 | 1,381.63 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 649.05 | 1,234.73 | 0.00 | 1,234.73 | 2,500.00 | 1,265.27 |
| 2500 | VEHICLE SUPPLIES | 71.99 | 222.11 | 0.00 | 222.11 | 700.00 | 477.89 |
| 2520 | FUELS - GAS & OIL | 1,817.38 | 17,707.19 | 14,344.87 | 32,052.06 | 35,000.00 | 2,947.94 |
| 2550 | EQUIPMENT SUPPLIES | 3,698.34 | 25,177.46 | 4,346.74 | 29,524.20 | 32,175.00 | 2,650.80 |
| 2600 | OFFICE SUPPLIES | 0.00 | 60.14 | 0.00 | 60.14 | 1,500.00 | 1,439.86 |

10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|-----------------------------|------------------------------------|---------------------------|-------------------|-------------------|---------------------|--------------------------|----------------------------|
| 2900 | ASSETS NOT CAPITALIZED | 272.38 | 3,866.46 | 0.00 | 3,866.46 | 8,000.00 | 4,133.54 |
| 3100 | TRAVEL | 0.00 | 2,138.66 | 0.00 | 2,138.66 | 3,000.00 | 861.34 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 505.00 | 0.00 | 505.00 | 1,550.00 | 1,045.00 |
| 3200 | COMMUNICATIONS | 327.25 | 6,552.36 | 817.64 | 7,370.00 | 7,700.00 | 330.00 |
| 3300 | UTILITIES | 683.07 | 10,498.91 | 1,090.48 | 11,589.39 | 20,000.00 | 8,410.61 |
| 3350 | Water Utilities | 0.00 | 241.11 | 0.00 | 241.11 | 400.00 | 158.89 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 10,697.04 | 0.00 | 10,697.04 | 14,375.00 | 3,677.96 |
| 3800 | DATA PROCESSING SERVICES | 52.59 | 562.27 | 237.73 | 800.00 | 800.00 | 0.00 |
| 3805 | Subscription Fees | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 67.00 | 1,433.00 | 1,500.00 | 1,500.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 160.16 | 1,971.73 | 444.70 | 2,416.43 | 2,450.00 | 33.57 |
| 3950 | DUES AND SUBSCRIPTIONS | 0.00 | 4,617.86 | 0.00 | 4,617.86 | 5,800.00 | 1,182.14 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| 4300 | EQUIPMENT RENTAL | 1,838.34 | 58,953.18 | 5,172.31 | 64,125.49 | 64,200.00 | 74.51 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 51.45 | 3,526.35 | 0.00 | 3,526.35 | 4,000.00 | 473.65 |
| 4500 | INSURANCE AND BONDING | 0.00 | 6,572.67 | 0.00 | 6,572.67 | 10,000.00 | 3,427.33 |
| 4990 | OTHER CONTRACTED SERVICES | 3,060.00 | 5,762.00 | 0.00 | 5,762.00 | 7,000.00 | 1,238.00 |
| 5500 | CAPITAL OUTLAY EQUIPMENT | 0.00 | 89,007.03 | 344,411.74 | 433,418.77 | 441,859.00 | 8,440.23 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 35,673.70 | 18,000.00 | 53,673.70 | 103,000.00 | 49,326.30 |
| 5800 | CAPITAL OUTLAY - BUILDINGS & | 73,341.30 | 74,801.30 | 173,289.70 | 248,091.00 | 248,200.00 | 109.00 |
| 6820 | First Bank Credit Card Encumbrance | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account Total: | | 144,525.35 | 957,335.94 | 570,127.74 | 1,527,663.68 | 1,755,759.00 | 228,095.32 |
| 6301 GOLF SHOP EXPENDITURES | | | | | | | |
| 1000 | SALARIES AND WAGES | 24,604.55 | 266,219.19 | 0.00 | 266,219.19 | 321,000.00 | 54,780.81 |
| 1003 | LONGEVITY PAY | 0.00 | 3,615.00 | 0.00 | 3,615.00 | 3,700.00 | 85.00 |
| 1009 | FICA EXPENSE | 1,887.29 | 20,797.40 | 0.00 | 20,797.40 | 24,500.00 | 3,702.60 |
| 1010 | RETIREMENT EXPENSE | 1,814.08 | 22,668.76 | 0.00 | 22,668.76 | 25,000.00 | 2,331.24 |
| 1011 | HEALTH INSURANCE EXPENSE | 3,526.51 | 38,791.61 | 0.00 | 38,791.61 | 43,000.00 | 4,208.39 |
| 1012 | FLEX & PR TIME ADMIN FEES | 0.00 | 0.00 | 0.00 | 0.00 | 1,800.00 | 1,800.00 |
| 1013 | RETIREE HEALTH INSURANCE EXPENSE | 0.00 | 6,302.70 | 0.00 | 6,302.70 | 6,800.00 | 497.30 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 1,090.94 | 0.00 | 1,090.94 | 1,500.00 | 409.06 |
| 1017 | 401K EXPENSE | 746.54 | 8,899.88 | 0.00 | 8,899.88 | 9,800.00 | 900.12 |
| 2100 | DEPARTMENT SUPPLIES | 520.59 | 8,236.43 | 502.60 | 8,739.03 | 10,500.00 | 1,760.97 |
| 2101 | Grill Supplies | 250.68 | 3,556.36 | 2,083.64 | 5,640.00 | 7,500.00 | 1,860.00 |
| 2156 | RANGE SUPPLIES | 0.00 | 5,193.31 | 624.60 | 5,817.91 | 7,000.00 | 1,182.09 |
| 2200 | FOOD AND PROVISIONS | 0.00 | 144.99 | 0.00 | 144.99 | 400.00 | 255.01 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 0.00 | 77.50 | 0.00 | 77.50 | 1,000.00 | 922.50 |
| 2500 | VEHICLE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 2520 | FUELS - GAS & OIL | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 2600 | OFFICE SUPPLIES | -7.20 | 143.76 | 0.00 | 143.76 | 1,000.00 | 856.24 |
| 2700 | GOLF INVENTORY FOR RESALE | 2,803.38 | 36,671.48 | 8,847.80 | 45,519.28 | 55,000.00 | 9,480.72 |
| 2705 | Golf Special Orders - Purchases | 0.00 | 6,567.95 | 3,075.00 | 9,642.95 | 10,000.00 | 357.05 |
| 2710 | CONCESSION INVENTORY RESALE | 3,602.90 | 29,077.21 | 9,060.99 | 38,138.20 | 39,000.00 | 861.80 |
| 2715 | Food purchased not in inventory | 502.07 | 13,684.74 | 908.51 | 14,593.25 | 17,500.00 | 2,906.75 |
| 2900 | ASSETS NOT CAPITALIZED | 329.99 | 1,448.04 | 900.00 | 2,348.04 | 2,500.00 | 151.96 |
| 3100 | TRAVEL | 0.00 | 20.18 | 0.00 | 20.18 | 500.00 | 479.82 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 0.00 | 185.00 | 0.00 | 185.00 | 1,000.00 | 815.00 |
| 3200 | COMMUNICATIONS | 187.45 | 8,396.28 | 1,978.72 | 10,375.00 | 11,200.00 | 825.00 |
| 3300 | UTILITIES | 1,216.17 | 12,904.87 | 263.80 | 13,168.67 | 18,000.00 | 4,831.33 |

④ Construction on golf course bathrooms

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09:14:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

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10 GENERAL FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------------------------|----------------------------------|---------------------------|---------------------|---------------------|---------------------|--------------------------|----------------------------|
| 3350 | Water Utilities | 0.00 | 241.13 | 0.00 | 241.13 | 350.00 | 108.87 |
| 3400 | PRINTING | 0.00 | 128.00 | 0.00 | 128.00 | 400.00 | 272.00 |
| 3500 | REPAIRS AND MAINTENANCE | 0.00 | 4,028.39 | 0.00 | 4,028.39 | 5,000.00 | 971.61 |
| 3700 | MARKETING / ADVERTISING | 60.40 | 664.40 | 1,560.40 | 2,224.80 | 4,000.00 | 1,775.20 |
| 3800 | DATA PROCESSING SERVICES | 766.55 | 7,922.44 | 2,077.56 | 10,000.00 | 10,000.00 | 0.00 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 540.00 | 1,460.00 | 2,000.00 | 2,000.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 199.76 | 2,368.11 | 823.46 | 3,191.57 | 3,200.00 | 8.43 |
| 3950 | DOES AND SUBSCRIPTIONS | 0.00 | 1,474.00 | 0.00 | 1,474.00 | 2,500.00 | 1,026.00 |
| 3955 | Permit Fees | 0.00 | 220.00 | 0.00 | 220.00 | 200.00 | -20.00 |
| 3960 | BANK AND MERCHANT FEES | 2,802.79 | 20,739.58 | 1,165.52 | 21,905.10 | 25,000.00 | 3,094.90 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 |
| 4300 | EQUIPMENT RENTAL | 158.04 | 1,894.05 | 169.10 | 2,063.15 | 2,500.00 | 436.85 |
| 4310 | GOLF CART RENTALS | 5,327.28 | 67,266.70 | 0.00 | 67,266.70 | 69,200.00 | 1,933.30 |
| 4311 | SALES AND USE TAX PAID | 1,149.53 | 18,058.43 | 0.00 | 18,058.43 | 19,000.00 | 941.57 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 1,160.68 | 13,390.24 | 2,168.60 | 15,558.84 | 17,000.00 | 1,441.16 |
| 4500 | INSURANCE AND BONDING | 0.00 | 8,712.56 | 0.00 | 8,712.56 | 10,000.00 | 1,287.44 |
| 4990 | OTHER CONTRACTED SERVICES | 0.00 | 60,425.26 | 725.00 | 61,150.26 | 65,500.00 | 4,349.74 |
| 5700 | CAPITAL OUTLAY - LAND IMPR - | 0.00 | 59,080.00 | 0.00 | 59,080.00 | 60,000.00 | 920.00 |
| | Account Total: | 53,610.03 | 761,846.87 | 38,395.30 | 800,242.17 | 916,300.00 | 116,057.83 |
| 8000 Debt Service | | | | | | | |
| 7100 | DEBT PRINCIPAL PAYMENTS | 24,024.80 | 141,957.99 | 0.00 | 141,957.99 | 158,800.00 | 16,842.01 |
| 7200 | DEBT INTEREST PAYMENTS | 2,273.30 | 11,486.52 | 0.00 | 11,486.52 | 13,000.00 | 1,513.48 |
| | Account Total: | 26,298.10 | 153,444.51 | 0.00 | 153,444.51 | 171,800.00 | 18,355.49 |
| 9600 OTHER FINANCING USES | | | | | | | |
| 9600 | TRANSFERS TO OTHER FUNDS | 3,768.25 | 175,850.91 | 0.00 | 175,850.91 | 177,985.00 | 2,134.09 |
| | Account Total: | 3,768.25 | 175,850.91 | 0.00 | 175,850.91 | 177,985.00 | 2,134.09 |
| | Account Group Total: | 483,340.28 | 6,173,572.22 | 1,979,973.85 | 8,153,546.07 | 9,287,685.00 | 1,134,138.93 |
| | Fund Total: | 483,340.28 | 6,173,572.22 | 1,979,973.85 | 8,153,546.07 | 9,287,685.00 | 1,134,138.93 |

⑤ Principal + interest payment on Knuckleboom + Proshop

⑥ Transfer of .02 of tax collections

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 23

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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 | 10.00 | 65.24 | 40.00 | -25.24 | 163 % |
| 3981 TRANSFER FROM GENERAL FUND | ① 3,768.25 | 123,865.91 | 126,000.00 | 2,134.09 | 98 % |
| Account Group Total: | 3,778.25 | 123,931.15 | 126,040.00 | 2,108.85 | 98 % |
| Fund Total: | 3,778.25 | 123,931.15 | 126,040.00 | 2,108.85 | 98 % |

① Transfee .02 of tax collection

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

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11 General Capital Reserve Fund

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------|-------------------------------|---------------------------|-----------------|-------------------|------------------|--------------------------|----------------------------|
| 0 | | | | | | | |
| 9600 | OTHER FINANCING USES | | | | | | |
| | 9600 TRANSFERS TO OTHER FUNDS | 0.00 | 56,349.71 | 0.00 | 56,349.71 | 126,040.00 | 69,690.29 |
| | Account Total: | 0.00 | 56,349.71 | 0.00 | 56,349.71 | 126,040.00 | 69,690.29 |
| | Account Group Total: | 0.00 | 56,349.71 | 0.00 | 56,349.71 | 126,040.00 | 69,690.29 |
| | Fund Total: | 0.00 | 56,349.71 | 0.00 | 56,349.71 | 126,040.00 | 69,690.29 |



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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 23

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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 | 89.15 | 4,257.86 | 3,400.00 | -857.86 | 125 % |
| 3710 UTILITY CHARGE - WATER | 83,290.07 | 855,295.89 | 958,000.00 | 102,704.11 | 89 % |
| 3720 UTILITY CHARGE - SEWER | 125,823.37 | 2,357,148.88 | 2,600,000.00 | 242,851.12 | 91 % |
| 3741 Meter Fee | 300.00 | 3,700.00 | 500.00 | -3,200.00 | 740 % |
| 3742 System Development Fees to be transferred | 3,000.00 | 18,100.00 | 0.00 | -18,100.00 | ** % |
| 3743 System Admin / Installation fee | 100.00 | 1,050.00 | 100.00 | -950.00 | *** % |
| 3745 Connection Fees - Water and Sewer | 650.00 | 8,401.50 | 10,000.00 | 1,598.50 | 84 % |
| 3750 NONPAYMENT / RECONNECTION FEES | 2,150.00 | 18,834.40 | 20,000.00 | 1,165.60 | 94 % |
| 3755 Return Check Fees | 0.00 | 475.00 | 200.00 | -275.00 | 238 % |
| 3760 LATE FEES | 1,340.00 | 19,310.00 | 20,000.00 | 690.00 | 97 % |
| 3765 CREDIT CARD ADMINISTRATION FEES | 59.51 | 723.40 | 600.00 | -123.40 | 121 % |
| 3831 INVESTMENT EARNINGS | 32,771.12 | 261,098.67 | 238,000.00 | -23,098.67 | 110 % |
| 3839 MISCELLANEOUS REVENUES | -85.20 | 49.93 | 200.00 | 150.07 | 25 % |
| 3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND | 0.00 | 118,375.56 | 118,500.00 | 124.44 | 100 % |
| 3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE | 0.00 | 0.00 | 1,000,000.00 | 1,000,000.00 | 0 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 3,647,585.00 | 3,647,585.00 | 0 % |
| Account Group Total: | 249,488.02 | 3,666,821.09 | 6,617,085.00 | 4,950,263.91 | 43 % |
| Fund Total: | 249,488.02 | 3,666,821.09 | 6,617,085.00 | 4,950,263.91 | 43 % |

reclass

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05/12/23
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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

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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 | 57,743.48 | 654,882.83 | 0.00 | 654,882.83 | 800,000.00 | 145,117.17 |
| 1003 | LONGEVITY PAY | 0.00 | 13,633.00 | 0.00 | 13,633.00 | 15,500.00 | 1,867.00 |
| 1009 | FICA EXPENSE | 4,358.64 | 51,031.32 | 0.00 | 51,031.32 | 63,000.00 | 11,968.68 |
| 1010 | RETIREMENT EXPENSE | 7,015.81 | 81,224.46 | 0.00 | 81,224.46 | 100,000.00 | 18,775.54 |
| 1011 | HEALTH INSURANCE EXPENSE | 11,009.59 | 109,553.85 | 0.00 | 109,553.85 | 144,000.00 | 34,446.15 |
| 1012 | FLEX & PR TIME ADMIN FEES | 18.00 | 282.17 | 214.83 | 497.00 | 1,600.00 | 1,103.00 |
| 1013 | RETIREE HEALTH INSURANCE EXPENSE | 1,366.99 | 14,978.33 | 0.00 | 14,978.33 | 21,600.00 | 6,621.67 |
| 1014 | WORKER'S COMPENSATION | 0.00 | 7,500.23 | 0.00 | 7,500.23 | 9,000.00 | 1,499.77 |
| 1015 | Unemployment Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 1017 | 401K EXPENSE | 2,867.15 | 31,651.60 | 0.00 | 31,651.60 | 40,000.00 | 8,348.40 |
| 1019 | PROFESSIONAL SERVICES | 0.00 | 8,587.50 | 8,912.50 | 17,500.00 | 17,500.00 | 0.00 |
| 2100 | DEPARTMENT SUPPLIES | 217.15 | 27,348.89 | 266.27 | 27,615.16 | 30,000.00 | 2,384.84 |
| 2105 | WATER METERS | 0.00 | 29,985.00 | 0.00 | 29,985.00 | 30,000.00 | 15.00 |
| 2200 | FOOD AND PROVISIONS | 358.95 | 1,015.62 | 0.00 | 1,015.62 | 1,000.00 | -15.62 |
| 2400 | CONSTRUCTION & REPAIR SUPPLIES | 6,944.21 | 37,336.84 | 3,173.05 | 40,509.89 | 45,000.00 | 4,490.11 |
| 2500 | VEHICLE SUPPLIES | 538.84 | 4,199.73 | 2,100.00 | 6,299.73 | 7,500.00 | 1,200.27 |
| 2520 | FUELS - GAS & OIL | 1,213.32 | 24,196.95 | 40,803.05 | 65,000.00 | 65,000.00 | 0.00 |
| 2550 | EQUIPMENT SUPPLIES | 83.88 | 8,950.49 | 2,000.00 | 10,950.49 | 13,500.00 | 2,549.51 |
| 2600 | OFFICE SUPPLIES | 0.00 | 797.80 | 0.00 | 797.80 | 2,000.00 | 1,202.20 |
| 2750 | PURCHASE OF WATER | 21,894.30 | 257,972.52 | 48,137.76 | 306,110.28 | 375,000.00 | 68,889.72 |
| 2755 | Water Transmission Fees | 2,204.01 | 28,028.86 | 0.00 | 28,028.86 | 27,500.00 | -528.86 |
| 2900 | ASSETS NOT CAPITALIZED | 349.99 | 17,042.67 | 102.70 | 17,145.37 | 29,800.00 | 12,654.63 |
| 3100 | TRAVEL | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| 3150 | CONFERENCE FEES AND SCHOOLS | 435.00 | 4,184.45 | 0.00 | 4,184.45 | 7,500.00 | 3,315.55 |
| 3200 | COMMUNICATIONS | 1,548.21 | 22,303.43 | 3,396.57 | 25,700.00 | 35,000.00 | 9,300.00 |
| 3300 | UTILITIES | 919.93 | 13,874.04 | 386.60 | 14,260.64 | 16,000.00 | 1,739.36 |
| 3350 | Water Utilities | 0.00 | 144.04 | 0.00 | 144.04 | 500.00 | 355.96 |
| 3400 | PRINTING | 402.00 | 4,054.93 | 445.07 | 4,500.00 | 7,000.00 | 2,500.00 |
| 3500 | REPAIRS AND MAINTENANCE | 1,468.22 | 25,144.39 | 5,100.00 | 30,244.39 | 60,000.00 | 29,755.61 |
| 3700 | MARKETING / ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 3800 | DATA PROCESSING SERVICES | 1,986.17 | 16,094.58 | 5,364.79 | 21,459.37 | 21,000.00 | -459.37 |
| 3900 | DRUG TESTING & BACKGROUND CHECKS | 0.00 | 488.00 | 812.00 | 1,300.00 | 1,300.00 | 0.00 |
| 3940 | LANDFILL FEES/DUMPSTER P/U | 0.00 | 103.00 | 0.00 | 103.00 | 4,000.00 | 3,897.00 |
| 3950 | DUES AND SUBSCRIPTIONS | 474.74 | 5,089.29 | 0.00 | 5,089.29 | 6,000.00 | 910.71 |
| 3955 | Permit Fees | 0.00 | 3,235.00 | 0.00 | 3,235.00 | 5,000.00 | 1,765.00 |
| 3960 | BANK AND MERCHANT FEES | 1,236.73 | 14,364.18 | 115.91 | 14,480.09 | 20,000.00 | 5,519.91 |
| 3980 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 1,500.00 |
| 4300 | EQUIPMENT RENTAL | 343.57 | 3,588.19 | 2,931.04 | 6,519.23 | 9,000.00 | 2,480.77 |
| 4400 | SERVICE & MAINTENANCE CONTRACTS | 2,650.63 | 42,797.65 | 7,376.00 | 50,173.65 | 50,000.00 | -173.65 |
| 4401 | NC811 Fees | 105.85 | 1,360.55 | 1,305.60 | 2,665.75 | 3,000.00 | 334.25 |
| 4500 | INSURANCE AND BONDING | 0.00 | 24,913.08 | 0.00 | 24,913.08 | 30,000.00 | 5,086.92 |
| 4950 | LAB TESTING | 714.40 | 5,246.49 | 3,753.51 | 9,000.00 | 9,000.00 | 0.00 |
| 4960 | SEWER TREATMENT | 51,951.99 | 510,992.14 | 0.00 | 510,992.14 | 791,500.00 | 280,507.86 |
| 4990 | OTHER CONTRACTED SERVICES | 19,905.44 | 157,128.35 | 518,461.84 | 675,590.19 | 674,380.00 | -1,210.19 |
| 4995 | ENGINEERING FEES NOT CAPITALIZED | 0.00 | 3,820.00 | 17,280.00 | 21,100.00 | 22,000.00 | 900.00 |
| 5400 | CAPITAL OUTLAY - MOTOR VEHICLES | 0.00 | 60,371.88 | 0.00 | 60,371.88 | 60,000.00 | -371.88 |
| 5500 | CAPITAL OUTLAY - EQUIPMENT | 13,713.05 | 137,688.89 | 2,073.90 | 139,762.79 | 150,500.00 | 18,737.21 |
| 5900 | CAPITAL OUTLAY - WATER IMPROVEMENTS | 0.00 | 53,033.77 | 11,000.00 | 64,033.77 | 400,000.00 | 335,966.23 |
| 5910 | CAPITAL OUTLAY - SEWER IMPROVEMENTS | 0.00 | 1,263,220.10 | 0.00 | 1,263,220.10 | 3,550,000.00 | 2,286,779.90 |

① Hazen + Sawyer - hydraulic model + water system planning, Mark Terry + Assoc. - Surveying services
 ② Metal building @ Water sewer facility

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06/12/23
09:14:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

Page: 10 of 12
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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 | 45,332.18 | 0.00 | 45,332.18 | 48,000.00 | 2,667.82 |
| 6801 | DEBT PAYMENTS TO PIEDMONT TRIAD | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 119,000.00 | 624.44 |
| 6810 | Payments for Odor Control Project | 0.00 | 18,665.39 | 0.00 | 18,665.39 | 23,000.00 | 4,334.61 |
| 6820 | First Bank Credit Card Encumbrance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 |
| 7100 | DEBT PRINCIPAL PAYMENTS | 12,500.83 | 50,003.32 | 0.00 | 50,003.32 | 50,005.00 | 1.68 |
| 7200 | DEBT INTEREST PAYMENTS | 1,436.96 | 6,201.66 | 0.00 | 6,201.66 | 6,300.00 | 98.34 |
| 9600 | TRANSFERS TO OTHER FUNDS | 0.00 | 462,616.00 | 0.00 | 462,616.00 | 582,100.00 | 119,484.00 |
| 9700 | CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Account Total: | | 229,978.03 | 4,484,634.79 | 686,512.99 | 5,171,147.78 | 8,617,085.00 | 3,445,937.22 |
| Account Group Total: | | 229,978.03 | 4,484,634.79 | 686,512.99 | 5,171,147.78 | 8,617,085.00 | 3,445,937.22 |
| Fund Total: | | 229,978.03 | 4,484,634.79 | 686,512.99 | 5,171,147.78 | 8,617,085.00 | 3,445,937.22 |

③ Principal + interest payment on water sewer facility

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06/12/23
09:16:07

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 23

Page: 4 of 5
Report ID: B110

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

| Account | Received | | Estimated Revenue | Revenue | |
|-------------------------------------|-----------------|------------------|-------------------|------------------|-------------|
| | Current Month | Received YTD | | To Be Received | % Received |
| 3000 | | | | | |
| 3831 INVESTMENT EARNINGS | 2,028.82 | 17,001.57 | 100.00 | -16,901.57 | *** % |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 0.00 | 32,100.00 | 32,100.00 | 0.00 | 100 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 86,300.00 | 86,300.00 | 0 % |
| Account Group Total: | 2,028.82 | 49,101.57 | 118,500.00 | 69,398.43 | 41 % |
| Fund Total: | 2,028.82 | 49,101.57 | 118,500.00 | 69,398.43 | 41 % |

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06/12/23
09:14:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

Page: 11 of 12
Report ID: B100B

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

| Account | Object | Expended Current Month | Expended YTD | Encumbered YTD | Committed YTD | Current Appropriation | Available Appropriation |
|---------|-------------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------------|----------------------------|
| 0 | | | | | | | |
| 7130 | RANDLEMAN RESERVOIR | | | | | | |
| | 9600 TRANSFERS TO OTHER FUNDS | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 118,500.00 | 124.44 |
| | Account Total: | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 118,500.00 | 124.44 |
| | Account Group Total: | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 118,500.00 | 124.44 |
| | Fund Total: | 0.00 | 118,375.56 | 0.00 | 118,375.56 | 118,500.00 | 124.44 |

06/12/23
09:16:07

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 5 / 23

Page: 5 of 5
Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

| Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|-------------------------------------|---------------------------|----------------------|----------------------|---------------------------|---------------|
| 3000 | | | | | |
| 3831 INVESTMENT EARNINGS | 196.59 | 1,217.14 | 10.00 | -1,207.14 | *** % |
| 3986 TRANSFER FROM ENTERPRISE FUNDS | 0.00 | 430,516.00 | 550,000.00 | 119,484.00 | 78 % |
| 3992 NET POSITION APPROPRIATED | 0.00 | 0.00 | 449,990.00 | 449,990.00 | 0 % |
| Account Group Total: | 196.59 | 431,733.14 | 1,000,000.00 | 568,266.86 | 43 % |
| Fund Total: | 196.59 | 431,733.14 | 1,000,000.00 | 568,266.86 | 43 % |
| | | | | | |
| Grand Total: | 559,704.51 | 11,289,461.71 | 19,149,310.00 | 7,859,848.29 | 59 % |

06/12/23
09:14:39

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 5 / 23

Page: 12 of 12
Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

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

Grand Total: 713,318.31 10,832,932.28 2,666,486.84 13,499,419.12 19,149,310.00 5,649,890.88

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for May 2023

AGENDA ITEM #: II-I

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Attached is the report for golf operations for May 2023.

Total revenues for the month of May 2023 were \$145,336 and operating expenditures were \$124,794. There were Capital Outlay expenditures in May for Golf Maintenance totaling \$73,341. Construction work on the golf course bathroom is underway. Thus there was a net loss of \$52,799 for the month. In May 2022, there was a loss of \$3,265.

For the month of May 2023 there were 3,383 rounds played compared to 3,102 rounds played in May 2022.

May 2023 had 2 bad weather days and no closed days.

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

ATTACHMENTS: Golf report for May 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/23

| | <u>May 2023</u> | <u>May 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|---|---------------------|---------------------|-----------------|-----------------------|----------------------------|----------------------------|------------------|-----------------------|
| Golf Course Operating Revenues | 145,336 | 129,925 | 15,411 | 11.86% | 1,062,504 | 1,009,378 | 53,126 | 5.26% |
| Golf Course Maintenance Expenditures (before capital outlay) | 71,184 | 74,231 | (3,047) | -4.10% | 758,054 | 711,448 | 46,606 | 6.55% |
| Golf Course Golf Shop Expenditures (before capital outlay) | <u>53,610</u> | <u>58,959</u> | <u>(5,349)</u> | -9.07% | <u>702,767</u> | <u>615,602</u> | <u>87,165</u> | 14.16% |
| Net exp < or > rev before Capital Outlay | a. 20,542 | (3,265) | 23,807 | -729.2% | (396,317) | (317,872) | (80,645) | |
| Capital Outlay | <u>73,341</u> | <u>-</u> | <u>73,341</u> | | <u>258,542</u> | <u>88,615</u> | <u>(169,927)</u> | |
| Net expenditures < or > revenues | <u>(52,799)</u> | <u>(3,265)</u> | <u>(49,534)</u> | -1517 12% | <u>(656,859)</u> | <u>(406,287)</u> | <u>(250,572)</u> | -61.67% |
| Golf Rounds Played (not including complimentary play) | 3,383 | 3,102 | | | 19,724 | 26,770 | | |
| Bad Weather Days (1) | 2 | 7 | | | 59 | 80 | | |
| Days closed for aerification, covered greens | 0 | 0 | | | 9 | 6 | | |
| Golf course employees paid during the month: | | | | | | | | |
| Full-time positions | 11 | 11 | | | | | | |
| Part-time hours | 845 | 842 | | | | | | |

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

Variances:

- a. May 2023 had more rounds of golf played and fewer bad weather days compared to May 2022

Revenues
FYE 6/30/23

| | <u>May 2023</u> | <u>May 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|-----------------------|-----------------------|----------------------|-----------------------|----------------------------|----------------------------|----------------------|-----------------------|
| Greens | 72,344 | 66,318 | 6,026 | 9.09% | 544,861 | 512,855 | 32,006 | 6.24% |
| Golf Now Booking Fees | 205 | - | 205 | 100.00% | 647 | - | 647 | 100.00% |
| Cart Rentals | 39,854 | 34,340 | 5,514 | 16.1% | 289,535 | 278,888 | 10,647 | 3.82% |
| Pull Carts | 23 | 29 | (6) | -20.69% | 285 | 234 | 51 | 21.82% |
| Driving Range | 9,650 | 6,896 | 2,754 | 39.94% | 51,269 | 55,816 | (4,547) | -8.15% |
| Sales - Golf Shop Inventory | 11,719 | 10,059 | 1,660 | 16.50% | 72,819 | 66,737 | 6,082 | 9.11% |
| Sales - Golf Shop Concessions | 11,015 | 11,339 | (324) | -2.86% | 94,058 | 89,723 | 4,335 | 4.83% |
| Golf Clubhouse Rental Fees and golf clubs | <u>525</u> | <u>945</u> | <u>(420)</u> | -44.44% | <u>9,030</u> | <u>5,125</u> | <u>3,905</u> | 76.20% |
| | <u><u>145,336</u></u> | <u><u>129,926</u></u> | <u><u>15,410</u></u> | 11.86% | <u><u>1,062,504</u></u> | <u><u>1,009,378</u></u> | <u><u>53,126</u></u> | 5.26% |

Variations:

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

| | <u>May 2023</u> | <u>May 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|---------------------|---------------------|-----------------|-----------------------|----------------------------|----------------------------|-----------------|-----------------------|
| Salaries & Employee Benefits | 42,739 | 40,650 | 2,089 | 5.14% | 518,200 | 480,291 | 37,909 | 7.89% |
| Supplies & Materials | a. 22,272 | 16,670 | 5,602 | 33.61% | 127,188 | 117,386 | 9,792 | 8.34% |
| Contractual Services | 4,950 | 4,520 | 430 | 9.51% | 74,814 | 72,472 | 2,343 | 3.23% |
| Other Operating Expenditures (utilities, communications, etc) | <u>1,223</u> | <u>12,391</u> | <u>(11,168)</u> | -90.13% | <u>37,852</u> | <u>41,290</u> | <u>(3,438)</u> | -8.33% |
| Total Exp before Capital Outlay | <u>71,184</u> | <u>74,231</u> | <u>(3,047)</u> | -4.11% | <u>758,054</u> | <u>711,448</u> | <u>46,606</u> | 6.55% |
| Capital Outlay | b. <u>73,341</u> | <u>-</u> | <u>73,341</u> | | <u>199,482</u> | <u>65,762</u> | <u>133,720</u> | 203.34% |
| | <u>144,525</u> | <u>74,231</u> | <u>70,294</u> | 94.70% | <u>957,536</u> | <u>777,211</u> | <u>180,325</u> | 23.20% |

Variiances:

- a. purchase of fertilizer and lime
- b. construction work on golf course bathroom

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

| | <u>May 2023</u> | <u>May 2022</u> | <u>Variance</u> | <u>% Variance</u> | <u>YTD FYE 6/30/23</u> | <u>YTD FYE 6/30/22</u> | <u>Variance</u> | <u>% Variance</u> |
|--|----------------------|----------------------|-----------------------|-----------------------|----------------------------|----------------------------|-----------------------|-----------------------|
| <i>Salaries & Employee Benefits</i> | 32,579 | 29,966 | 2,613 | 8.72% | 368,385 | 343,177 | 25,208 | 7.35% |
| <i>Supplies & Materials</i> | 8,002 | 13,326 | (5,324) | -39.95% | 104,802 | 109,426 | (4,624) | -4.23% |
| <i>Contractual Services</i> | 7,796 | 9,297 | (1,501) | -16.15% | 169,747 | 106,743 | 63,004 | 59.02% |
| <i>Other Operating Expenditures (utilities, communications, etc)</i> | <u>5,233</u> | <u>6,370</u> | <u>(1,137)</u> | -17.85% | <u>59,832</u> | <u>56,256</u> | <u>3,576</u> | 6.36% |
| <i>Total Exp before Capital Outlay</i> | <u>53,610</u> | <u>58,959</u> | <u>(5,349)</u> | -9.07% | <u>702,767</u> | <u>615,602</u> | <u>87,165</u> | 14.16% |
| <i>Capital Outlay</i> | <u>-</u> | <u>-</u> | <u>-</u> | | <u>59,080</u> | <u>22,853</u> | <u>36,227</u> | |
| | <u><u>53,610</u></u> | <u><u>58,959</u></u> | <u><u>(5,349)</u></u> | -9.07% | <u><u>761,847</u></u> | <u><u>638,455</u></u> | <u><u>123,392</u></u> | 19.33% |

Variances:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #18

AGENDA ITEM #: II-J

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This amendment addresses the budget for items that should be adjusted before year-end. This includes the following:

- transferring funds back to the General Fund from the E Main Street sidewalk project as the project is closed out
- transferring System Development Fees to the W/S Capital Reserve, where they must be held until they are used for allowable purposes; nothing is budgeted until year-end when we know how much we have received
- to adjust excess or under-budgeted items as needed & thus appropriated fund balance / net position
- to adjust for delayed services / payments (as for Riverside)

ATTACHMENTS: Budget Amendment #18

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #18

BUDGETARY IMPACT: \$1,553,000 deducted from appropriated fund balance and net position

SUGGESTED MOTION: Approve Budget Amendment #18

FOLLOW UP ACTION NEEDED:

**FYE 6/30/23
BUDGET AMENDMENT #18**

| | | Debit | Credit |
|---|--|--------------|--------------|
| Fund 10: | | | |
| a. | Green Fees | 10-3600 | 15,000.00 |
| | Cart Rentals | 10-3610 | 13,000.00 |
| | Investment Earnings | 10-3831 | 40,000.00 |
| | Appropriated Fund Balance | 10-3991 | 68,000.00 |
| <hr/> | | | |
| To adjust for revenues (increase) | | | |
| <hr/> | | | |
| b. | Salaries | 10-5800-1000 | 5,200.00 |
| | Other Contracted Services (Bradley Temp) | 10-5800-4990 | 5,200.00 |
| <hr/> | | | |
| To adjust between FT employees and temps; now have employee who was a temp | | | |
| <hr/> | | | |
| c. | Appropriated Fund Balance | 10-3991 | 35,168.46 |
| | Transfer from E Main Street Capital Project Fund | 10-3984 | 35,168.46 |
| <hr/> | | | |
| To adjust budget for transfer of funds back from Lydia CPO | | | |
| <hr/> | | | |
| Fund 17: | | | |
| | Transfer to General Fund | 17-9600-9600 | 35,168.46 |
| | Capital Outlay - Land Improvements | 17-5800-5700 | 35,168.46 |
| <hr/> | | | |
| To set up budget to transfer excess funds back to General Fund | | | |
| <hr/> | | | |
| Fund 30: | | | |
| a. | Transfer to W/S Capital Reserve Fund | 30-7100-9600 | 18,500.00 |
| | System Development Fees | 30-3742 | 18,500.00 |
| <hr/> | | | |
| To budget for system development fees to be transferred | | | |
| <hr/> | | | |
| b. | Capital Outlay - Sewer Improvements | 30-7100-5910 | 2,000,000.90 |
| | Transfer from W/S Capital Reserve | 30-3988 | 1,000,000.00 |
| | Appropriated Net Position | 30-3992 | 1,000,000.00 |
| <hr/> | | | |
| To adjust for Riverdale payments to CHP being delayed | | | |
| <hr/> | | | |
| c. | Water Transmission Fees | 30-7100-2755 | 2,780.90 |
| | Data Processing Fees | 30-7100-3800 | 2,500.00 |
| | Service & Maintenance Contracts | 30-7100-4400 | 2,825.00 |
| | Insurance | 30-7100-4500 | 4,905.00 |
| | Contingency | 30-7100-9700 | 3,000.00 |
| <hr/> | | | |
| To adjust budget for overages | | | |
| <hr/> | | | |
| Fund 61: | | | |
| a. | Transfer to Water/Sewer Fund | 61-9600-9600 | 1,000,000.00 |
| | Appropriated Net Position | 61-3992 | 449,990.00 |
| | Reserve for Future Expenditures | 61-9600-9600 | 550,010.00 |
| <hr/> | | | |
| To adjust transfer - did not need to transfer to W/S as Riverdale payment was delayed | | | |
| <hr/> | | | |
| b. | System Development Fees Transferred to Capital Reserve | 61-3742 | 18,500.00 |
| | Reserve for Future Expenditures | 61-9600-9600 | 18,500.00 |
| <hr/> | | | |
| Budget for transfer of system development fees | | | |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #19

AGENDA ITEM #: II-K

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions.

ATTACHMENTS: Budget Amendment #19

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #19

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #19

FOLLOW UP ACTION NEEDED:

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

| | | Debit | Credit |
|---|---|------------|-----------|
| Fund 10: | | | |
| a. | Cell Tower Lease | 43,445.00 | |
| | Cell Tower Lease-month to month | | 1,565.00 |
| | Appropriated Fund Balance | | 17,223.00 |
| | Lessor Interest income | | 24,657.00 |
| <hr/> | | | |
| To adjust for terminated lease & GASB87 effect on budget | | | |
| b. | Right to Use Asset - Equipment | 9,765.00 | |
| | Other Financing Sources - Lease Financing | | 9,765.00 |
| <hr/> | | | |
| To adjust budget - copier | | | |
| | | | |
| c. | Lease Principal Payments | 156,600.00 | |
| | Lease Interest | 3,200.00 | |
| | Copier leases | | 1,600.00 |
| | Town Hall phones leased | | 7,500.00 |
| | Recreation equipment leased | | 22,300.00 |
| | Golf Equipment leased | | 58,000.00 |
| | Golf Equipment | | 1,900.00 |
| | Golf Equipment | | 64,000.00 |
| | Golf Shop phones leased | | 4,500.00 |
| <hr/> | | | |
| To adjust budgets for GASB87 leases/principal & interest | | | |
| | | | |
| d. | Subscription Principal Payments | 7,400.00 | |
| | Subscription Interest Payments | 360.00 | |
| | Debt Principal Payments | | 1,135.00 |
| | Dues & Subscriptions | | 1,675.00 |
| | Dues & Subscriptions | | 440.00 |
| | Dues & Subscriptions | | 640.00 |
| | Dues & Subscriptions | | 1,870.00 |
| | Dues & Subscriptions | | 500.00 |
| | Dues & Subscriptions | | 500.00 |
| | Subscriptions | | 1,000.00 |
| <hr/> | | | |
| To adjust budgets for GASB96 subscriptions/principal & interest | | | |
| | | | |
| Fund 30: | | | |
| | Right to Use Asset - Equipment | 9,765.00 | |
| | Other Financing Sources - Lease Financing | | 9,765.00 |
| <hr/> | | | |
| To adjust budget - copier | | | |

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Resolution to close out E Main Street Capital Project Fund

AGENDA ITEM #: II-L

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

NCDOT has closed out this project. There were remaining funds in the amount of \$35,168.46 in the capital project fund which have been transferred back to the General Fund. Therefore we request that the Town Council officially approve the closure of this project by resolution.

ATTACHMENTS: Resolution closing the East Main Street Sidewalk Capital Project Fund

RECOMMENDATION/ACTION NEEDED: Approve resolution to close out E Main Street Capital Project Fund

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve resolution to close out E Main Street (Lydia) Capital Project Fund

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**RESOLUTION CLOSING EAST MAIN STREET (LYDIA) SIDEWALK
CAPITAL PROJECT FUND**

Whereas, the public sidewalk project has been completed; and

Whereas, this capital project must be formally closed; and there were some unexpended balances which have been returned to the General Fund;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN
THAT:**

Section 1. Close the public East Main Street (Lydia) Sidewalk capital project fund

Section 2. This resolution shall become effective upon adoption.

This foregoing resolution, having been submitted to a vote, was duly adopted this 20th day of June, 2023.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Resolution honoring the service of Jim Pendry

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

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

SUMMARY:

James "Jim" Pendry was initially appointed to serve on the Parks and Recreation Committee in May 2015 as an Alternate. He served the remainder of the unexpired term of Lawrence Straughn, and he was appointed for his first official term in May 2019. He has served three terms on the Parks and Recreation Committee. Therefore, he is required to take a break from service. The Town of Jamestown and its citizens have greatly benefited from Pendry's dedication to the Town. We are very grateful to him for his tireless service.

ATTACHMENTS: Resolution honoring the service of James "Jim" Pendry on the Parks and Recreation Committee

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING JAMES "JIM" PENDRY

WHEREAS, Jim Pendry has served on the Town of Jamestown's Parks and Recreation Committee since May 2015; and

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

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

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

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

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

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

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

Adopted this the 20th day of June, 2023.

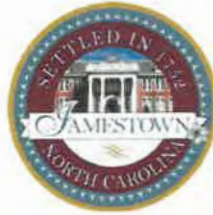
Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of FY 23/24 Budget and CIP

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 30 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Each year, the Town Council is charged with the adoption of an annual budget before June 30, which is the end of the fiscal year. The Council and staff have been working on this year's budget since January 2023. The staff and Council hosted several public budget workshops on the following dates: Jan. 24th, March 23rd, and April 18th. The staff presented Council with a draft of the preliminary budget during a public hearing at the May 16, 2023, regular Council meeting. The public hearing was continued until the June 20, 2023, regular council meeting and the final proposed budget ordinance will be considered for adoption at this meeting.

The Town also prepares a Capital Improvements Program (CIP) report and updates it annually for adoption with the annual budget. The CIP is a 5+ year plan to highlight anticipated capital improvement needs that staff believe will be necessary. Each year, the Council discusses priorities with staff and updated the CIP for inclusion with the annual budget for adoption. The updated CIP is included in this packet.

ATTACHMENTS: Summary of Changes to Budget, Budget Ordinance, CIP, & Resolution Adopting CIP Program

RECOMMENDATION/ACTION NEEDED: Adopt the budget ordinance for fiscal year 23/24. Approve Resolution Adopting CIP Program.

BUDGETARY IMPACT:

SUGGESTED MOTION: Move to approve the FY 23/24 Budget Ordinance and Resolution adopting CIP as presented.

FOLLOW UP ACTION NEEDED:

Changes to Recommended Budget put into Proposed Budget:

Revenues:

General Fund - added "Sales of yard waste carts" (300 carts @ \$60/cart)= \$ 18,000

Expenditures:

General Fund Changes:

additions:

| | |
|---|--------------------|
| Purchase of carts to be sold to customers to be used for yard waste | \$ 45,000 |
| Mailings about yard waste disposal | 3,800 |
| Stormwater - Rusty outfall maintenance pertaining to stormwater | 2,400 |
| Furniture for new offices at Town Hall | 10,000 |
| Hire part-time driver for yard waste pickup | 22,000 |
| Financial statement software | 4,000 |
| Insurance bonds increase | 3,000 |
| | <u>\$ 90,200</u> |
| Reduced amount of Reserves in budget | <u>\$ (72,200)</u> |

Water/Sewer Changes:

| | |
|------------------------------|-------------------|
| Sewer line outfall line | \$ 500,000 |
| Financial statement software | 4,000 |
| | <u>\$ 504,000</u> |

**TOWN OF JAMESTOWN
BUDGET ORDINANCE
FISCAL YEAR 2023-2024**

BE IT ORDAINED by the Town Council of the Town of Jamestown, NC meeting in session on the 20th day of June, 2023;

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Town:

| | | |
|--|-----------|------------------|
| Governing Body | \$ | 138,400 |
| Administration | | 1,121,790 |
| Planning | | 259,100 |
| Buildings and Grounds | | 184,250 |
| Public Safety | | 523,000 |
| Fire | | 873,000 |
| Streets | | 360,550 |
| Stormwater | | 58,400 |
| Powell Bill | | - |
| Sanitation | | 533,350 |
| Recreation | | 542,150 |
| Golf Course - Maintenance | | 1,411,650 |
| Golf Course - Golf Shop | | 748,220 |
| Debt Service | | 253,500 |
| Other Financing Uses - Transfer to Gen. Capital Reserve Fund | | 125,000 |
| Reserve for Future Expenditures | | 103,970 |
| Total Appropriations | \$ | 7,236,330 |

SECTION 2. It is estimated that the following revenues and other financing sources will be available in the General Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | | |
|---|-----------|------------------|
| Ad valorem taxes (including tax & tag) | \$ | 3,494,930 |
| Unrestricted intergovernmental | | 1,410,790 |
| Restricted intergovernmental | | 229,000 |
| Services and fees | | 1,472,110 |
| Investment income | | 210,000 |
| Miscellaneous | | 500 |
| Proceeds from Issuance of Installment Debt | | 344,000 |
| Other Financing Sources - Transfer from Gen. Capital Res Fund | | 75,000 |
| Other Financing Sources - Powell Bill Reserve | | - |
| Other Financing Sources - Appropriated Fund Balance | | - |
| Total Appropriations | \$ | 7,236,330 |

SECTION 3. The following amounts are hereby appropriated in the General Capital Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Town:

| | | |
|--|-----------|----------------|
| Other Financing Uses - Transfer to Other Funds | \$ | 75,000 |
| Reserve for Future Expenditures | | 50,100 |
| Total Appropriations | \$ | 125,100 |

SECTION 4. It is estimated that the following revenues and other financing sources will be available in the General Capital Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | | |
|--|-----------|----------------|
| Investment income | \$ | 100 |
| Other Financing Sources - Transfer from General Fund | | 125,000 |
| Total Appropriations | \$ | 125,100 |

SECTION 5. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer system for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Town:

| | |
|---|----------------------------|
| Water and Sewer Utility Operations | \$ 6,368,000 |
| Debt Service | 56,750 |
| Other Financing Uses - Transfers to W/S Capital Reserve funds | <u>517,000</u> |
| Total Appropriations | \$ <u>6,941,750</u> |

SECTION 6. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | |
|---|----------------------------|
| Charges for Services | \$ 4,021,000 |
| Other Operating Revenues | 21,600 |
| Nonoperating Revenues | 303,500 |
| Other Financing Sources - Transfer from W/S Capital Reserve funds and Appropriated Net Position | <u>2,595,650</u> |
| Total Appropriations | \$ <u>6,941,750</u> |

SECTION 7. The following amounts are hereby appropriated in the Water and Sewer Capital Reserve Fund for the accumulation of funds for water and sewer system improvements for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Town:

| | |
|---------------------------------|--------------------------|
| Transfer to Other Funds | \$ - |
| Reserve for Future Expenditures | <u>501,000</u> |
| Total Appropriations | \$ <u>501,000</u> |

SECTION 8. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | |
|--|--------------------------|
| Nonoperating Revenues | \$ 1,000 |
| Other Financing Sources - Transfer from Water & Sewer Fund | 500,000 |
| Other Financing Sources - Net Position Appropriated | <u>-</u> |
| Total Appropriations | \$ <u>501,000</u> |

SECTION 9. The following amounts are hereby appropriated in the Randleman Reservoir Capital Reserve Fund for payment of debt payments to PTRWA for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this Town:

| | |
|---|--------------------------|
| Other Financing Uses - Transfer to Water & Sewer Fund | \$ <u>118,400</u> |
| Total Appropriations | \$ <u>118,400</u> |

SECTION 9. It is estimated that the following revenues and other financing sources will be available in the Randleman Reservoir Capital Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | |
|--|--------------------------|
| Nonoperating Revenues | \$ 8,000 |
| Other Financing Sources - Transfer from Water & Sewer Fund | 17,000 |
| Other Financing Sources - Net Position Appropriated | <u>93,400</u> |
| Total Appropriations | \$ <u>118,400</u> |

SECTION 10. There is hereby levied a tax at the rate of \$.585 per one hundred dollars (\$100) assessed valuation of taxable property, as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total estimated valuation of property for purposes of taxation of \$571,808,932 and the Fiscal Year 2021-2022 estimated rate of collection of 99.84%, plus a tax and tag valuation of motor vehicles of \$51,847,757.

The Town taxes will be payable under the same discount rate applicable to Guilford County taxes.

SECTION 11. - Pursuant to authority granted to the Budget Officer by North Carolina General Statute 159-15, the Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in salaries.
- b. He/she may transfer amounts up to \$25,000 between departments, including contingency appropriations, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.
- c. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

SECTION 12. - The Town Manager, Assistant Town Manager, and Finance Director are hereby authorized to execute contractual documents on behalf of the Town of Jamestown for the purchase of apparatus, supplies, materials, or equipment up to \$89,999.99 upon the condition that they are in compliance with the requirements of Article 8 of Chapter 143 of the North Carolina General Statutes. The Town Manager, Assistant Town Manager, and Finance Director are further authorized to enter into general contracts and agreements on behalf of the Town of Jamestown up to \$50,000.

SECTION 13. - The Town Manager or a designee may make cash advances between funds without the approval of the Town Council. Advances will be reported to the Town Council monthly.

SECTION 14. - Appropriation herein authorized and made shall have the amount of outstanding purchase orders as of June 30, 2023 added to each appropriation as it applies, in order to honor legal and contractual commitments that have been made in accordance with budgetary authorizations under the 2022-23 annual budget and in order to properly account for the payment in the fiscal year in which it is paid. Corresponding changes shall be made to Appropriated Fund Balance/Net Position, or other revenue category if applicable as the funding source, and/or Addition to Fund Balance/Net Position.

SECTION 15. - Copies of the Ordinance shall be furnished to the Finance Director of the Town of Jamestown, to be kept for direction in the disbursement of the funds.

Town of Jamestown
Capital Improvement Program
General Fund

| Department | Priority | Strategic Plan Initiative | FY 2023/24 | FY 2024/25 | FY 2025/26 | FY 2026/27 | FY 2027/28 | Beyond 5 Years | Total |
|--|----------|---------------------------|----------------------|-------------------|------------|------------|------------|----------------|------------------|
| Sidewalk - Oakdale Rd (Phase 3) (Capital Project Fund) | Must Do | 7A | 540,000 (7) (8) | | | | | | 540,000 |
| Sidewalk - Penny Rd (Main St - HP Greenway) (Capital Project Fund) | Must Do | 7A | | 1,205,000 (7) (8) | | | | | 1,205,000 |
| Sidewalk - Oakdale Rd (Phase 2) (Capital Project Fund) | Planning | 7A | 100,000 (7) (8) | | | | | | 100,000 |
| PARTF project | Must Do | 8J | 430,410 (1) (1) (10) | | | | | | 430,410 |
| AFP project | Must Do | 8J | 600,000 (12) (10) | | | | | | 600,000 |
| Sidewalk connectors - Guilford County ARPA funding | Must Do | 7A | 2,294,795 (10) | | | | | | 2,294,795 |
| Storm Drainage project - golf course | Must Do | 8H | 210,000 (10) | | | | | | 210,000 |
| Totals for Capital Project Funds (Multi-year funds) | | | 4,235,205 | 1,205,000 | | | | | 5,440,205 |

Operating Budget Items:

| | | | | | | | | | |
|--|-----------------------------|-----------|----|-------------|-------------|--|------------|-------------|---------------|
| Roadway Improvements (paving) | Public Services/Powell Bill | Must Do | 5F | | 200,000 (1) | | | 400,000 (1) | 600,000 |
| Paving - Crosswalk Improvements (stamping, etc) | Public Services/Streets | Must Do | 5F | | | | 35,000 | | 35,000 |
| New Sanitation Truck | Public Services/Sanitation | Must Do | 6E | | 375,000 (6) | | | | 375,000 |
| Civic Center Improvements (abolished FY 23-24) | Admin - Building | Must Do | 6E | | 175,000 | | | | 175,000 |
| Civic Center Sewer System | Admin - Building | Must Do | 6E | | 75,000 | | | | 75,000 |
| Storm Drainage - Street Improvements | Public Services-Stormwater | Should Do | 8H | | 142,000 (2) | | | | 142,000 |
| Stormwater Audit Post and Inspection - Blue Stream | Public Services-Stormwater | Should Do | 8H | 50,000 (2) | | | | | 50,000 |
| Snow plow | Public Services-Streets | Should Do | 8E | 9,000 (2) | | | | | 9,000 |
| Replace drainage system at golf course | Golf - Maint | Should Do | 9C | | 75,000 (2) | | 60,000 (2) | 40,000 | 375,000 |
| Remove cart paths | Golf - Maint | Should Do | 9C | | 250,000 (2) | | 250,000 | | 500,000 |
| Bunker Construction | Golf - Maint | Should Do | 8E | 130,000 (6) | | | | | 130,000 |
| 2 Greensmasher TriFlex 3300 mowers (November) PO #8504 | Golf-Maint | Should Do | 6E | 100,000 (6) | | | | | 100,000 |
| Reclaimer Fairway mowers (January) PO #8588 | Golf-Maint | Should Do | 8E | 114,000 (6) | | | | | 114,000 |
| 2 Greensmasher TriFlex 3300 mowers (January) PO #8568 | Golf - Maint | Should Do | 8E | | 85,000 (2) | | | | 85,000 |
| Tractor | Golf - Maint | Should Do | 8E | | 43,000 (2) | | | | 43,000 |
| Trimax Snake | Golf-Maint | Should Do | 8E | | 450,000 (2) | | | | 450,000 |
| Whinn Miller bathrooms | Recreation | Should Do | 8J | | | | 8,000 | | 8,000 |
| Pave shelter parking lot | Recreation | Should Do | 8J | | 450,000 (2) | | | | 450,000 |
| New bathrooms at shelters | Recreation | Should Do | 8J | | | | 100,000 | | 100,000 |
| New Park Shelter - redevelopment of shelter #3 | Recreation | Should Do | 8J | | | | | | 18,000 |
| Station Sprayer/Sprayer | Recreation | Should Do | 8E | 18,000 (2) | | | | | 41,000 |
| Swozi Auto Lawn Marker | Recreation | Should Do | 8I | | 100,000 (2) | | | | 100,000 |
| Boomerfield overflow parking lot | Recreation | Should Do | 8C | | 50,000 (2) | | | | 50,000 |
| Updates to Land Development Ordinance | Planning | Should Do | 7A | | 50,000 (2) | | | | 60,000 |
| Main Street Corridor Study | Building - Town Hall | Should Do | 6E | | 15,000 (2) | | | | 15,000 |
| HVAC system replacements | Golf Shop | Could Do | 5C | | 66,000 (2) | | | | 65,000 |
| Paving at golf shop, including driveway into parking lot | Recreation | Could Do | 8I | | 20,000 (2) | | | | 20,000 |
| Shelter at Whinn Miller Park | Recreation | Could Do | 8I | | | | | | 70,000 |
| Baseball Field Improvements | | | | | | | | | 70,000 |
| Baseball Field Improvements- Dugouts (4) - in-house construction | Recreation | Could Do | 8J | | | | | 45,000 | 45,000 |
| Pave baseball parking lot | Recreation | Could Do | 8J | | | | | 40,000 | 40,000 |
| Renovate/Replace Bathrooms at Baseball Complex | Recreation | Could Do | 8J | | | | | 75,000 | 75,000 |
| Reduce drainage system at baseball fields and re-grade | Recreation | Could Do | 8J | | | | | 112,000 | 112,000 |
| Baseball field lights | Recreation | Could Do | 8J | | | | | | 70,000 |
| Intersection Improvements - Guilford Rd at Windwood | Planning | Could Do | 5F | | | | | 182,900 | 182,900 |
| Sidewalk - Potter - (Main) to Mendenhall to Guilford Rd | Planning | Could Do | 7A | | | | | 126,000 | 126,000 |
| Sidewalk - Scientific St (Main St to Shannon Gray Ct) | Planning | Could Do | 7A | | | | | 207,375 | 207,375 |
| Sidewalk - Foresdale (Main St-Woodland) | Planning | Could Do | 7A | | | | | 289,250 | 289,250 |
| Sidewalk - Foresdale (Woodland-Ornel) | Planning | Could Do | 7A | | | | | 240,000 | 240,000 |
| Sidewalk - Cloverbrook (Foresdale-Guilford) | Planning | Could Do | 7A | | | | | 650,000 | 650,000 |
| Dash River Paddle Trail/Greenway Trail (Phase I, II & III) | Planning | Could Do | 7A | | | | | | |

| | | | | | | | |
|--|-------------------|---------------------|-------------------|-------------|-------------|---------------------|---------------------|
| Total Projects, General Fund (excludes capital project funds) | \$ 419,000 | \$ 2,641,000 | \$ 310,000 | \$ - | \$ - | \$ 2,850,525 | \$ 6,220,525 |
|--|-------------------|---------------------|-------------------|-------------|-------------|---------------------|---------------------|

| FUNDING SOURCE - Operating Budget only | FY 2023/24 | FY 2024/25 | FY 2025/26 | FY 2026/27 | FY 2027/27 | 5 Years | Total |
|--|---------------------|---------------------|-------------------|-------------|-------------|---------------------|----------------------|
| (1) Powell Bill current yr and reserve fund balance | - | 200,000 | | | | 400,000 | 600,000 |
| (2) Operating budget / fund balance | 75,000 | 2,441,000 | 310,000 | | | | 2,826,000 |
| (3) Federal STP-EB funds | | | | | | | - |
| (4) NCDOT | | | | | | | - |
| (5) NCDOT Enhancement funding | | | | | | | 344,000 |
| (6) installment financing | 344,000 | | | | | | 241,000 |
| (7) Transfer from General Fund to Capital Project Fund | | 241,000 | | | | | 1,564,000 |
| (8) OAAQ Funding | 700,000 | 884,000 | | | | | |
| (9) HP MPO | | | | | | | 2,840,000 |
| (10) Guilford County Coronavirus State & Local Fiscal Recovery Funds | 2,840,000 | | | | | | 215,205 |
| (11) PARTF funding | 215,205 | | | | | | 480,000 |
| (12) AFP funding | 480,000 | | | | | | 2,450,525 |
| Amount unexp'd | | | | | | | |
| Total for Budget Year | \$ 4,654,205 | \$ 3,846,000 | \$ 310,000 | \$ - | \$ - | \$ 2,850,525 | \$ 11,950,730 |

Town of Jamestown
Capital Improvement Program
Water/Sewer Fund

| Department | Dept. Priority | Priority | Strategic Plan Initiative | FY 2023/24 | FY 2024/25 | FY 2025/26 | FY 2026/27 | FY 2027/28 | Beyond 5 Years | Total |
|---|-----------------|------------|---------------------------|---------------------|---------------------|---------------------|------------------|------------------|---------------------|----------------------|
| Jamestown's portion of Eastside Improvements (7.882%): | | | | 5.12 | | | | | | |
| Odor Control Project | Public Services | City of HP | Must Do | 23,000 (1) | 23,000 (1) | 23,000 (1) | 23,000 (1) | 23,000 (1) | 138,000 (1) | 253,000 |
| Eastside UV System Upg & Primary Drain Pump Station | Public Services | City of HP | Must Do | 5.12 | 830,000 (1) | | | | | 830,000 |
| Pre-Heat Burner | Public Services | City of HP | Must Do | 5.12 | | 40,000 (1) | | | | 40,000 |
| Eastside WWTP Ash Decant Line Replace | Public Services | City of HP | Must Do | 5.12 | 8,800 (1) | | | | | 8,800 |
| ESWWTP Primary Cabinet | Public Services | City of HP | Must Do | 5.12 | | 24,000 (1) | | | | 24,000 |
| Final Clarifier | Public Services | City of HP | Must Do | 5.12 | | 24,000 (1) | | | | 24,000 |
| Eastside Rebuild of Final Clarifier #1&2 | Public Services | City of HP | Must Do | 5.12 | | | 49,600 (1) | | | 49,600 |
| Eastside Expansion (28 to 32 mgd) | Public Services | City of HP | Must Do | 5.12 | | | | | 8,056,000 (2) | 8,056,000 |
| Eastside Rebuild of Final Clarifier 44 | Public Services | City of HP | Must Do | 5.12 | | | 24,800 (1) | | | 24,800 |
| Eastside Filter 1-4 Rebuild | Public Services | City of HP | Must Do | 5.12 | | 57,000 (1) | | | | 57,000 |
| Riverdale Pump Station Phase 2 Rebuild | Public Services | City of HP | Must Do | 5.12 | | | 3,776,920 (1) | | | 3,776,920 |
| Total - Eastside / Riverdale | | | | 31,800 | 1,008,050 | 3,914,320 | 23,000 | 23,000 | 8,194,000 | 13,104,180 |
| Expansion of Randleman Reservoir Treatment Plant | Public Services | PTRWA | Must Do | 5.12 | | | 4,000,000 (2) | | | 4,000,000 |
| Estimated year of completion | | | | | | | | | | |
| Sewer System Improvements - sllp lining | Public Services | | Must Do | 5.12 | 650,000 (1) | 200,000 (1) | | | 1,000,000 (1) | 1,850,000 |
| Other Sewer projects | Public Services | | Must Do | 5.12 | 100,000 (1) | | | | | 100,000 |
| Sewer Outfall line | Public Services | | Must Do | 5.12 | 500,000 (1) | | | | | 500,000 |
| Plan / Survey for water line replacements | Public Services | | Must Do | 5.12 | 50,000 (1) | 40,000 (1) | | | | 90,000 |
| Main Street Water Line | Public Services | | Must Do | 5.12 | 1,050,000 (1) | | | | | 1,050,000 |
| Other Water Line projects | Public Services | | Must Do | 5.12 | 150,000 (1) | 450,000 (1) | | | | 600,000 |
| Penny Road waterline | Public Services | | Must Do | 5.12 | 350,000 (1) | | | | | 350,000 |
| AMI meter reading system | Public Services | | Must Do | 5.12 | | 200,000 (1) | | | | 200,000 |
| Vehicle Replacement | Public Services | | Should Do | 2.1 | 60,000 (1) | 80,000 (1) | 60,000 (1) | 60,000 (1) | 120,000 (1) | 420,000 |
| Tractor | Public Services | | Should Do | 2.1 | | | | | 50,000 (1) | 50,000 |
| Sewer Jet Truck | Public Services | | Should Do | 2.1 | | | | | 160,000 (1) | 160,000 |
| Total Projects, Water/Sewer Fund | | | | \$ 2,941,800 | \$ 1,958,060 | \$ 7,874,320 | \$ 83,000 | \$ 83,000 | \$ 9,514,000 | \$ 22,554,180 |
| FUNDING SOURCE | | | | | | | | | | |
| (1) Operating / Net Position Appropriated | | | | 2,941,800 | 1,958,060 | 3,974,320 | 83,000 | 83,000 | 1,458,000 | 10,498,180 |
| (2) Financing - through City of High Point or PTRWA | | | | | | 4,000,000 | | | 6,056,000 | 12,056,000 |
| (3) Transfer-In from W/S Capital Reserve Fund | | | | | | | | | | |
| (4) Installment financing | | | | | | | | | | |
| Amount unfunded | | | | | | | | | | |
| Total for Budget Year | | | | \$ 2,941,800 | \$ 1,958,060 | \$ 7,874,320 | \$ 83,000 | \$ 83,000 | \$ 9,514,000 | \$ 22,554,180 |
| OPERATING BUDGET EFFECTS | | | | | | | | | | |
| ● HP - Jamestown's share of ownership in High Point Eastside WWTF / Riverdale Pump Station improvements | | | | | | | | | | |
| NOTE: Jamestown is an 8% owner of Eastside WWTP. Jamestown share of Riverdale Pump Station costs is based on % of flows | | | | | | | | | | |



Settled 1752
JAMESTOWN
NORTH CAROLINA

**A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF
JAMESTOWN FOR FISCAL YEARS 2023/2024 TO 2027/2028**

WHEREAS, capital planning and budgeting is central to delivery of essential services, economic development, transportation, communication, and management of 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 2023/2024 to 2027/2028 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 2023/2024.

Adopted this the 20th day of June, 2023.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, Assistant Town Manager/Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of the Town of Jamestown's updated Strategic Plan

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

For the past few years, the Town Council has met and worked with staff to complete and adopt the Town Council's Strategic Plan. This plan is slightly different than the CIP and focuses not just on capital needs, but also on other goals which are important to the Council and staff. Together, the Town Council and staff collaborate to identify specific goals and priorities which the staff should work on throughout the year. The plan is designed to be a multiyear representation of the Town's mission - Creating an exceptional quality of life for all citizens by providing superior services.

The Plan better links Council end staff goals and employs a format that should be more useful for elected officials, staff, partners and citizens. The plan includes these components:

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

The outcomes and goals snapshot represents a graphical method for displaying specific desired outcomes and the goals necessary to bring these to fruition. Goals are grouped under five focus areas listed above. Each individual outcome represents an initiative that has been reviewed by staff and the Council together during the annual retreat process to ensure that citizen needs are being met in an effective and efficient manner.

Anna Hawryluk, Planning Director, and Assistant Town Manager Katie Weiner have worked to update the attached document and to better clarify new goals, progress on existing goals, ongoing goals, and completed goals through a new graphical representation.

ATTACHMENTS: Strategic Plan

RECOMMENDATION/ACTION NEEDED: Adopt the Council's Strategic Plan for FY 23/24.

BUDGETARY IMPACT:

SUGGESTED MOTION: Move to approve the Town Council Strategic Plan for FY 23/24 as presented.

FOLLOW UP ACTION NEEDED:

Town of Jamestown Strategic Plan Outcomes and Goals

Adopted: June 15, 2021
Last Update: June 2023





Introduction to the Town's Strategic Plan

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

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

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

The plan includes these components:

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

Outcomes and Goals Snapshot

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

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

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

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



Mission

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

Vision

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

Values

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

Primary

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

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

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

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

Secondary

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

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

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

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

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

Staff Excellence

Recruit and retain a team of
excellent employees



Outreach and Involvement

Provide outlets for citizen
outreach and engagement



Infrastructure and Facilities

Ensure logical investment in
infrastructure and facilities to
meet future needs



Public Safety

Provide partnerships to ensure
effective services that match
community needs



Planning and Development

Grow and maintain a robust
diversified economy





Jamestown Strategic Plan

Focus Areas, Outcomes, and Goals

Adopted: June 15, 2021 Updated: June 2023

1. Staff Excellence

| | | | |
|--|---|-----------------|-----------|
| Outcome 1: To attract, develop, and retain town staff in order to support services and meet community needs | | Jan 2023 | June 2023 |
| | A. Update appropriate policies to include ongoing goals | ● | ● |
| ★ | B. Seek training for improved customer service to groups with specific needs and implement safety training and security options for Jamestown | <i>new goal</i> | ● |
| Outcome 2: To improve the administration of Town government | | Jan 2023 | June 2023 |
| | A. Procure software for asset management (vehicle/technology maintenance/replacement) | ● | ● |
| ★ | B. Achieve minimum staffing levels for all departments | ● | ● |

2. Outreach and Involvement

| | | | |
|---|--|-----------------|-----------|
| Outcome 3: Develop and implement strategies to promote Jamestown | | Jan 2023 | June 2023 |
| ★ | A. Further develop Music in the Park and other Town-sponsored events | ● | ● |
| | B. Schedule work session to discuss the Town's goals and role in marketing opportunities | ● | ● |
| | C. Develop and utilize new logo for Jamestown Park Golf Course 50th Anniversary to further market the Golf Course and Town | <i>new goal</i> | ● |
| Outcome 4: Conduct community engagement through multiple strategies to increase resident involvement in Town matters | | Jan 2023 | June 2023 |
| | A. Fully utilize Town social media accounts | ● | ● |
| ★ | B. Establish a process for advertising openings and selecting residents for Town boards and committees | ● | ● |
| | C. Develop and implement a Citizen Academy | ● | ● |

3. Infrastructure and Facilities

| | | | |
|--|--|-----------------|-----------|
| Outcome 5: Make plans to improve current infrastructure, facilities, and services | | Jan 2023 | June 2023 |
| | A. Prepare a plan to implement government mandated stormwater regulations | ● | ● |
| | B. Coordinate joint staff meeting with City of GSO, City of HP, and PTRWA to discuss water/sewer cost and capacities | ● | ● |
| | C. Repair/replace golf course irrigation system, bunkers, and cart paths | ● | ● |
| ★ | D. Work with PSFD to create a plan for Fire Station improvements | ● | ● |
| | E. Increase internet capabilities at all Town facilities | ● | ● |
| | F. Seek additional revenue sources for street resurfacing | ● | ● |
| | G. Schedule a work session to update facility use of the Civic Center | <i>new goal</i> | ● |
| | H. Clarify and update the bid process | <i>new goal</i> | ● |

| | | | | | |
|-----------------|-------------------------------------|-------------------------|---------------------|------------------------|------------------------------|
| ★ Priority Goal | ● Limited Progress / Unscheduled | ● Pending / Deferred | ● Moderate Progress | ● Significant Progress | ✓ Complete / Near Completion |
|-----------------|-------------------------------------|-------------------------|---------------------|------------------------|------------------------------|

4. Public Safety

| Outcome 6: Continue to develop plans to improve public safety in the Town of Jamestown | | Jan 2023 | June 2023 |
|--|--|----------|-----------|
| A. Coordinate a joint staff meeting to discuss plan of service with PSFD (w/ annual review in January) | | ● | ● |
| B. Coordinate a joint staff meeting to discuss plan of service with GCSD (w/ annual review in January) | | ● | ● |
| C. Install security measures at Town facilities (parks, maintenance facilities, and Town Hall) | | ● | ● |

5. Planning and Development

| Outcome 7: Implement a broad program of community planning, development, and land management through zoning | | Jan 2023 | June 2023 |
|---|--|----------|-----------|
| ★ A. Utilize the Bicycle and Pedestrian plan to improve and build sidewalk and cycling connectivity | | ● | ✓ |
| ★ B. Utilize the ADA plan to increase compliance in public facilities | | ● | ● |

6. Ongoing Goals

| |
|--|
| A. Provide employee training opportunities |
| B. Evaluate benefits and insurance for Town employees |
| C. Maintain and update the Town's Code of Ordinances and Land Development Ordinance |
| D. Maintain and Update Strategic Plan Outcomes and Goals |
| E. Provide for the repair, improvement, and replacement of vehicle and facility needs |
| F. Develop Livable Communities Initiative |
| G. Hold a joint planning retreat for the Planning Board, Council, and Town staff |
| H. Maintain integrity of water/sewer/stormwater infrastructure |
| I. Seek opportunities for grant funding for pedestrian and parks/recreation facilities |
| J. Utilize comprehensive Parks and Recreation Plan/Golf Strategic Plan to guide park infrastructure improvements |
| K. Promote excellence in customer service |
| L. Seek marketing opportunities to promote Jamestown |
| M. Maintain effective communications with NCDOT and HPMPO |
| N. Schedule candidate information sessions for election cycles |

| | | | | | |
|-----------------|----------------------------------|----------------------|---------------------|------------------------|------------------------------|
| ★ Priority Goal | ● Limited Progress / Unscheduled | ● Pending / Deferred | ● Moderate Progress | ● Significant Progress | ✓ Complete / Near Completion |
|-----------------|----------------------------------|----------------------|---------------------|------------------------|------------------------------|

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Set a date for P.H. for amendments to Solid Waste Ordinance

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The Public Services Department would like to present proposed changes to the Ordinance for Solid Waste Collection for the Town of Jamestown to the Town Council.

Staff requests the Council set a public hearing date for the consideration of changes to the Ordinance for Solid Waste Collection for the Town of Jamestown for the July 18, 2023 Regular Meeting at 6:00 pm in the Civic Center.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council set P.H. date for the July 18th Reg. TC Meeting at 6:00 pm

BUDGETARY IMPACT: N/A

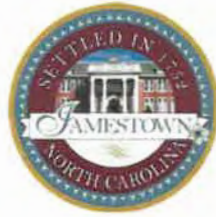
SUGGESTED MOTION: Council Member makes a motion to set a the public hearing date for the July 18th Regular Town Council meeting at 6:00 pm in the Civic Center.

FOLLOW UP ACTION NEEDED: Town Clerk will advertise the public hearing in accordance with NC General Statutes

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: VII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 20, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

- I. The Town recently completed its Stormwater Audit from the North Carolina Department of Environmental Quality. While the official results will not be ready for approximately 60 days, staff feel that the Town fared very well in the audit. The auditor identified some minor areas of improvement such as general housekeeping items, documentation for training, and spill response guidance at town facilities. However, the auditor was very positive regarding the Town's Stormwater Education efforts, the upcoming Stormwater Department & Utility changes, the use of partnerships to improve stormwater services, and was extremely complimentary of the Town's Stormwater Ordinances. There are three possible outcomes of the audit: 1) A Notice of Compliance; 2) A Notice of Deficiency; and 3) A Notice of Violation. Staff believe we will likely receive the Notice of Deficiency which simply means that there are a few items which require attention.
- II. Several major projects are currently underway or completed.
 - A. Golf Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is July 2023.
 - B. Town Hall renovations – Renovations are currently about 60% complete. Expecting major headway within the next 2 weeks as paint and carpet is completed. This may necessitate the temporary closing of Town Hall as crews complete these items. Every effort will be made to remain open or to accommodate daily business tasks. Estimated completion is August 2023 due to supply chain issues/delivery dates of some items. (Goal 5.5)
 - C. Golf Course bathrooms – Demolition is complete and construction is underway. Framing is nearly complete. New water line to back 9 bathrooms was necessary to meet current building code. (Goal 5.10)
- III. The Town had a near-record turnout for Music in the Park summer concert series on Friday, June 2nd. Our next event will be Friday, July 7th and will feature "Special Occasion Band". If you know Special Occasion Band, then you'll know that if the weather cooperates, this will also be one of the best attended events as well. We encourage you to get there early! SOB will be bringing an evening of your favorite Carolina Beach Music classics, chart-topping hits, dance music & more!! We will also feature a great selection of food and beverage vendors. We encourage you to check our events page on our Facebook site for complete details. Link: <https://www.facebook.com/JamestownNC/events>
- IV. The High Point Arts Council will be using Wrenn Miller Park on Friday, June 23rd for one of their outdoor concert series performances featuring "Spindle 45", which will be playing rock and pop tunes. There will be food and beverage vendors available. This will be an abbreviated show compared to the Town's Music in the Park events. This show will begin at 6PM and end at 7:30PM. More info is available at the High Point Arts Council Facebook site. Link: <https://www.facebook.com/HighPointArtsCouncil>
- V. The Town recently learned that mattresses can no longer be disposed of in the regular solid waste stream and thus will be required to be collected separately and disposed of at a receiving facility – which will result in fees to the Town. Therefore, the Town will now be requiring mattresses to be collected in the same manner as white goods (appliances) by calling Town Hall to schedule a pickup. A fee of \$20 will apply.
- VI. Additionally, as reported last month, the City of High Point will no longer accept plastic bags for yard waste pickup. Town staff researched several options and has concluded that our best option

is to continue to deliver our yard waste to the City of High Point's facility. Therefore, the Town will no longer accept yard waste in plastic bags beginning on August 14, 2023. The Town is working on a mailing to all customers to alert them of this change. Properties with bags left at the curb will receive a notice that Town crews can no longer pick these up. Alternatives include: 1) Composting yard waste on your own property; 2) Mulching clippings using lawnmowers; 3) Disposing of clippings in natural areas in your yard; 4) Purchasing heavy-duty paper bags made for yard waste at local hardware stores or online; or 5) Purchasing a yard waste-only cart from the Town. These carts will be ordered after the budget is adopted in early July and will be available for purchase for \$60/each. The carts are optional, but offer a great long-term solution for citizens. They will only be used for yard waste items and cannot contain plastic bags, recycling, or garbage items.

Key Dates:

July 18, 2023 – Regularly Scheduled Town Council meeting – 6 PM – Civic Center