



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

August 20, 2019

6:30 pm in the Civic Center

Agenda

- I. **Call to Order**- Mayor Montgomery
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Approval of Agenda
- II. **Consent Agenda**-
 - A. Approval of minutes from the July 5, 2019 Special meeting
 - B. Approval of minutes from the July 16, 2019 Regular meeting
 - C. Approval & Sealing of minutes from the July 16, 2019 Closed Session
 - D. Proclamation Fall Litter Sweep 2019
 - E. Analysis of financial position of the Town of Jamestown
 - F. Analysis of financial position of the Jamestown Park & Golf Course
 - G. Budget Amendment #5
- III. **Public Comment**
- IV. **Old Business**-
 - A. Consideration of approval of Budget Amendment #6 & NCDOT supplemental funding agreement for the East Main Street Sidewalk Project-Kenny Cole, Town Manager & Judy Gallman, Finance Director
 - B. East Main Street Sidewalk Project Alternate Bids & Budget Amendment #7- Paul Blanchard, Public Services Director & Judy Gallman, Finance Director
 - C. Recommendation to accept the lowest, responsive responsible bidder for the East Main Street Sidewalk Project- Paul Blanchard, Public Services Director
 - D. **Public Hearing**
 1. Public Hearing to consider LDO Text Amendment Request to amend Article 3 "Definitions" as it relates to the definition of "Limited Agriculture."
 - a. Consideration of approval/disapproval of text amendment
 - b. Consideration of approval of Consistency/Inconsistency Statement
- V. **New Business**-
 - A. Presentation of Award of Financial Reporting Achievement from the Government Finance Officers Association to Judy Gallman, Finance Director- Mayor Montgomery
 - B. Consideration of appointment of Comprehensive Plan Steering Committee Members- Matthew Johnson, Assistant Manager/Planning Director
 - C. Update on Fall Litter Sweep- Elizabeth Greeson, Utility Billing Coordinator
- VI. **Manager/Committee Reports**-
 - A. Manager Report- Kenny Cole, Town Manager
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the August 20th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the July 5, 2019 Special meeting B. Approval of minutes from the July 16, 2019 Regular meeting C. Approval & Sealing of minutes from the July 16 th Closed Session D. Proclamation Fall Litter Sweep E. Analysis of financial position of the Town of Jamestown F. Analysis of financial position of the Jamestown Park & GC G. Budget Amendment #5		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute limit.
6:50 pm	IV. Old Business		
6:50 pm	A. Consideration of approval of Budget Amendment #6 & NCDOT Supplemental Agreement for E. Main St.	Call on K. Cole & J. Gallman	Cole & Gallman will give an overview of Budget Amendment #6 and the NCDOT Supplemental Funding Agreement. Council Member makes a motion to approve/deny budget amendment #6. Council Member makes a second to the motion. Then vote. Gallman to preaudit NCDOT supplemental agreement. Council Member makes a motion to approve/deny NCDOT supplemental agreement. Council Member makes a second to the motion. Then vote.
7:00 pm	B. East Main St. Sidewalk Project Alternate Bids & Budget Amendment #7	Call on P. Blanchard & J. Gallman	Blanchard to give an overview of the two Alternate Bids for the East Main Street Sidewalk project that NCDOT will not be funding. Council Member makes a motion to approve/deny Alternate Bids 1 & 2. Council Member makes a second to the motion. Then vote. IF Council approves Alternate Bids 1 & 2, a Council Member will need to make a motion to approve budget amendment #7. Council Member makes a second to the motion. Then vote.
7:10 pm	C. Recommendation to accept the bidder for the E. Main St. Sidewalk Project	Call on P. Blanchard	Blanchard to give an overview of the bid on the East Main Street Sidewalk Project. Council Member to make a motion to approve/deny awarding the project to the lowest responsive, responsible bidder depending on concurrence with NCDOT. Council Member makes a second to the motion. Then vote. Gallman to preaudit contract. Council Member makes a motion to approve/deny awarding the contract to Atlantic Contracting Company, Inc. Council Member makes a second to the motion. Then vote.
7:20 pm	D. Public Hearing		
7:20 pm	1. Public Hearing to consider LDO Text Amendment Request to amend Article 3 "Definitions" as it relates to the definition of "Limited Agriculture"	Call on M. Johnson	Johnson to give an overview of the request for a text amendment to Article 3 "Definitions" as it relates to the definition of "Limited Agriculture" in the LDO. Mayor Montgomery to call Sarah Glanville, Planning Board Chair, forward to give the Planning Board's recommendation on the amendment. Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the text amendment. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve the text amendment to the definition of "Limited Agriculture" OR to deny the text amendment to the definition of "Limited Agriculture" and request staff to prepare an alternative ordinance amendment regarding the keeping of animals. Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion that the text amendment is consistent/inconsistent with the Land Development Ordinance (LDO). Council Member makes a second to the motion. Then vote.
7:50 pm	V. New Business		
7:50 pm	A. Presentation of Award of Financial Reporting Achievement from the GFOA to Judy Gallman	Mayor Montgomery	Mayor Montgomery to present the Award of Financial Reporting Achievement from the Government Finance Officers Association (GFOA) to Gallman.
7:55 pm	B. Consideration of appointment of Comprehensive Plan Steering Committee Members	Call on M. Johnson	Johnson to present details about the Comprehensive Plan Steering Committee to Council. Johnson to request that Council appoint applicants to the Comprehensive Plan Steering Committee. Council Member makes a motion to approve/deny the appointment of Ed Stafford, Eddie Oakley, Steve Monroe, & Sherrie Richmond to the Comprehensive Plan Steering Committee and to appoint five applicants from the public to serve on the Comprehensive Plan Steering Committee. Council Member makes a second to the motion. Then vote.
8:15 pm	C. Update on Fall Litter Sweep	Call on E. Greeson	Greeson to give an update on the Fall Litter Sweep.
8:20 pm	VI. Manager/Committee Reports		

8:20 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council.
8:25 pm	B. Council Member Committee Reports	Call on K. Cole	Cole to request that Council Members give an update on any Committees they serve on.
8:30 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:45 pm	VIII. Other Business		
8:50 pm	IX. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the July 5, 2019 Special meeting

AGENDA ITEM #: II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the July 5th Special Town Council meeting.

ATTACHMENTS: Minutes from the July 5, 2019 Special Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the July 5th Special Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Town Council Special Meeting
July 5, 2019
10:00 am
Council Chambers
Minutes & General Account**

Council Members Present: Mayor Pro Tem Nixon, Council Members Wolfe, Capes, and Rayborn

Council Members Absent: Mayor Montgomery

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

Visitors Present: Larry Lain, Robert Frederick, & Carol Brooks

Call to Order- Mayor Pro Tem Nixon called the meeting to order.

- Pledge of Allegiance- Mayor Pro Tem Nixon led everyone in the Pledge of Allegiance.

Discussion of staggering the terms of Town Council, including the Mayor- Cole stated that the Town Council approved an ordinance amending the Town Charter of the Town of Jamestown to implement four-year staggered terms at their May 21st meeting. He noted that the amendment was subject to any referendum petitioned for and conducted pursuant to G.S. 1610A-103. Cole said that a petition had been submitted to the Town Clerk on June 24th. It requested that Council call for a special election to submit the charter amendment to a vote. Cole stated that the petition was forwarded to the Guilford County Board of Elections and was validated on July 1st. He said that staggered terms would be implemented if the amendment passed. Cole noted that the two-year terms for Mayor and Council would remain the same if the amendment did not pass.

Koonce requested that Council formally accept the petition and adopt the resolution which would refer the issue back to Guilford County Board of Elections. The resolution would formally request that they place the amendment on the ballot for the election in November.

Council Member Wolfe stated that there was evidence that the Guilford County Board of Elections certified and validated all the signatures that were necessary.

Council Member Nixon added that most municipalities have four-year terms for their elected officials and that the staggered terms would prevent numerous inexperienced Council Members from being elected at once. She also noted the financial burden placed on those that would like to run for office. She stated that it was difficult to campaign every two years for an unpaid position, and that it takes about four years to get acclimated and understand everything that is going on around Town. Council Member Nixon said that she was in favor of staggered terms.

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

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

(Resolution calling for a Special Election)

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

The meeting ended at 10:05 am.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the July 16, 2019 Regular meeting

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the July 16th Regular Town Council meeting

ATTACHMENTS: Minutes from the July 16, 2019 Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the July 16th Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

**Regular Meeting of the Town Council
July 16, 2019
6:30 pm in the Council Chambers
Minutes & General Account**

DRAFT

Council Members Present: Mayor Pro Tem Montgomery, Council Member Capes, & Council Member Rayborn

Council Members Absent: Mayor Montgomery & Council Member Wolfe

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

Visitors Present: Dee Fink, Art Wise, Cliff Paddock, Jane Payne, & Carol Brooks

Call to Order- Mayor Pro Tem Nixon called the meeting to order.

- Pledge of Allegiance- Mayor Pro Tem Nixon requested that Cole lead everyone in the Pledge of Allegiance. Cole led the Pledge of Allegiance.
- Moment of Silence- Mayor Pro Tem Nixon called for a moment of silence. Mayor Pro Tem Nixon noted several upcoming community events after the moment of silence.
- Approval of Agenda- Mayor Pro Tem Nixon asked if anyone would like to change, add, or delete any items on the agenda.

Cole requested to add item "II-G. Budget Amendment #4," to the consent agenda." He requested to strike section "b" under fund 30 in Budget Amendment #2. He also requested to add item "IV-A. Amended Resolution for Special Election on Staggered Terms under "Old Business."

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

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the June 18, 2019 meeting
- Approval & Sealing of minutes from the June 18, 2019 Closed Session
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown Park & Golf Course
- Budget Amendment #1
- Budget Amendment #2
- Budget Amendment #4

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.

(Budget Amendment #1, Budget Amendment #2, & Budget Amendment #4)

Public Comment- Nobody signed up.

Old Business-

- Amended Resolution for Special Election on Staggered Terms- Koonce stated that Council had approved a resolution regarding staggered terms at their last meeting. However, the timing of when the change should take effect had come into question. Koonce had spoken with Guilford County's attorney, the Board of Elections, and Professor Joyce at UNC School of Government about the issue. She noted that they had recommended that the staggered terms go into effect after the 2021 municipal election if the voters approved the change.

Council Members briefly discussed the amended resolution. They all supported the idea of implementing the change after the 2021 municipal election.

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

(Amended Resolution for Special Election on Staggered Terms)

- Consideration of funding requests from non-profits- Cole stated that Council had approved the 2019/2020 budget that had included \$100,000 in grant funding for non-profits. He said that the grant funding had been approved as a lump sum and now Council had to determine how to allocate the money to the individual non-profits. He gave an overview of the requested amounts and recommended that Council allocate the money the same way that they had the previous year.

Council Members discussed how to allocate the \$100,000 in grant funding to the non-profits.

Council Member Capes made a motion to allocate \$62,000 to the Library, \$10,500 to the Historic Society, \$20,254 to the YMCA, \$5,000 to JYL, \$1,074 to the Jamestown Rotary, and \$1,172 to the Jamestown Veterans. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #3)

- Recommendation to accept the lowest, responsive responsible bidder for the East Main Street Sidewalk Project- Blanchard stated that staff received one bid on the East Main Street sidewalk project from Atlantic Contract Company, Inc. He noted that the bid was \$75,000 less than their previous bid, but the project was still over budget. Blanchard stated that the Cole had spoken with NCDOT and had tentatively received funding for the base bid. He said that staff were seeking funding for the alternate bid items. He noted that a supplemental agreement would have to be provided by NCDOT before Council could accept the bid on the project. He stated that staff would have more information on the funding at the August 20th Town Council meeting.

Council Member Capes made a motion to continue the consideration of the acceptance of the bid to the August 20th Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

New Business

- Consideration of special event permit request for the Jamestown Christmas Parade- Cliff Paddock spoke on behalf of the Rotary Club. He stated that he was requesting Council’s permission to have the Jamestown Christmas Parade on Sunday, December 1st. He noted that the special event permit request was almost identical to the ones that they had submitted in the past. Paddock thanked Council for the non-profit allocation that would support the Christmas Parade, the necessary law enforcement, and postage for the mailings.

Council thanked Paddock and the Rotary Club for organizing the Christmas Parade for the enjoyment of the entire Jamestown community.

Council Member Rayborn made a motion to approve the special event permit request. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He noted that the Golf Course had a really strong fourth quarter. He said that there was a 13% increase in rounds of golf played in comparison to the previous year. He also stated that total revenue had increased by 12%. He added that the number of Clubhouse rentals for special events had gone up. Sanderlin highlighted that the Honor the Veterans Tournament would be held on August 9th.
- Request to set a public hearing date for the consideration of a text amendment for the definition of “Limited Agriculture”- Cole requested that Council set a public hearing date for the August 20th Regular Town Council meeting in order to consider a text amendment for the definition of “Limited Agriculture.”

Council Member Capes made a motion to set a public hearing date for the August 20th Regular Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- 2020 Census/Guilford County Complete Count Committee- Cole stated that he recently received a letter from the Guilford County Manager. The letter requested that Jamestown appoint an elected official to serve on the Guilford Count Complete Count Committee. Cole noted that Guilford County was attempting to get all the municipal governments involved in order to obtain an accurate count of the population for the census. He requested that Council appoint someone to serve on the Committee.

Council Member Capes made a motion to appoint Council Member Wolfe to serve on the Guilford County Complete Count Committee. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports

- Manager Report- Cole presented his Manager’s report to Council. He stated that the Music in the Park event in July was very well-attended. He highlighted his appreciation for the staff that had worked hard to make it a success. He also noted that he had requested an easement from Flowers, Inc. for the new Jamestown sign.

- Council Member Committee Reports-
 - Council Member Capes stated that he and Council Member Rayborn attempted to gain information from citizens about the Parks & Recreation Strategic Plan at the last Music in the Park event. He noted that there was a good amount of participation and that it was helpful to gain some feedback.
 - Council Member Rayborn said that the Planning Board met and discussed the Comprehensive Steering Committee that was being formed. She encouraged citizens to apply to serve as a Committee Member. She also briefly spoke about the public hearing held by the Planning Board regarding the text amendment to the definition of “Limited Agriculture.”

Public Comment-

- Dee Fink, 315 Guilford Road- Fink thanked Council for evenly disbursing the funds to the non-profits. She noted the importance of the work that the non-profits do in the community. She also stated that she lived next to a sidewalk. She said that there was a lot of foot traffic near her home and that people did not always clean up after their dogs. She asked if staff would consider maintaining the area.

Other Business- Council Member Capes stated that he took a picture at the corner of Main Street and Penny Road. He noted that everyone had the picture at their seat. He said that he wanted to begin a discussion about improving the aesthetics of the area. Council Member Capes asked if it were possible to request that the property owners clean up the area. Council Member Nixon noted that she thought that the first step would be to submit a specific complaint to Johnson. Cole stated that he would discuss the issue with Johnson.

Council Member Nixon stated that she believed the Town needed to begin the process to condemn the Oakdale Cotton Mill. Council Members discussed the issue with Cole. Council Member Nixon requested an update on the property at the August Town Council meeting.

Closed Session Per General Statutes 143.318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee- Council Member Capes made a motion to go into closed session per general statutes 143.318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

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

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

Council Member Rayborn made a motion to add 3 months of severance pay to the Town Manager’s contract in the event of termination without cause. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

The meeting ended at 7:31 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of minutes from the July 16, 2019 Closed Session AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Town Council went into Closed Session at the July 16th Town Council meeting per General Statutes 143.318.11(a)(6). Staff is requesting the approval and sealing of the minutes from the July 16th Closed Session.

ATTACHMENTS: None

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation Fall Litter Sweep 2019

AGENDA ITEM #: II-D



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The North Carolina Department of Transportation (NCDOT) encourages local governments to sponsor and organize roadside cleanups every Spring and Fall. The Town of Jamestown will be participating in a Fall Litter Sweep on September 21st. Town staff and volunteers will meet at the Food Lion parking lot at 9:00 am. The Litter Sweep will last until 11:00 am. Volunteers are encouraged to wear long sleeve shirts and high top shoes to protect against any hazards.

ATTACHMENTS: Fall Litter Sweep 2019 Proclamation

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION
FALL LITTER SWEEP 2019

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

WHEREAS, the **FALL 2019 LITTER SWEEP** roadside cleanup will take place September 14th–September 28th, 2019 and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate sponsoring and organizing local roadside cleanups; and

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

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

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

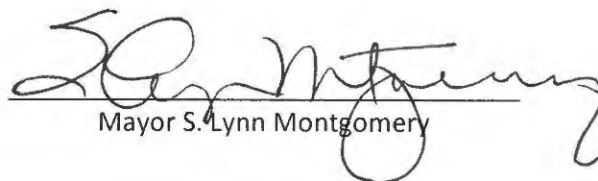
WHEREAS, the **FALL 2019 LITTER SWEEP** cleanup will be the 33rd biannual celebration of the North Carolina Adopt-A-Highway program and its 4,400 volunteer groups that donate their labor and time year round to keep our roadsides clean; and

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

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim September 21st, 2019 as Fall **"LITTER SWEEP"** day in the Town of Jamestown and encourage all citizens to take an active role in making Jamestown a cleaner community.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown on this the 20th day of August 2019.




Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of July 31, 2019

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

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

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

Some items to note:

We received some federal grant reimbursement for Oakdale sidewalk design work.

We received insurance proceeds for water damage done to the concession building at the soccer complex.

Non-recurring expenditures include storm damage repairs, concrete for new basketball goals at the park, a new mower and service truck for public services.

ATTACHMENTS: 3 page summary report & detail budget to actual report

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

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

Petty Cash	\$	1,350
Operating Cash		1,208,786
Certificates of Deposit		3,000,000
Money Market Accounts - operating		768,119
North Carolina Capital Management Trust		<u>9,402,400</u>
	\$	<u>14,380,655</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	861,649
Cash reserved by Powell Bill for street improvements		258,434
General Capital Reserve Fund		127,460
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,723
Water Sewer Capital Reserve Fund		<u>1,099,246</u>
	\$	<u>2,468,447</u>

Cash by Fund:

General	\$	4,245,925
General Capital Reserve Fund		127,460
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,723
Water/Sewer		7,924,717
Randleman Reservoir		861,649
Water/Sewer Capital Reserve Fund		<u>1,099,246</u>
	\$	<u>14,380,655</u>

Cash by Bank:

NCCMT	\$	9,402,400
Pinnacle Bank		3,208,786
First Bank		1,506,030
Wells Fargo		3,788
BB & T		<u>258,301</u>
	\$	<u>14,379,305</u>

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

Installment Purchase Debt:	Balance at 7/31/2019	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 133,218	12/1/2023	2023/2024
Leaf truck, financed in 2017	136,188	12/1/2023	2023/2024
Sanitation truck, financed in 2015	26,659	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>566,677</u>	11/3/2027	2027/2028
	<u>\$ 862,742</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 424,987</u>	11/3/2027	2027/2028

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

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	183,465	14	155,007	1,466	119
% of budget received	3%	0%	3%	1%	0%
% of budget, excluding appropriated fund balance, received	4%	0%	4%	4%	0%
Expenditures (and transfers)	195,379	-	225,666	-	-
% of budget expended	3%	0%	5%	0%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	60,000	-	193,496		
% of budget received	5%	0%	29%		
Life to Date Expenditures	59,065	-	72,804		
% of budget expended	5%	0%	11%		

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	0.00	0.00	2,004,000.00	2,004,003.00	0 %
3101 Interest on Ad Valorem Taxes	0.00	0.00	3,000.00	3,003.00	0 %
3102 Tax and Tag revenue	0.00	0.00	193,000.00	193,003.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	1,250.00	1,250.00	0 %
3230 SALES AND USE TAX	58,530.46	58,530.46	650,000.00	591,469.54	9 %
3250 Solid Waste Disposal Tax	0.00	0.00	2,500.00	2,500.00	0 %
3256 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	45,000.00	45,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	9,516.00	9,516.00	138,000.00	128,484.00	7 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3313 Local Grants	0.00	0.00	10,000.00	10,000.00	0 %
3316 POWELL BILL	0.00	0.00	108,000.00	108,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	18,000.00	18,000.00	0 %
3325 ABC DISTRIBUTION	0.00	0.00	50,000.00	50,000.00	0 %
3341 Telecommunications Planning Fees	0.00	0.00	5,000.00	5,003.00	0 %
3343 REVIEW FEES	150.00	150.00	7,500.00	7,350.00	2 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	0.00	200.00	200.00	0 %
3346 CELL TOWER RENTAL FEES	2,520.00	2,520.00	80,000.00	77,480.00	3 %
3348 REFUSE COLLECTION FEES	13,640.00	13,640.00	259,000.00	245,360.00	1 %
3600 GREEN FEES	45,427.17	45,427.17	515,000.00	469,572.83	9 %
3610 MECHANICAL CART RENTALS	21,256.00	21,256.00	270,000.00	248,744.00	8 %
3620 PULL CART RENTALS	5.00	5.00	300.00	295.00	2 %
3650 DRIVING RANGE	4,187.00	4,187.00	50,000.00	45,813.00	8 %
3660 GOLF SHOP CONCESSIONS SALES	5,285.13	5,285.13	90,000.00	81,714.87	9 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,000.00	2,000.00	0 %
3665 Golf Special Orders Sales	749.42	749.42	5,000.00	4,250.58	15 %
3675 Golf Clubhouse Rental Fees	880.00	880.00	12,000.00	11,120.00	7 %
3831 INVESTMENT EARNINGS	6,563.69	6,563.69	75,000.00	68,436.31	9 %
3834 CIVIC CENTER RENTAL FEES	0.00	0.00	1,000.00	1,000.00	0 %
3836 SALES - PRO SHOP GOLF INVENTORY	4,055.15	4,055.15	50,000.00	45,944.85	8 %
3837 SHELTER RENTALS	650.00	650.00	3,000.00	2,350.00	22 %
3838 Building lease revenue	125.00	125.00	5,120.00	4,995.00	2 %
3839 MISCELLANEOUS REVENUES	68.44	68.44	500.00	431.56	14 %
3840 Rental Golf Sets	210.00	210.00	1,200.00	990.00	18 %
3841 Ball Field Rentals	0.00	0.00	11,000.00	11,000.00	0 %
3910 Insurance Recoveries	6,647.00	6,647.00	7,156.18	539.18	92 %
3920 Issuance of installment purchase financing	0.00	0.00	140,000.00	140,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	80,000.00	80,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	664,833.00	664,833.00	0 %
Account Group Total:	183,465.46	183,465.46	5,869,189.18	5,685,723.72	3 %
Fund Total:	183,465.46	183,465.46	5,869,189.18	5,685,723.72	3 %

① Oakdale sidewalk reimbursement (design)
② insurance proceeds due to water damage in concession building

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	925.00	925.00	27,075.00	28,000.00	28,000.00	0.00
2100	DEPARTMENT SUPPLIES	134.50	134.50	0.00	134.50	2,000.00	1,865.50
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,300.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	1,124.00	1,124.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	46.90	46.90	653.10	700.00	700.00	0.00
3950	DUES AND SUBSCRIPTIONS	1,456.00	1,456.00	0.00	1,456.00	2,500.00	1,044.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,300.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	1,172.00	1,172.00
6900	Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910	LIBRARY GRANT	0.00	0.00	0.00	0.00	117,500.00	117,500.00
6920	HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6930	YMCA GRANT	0.00	0.00	0.00	0.00	20,254.00	20,254.00
6945	JYL Grant	0.00	0.00	0.00	0.00	5,000.00	5,300.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,300.00
	Account Total:	2,562.40	2,562.40	27,728.10	30,290.50	200,500.00	170,209.50
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	19,486.00	19,486.00	0.00	19,486.00	256,500.00	237,014.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
1009	FICA EXPENSE	1,421.86	1,421.86	0.00	1,421.86	20,000.00	18,578.14
1010	RETIREMENT EXPENSE	1,710.64	1,710.64	0.00	1,710.64	23,200.00	21,489.36
1011	HEALTH INSURANCE EXPENSE	2,088.95	2,088.95	0.00	2,088.95	25,200.00	23,111.02
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	200.00	200.00
1013	RETIRES HEALTH INSURANCE EXPENSE	524.95	524.95	0.00	524.95	10,800.00	10,275.05
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	900.00	900.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	36.00	36.00	0.00	36.00	500.00	464.00
1017	401K EXPENSE	840.54	840.54	0.00	840.54	11,300.00	10,459.46
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,100.00	11,100.00
2100	DEPARTMENT SUPPLIES	199.58	199.58	0.00	199.58	1,700.00	1,500.42
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	33.99	33.99	0.00	33.99	2,500.00	2,466.01
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,064.00	2,064.00	3,500.00	1,436.00
3100	TRAVEL	1,168.14	1,168.14	0.00	1,168.14	4,000.00	2,931.86
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3200	COMMUNICATIONS	453.07	453.07	4,860.00	5,313.07	8,760.00	3,446.93
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
3800	DATA PROCESSING SERVICES	830.00	830.00	14,170.00	15,000.00	15,000.00	0.00
3950	DUES AND SUBSCRIPTIONS	5,614.56	5,614.56	0.00	5,614.56	9,000.00	3,385.44
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	255.57	255.57	0.00	255.57	500.00	244.43
4300	EQUIPMENT RENTAL	239.90	239.90	2,205.10	2,445.00	3,000.00	555.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	500.00	500.00	11,000.00	10,500.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	300.00	300.00	900.00	1,200.00	26,000.00	24,800.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		35,203.78	35,203.78	27,699.10	62,902.88	464,460.00	401,557.12
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	6,851.50	6,851.50	0.00	6,851.50	90,000.00	83,148.50
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,250.00	2,250.00
1009	FICA EXPENSE	471.76	471.76	0.00	471.76	7,000.00	6,528.24
1010	RETIREMENT EXPENSE	617.32	617.32	0.00	617.32	8,500.00	7,882.68
1011	HEALTH INSURANCE EXPENSE	696.33	696.33	0.00	696.33	8,400.00	7,703.67
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	110.00	110.00
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	200.00	200.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016	Wellness Program Expenditures	12.00	12.00	0.00	12.00	144.00	132.00
1017	401K EXPENSE	311.26	311.26	0.00	311.26	4,100.00	3,788.72
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	750.00	750.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3100	TRAVEL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3200	COMMUNICATIONS	167.69	167.69	1,400.00	1,567.69	2,600.00	1,032.31
3400	PRINTING	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	250.00	250.00
3700	ADVERTISING	83.00	83.00	0.00	83.00	3,000.00	2,917.00
3800	DATA PROCESSING SERVICES	295.87	295.87	3,204.13	3,500.00	3,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	200.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	688.00	688.00	2,000.00	1,312.00
3980	MISCELLANEOUS EXPENSE	6.50	6.50	0.00	6.50	356.00	349.50
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	400.00	400.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	300.00	300.00
4990	OTHER CONTRACTED SERVICES	350.00	350.00	0.00	350.00	77,000.00	76,650.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	5,000.00	5,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
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	1,000.00	1,000.00
Account Total:		9,863.25	9,863.25	7,992.13	17,855.38	228,810.00	210,954.62
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	277.51	277.51	1,854.90	2,132.41	7,000.00	4,867.59
2140	SEED and SOIL	0.00	0.00	0.00	0.00	500.00	500.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	500.00	500.00
2144	MULCH & PINE NEEDLES	0.00	0.00	622.50	622.50	2,500.00	1,877.50
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,500.00	3,500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3200	COMMUNICATIONS	112.06	112.06	1,810.00	1,922.06	2,000.00	77.94
3300	UTILITIES	1,707.01	1,707.01	4,000.00	5,707.01	28,000.00	22,292.99
3350	Water Utilities	22.88	22.88	0.00	22.88	400.00	377.12
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	17,500.00	17,500.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	5,471.00	5,471.00	20,450.00	25,921.00	32,000.00	6,079.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	25,000.00	25,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	15,000.00	15,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	43,000.00	43,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	40,000.00	40,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		7,590.46	7,590.46	28,737.40	36,327.86	232,400.00	196,072.14
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	345,000.00	345,000.00
4911	Sheriff Off Duty - Town events	560.00	560.00	1,800.00	2,360.00	2,500.00	140.00
4920	ANIMAL CONTROL CONTRACT	0.00	0.00	0.00	0.00	11,250.00	11,250.00
Account Total:		560.00	560.00	1,800.00	2,360.00	358,750.00	356,390.00
5300 FIRE EXPENSES							
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	6,000.00	6,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	0.00	0.00	0.00	0.00	565,194.00	565,194.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	12,000.00	12,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		0.00	0.00	0.00	0.00	584,394.00	584,394.00
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	3,000.00	3,000.00	15,000.00	12,000.00
3300	UTILITIES	7,022.78	7,022.78	0.00	7,022.78	100,000.00	92,977.22
3500	REPAIRS AND MAINTENANCE	0.00	0.00	5,200.00	5,200.00	5,000.00	-200.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	860.00	860.00	0.00	860.00	1,055.00	195.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,200.00	1,200.00
4980	STORMWATER FEES	5,605.00	5,605.00	0.00	5,605.00	5,605.00	0.00
4990	OTHER CONTRACTED SERVICES	4,816.00	4,816.00	31,074.00	35,890.00	54,174.00	18,284.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	140,000.00	140,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	10,000.00	10,000.00	217,500.00	207,500.00
Account Total:		18,303.78	18,303.78	49,274.00	67,577.78	563,634.00	496,056.22

Storm drainage repairs

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16 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	87,847.94	87,847.94	194,000.00	106,152.06
Account Total:		0.00	0.00	87,847.94	87,847.94	197,000.00	109,152.06
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	5,872.90	5,872.90	0.00	5,872.90	96,000.00	92,127.10
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,100.00	1,100.00
1009	FICA EXPENSE	431.45	431.45	0.00	431.45	7,500.00	7,068.52
1010	RETIREMENT EXPENSE	531.41	531.41	0.00	531.41	9,300.00	8,768.59
1011	HEALTH INSURANCE EXPENSE	2,068.99	2,068.99	0.00	2,068.99	25,200.00	23,111.01
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	400.00	400.00
1013	RETIREE HEALTH INSURANCE EXPENSE	591.78	591.78	0.00	591.78	10,800.00	10,108.22
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	12,000.00	12,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	36.00	36.00	0.00	36.00	432.00	396.00
1017	401K EXPENSE	326.04	326.04	0.00	326.04	4,300.00	3,973.96
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	13,200.00	13,200.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
2500	VEHICLE SUPPLIES	0.00	0.00	732.00	732.00	6,500.00	7,768.00
2520	FUELS - GAS & OIL	538.92	538.92	19,461.05	20,000.00	20,000.00	0.00
3200	COMMUNICATIONS	25.00	25.00	460.00	485.00	1,000.00	515.00
3400	PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	150.00	150.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	60,000.00	60,000.00	60,000.00	0.00
3945	Recycle Fees	8,100.00	8,100.00	89,100.00	97,200.00	97,200.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	68.00	68.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,500.00	1,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Account Total:		18,642.52	18,642.52	170,253.08	188,895.60	379,800.00	190,904.40
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	7,293.04	7,293.04	0.00	7,293.04	100,000.00	92,706.96
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,100.00	2,100.00
1009	FICA EXPENSE	551.81	551.81	0.00	551.81	8,000.00	7,448.19
1010	RETIREMENT EXPENSE	589.98	589.98	0.00	589.98	8,400.00	7,810.02
1011	HEALTH INSURANCE EXPENSE	1,560.11	1,560.11	0.00	1,560.11	16,800.00	15,239.89
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	200.00	200.00
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	4,500.00	4,500.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1016	Wellness Program Expenditures	23.89	23.89	0.00	23.89	288.00	264.11
1017	401K EXPENSE	330.08	330.08	0.00	330.08	4,000.00	3,669.92
2100	DEPARTMENT SUPPLIES	1,425.47	1,425.47	0.00	1,425.47	8,000.00	6,574.53
2140	SEED and SOG	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
2144	MULCH & PIPE (NEEDLES)	0.00	0.00	1,660.00	1,660.00	7,000.00	5,340.00
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	1,024.00	1,024.00	0.00	1,024.00	6,100.00	5,176.00
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	5,000.00	5,000.00
2550	EQUIPMENT SUPPLIES	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2600	OFFICE SUPPLIES	50.17	50.17	0.00	50.17	300.00	249.83
2900	ASSETS NOT CAPITALIZED	0.00	0.00	3,328.51	3,328.51	6,000.00	2,671.49
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	42.51	42.51	1,170.00	1,212.51	2,000.00	787.49
3300	UTILITIES	321.37	321.37	0.00	321.37	14,500.00	14,178.63
3350	Water Utilities	24.91	24.91	0.00	24.91	650.00	625.09
3400	PRINTING	0.00	0.00	0.00	0.00	250.00	250.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	0.00	0.00	200.00	200.00	200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	300.00	300.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	79.00	79.00	0.00	79.00	212.00	133.00
3981	Special Events	900.00	900.00	1,005.00	1,905.00	13,000.00	11,095.00
4300	EQUIPMENT RENTAL	495.42	495.42	3,349.62	3,845.04	4,000.00	154.96
4400	SERVICE & MAINTENANCE CONTRACTS	185.00	185.00	2,035.00	2,220.00	2,700.00	480.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	20,175.00	20,175.00	37,186.15	17,011.15
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	9,800.00	9,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		14,896.76	14,896.76	33,423.13	48,319.89	286,336.18	238,016.29
6900 GOLF COURSE MAINTENANCE							
1000	SALARIES AND WAGES	25,871.50	25,871.50	0.00	25,871.50	318,000.00	292,128.50
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,400.00	6,400.00
1009	FICA EXPENSE	1,913.00	1,913.00	0.00	1,913.00	24,500.00	22,587.00
1010	RETIREMENT EXPENSE	2,039.87	2,039.87	0.00	2,039.87	27,500.00	25,460.13
1011	HEALTH INSURANCE EXPENSE	4,010.52	4,010.52	0.00	4,010.52	50,400.00	46,389.48
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	300.00	300.00
1013	RETIREE HEALTH INSURANCE EXPENSE	129.38	129.38	0.00	129.38	10,800.00	10,670.62
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	8,000.00	8,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	72.11	72.11	0.00	72.11	864.00	791.89
1017	401K EXPENSE	975.40	975.40	0.00	975.40	13,400.00	12,424.60
2100	DEPARTMENT SUPPLIES	160.44	160.44	0.00	160.44	8,500.00	8,339.56
2140	SEED and SOD	0.00	0.00	0.00	0.00	3,500.00	3,500.00
2141	CHEMICALS	1,485.91	1,485.91	0.00	1,485.91	35,000.00	33,514.09
2142	FERTILIZER AND LIME	1,214.25	1,214.25	0.00	1,214.25	29,500.00	28,285.75
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	7,000.00	7,000.00
2145	TOPSOIL (Sand)	1,378.27	1,378.27	0.00	1,378.27	15,000.00	13,621.73
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00

① Concrete for new basketball goals

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2520	FUELS - GAS & OIL	1,542.54	1,542.54	20,457.46	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	960.96	960.96	0.00	960.96	15,500.00	14,539.04
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	196.84	196.84	4,050.00	4,246.84	5,700.00	1,453.16
3300	UTILITIES	27.83	27.83	1,800.00	1,827.83	19,000.00	17,172.17
3350	Water Utilities	24.91	24.91	0.00	24.91	650.00	625.09
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	6,500.00	6,500.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	74.77	74.77	1,125.23	1,200.00	1,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,200.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	257.74	257.74	1,342.26	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,200.00	2,200.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	7,124.17	7,124.17	51,493.16	58,617.35	60,000.00	1,382.65
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	12,000.00	12,000.00
4950	LAB TESTING	0.00	0.00	0.00	0.00	400.00	400.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	533,500.00	533,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,136.00	3,136.00
Account Total:		49,460.41	49,460.41	81,468.13	130,928.54	1,323,650.00	1,192,721.46
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	16,733.37	16,733.37	0.00	16,733.37	206,000.00	189,266.63
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,900.00	1,900.00
1009	FICA EXPENSE	1,287.59	1,287.59	0.00	1,287.59	16,000.00	14,712.41
1010	RETIREMENT EXPENSE	877.91	877.91	0.00	877.91	12,000.00	11,122.09
1011	HEALTH INSURANCE EXPENSE	2,088.99	2,088.99	0.00	2,088.99	25,200.00	23,111.01
1012	FLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	55.00	55.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	0.00	0.00	0.00	10,800.00	10,800.00
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	36.00	36.00	0.00	36.00	432.00	396.00
1017	401K EXPENSE	431.92	431.92	0.00	431.92	5,700.00	5,268.08
2100	DEPARTMENT SUPPLIES	333.22	333.22	2,013.26	2,346.48	9,500.00	7,153.52
2101	Grill Supplies	302.83	302.83	5,169.09	5,471.92	7,500.00	2,028.08
2156	RANGE SUPPLIES	2,625.00	2,625.00	0.00	2,625.00	5,000.00	2,375.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
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	35.30	35.30	0.00	35.30	1,000.00	964.70
2700	GOLF INVENTORY FOR RESALE	0.00	0.00	575.00	575.00	38,000.00	37,425.00
2705	Golf Special Orders - Purchases	567.91	567.91	0.00	567.91	6,000.00	5,432.09
2710	CONCESSION INVENTORY RESALE	1,104.78	1,104.78	19,130.63	20,235.41	49,000.00	28,764.59
2715	Food purchased not in inventory	646.70	646.70	12,253.55	12,900.25	22,000.00	9,099.75

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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	0.00	600.00	600.00	2,500.00	1,900.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	712.11	712.11	5,200.00	8,912.11	11,000.00	2,087.89
3300	UTILITIES	0.00	0.00	2,200.00	2,200.00	13,500.00	11,300.00
3350	Water Utilities	24.92	24.92	0.00	24.92	500.00	475.08
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	4,000.00	4,000.00
3700	ADVERTISING	60.40	60.40	759.60	820.00	15,000.00	14,180.00
3800	DATA PROCESSING SERVICES	589.65	589.65	6,910.35	7,500.00	7,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	239.73	239.73	1,260.27	1,500.00	3,600.00	2,100.00
3950	DUES AND SUBSCRIPTIONS	429.00	429.00	0.00	429.00	800.00	371.00
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	1,721.79	1,721.79	14,778.21	16,500.00	22,000.00	5,500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	146.81	146.81	1,614.91	1,761.72	2,500.00	738.28
4310	GOLF CART RENTALS	5,327.28	5,327.28	58,600.08	63,927.36	65,600.00	1,672.64
4311	SALES AND USE TAX PAID	0.00	0.00	0.00	0.00	20,000.00	20,000.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,972.65	1,972.65	10,108.45	12,081.16	16,000.00	3,918.84
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	12,000.00	12,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,000.00	24,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,068.00	2,068.00
Account Total:		38,295.89	38,295.89	146,173.43	184,469.32	651,255.00	466,785.68
5000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	177,000.00	177,000.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	24,200.00	24,200.00
Account Total:		0.00	0.00	0.00	0.00	201,200.00	201,200.00
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	197,000.00	197,000.00
Account Total:		0.00	0.00	0.00	0.00	197,000.00	197,000.00
Account Group Total:		195,379.25	195,379.25	662,396.44	857,775.69	5,869,189.18	5,011,413.49
Fund Total:		195,379.25	195,379.25	662,396.44	857,775.69	5,869,189.18	5,011,413.49

06/06/19
16:05:41

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 19

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	13.74	13.74	150.00	136.26	9 %
3981 TRANSFER FROM GENERAL FUND	0.00	0.00	97,000.00	97,000.00	0 %
Account Group Total:	13.74	13.74	97,150.00	97,136.26	0 %
Fund Total:	13.74	13.74	97,150.00	97,136.26	0 %

09/05/19
16:51:53

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 19

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11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	80,000.00	80,000.00
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	17,150.00	17,150.00
	Account Total:	0.00	0.00	0.00	0.00	97,150.00	97,150.00
	Account Group Total:	0.00	0.00	0.00	0.00	97,150.00	97,150.00
	Fund Total:	0.00	0.00	0.00	0.00	97,150.00	97,150.00

08/06/19
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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 19

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11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	
3000					
3345 INSPECTION AND PERMIT FEES	90.32	90.32	3,000.00	2,909.68	3 %
3710 UTILITY CHARGE - WATER	59,483.81	59,483.81	905,000.00	845,516.19	7 %
3720 UTILITY CHARGE - SEWER	75,299.10	75,299.10	2,900,000.00	2,821,700.90	3 %
3741 Meter Fee	0.00	0.00	500.00	500.00	0 %
3743 System Administration/Installation Fee	0.00	0.00	100.00	100.00	0 %
3745 Connection Fees - Water and Sewer	950.00	950.00	10,000.00	9,050.00	10 %
3750 NONPAYMENT / RECONNECTION FEES	2,600.00	2,600.00	10,000.00	7,400.00	26 %
3755 Return Check Fees	25.00	25.00	500.00	475.00	5 %
3760 LATE FEES	1,680.00	1,680.00	22,000.00	20,320.00	8 %
3765 CREDIT CARD ADMINISTRATION FEES	68.24	68.24	700.00	631.76	10 %
3831 INVESTMENT EARNINGS	11,810.68	11,810.68	125,000.00	113,189.32	9 %
3849 MISCELLANEOUS REVENUES	0.00	0.00	500.00	500.00	0 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	123,000.00	123,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	408,305.00	408,305.00	0 %
Account Group Total:	155,007.15	155,007.15	4,508,605.00	4,353,597.85	3 %
Fund Total:	155,007.15	155,007.15	4,508,605.00	4,353,597.85	3 %

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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	44,151.47	44,151.47	0.00	44,151.47	560,000.00	535,848.53
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	13,500.00	13,500.00
1009	FICA EXPENSE	3,370.51	3,370.51	0.00	3,370.51	46,000.00	42,629.49
1010	RETIREMENT EXPENSE	3,871.74	3,871.74	0.00	3,871.74	53,000.00	49,128.26
1011	HEALTH INSURANCE EXPENSE	6,963.30	6,963.30	0.00	6,963.30	84,000.00	77,036.70
1012	PLEX ADMINISTRATION FEES	0.00	0.00	0.00	0.00	800.00	800.00
1013	RETIREE HEALTH INSURANCE EXPENSE	34.53	34.53	0.00	34.53	16,200.00	16,165.47
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	15,000.00	15,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1016	Wellness Program Expenditures	120.00	120.00	0.00	120.00	1,440.00	1,320.00
1017	401K EXPENSE	1,890.54	1,890.54	0.00	1,890.54	26,000.00	24,109.46
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,100.00	11,100.00
2100	DEPARTMENT SUPPLIES	965.74	965.74	1,015.80	1,981.54	30,000.00	28,018.46
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	15,000.00	15,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	7,500.00	7,500.00
2520	FUELS - GAS & OIL	750.55	750.58	21,249.42	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	678.14	678.14	0.00	678.14	5,000.00	4,321.86
2600	OFFICE SUPPLIES	33.99	33.99	0.00	33.99	2,000.00	1,966.01
2750	PURCHASE OF WATER	-27.04	-27.04	350,000.00	349,972.96	350,000.00	27.04
2755	Water Transmission Fees	0.00	0.00	0.00	0.00	26,000.00	26,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	7,556.00	7,556.00	15,000.00	7,444.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	310.00	310.00	0.00	310.00	5,000.00	4,690.00
3200	COMMUNICATIONS	1,013.44	1,013.44	28,200.00	29,213.44	32,300.00	3,086.56
3300	UTILITIES	220.37	220.37	2,000.00	2,220.37	15,000.00	12,779.63
3350	Water Utilities	4.16	4.16	0.00	4.16	500.00	495.84
3400	PRINTING	0.00	0.00	4,800.00	4,800.00	7,000.00	2,200.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	1,900.00	1,900.00	30,000.00	28,100.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,383.53	1,383.53	16,616.47	18,000.00	18,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	33.46	33.46	0.00	33.46	2,500.00	2,466.54
3955	Permit Fees	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3960	BANK AND MERCHANT FEES	872.49	872.49	8,127.51	9,000.00	11,000.00	2,000.00
3980	MISCELLANEOUS EXPENSE	222.68	222.68	0.00	222.68	1,500.00	1,277.32
4300	EQUIPMENT RENTAL	239.92	239.92	2,205.05	2,445.00	3,500.00	1,055.00
4400	SERVICE & MAINTENANCE CONTRACTS	8,940.00	8,940.00	22,625.00	31,565.00	50,000.00	18,435.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	45,000.00	45,000.00
4950	LAB TESTING	140.00	140.00	8,860.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	0.00	0.00	0.00	900,000.00	900,000.00
4990	OTHER CONTRACTED SERVICES	350.00	350.00	7,200.00	7,550.00	150,000.00	142,450.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	36,489.57	36,489.57	0.00	36,489.57	78,000.00	41,510.43
5500	CAPITAL OUTLAY - EQUIPMENT <i>mower</i>	7,348.25	7,348.25	175,917.00	183,265.25	350,000.00	166,734.75
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	500,000.00	495,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	241,200.00	241,200.00

New service truck (ordered in last fiscal year, but not received until July 2019)

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 19

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	44,175.60	44,175.60	0.00	44,175.60	45,000.00	824.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	61,118.66	61,118.66	0.00	61,118.66	123,000.00	61,881.34
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6920	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	50,005.00	50,005.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	10,000.00	10,000.00
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	427,000.00	427,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	8,560.00	8,560.00
Account Total:		225,665.63	225,665.63	666,272.28	891,937.91	4,508,605.00	3,616,667.09
Account Group Total:		225,665.63	225,665.63	666,272.28	891,937.91	4,508,605.00	3,616,667.09
Fund Total:		225,665.63	225,665.63	666,272.28	891,937.91	4,508,605.00	3,616,667.09

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60 SANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	1,466.36	1,466.36	14,000.00	12,533.64	10 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	27,000.00	27,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
Account Group Total:	1,466.36	1,466.36	123,000.00	121,533.64	1 %
Fund Total:	1,466.36	1,466.36	123,000.00	121,533.64	1 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 19

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40 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6							
0130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Fund Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 19

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	118.52	118.52	1,500.00	1,381.48	9 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
Account Group Total:	118.52	118.52	401,500.00	401,381.48	0 %
Fund Total:	118.52	118.52	401,500.00	401,381.48	0 %
Grand Total:	340,071.23	340,071.23	10,999,444.18	10,659,372.95	3 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 19

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
5600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Fund Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Grand Total:	421,044.88	421,044.88	1,328,668.72	1,749,713.60	10,999,444.18	9,249,730.58

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of July 2019. For the month of July 2019 in comparison to July 2018, revenues were up by approximately 7.45%. There were 2 bad weather days in July 2019 as opposed to 4 days in July 2018.

Expenditures were down in July 2019 by approximately 28% in comparison to July 2018 expenditures.

The resulting operating profit for the golf course for the month of July 2019 before capital outlay amounts to \$297, while the operating loss in July 2018 before capital outlay was -\$39,020. Grill operations net profit was \$2,890 in July 2019 as opposed to \$6,200 in July 2018. The grill was closed for 8 days during July 2019.

Golf rounds for July 2019 were 2,602 while golf rounds for July 2018 were 2,431, an increase of 7%.

ATTACHMENTS: Golf Report July 2019

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

Jamestown Park Golf Course Operations
 Summary
 FYE 6/30/20

	July 2019	July 2018	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE positive / (negative)	% Variance
Golf Course Operating Revenues	85,054	79,157	5,897	7.45%	85,054	79,157	5,897	7.45%
Golf Course Maintenance Expenditures (before capital outlay)	49,460	68,130	(18,670)	-27.40%	49,460	68,130	18,670	27.40%
Golf Course Golf Shop Expenditures (before capital outlay)	35,297	50,047	(14,750)	-29.47%	35,297	50,047	14,750	29.47%
Net exp < or > rev before Capital Outlay	297	(39,020)	39,317	100.76%	297	(39,020)	39,317	100.76%
Capital Outlay	-	-	-		-	-	-	
Net expenditures < or > revenues	297	(39,020)	39,317	100.76%	297	(39,020)	39,317	100.76%
Golf Rounds Played (not including complimentary play)	2,602	2,431			2,602	2,431		
Bad Weather Days (1)	2	4			2	4		
Days closed for aerification or other reason	2	2			2	2		
Grill was also closed	8 days							
Golf course employees paid during the month:								
Full-time positions	9	9						
Part-time hours	1,109	882						

Golf Course Revenues
Revenues
FYE 6/30/20

	<u>July 2019</u>	<u>July 2018</u>	VARIANCE positive / (negative)	% Variance	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	VARIANCE positive / (negative)	% Variance
Greens	45,427	42,659	2,768	6.49%	45,427	42,659	2,768	6.49%
Cart Rentals	21,256	20,001	1,255	6.27%	21,256	20,001	1,255	6.27%
Pull Carts	5	14	(9)	-64.29%	5	14	(9)	-64.29%
Driving Range	4,187	4,826	(639)	-13.24%	4,187	4,826	(639)	-13.24%
Sales - Golf Shop Inventory	4,804	3,413	1,391	40.76%	4,804	3,413	1,391	40.76%
Sales - Golf Shop Concessions	8,285	7,524	761	10.11%	8,285	7,524	761	10.11%
Golf Clubhouse Rental Fees	1,090	720	370	51.39%	1,090	720	370	51.39%
	<u>85,054</u>	<u>79,157</u>	5,897	7.45%	<u>85,054</u>	<u>79,157</u>	5,897	7.45%

Jamestown Park Golf Course Operations
 Golf Maintenance Expenditures
 FYE 6/30/20

	July 2019	July 2018	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	35,011	37,194	(2,183)	-5.87%	35,011	37,194	(2,183)	-5.87%
<i>Supplies & Materials</i>	6,742	10,705	(3,963)	-37.02%	6,742	10,705	(3,963)	-37.02%
<i>Contractual Services</i>	7,124	18,990	(11,866)	-62.49%	7,124	18,990	(11,866)	-62.49%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>583</u>	<u>1,241</u>	(658)	-53.02%	<u>583</u>	<u>1,241</u>	(658)	-53.02%
<i>Total Exp before Capital Outlay</i>	<u>49,460</u>	<u>68,130</u>	(18,670)	-27.40%	<u>49,460</u>	<u>68,130</u>	(18,670)	-27.40%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	-		<u>-</u>	<u>-</u>	-	
	<u>49,460</u>	<u>68,130</u>	<u>(18,670)</u>	-27.40%	<u>49,460</u>	<u>68,130</u>	<u>(18,670)</u>	-27.40%

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**Golf Shop Expenditures
FYE 6/30/20**

	<u>July 2019</u>	<u>July 2018</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	21,456	20,491	965	4.71%	21,456	20,491	965	4.71%
<i>Supplies & Materials</i>	2,616	6,521	(3,905)	-59.88%	2,616	6,521	(3,905)	-59.88%
<i>Contractual Services</i>	7,447	19,496	(12,049)	-61.80%	7,447	19,496	(12,049)	-61.80%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>3,778</u>	<u>3,539</u>	239	6.75%	<u>3,778</u>	<u>3,539</u>	239	6.75%
<i>Total Exp before Capital Outlay</i>	<u>35,297</u>	<u>50,047</u>	(14,750)	-29.47%	<u>35,297</u>	<u>50,047</u>	(14,750)	-29.47%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	-	-100.00%	<u>-</u>	<u>-</u>	-	-100.00%
	<u><u>35,297</u></u>	<u><u>50,047</u></u>	(14,750)	-29.47%	<u><u>35,297</u></u>	<u><u>50,047</u></u>	(14,750)	-29.47%

Grill Operations**FYE 6/30/20**

	<u>July 2019</u>	<u>YTD FYE 6/30/20</u>	<u>July 2018</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	8,285	8,285	11,410	11,410
Golf Shop Rental Revenue	880	880	540	540
	<u>9,165</u>	<u>9,165</u>	<u>11,950</u>	<u>11,950</u>
 Expenditures:				
Wages	2,905	2,905	3,034	3,034
FICA	222	222	232	232
Benefits	1,093	1,093	912	912
Grill supplies	303	303	84	84
Food & beverage purchases	1,752	1,752	1,488	1,488
	<u>6,275</u>	<u>6,275</u>	<u>5,750</u>	<u>5,750</u>
	<u>2,890</u>	<u>2,890</u>	<u>6,200</u>	<u>6,200</u>

Note: Grill was closed for 8 days in July 2019.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #5

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

There were unanticipated expenditures required in the street department in July. Extensive repairs were required to the older leaf truck, and storm drainage repairs were necessitated also. This budget amendment will cover those 2 expenditures, thus allowing the original budget to cover the anticipated expenditures as planned.

ATTACHMENTS: Budget Amendment #5

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #5

BUDGETARY IMPACT: Increase expenditures and appropriated fund balance by \$10,000 each.

SUGGESTED MOTION: Approve budget amendment #5.

FOLLOW UP ACTION NEEDED: None

Town of Jamestown
Budget Amendment #5
FYE 6-30-20

		<u>Debit</u>	<u>Credit</u>
Fund #10:			
Repairs & Maintenance	10-5600-3500	5,000.00	
Other Contracted Services	10-5600-4990	5,000.00	
Fund Bal appropriated	10-3991		10,000.00

To add additional funding for street dept
for unanticipated storm drainage repairs
and leaf truck repairs

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koance



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of Approval of Budget Amendment #6 & NCDOT Supplemental Funding Agreement

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole

SUMMARY:

Attached you will find a revised Supplemental Agreement from NCDOT for the East Main Street sidewalk project. The revised agreement shows an increase in funding for this project in the amount of \$665,966. The Supplemental Agreement provides funding for the Base Bid, 10% contingency and 15% for project management/CEI. The total available funds is \$1,515,996.

Also attached is Budget Amendment #6 that increases the Capital Project due to the Supplemental Agreement.

Procedure:

1. Council Approves Budget Amendment # 6.
2. Finance Officer Preaudits Supplemental Agreement.
3. Council Approves Supplemental Agreement with NCDOT.

ATTACHMENTS: BA # 6, Supplemental Agreement # 2

RECOMMENDATION/ACTION NEEDED: 1)Approve BA #6 2.Finance Officer Pre-audits Agreement 3. Approve Supplemental Agreement

BUDGETARY IMPACT: Increase in project preaudited funds of \$665,966.

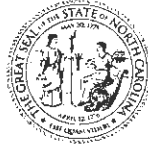
SUGGESTED MOTION: Motion to approve Budget Amendment # 6.
Motion to approve Supplemental Agreement # 2from NCDOT

FOLLOW UP ACTION NEEDED: Forward agreement to NCDOT for approval.

Town of Jamestown
Budget Amendment #6
FYE 6-30-20

		<u>Debit</u>	<u>Credit</u>
Fund #17:			
Capital Outlay - Land Improvements	17-5600-5700	665,996.00	
Federal grant revenues	17-3310		532,797.00
State grant revenues	17-3311		133,199.00

To increase budget for project upon receiving
notice of additional funding from NCDOT.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

August 2, 2019

Mr. Kenny Cole
Town Manager
Town of Jamestown
P.O. Box 848
Jamestown, NC 27282

Subject: Locally Administered Project (LAP) – Supplemental Agreement #2
TIP: EB-5519
WBS: 50035.1.1, 50035.3.1
FED: STPEB-0712(004)
Town of Jamestown, Guilford County

Dear Mr. Cole:

Enclosed are two (2) duplicate originals of the supplemental agreement for additional funding and an extension of the completion date on the above referenced project.

Please review the agreements and, if satisfactory, have **both** originals executed by the Town within sixty (60) days and return to me for execution by the Department of Transportation. The Department of Transportation will execute the agreements and send one fully executed agreement back to the Town of Jamestown.

If you have any questions, please contact Donnie Huffines, Division Project Manager at (336)487-0075.

Sincerely,

A handwritten signature in black ink that reads "J. M. Mills".

J. M. Mills, P.E.
DIVISION ENGINEER

JMM/drh
Enclosures

cc: file

NORTH CAROLINA
GUILFORD COUNTY

2ND SUPPLEMENTAL AGREEMENT

DATE: 8/2/2019

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: EB-5519

AND

WBS ELEMENTS: PE 50035.1.1

TOWN OF JAMESTOWN

CON 50035.3.1

FEDERAL-AID #: STPEB-0712(004)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$665,966

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Jamestown, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 7/30/2014, entered into a certain Project Agreement for the original scope: construction for approximately 3150 feet of multi-use greenway along East Main Street between Yorkleigh Lane and the existing sidewalk east of Teague Drive, programmed under Project EB-5519; and,

WHEREAS, on 1/19/2016, the parties extended the completion date for the Project; and,

WHEREAS, the parties wish to increase the funding and extend the completion date for the Project;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

FUNDING

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal and state funds, the Department shall participate up to the total available funds of \$1,515,996, as detailed below. The Department will provide state funds for the non-federal match to the federal funds. The Municipality shall provide all costs that exceed the total available funds

REVISED FUNDING TABLE

Fund Source	Federal Funds Amount	Federal Reimbursement Rate	Non-Federal State Match	Non-Federal Reimbursement Rate
Bike/Ped (Original)	\$680,000	80%	\$170,000	20%
STPEB (This Agreement)	\$532,797	80%	\$133,199	20%
SUBTOTALS	\$1,212,797		\$303,199	
Total Available Funds		\$1,515,996		

TIME FRAME

The Municipality shall complete all work outlined in the Agreement by 7/15/2022 in lieu of 9/23/2018. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final package to the Department.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 7/30/2014, and 1/19/2016 is ratified and affirmed as therein provided.



IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF JAMESTOWN

BY: _____

BY: [Signature]

TITLE: _____

TITLE: Town Manager

DATE: _____

DATE: 8/5/19

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the Town of Jamestown as attested to by the signature of _____

on _____ (Date)

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Jamestown

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

NORTH CAROLINA
GUILFORD COUNTY

2ND SUPPLEMENTAL AGREEMENT

DATE: 8/2/2019

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: EB-5519

AND

WBS ELEMENTS: PE 50035.1.1

TOWN OF JAMESTOWN

CON 50035.3.1

FEDERAL-AID #: STPEB-0712(004)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$665,966

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Jamestown, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 7/30/2014, entered into a certain Project Agreement for the original scope: construction for approximately 3150 feet of multi-use greenway along East Main Street between Yorkleigh Lane and the existing sidewalk east of Teague Drive, programmed under Project EB-5519; and,

WHEREAS, on 1/19/2016, the parties extended the completion date for the Project; and,

WHEREAS, the parties wish to increase the funding and extend the completion date for the Project;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

FUNDING

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal and state funds, the Department shall participate up to the total available funds of \$1,515,996, as detailed below. The Department will provide state funds for the non-federal match to the federal funds. The Municipality shall provide all costs that exceed the total available funds

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L.S. ATTEST:

TOWN OF JAMESTOWN

BY: _____

BY: [Signature]

TITLE: _____

TITLE: Town Manager

DATE: _____

DATE: 8/5/19

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the Town of Jamestown as attested to by the signature of _____

on _____ (Date)

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Jamestown

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: E. Main St. Sidewalk Project Alternate Bids & Budget Amendment #7 **AGENDA ITEM #:** IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The East Main Street Sidewalk project has two Alternate Bids for consideration that NCDOT will not be funding. The Base Bid and Award of the East Main Street Sidewalk Project Bid will be discussed later in the agenda.

There are two Alternate Bids for consideration of the project. Alternate 1 includes installing curb and gutter, storm drainage improvements, and certain utility relocations along the north side of E. Main Street from 411 to 415 E. Main Street. The alternate bid will provide a uniform road section along the northern (westbound) lane of E. Main Street. This should allow for better maintenance and will be consistent with the vast majority of roads within our jurisdiction. This will eliminate side ditches in that segment and provide curb and gutter and storm drainage inlets.

Alternate 2 includes installing curb and gutter and storm drainage improvements along the south side of E. Main Street east of 404 E. Main Street's hedge to the mid-block sidewalk crossing near 411 E. Main Street. The alternate bid will provide a uniform road section along the southern (eastbound) lane of E. Main Street. This segment has a ditch section that has been difficult to maintain. Similarly to Alternate 1, this should allow for better maintenance and will be consistent with the vast majority of roads within our jurisdiction. This will eliminate side ditches in that segment and provide curb and gutter and storm drainage inlets.

Should the Town Council support the alternate bids, a budget amendment will be required before proceeding to award of the bid. Budget Amendment #7 appropriates the funds(\$236,007.50) for the alternate bids from the General Fund, and transfers these funds from the General Fund to the E. Main Street Capital Project Fund.

Alternate 1:	\$ 148,218.00
Alternate 2:	\$ 87,789.50
Total Alternate Bids 1 and 2:	\$ 236,007.50

ATTACHMENTS: Alternate Bid Sketches, Budget Amendment #7

RECOMMENDATION/ACTION NEEDED: Motion to approve Budget Amendment #7.

BUDGETARY IMPACT: GF-increase FB Appropriated by \$236,007.50 Project Capital Fund-Incr. transfer in and Exp. by \$236,007.50

SUGGESTED MOTION: Motion to approve Budget Amendment #7.

FOLLOW UP ACTION NEEDED: Award of Base Bid and Alternate Bids of East Main Street Sidewalk project.

Town of Jamestown
 Budget Amendment #7
 FYE 6-30-20

		<u>Debit</u>	<u>Credit</u>
Fund #10:			
Transfer to E Main Street Capital Proj Fund	10-9600-9600	236,007.50	
Appropriated Fund Balance	10-3991		236,007.50
To appropriate fund balance to be transferred to E Main Street sidewalk project to be used for alternate bids #1 and #2			

Fund #17:			
Capital Outlay - Land Improvements	17-5600-5700	236,007.50	
Transfer from General Fund	17-3981		236,007.50
To transfer funds to cover Alternate Bids #1 and #2 for E Main Street sidewalk			

**CAPITAL PROJECT FUND - E. MAIN STREET (LYDIA) MUTLI-USE GREENWAY
 SCHEDULE OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
 FROM INCEPTION AND FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Budget
 Amendment #7



	Project Author- ization	Prior Year	Actual Current Year	Total to Date	Variance Positive (Negative)	
Revenues:						
Federal STP-EB funds	\$ 1,212,797	\$ -	\$ -	\$ -	\$ (1,212,797)	
NC DOT funds	303,199	-	-	-	(303,199)	
	\$ 1,515,996	\$ -	\$ -	\$ -	\$ (1,515,996)	
Expenditures:						
Capital outlay - land improvements	1,515,996	-	-	-	1,515,996	236,007.50
Total expenditures	1,515,996	-	-	-	1,515,996	
Revenues under expenditures	-	-	-	-	-	
Other financing sources:						
Transfer from General Fund	-	-	-	-	-	236,007.50
Net change in fund balance	\$ -	\$ -	-	\$ -	\$ -	
Fund balance:						
Beginning of year, July 1			-			
End of year, June 30			\$ -			



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Recommendation to Accept Bidder, East Main Street Sidewalk

AGENDA ITEM #: IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

We opened bids on the East Main Street Sidewalk Project on Monday, July 15, 2019. It was our third scheduled bid opening. We only received one bid at each of the openings - each time from Atlantic Contracting Company, Inc. The project falls under the formal bidding rules per North Carolina General Statutes. We presented the Bid at the July 16, 2019 regular Town council meeting. At that time sufficient funding was not available, but additional funding has been secured in the interim.

Should the Supplemental Agreement (SA) for the additional funding be approved by the Town Council, we recommend approval of the lowest responsive, responsible bid at the regular Town Council meeting on August 20, 2019.

The Supplemental Agreement provides funding for the Base Bid, 10% contingency, and 15% for project management/CEI (\$1,515,996.00). The cost of the Alternate Bids will be borne by the Town. Alternate 1 includes installing curb and gutter, storm drainage improvements, and certain utility relocations along the north side of E. Main Street from 411 to 415 E. Main Street. Similarly, Alternate 2 includes the installation of curb and gutter and storm drainage improvements along the south side of E. Main Street east of 404 E. Main Street's hedge to the mid-block sidewalk crossing near 411 E. Main Street. (The cost of both Alternates is \$236,007.50).

The project will be awarded based on concurrence with NCDOT approval.

We received one bid - from Atlantic Contracting Company, Inc. The bid is:

Base Bid: \$ 1,198,415.00

Alternate 1: \$ 148,218.00

Alternate 2: \$ 87,789.50

Total Bid: \$ 1,434,422.50

ATTACHMENTS: Contract will be provided at council meeting.

RECOMMENDATION/ACTION NEEDED: Motion to award to low bidder, Preaudit Contract, Motion to Approve Contract

BUDGETARY IMPACT: Sidewalk Project fund - to be reimbursed by Federal & State funds, Alternates funded by transfer from GF.

SUGGESTED MOTION: Motion to Award Project to the lowest responsive, responsible bidder depending on concurrence with NCDOT. Preaudit Contract.
Motion to award Contract to Atlantic Contracting Company, Inc. +

FOLLOW UP ACTION NEEDED: Forward contract to contractor and NCDOT.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Public Hearing - Request for LDO Text Amendment

AGENDA ITEM #: IV-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 30 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Asst. Town Mgr.

SUMMARY:

A request to amend the LDO text in Article 3 "Definitions" was received from Ms. Lori Herron of 2216 Guilford Collge Rd. Please see attached information and staff report for greater detail.

At the July 8, 2019, regular meeting of the Planning Board, the Board voted unanimously to recommend denial of the text amendment as proposed and recommended that the Town Council give the staff direction to prepare an alternative ordinance amendment related to the keeping of animals.

ATTACHMENTS: Staff report, NOV information, Text Amendment request from applicant

RECOMMENDATION/ACTION NEEDED: Staff recommends denial of the text amendment as presented.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to recommend denial of the text amendment as presented and recommend that Council request staff to prepare an alternative ordinance amendment regarding the keeping of animals.

FOLLOW UP ACTION NEEDED: Must approve a statement of consistency



The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions (\$300.00)
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: Lori Herron
2216 Guilford College Road Jamestown NC 27282
 Street Address or P.O. Box City/State/Zip Code
336-294-4440 336-382-7061 Lori@groupus.com
 Home/Work Phone Number Mobile Number Email

Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

Owner Name: Same as above
 Street Address or P.O. Box City/State/Zip Code
 Home/Work Phone Number Mobile Number Email

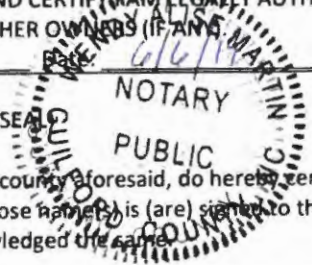
Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)

Applicant Signature: Lori Herron Date: 6/6/19
 I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).
 Owner Signature: Lori Herron

NOTARY STATEMENT:

State of North Carolina, County of Guilford to wit: (SEAL)
 I, Wendy Martin a notary public in and for the state and county aforesaid, do hereby certify that Lori Herron whose name is (are) signed to the foregoing statement, personally appeared before me in my state and county and acknowledged the same.
 My commission expires May 20th 2020
 Given under my hand this 6th Day of June, 2019
 Notary Signature Wendy Martin Printed Name of Notary:



Permit Information

Owner Requests Rezoning of the Following Parcel(s):

Parcel #1: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____
 Current Parcel Zoning: _____ Request to Rezone to: _____
 Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #2: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____
 Current Parcel Zoning: _____ Request to Rezone to: _____
 Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #3: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____
 Current Parcel Zoning: _____ Request to Rezone to: _____
 Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

Limited agriculture does not permit livestock, animals used for food or fiber, such as horses, cows, llamas, sheep, swine over 300 pounds, or the like, not to include miniature or pot bellied pigs that are kept as and considered to be pets.

Adjoining Property Owner(s)

Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		Tax Map Numbers
Glavic Investments, LLC	2214 Guilford College Rd.	Parcel 159171 PIN 7822453312
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159169
Virginia Gonzalez	2218 Guilford College Rd.	PIN 7822541859
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159144
William P. Johnson / t/c Johnson, Bebe B.	2221 Guilford College Rd.	PIN 7822644692
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159106
Wm. P. / t/c, Bebe B. Johnson	2207 Guilford College Rd.	PIN 7822749997
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning?

Amending ordinance, not rezoning. We want our pets to be classified as pets, especially as they are therapy animals

Please provide a description of the site before and after development (if construction is proposed).

No changes. We probably will construct a privacy fence around their area to add to curb appeal

Please describe the operation proposed including number of employees and hours of operation, if applicable.

N/A

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).

N/A

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.

N/A

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.

For Town Use Only

Date Application Received:

Town of Jamestown, North Carolina
301 E. Main St.
Jamestown, NC 27282
(336) 454-1138



Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process *typically* takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?

During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Art Wise	336-884-1099
Russ Walker	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	
Sherrie Richmond**	

**Denotes ETJ member



Planning Board Meeting Date: July 8, 2019

BACKGROUND:

The Town of Jamestown Planning Department received a phone call on February 26, 2019, with an anonymous complaint regarding “trash and odors” coming from the property at 2216 Guilford College Rd. Upon an inspection of the property from the street right-of-way, it was determined that there as a large pile of rubbish in the yard on the property. As is typical, the Planning Director attempted to knock on the door to speak to the residents of the home. However, the route to the door was blocked by a fence which enclosed a pen housing several pigs.

The Planning Director made a phone call to the phone number associated with the utility billing for this address and spoke to Mr. Michael Young (spouse of owner), requesting a meeting to discuss these issues. Mr. Young confirmed that he would be able to meet the next morning (Feb. 27th) at 9am, but then had his employee call back on the 27th to inform the Town that he would not make that meeting. Unable to reach the door and having been told that the owners were not willing to meet, the Planning Director sent a notice on February 27, 2019, which outlined several violations on the property – 1) the rubbish in the yard, and 2) the keeping of pigs (swine) in a residential neighborhood. The Town requested that the trash be removed within 10 days and gave the owners 30 days to remedy the keeping of pigs.

The debris (old plumbing fixtures) were removed within the allotted time. Ms. Herron (owner of the property) requested additional time to comply with the request to rehome the pigs and the Town Manager sent a letter on March 21, 2019, giving Ms. Herron an additional 60 days to comply, moving the date for compliance to May 27, 2019. Ms. Herron appeared at the May 21, 2019, Council meeting and requested that the Council allow her to keep her pigs on her property. The Council indicated that they would suggest Ms. Herron file a request for a text amendment with the Planning Department (to be heard by Planning Board first, then Town Council), which is the normal course of action for citizens to request changes to the Ordinances. That request was received on June 10, 2019, and is included in this packet.

REQUEST:

Per the text amendment request from Ms. Herron, she wishes the Land Development Ordinance to alter the language found in Article 3 “Definitions” of the LDO related to “Limited Agriculture” to read:

Current language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

Proposed language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock, animals used for food or fiber, such as horses, cows, llamas, sheep, swine over 300 pounds, or the like, not to include miniature or potbellied pigs that are kept as and considered to be pets. (Proposed changes in red)

RECOMMENDATIONS OF THE 2020 LAND DEVELOPMENT PLAN:

2019-01

The 2020 LDP (Comp Plan) encourages us to carefully manage growth and to make smart decisions that maintain and enhance Jamestown's community characteristics and heritage. Having clear directions for property owners regarding land uses which are permitted or not permitted is the key purpose of the Land Development Ordinances. Specifically, the following Land Development Goals and Policies may apply:

Growth Management:

GOALS:

- A. Carefully manage growth, making smart growth decisions that maintain and enhance Jamestown's special community characteristics and heritage.
- B. Strategically locate new land development in the most appropriate places.
- C. Use infrastructure investments as efficiently as possible.
- D. Attract new businesses and jobs and a more diverse tax base.
- E. Preserve our natural, cultural & historic resources and open space as we grow.

Policies:

- 1.5 - Carefully manage land development patterns along existing and planned major roads (e.g. Guilford College Road, High Point Road, future Bypass) to maintain their safety and function and create welcoming, aesthetically pleasing entranceways that reflect our small-town character.
- 1.11 - Continue to value, preserve and enhance existing residential uses and neighborhoods, to maintain the unique small-town character of Jamestown. Infill development is encouraged to efficiently use existing infrastructure, however, new buildings and the renovation of existing buildings should fit the scale and character and add value to existing neighborhoods.
- 1.15 - Carefully balance individual property rights with the good of the whole community by expecting new development to use the best design features of our favorite existing areas and by providing adequate buffers between incompatible uses.

Community Appearance:

GOALS:

Carefully preserve and enhance Jamestown's small-town character and community appearance as it grows.

Policies:

- 3.3 Maintain a strong sense of place and community pride as each new land use fits into our vision for the future – adding quality and value and enhancing our community character and quality of life.

(Remainder of this page left intentionally blank)

SUMMARY:

2019-01

The current ordinance language under Article 2 “Definitions” includes the following italicized wording:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

As proposed, the language suggested by Ms. Herron *excludes* miniature or potbellied pigs and would allow an **unlimited** number of such pigs to be kept on a residentially zoned property. As written, the text amendment would actually allow an unlimited number of pigs up to 300 lbs. in size on all residentially zoned property, as well as in areas zoned for agriculture and in the residential/main street transitional-zoned areas. History has shown us that previous Planning Boards and Town Council members have been keenly aware of the potential nuisances which accompany livestock, more especially pigs, in zoning districts which include or are adjacent to residentially zoned areas. Past rezoning cases have seen even those properties which have been requested to be zoned as “Agriculture” have conditions placed upon it by Council which *prevents* the keeping of swine. It seems unreasonable to staff that citizens in a residential neighborhood might wind up with an unlimited number of pigs as neighbors. The purpose of the Town’s zoning texts are to help prevent dissimilar land uses from becoming an issue to the greatest extent possible.

Planning staff believes that the Planning Board and Town Council should give staff direction and more clearly define what types, numbers, and conditions (buffers required, etc.) should be for animals kept within the Town’s zoning jurisdiction. cursory research shows that most jurisdictions in North Carolina (and throughout the United States as a whole) generally limit “potbellied” or “miniature” pigs to a maximum of two, for example. Also, ordinances generally define limits related to height and weight for such animals and some even define requirements for living spaces, buffers from adjacent properties and the like. In addition, the Town could benefit from a clearer definition of the expectations of Council on the keeping of other types of animals such as dogs, cats, etc.

STAFF RECOMMENDATION:

The Planning staff respectfully recommends that the Planning Board and the Town Council deny this text amendment as written. Furthermore, the Planning staff recommend that the Town Council direct the Planning staff to research and suggest an ordinance update which would better define the requirements for keeping “miniature” or “potbellied” pigs in residentially zoned areas, as well as guidelines for limitations on the keeping of other animals (cats, dogs, exotic pets, etc.) including numbers and conditions for each.

WRITTEN RECOMMENDATION ADDRESSING COMPREHENSIVE LAND USE PLAN CONSISTENCY:

Effective October 1, 2017, state law has changed regarding the adoption of “consistency statements” when amending zoning ordinances. I have put some of the pertinent information below in a bulleted format:

- Boards are not required to take action that is consistent with an adopted Land Development Plan (aka – Comprehensive Plan or “Comp” Plan). They only need to consider what it says.
- The Council and Planning Board **must** adopt a statement that addresses plan consistency when considering zoning ordinance amendments.
- The adopted statement **may not be** something simple like “we find the request to be consistent/inconsistent with adopted policies”. Rather, it must say **how/why** the Council feels as it does.
- The consistency statement must include some modest discussion and explanation about the Planning Board and Council’s feelings on their actions. In other words, the statement should not be crafted beforehand by staff.
- The new law states that the Council must make their statement conform to one of three forms:
 - A statement approving the proposed zoning amendment and describing its consistency with the plan;
 - A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan; or
 - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.
- Each consistency statement **must** include an **explanation of why the board deems the action to be reasonable and in the public interest.**

All amendments must now follow this approach:

- 1) Consideration of the proposed zoning amendment and public hearing.
- 2) Deliberation by the Board.
- 3) Motion on consistency/inconsistency with the Land Development Plan (Comp Plan).
 - a. ***If the Board finds that the proposed amendment is inconsistent with the Comp Plan, but wishes to approve the amendment, it must also make a motion (separately) to amend the Comp Plan to conform to the amendment.*** The same is true if the Board finds that a proposed amendment is consistent with the Plan, yet wishes to deny the amendment.
- 4) Motion to approve/deny the zoning amendment.

A sample format is provided on the following pages.

MOTION

FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jomestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because: _____.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is reasonable because: _____.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is in the public interest because: _____.

[Call for second etc .]

MOTION

FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN

I make a motion that the proposed zoning amendment **be rejected** based on the following:

1. *The proposed zoning amendment is **not consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board finds that the proposed zoning amendment is inconsistent with the comprehensive plan because: _____.

AND/OR

2. *The proposed zoning amendment is **not reasonable**.* The Planning Board considers the proposed zoning amendment to be unreasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be unreasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is unreasonable because: _____.

AND/OR

3. *The proposed zoning amendment is **in the public interest**.* The Board considers the proposed zoning amendment to be against the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is against the public interest because: _____.

[Call for second etc .]

MOTION
TO APPROVE
ZONING AMENDMENT
(EVEN IF INCONSISTENT WITH COMP PLAN)

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption.* These changes include:

_____.

Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because: _____

AND

2. *The proposed zoning amendment is reasonable.* The Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is reasonable because: _____.

AND

3. *The proposed zoning amendment is in the public interest.* The Council considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is in the public interest because: _____.

AND

4. By approving this motion, the Board also recommends that the Town Council also hereby amend s the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment.

[Call for second etc.]









Settled 1752
JAMESTOWN
NORTH CAROLINA

February 27, 2019

Lori Herron
2216 Guilford College Rd.
Jamestown, NC 27282

To Whom It May Concern:

The Town of Jamestown is requesting that you remove the rubbish and debris, which is located on your property at 2216 Guilford College Rd. in Jamestown, NC. This includes the garbage near the house, around the front and back yard, as well as the water heaters, pipes, plumbing equipment and other debris located on the property.

According to the Town of Jamestown Ordinance, Article 24.5-1 and Ordinance with Respect to Public Nuisances, the collection and storage of any garbage, debris, or any other items outside the home is not permissible. These articles further state that the Town shall give you ten (10) days notice to remedy the nuisance or the Town of Jamestown shall have the work completed and bill the property owner for the amount of the work. If the invoice is not paid within 30 days of said notice, the amount of the bill shall become a lien upon the subject property and shall be collected in the same manner provided for the collection of delinquent taxes.

Additionally, the Town of Jamestown Ordinances do not permit the keeping of livestock on residential properties. During a visit on February 26th, it was observed that you are keeping several swine on the property. This is a violation of the ordinance and the livestock must be removed within 30 days or the Town will contact Guilford County Animal Control and have them removed. Failure to comply with this section of the ordinance could also result in a civil penalty of five-hundred dollars for each day that the violation continues.

This issue is easily remedied by removing the waste and rubbish from the yard and by relocating the livestock to a property which is outside of the Town of Jamestown's jurisdiction.

The Town of Jamestown does request that the refuse be removed no later than March 13, 2019, and the livestock shall be removed no later than March 27, 2019.

If you have any questions please feel free to call me at Town Hall, 336-454-1138.

Sincerely,

Matthew Johnson, AICP
Planning Director

PO Box 848
Jamestown, NC 27282

<http://www.jamestown-nc.gov/>

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



Settled 1752
JAMESTOWN
NORTH CAROLINA

March 21, 2019

Lori Herron
2216 Guilford College Rd.
Jamestown, NC 27282

Lori:

I am writing to confirm our telephone conversation today, March 21, 2019, regarding the notice of violation that you received regarding two issues at your property located at 2216 Guilford College Rd. in Jamestown. That notice, dated February 27, 2019, cited the following issues:

- 1) According to the Town of Jamestown Ordinance, Article 24.5-1 and Ordinance with Respect to Public Nuisances, the collection and storage of any garbage, debris, or any other items outside the home is not permissible. We have noticed that you have cleaned up the majority of the debris and consider this matter resolved.
- 2) Town of Jamestown Land Development Ordinances do not permit the keeping of livestock on residential properties. As discussed, I am offering you an extension of time up to 90 days from the date of the original notice of violation to find new homes for the pigs on your property. You will have until May 27, 2019, to comply with the ordinance.

Additionally, per our conversation today, I will be arranging a time for you to meet with the Town Attorney and myself to discuss your situation.

If you have any questions please feel free to call me at Town Hall, 336-454-1138.

Sincerely,

Kenny Cole, PE, ICMA-CM
Town Manager

PO Box 848
Jamestown, NC 27282

<http://www.jamestown-nc.gov/>

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



Label: Townwork - Roadwork

May 23, 2019

Ms. Lori Herron
2216 Guilford College Road
Jamestown, NC 27282

Dear Ms. Herron:

At the May 21, 2019 Jamestown Town Council Meeting, you asked that the Town Council consider amending the Land Development Ordinance to allow minipigs/swine in residential areas. The Council indicated that the members would be willing to consider an amendment concerning the type of animals allowed to be kept in residential zoning districts.

The procedure for proposing such an amendment is set forth in Section 5.3 of the Land Development Ordinance. The first step is to schedule a meeting with Matthew Johnson, the Town's Planning Director, for the purpose of discussing a possible amendment, and becoming familiar with the approval process requirements and procedures. If you then choose to file a petition requesting an amendment, then you will file it with the Planning Department, and the filing fee (currently \$300.00) must be paid.

As you know, the Town granted you an extension of time to give you the opportunity to come into compliance with the provisions of our current Land Development Ordinance concerning the keeping of swine in a residentially zoned district. This extension expires on May 27, 2019. We therefore must require that, if you wish to proceed with a petition for a possible text amendment, you must schedule your initial meeting with the Planning Director on or before June 7, 2019. If you do in fact file a petition seeking a text amendment, we will not take any enforcement action on the Code Violation until a hearing on the petition has been held before our Planning Board and Town Council, and a decision on the petition has been rendered by the Council. If you do not schedule the meeting with the Planning Director by June 7, 2019, then the Town will have no choice but to proceed with enforcement of our Land Development Ordinance.

Please contact Matthew Johnson if you have any questions concerning this letter.

Very truly yours,

Elizabeth M. Koonce, Attorney

Attorneys & Counselors at Law

100 North Main Street, Suite 700 • High Point, NC 27260 | P.O. Box 1550 • High Point, NC 27261 | Tel. 336-889-5733 • Fax 336-885-1280 | www.rhlaw.com

From: [Lori Herron](#)
To: [Matthew Johnson](#)
Cc: [Kenny Cole](#)
Subject: RE: Amendment
Date: Tuesday, June 11, 2019 4:10:58 PM
Attachments: [image002.png](#)

I wanted to mention – we decided just to make an amendment to get their status confirmed as pets and not livestock. If the Town wants to have an ordinance created or amended to limit the number of pets that residents can have, probably better if that is drafted by the town attorney and put into public forum for all residents to have input. We do appreciate your feedback and the sample ordinances you'd looked up.

Thanks!

From: Matthew Johnson <mjohnson@jamestown-nc.gov>
Sent: Monday, June 10, 2019 10:39 AM
To: Lori Herron <lori@groupus.com>
Cc: Kenny Cole <kcole@jamestown-nc.gov>
Subject: RE: Amendment

Thank you.

Matthew Johnson, AICP

Assistant Town Manager/Director of Planning, Town of Jamestown

336.454.7386 | mjohnson@jamestown-nc.gov |
www.jamestown-nc.gov |
301 E. Main St. (PO BOX 848) Jamestown, NC 27282

"Pursuant to North Carolina General Statutes, Ch. 132, Public Records, this electronic mail message and any attachments to it, as well as any electronic mail message(s) sent in response to it may be considered public records and therefore are subject to public records requests for review and copying under the Public Records Law."

From: Lori Herron <lori@groupus.com>
Sent: Monday, June 10, 2019 10:38 AM
To: Matthew Johnson <mjohnson@jamestown-nc.gov>
Cc: Kenny Cole <kcole@jamestown-nc.gov>
Subject: Amendment

Good morning,

We'll be coming by this afternoon to bring that form in. We'd wanted to do it last week, but didn't have the \$300. Just wanted to let you know.

Article 3.

Livestock Law.

§ 68-15. Term "livestock" defined.

The word "livestock" in this Chapter shall include, but shall not be limited to, equine animals, bovine animals, sheep, goats, llamas, and swine. (Code, s. 2822; Rev., s. 1681; C.S., s. 1841; 1971, c. 741, s. 1; 1997-84, s. 2.)



NOTICE OF PUBLIC HEARING Planning Board

ZONING CASE 2019-01

A request for a zoning text amendment has been filed with the Town of Jamestown Planning Department. The request is described below:

Proposal: Request for a text amendment as follows:

Current language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

Proposed language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock, **animals used for food or fiber**, such as horses, cows, llamas, sheep, swine **over 300 pounds**, or the like, **not to include miniature or potbellied pigs that are kept as and considered to be pets**. (Proposed changes in red)

Summary: This would have the effect of permitting the keeping of an unlimited number of pigs up to a maximum of 300 lbs. each in residential, agriculture and residential/main street transitional zoning districts. It also excludes miniature or potbellied pigs from zoning regulations.

Location: This would affect all properties zoned as agriculture (AG), single-family residential (SFR) and residential/main street transitional (R/MST)

Applicant: Lori Herron; 2216 Guilford College Rd.; Jamestown, NC 27282

Applicant's

Contact: Lori Herron; 336-294-4440 or 336-382-7061

You are receiving this notice because public records indicate that you own property adjacent to, and within 500 feet, of the location of the property owner requesting this text amendment, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.

The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed development would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

PUBLIC HEARING

PUBLIC HEARING DATE: Monday, July 8, 2019

TIME: 6:30 PM

LOCATION: Town of Jamestown Town Hall, 301 E. Main St., **COUNCIL CHAMBERS**

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: Monday, June 24, 2019



TOWN OF JAMESTOWN PLANNING BOARD

CONSISTENCY STATEMENT

The Planning Board of the Town of Jamestown recommend that the proposed text amendment (2019-01) **be denied** based on the following:

1. *The proposed zoning amendment is **not consistent** with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is inconsistent with the comprehensive plan because it does not carefully balance individual property rights with the good of the whole community. (Policy 1.15)

AND

2. *The proposed zoning amendment is **not reasonable.*** The Planning Board considers the proposed zoning amendment to be unreasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be unreasonable is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is unreasonable because it would allow for an unlimited number of pigs (up to 300 lbs) to be kept on residentially zoned property.

AND

3. *The proposed zoning amendment is **not in the public interest.*** The Planning Board considers the proposed zoning amendment to be against the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is not in the public interest because the keeping of an unlimited number of pigs on a residentially zoned property could infringe upon the rights of neighboring property owners who may consider such use to be agricultural in nature.

Adopted this the 8th day of July, 2019 by the Town of Jamestown Planning Board.

Sarah Glanville, Chair



NOTICE OF PUBLIC HEARING Town Council

ZONING CASE 2019-01

A request for rezoning has been filed with the Town of Jamestown Planning Department for a text amendment to the Land Development Ordinances (LDO). The request is described below:

Proposal: Request for a text amendment as follows:

Current language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

Proposed language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock, **animals used for food or fiber**, such as horses, cows, llamas, sheep, swine **over 300 pounds**, or the like, **not to include miniature or potbellied pigs that are kept as and considered to be pets**. (Proposed changes in red)

Summary: This would have the effect of permitting the keeping of an unlimited number of pigs (up to a maximum of 300 lbs.) each in residential, agriculture and residential/main street transitional zoning. The Planning Board met on July 8, 2019, and has recommended denial of the proposed text amendment as written. However, the Town Council shall have the final decision-making authority in this matter.

Applicant: Lori Herron; 2216 Guilford College Rd.; Jamestown, NC 27282

Applicant's
Contact: Lori Herron; 336-294-4440 or 336-382-7061

You are receiving this notice because public records indicate that you own property adjacent to, and within 500 feet, of this rezoning request, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.

The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed development would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

PUBLIC HEARING

PUBLIC HEARING DATE: Tuesday, August 20, 2019 TIME: 6:30 PM
LOCATION: Town of Jamestown Town Hall, 301 E. Main St., **CIVIC CENTER**

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: August 1, 2019



DATE: August 20, 2019
TO: Jamestown Town Council
FROM: Sarah Glanville, Chair of Planning Board
RE: Ordinance Update 2019-01

The Planning Board conducted a public hearing on July 8, 2019, and found that the request did not meet the intent of the Comprehensive Plan (Consistency Statement attached) and that it was not reasonable and in the public's interest, and thus recommends that the Town Council deny the ordinance amendment as proposed. The Board voted unanimously to recommend that the Town Council deny the request and to request staff to develop an ordinance amendment that more closely matches the Council's desires to regulate animals in the Town of Jamestown and its extraterritorial jurisdiction.

Thank you for your consideration of this request,

A handwritten signature in cursive script, appearing to read "Sarah Glanville".

Sarah Glanville
Chair, Planning Board

REQUEST:
Deny consistency statement and then deny ordinance amendment as presented.

AFFIDAVIT OF NOTICE

REGARDING NOTIFICATION REQUIREMENTS FOR request for a zoning text amendment (limited agriculture)

_____ located on Guilford County Tax Map/Parcel(s), and

PIN#(s) 7822551004

Check box if additional sheets are attached:

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD, to-wit:

I, Katie McBride, the undersigned, being first duly sworn, do hereby depose and certify as follows:

That in accordance with Section 160A-384 of the North Carolina General Statutes, the property owners listed on the attached sheet were notified of the August 20, 2019, public hearing before the Town Council, to be held at 301 E. Main St - Civic Center at 6:30 pm.

That said notification consisted of a written notification letter mailed to each listed property owner or their agent at least 10 and no more than 25 calendar days before the referenced public hearing.

That a sample notification letter and a list of the names of property owners or their agents or occupants of the property to whom notification was sent are attached.

That said notification was mailed from the Jamestown Post Office, on August 1, 2019 by First Class mail.

That pursuant to the Town of Jamestown Land Development Ordinance, placards furnished by the Town, indicating the date, time and place of the public hearing before the Town Council, a brief description of the matter being heard, and identifying the land which is the subject of the application, were erected on the property at least 10 and no more than 25 calendar days prior to the public hearing, and further, that said placards have been maintained up to the time of said hearing.

That the placards were posted on August 1, 2019.

Katie McBride
Town Clerk's Signature

Subscribed and sworn to before me this 1st day of August

My Commission Expires: February 26, 2022

Elizabeth T Greeson
Notary Public's Signature

Elizabeth Greeson
Printed Name of Notary Public



Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Award of Financial Reporting Achievement

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

The Town of Jamestown has received another Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). It is the highest form of recognition in governmental accounting and financial reporting. The GFOA has also issued an Award of Financial Reporting Achievement to Judy Gallman for her hard work on the CAFR.

ATTACHMENTS: Award of Financial Reporting Achievement, Letter from Government Finance Officers Association, & News Release

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Judy Gallman

Finance Director

Town of Jamestown, North Carolina



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date July 16, 2019



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

July 16, 2019

Judy Gallman
Finance Director
Town of Jamestown
PO Box 848
Jamestown, NC 27282-0848

Dear Ms. Gallman:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

07/16/2019

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Jamestown** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

Chair
Sarah Glanville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Planning Board Members
Art Wise, Vice Chair
Eddie Oakley
Ed Stafford
Russ Walker
Richard Newbill, ETJ
Steve Monroe, ETJ
Robert Lichauer, ETJ
Sherrie Richmond, ETJ
Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Selection of members for Comp Plan Steering Committee

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, Dir. of Planning

SUMMARY:

Comprehensive Plan Steering Committee

The Town of Jamestown's Comprehensive Plan provides an essential foundation for guiding future development. The Plan addresses land use, transportation, housing, public facilities, growth, environment, etc. Over the past decade the Town has demonstrated a commitment to maintaining the comprehensive plan document which allows appointed and elected officials the opportunity to effectively guide development of the Town into the near future.

The Town Council will appoint a Comprehensive Plan Steering Committee (CPSC) to advise and guide the development of the Town's Comprehensive Plan Update. The Committee should be a broad representation of the community, and Committee members will serve as liaisons to their respective groups, organizations and committees to encourage community participation in the planning process. The Town is seeking five (5) members of the public to volunteer to serve on the committee. These members will join four (4) additional members of our Planning Board who have volunteered to serve on the CPSC committee as well, for a total of nine (9) voting members of the CPSC committee.

Members of the Steering Committee will also be asked to provide advice and assistance to the project team (Town staff and consultants) for broader community outreach to residents and businesses, as they are able and willing to do so. Citizen input is a crucial component of this review process, and the formation of a Steering Committee allows for a formal flow of information and collaboration among citizens, stakeholders, and staff. This committee will oversee the review process, studying information and data, collecting and reviewing citizen input, and working with staff to develop the final plan document.

Similar to other Steering Committees, the Comprehensive Plan Steering Committee will meet approximately monthly (could be less frequent, depending on work-load) during the corresponding planning engagement being developed. The engagement is expected to last approximately 18 months. In order to be respectful of our volunteer's time, Town staff will work with the members of the committee appointed by Council to determine best times for meeting to minimize any disruption to your normal schedules.

PB Members will be: Ed Stafford (regular), Eddie Oakley (regular), Steve Monroe (ETJ), Sherrie Richmond (ETJ)

ATTACHMENTS: Applications of citizen members and a list of PB members willing to serve.

RECOMMENDATION/ACTION NEEDED: Appoint members of CPSC as presented by staff.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to appoint CPSC members as presented by staff.

FOLLOW UP ACTION NEEDED:

Comprehensive Plan Update Steering Committee

Voting Membership:

1. Two members from Planning Board's regular membership.
2. Two members from Planning Board's ETJ membership.
3. Five members as recommended and appointed by Town Council.

Staff Membership (non-voting):

1. Town Manager
2. Planning Director
3. Town Clerk



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Denise Bowie

Home address: 535 DAKDALE ROAD, Jamestown, NC 27282

*Must reside within the Town limits of Jamestown

Email address: daBowie2012@hotmail.com

Telephone number: Home N/A Mobile: 336-342-4527

Gender: Male Female Birthdate: 10-11-1965

How long have you been a resident of Jamestown? 7 years 8 months

Current Occupation/Title: Global LIFE CARE ASST.

Employer/Business Name: The Summit Church

Business Address and Zip: 4440 High Point Rd, Kernersville, NC 27284

Education: High School College Graduate School Other

Degree/Subject of Study: Legal Assistant

School/Name Years Attended: Bryant & Stratton Business Institute
2 years, Associates Degree

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): _____

Comp Plan Steering Committee

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

N/A

What are your qualifications for serving on the Board/Committee for which you are applying? Career in HR has taught me to be fair & consistent
mature & responsible and to know all details
BEFORE MAKING A DECISION!
Good amount of Experience with financial
planning & budgeting

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Denise R. Besse Date: 7-28-19

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

Denise A. Bowie
535 Oakdale Road
Jamestown, NC 27282

labowie2012@hotmail.com
Cell: (336) 392-4527

EXPERIENCE

THE SUMMIT CHURCH, Kernersville, North Carolina 2016-Present
Global Life Care Assistant 2019-Present

Responsible for assisting the Life Care Ministry with clients on a global basis.

- Provide assistance in preparation, management and communication of clients Life Care is serving.
- Provide referral communication to therapists/counselors/coaches/mentors as requested.
- Assist in coordinating the tracking and QI on clients (resources used, assistance monitored, etc.)
- Provide assistance in assessments, referrals, premarital assessments, and emergency counseling direction.
- Provide assistance to Life Care by serving as Mentor Coordinator. Which involves interviewing, placement of referrals, communication with mentors and administration of the mentoring database.
- Attend Jamestown and Oak Ridge monthly staff meetings alternately as representative of Life Care.
- Attend All-Staff and monthly Life Care Management team meetings.
- Assist with weekend Life Care ministry in all locations in coordination with other Life Care Team members as needed.

Guest Services Director 2016-2019

Led Guest Services Teams serving with the Jamestown location including being responsible for overseeing the creative elements for the environment.

- Recruited, empowered, scheduled and equipped volunteers for specific teams.
- Coordinated baptisms and communion.
- Created a welcoming and appealing presence with environmental decor to enhance a sermon series emphasis, special events of the year, or special promotions for the Jamestown location.
- Assisted with the Setup & Tear Down Team.
- Managed Guest Services Team budget.
- Ordered supplies needed for teams including, but not limited to first time guest gifts, hospitality supplies, volunteer appreciation items, parking cones/signs, etc.
- Performed duties of Emergency Coordinator during emergency procedures.
- Coordinated scheduling of Sheriff Deputies for Traffic Control & Safety.
- Maintained the overall appearance of campus/lobby/hallways during service times and assisted the Campus Pastor to ensure the location is left in excellent condition.
- Participated in All Staff, Jamestown Staff Meetings along with North Point calls and retreats as scheduled.
- Collaborated with other location Guest Services Directors meeting on a monthly basis to support one another and share best practices.
- Completed annual planning and budgeting.
- Completed Goals and Targets on time for review with the Campus Pastor.

HONDA AIRCRAFT, Greensboro, North Carolina 2008-2019
Manager Human Resources Operations

Held responsibility for Talent Acquisition, HRIS, Salary and Compensation, Organizational Development, Security and General Services for all levels of the company.

- Managed annual performance management and bonus program.
- Responsible for managing Talent Acquisition team and process for all positions.
- Developed Career & Succession Planning for associates at all levels.
- Involved in implementation of Affirmative Action Plan.
- Oversaw training grant through the State of North Carolina.
- Responsible for development of operating procedures and maintenance of HRIS.
- Developed of policies and procedures.
- Created and implemented training programs for all levels of the company.

Denise A. Bowie

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SWEDWOOD, Danville, Virginia

2007-2008

Human Resources Manager

Held responsibility for all aspects of Human Resources, Training & Development, and Health & Safety of start-up furniture manufacturing facility.

- Recruited for start-up operation both hourly and salaried positions.
- Negotiated and implemented benefit programs for new facility.
- Responsible for development of employee handbook, policies and procedures.
- Developed regulatory compliance and OSHA programs.
- Involved in all disciplinary decisions.
- Created and implemented supervisory training programs.
- Prepared annual departmental budget.

KONICA MINOLTA MANUFACTURING U.S.A., INC., Whitsett, North Carolina

1993-2007

Human Resources Specialist

Held responsibility for all benefit and retirement plans. Managed workers' compensation and disability claims, including investigation of fraudulent claims. Designed and presented supervisory training programs. Directed recruitment process for various company levels.

- Negotiated annual renewals for benefit plans.
- Oversaw and coordinated recruitment process for 350-employee facility.
- Streamlined annual open enrollment process.
- Administered all aspects of the 401(k) Retirement Savings Program.
- Involved in disciplinary decisions.
- Developed and implemented regulatory compliance programs.
- Decreased workers' compensation costs 20% through accident and fraudulent claims investigations.
- Orchestrated training programs for safety, company policy, diversity and harassment.
- Prepared annual departmental budget.

BUSH INDUSTRIES, INC., Jamestown, New York

1986-1992

Human Resources Manager

Held multiplant responsibility totaling 1,200 union-free and 300 salaried employees. Implemented employee involvement teams. Interviewed and hired hourly employees. Managed benefits including medical, dental, life and 401(k) plans.

- Designed and presented supervisory training programs.
- Developed annual union-free communication meetings.
- Oversaw disciplinary actions.

EDUCATION

BRYANT & STRATTON BUSINESS INSTITUTE, Buffalo, New York, Associate Degree, 1984

SPECIAL TRAINING/CERTIFICATIONS

University of South Carolina, Train the Trainer

Lorman Education Services, State and Federal Laws on Employee Leaves

Council on Education in Management, Workers' Comp Update

Council on Education in Management, Update for the Human Resources Manager

Development Dimensions International, Observer Training Program



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Jane Walker Payne

Home address: 105 Burrows Road, Jamestown, NC 27282

***Must reside within the Town limits of Jamestown**

Email address: jwpayne@northstate.net

Telephone number: Home 336-454-6552 Mobile: 336-456-0823

Gender: Male Female Birthdate: January 24, 1950

How long have you been a resident of Jamestown? Since November 6, 2006

Current Occupation/Title: Retired Paralegal

Employer/Business Name: _____

Business Address and Zip: _____

Education: High School College Graduate School Other

Degree/Subject of Study: B.A. Political Science

School/Name Years Attended: UNC-Charlotte - Graduated 1974

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): Comprehensive Plan Steering Committee

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

Guilford County Historic Preservation Commission, 2023

What are your qualifications for serving on the Board/Committee for which you are applying? I have dealt with historic preservation, land use, zoning and transportation as a litigation

paralegal and member of Greensboro Transportation Authority, the N.C. Secretary of

Transportation's Rail Advisory Council, Operation Lifesaver, Guilford County Historic

Preservation Commission and a member and president of Historic Jamestown Society.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Jane Walker Payne Date: 7-29-19

*Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

JANE WALKER PAYNE
105 Burrows Road
Jamestown, NC 27282

Education

Bachelor of Arts, Political Science, 1974
University of North Carolina at Charlotte

Greensboro College - Legal Administration Program, 1975-1976
Courses - Domestic Law, Insurance Law and Legal Research

Guilford Technical Community College, 1977
Course - Criminal Law I

Employment

Brooks, Pierce, McLendon, Humphrey & Leonard, Greensboro, North Carolina
Railroad, Civil Litigation Paralegal, November 1984- Present
Railroad, Construction, Bank Fraud and other types of litigation: Federal and State Court. Maintain daily contact with railroad client and other clients as needed; draft all forms of pleadings, motions and discovery; review, summarize and analyze investigation materials from railroad and other clients; investigate collisions and interview witnesses; coordinate expert witnesses; draft releases and settlement agreements in railroad cases; manage all aspects of trial preparation including drafting motions, briefs and jury instructions; manage large numbers of files and documents; research legal, historical, medical and other types of questions and/or issues; index documents; prepare railroad monthly billing; serve as liaison between City of Greensboro Inspections Department and railroad client.

Gabriel, Berry & Weston, Greensboro, North Carolina
Paralegal, April 1981 - November 1984
Personal injury litigation, real estate, wills and estates and represented clients at Social Security Disability Hearings before an Administrative Law Judge.

Edwards, Greeson, Weeks & Turner, Greensboro, North Carolina
Paralegal, February 1979-April 1981
Personal injury litigation and estates and wills. Sole paralegal for the Defense Team in the State Criminal Nazi/Klan Trial.

Jane Walker Payne
Resume
Page 2

Central Carolina Legal Services, Greensboro, North Carolina

Paralegal, May 1975 - April 1978

Represented clients at Social Security Disability Hearings before an Administrative Law Judge and drafted pleadings, interviewed clients and witnesses.

Hudson, Petree, Stockton, Stockton & Robinson, Winston-Salem, North Carolina

Paralegal, May 1974 - April 1975

Litigation and Collections paralegal

Certifications

North Carolina State Bar Certified Paralegal

2005 - Present

Professional Development

Asbestos Studies Certificate - 4 Day Intensive Course

Institute for Paralegal Training, 1988

Philadelphia, Pennsylvania

Governor's Highway Safety Program/N.C. Operation Lifesaver

Training course on Grade Crossing Investigation, 1991

Certified Grade Crossing Investigator

University of Tennessee - Transportation Institute

3-Day Symposium on Highway/Rail Crossing Safety, 1992

Lexis/Nexis Training -Certificate, 2004

5-hour Course - Training in Cite Checking,

Shepherdizing, Company Profiling, Case Analysis

Greensboro Commission on the Status of Women "Woman of Achievement Award for Government"

March 16, 2006

Professional Associations and Business Organizations

North Carolina Department of Transportation, Rail Advisory Council

Member, 2002- 2009

Appointed by the North Carolina Secretary of Transportation.

Advise the Secretary of Transportation on all aspects of rail, including freight, passenger and economic development.

Transportation Research Board, Washington, D.C.

Member, 1994- present

A unit of the National Research Council - provides members with access to innovation and progress in transportation.

North Carolina Citizens for Business and Industry, Raleigh, North Carolina

Transportation Committee Member, 1995- present

Committee meets and discusses ways to improve all aspects of transportation in the State of North Carolina.

North Carolina Paralegal Association, Inc.

Member, November 1984- present

National Association of Legal Assistants (NALA)

Member, November 1984- present

North Carolina Bar Association - Paralegal Division

Member, 2005-present

Civic and Public Interest Organizations

Jamestown Historic Preservation Group

Member 2010-Present

Worked with Mary Browning, Dot Perdue, Bill Harris, Carol Brooks and Billy Ragsdale on setting up a historic preservation commission for the Town of Jamestown. Met with N.C Historic Preservation staff; drafted ordinance, researched how to set up a commission, researched state and federal laws and requirements; and attended training session given by Durham Historic Preservation Commission to the Guilford County Historic Preservation Commission.

Jane Walker Payne
Resume
Page 4

Greensboro Transit Authority

Board Member, 1998-2005

Secretary, 2001

Vice Chairperson, 2002-2003

Chairperson, September 2003-2005

Appointed to Authority by Greensboro City Council to oversee the Public Transportation System in the City of Greensboro

North Carolina Operation Lifesaver, Raleigh, North Carolina

Council Member and Legislative Committee Member, 1989-present

An organization that promotes Highway/Railroad Grade Crossing safety as well as pedestrian safety throughout the State of North Carolina. Was trained to give and have given presentations to different organizations and groups across the state about highway-rail safety.

Battle Forest Village Homeowners Association, Inc., Greensboro, North Carolina

President and Board Member, October 1997-2007

Treasurer and Board Member, 1983 - 1988

A homeowners' association that deals with the operations and maintenance of 210 town homes and 39 Single-Family homes.

John Kernodle Guilford County School Board Campaign

Campaign Chairperson, 1992

Greensboro PTA Council

Secretary, 1992 - 1993

Legislative Committee Chairman - 1990-1992

Cultural Arts Chairman, 1989-1990

An organization that promoted schools and children in the Greensboro City Schools

Page High School PTA Board, Greensboro, North Carolina

Legislative Chairman, 1992-1993

Mendenhall Middle School PTA Board, Greensboro, North Carolina

Board Member, 1989 - 1992

Forum on Magnet School Education, Greensboro, North Carolina

Member, 1990-1992

Steering Committee Member 1991-1992

An advisory board appointed by the Greensboro School Board to study magnet schools.

Jane Walker Payne
Resume
Page 5

Guilford County Commissioners Schools of Choice Commission

Member, 1991- 1992

An advisory board appointed by the Guilford County Commissioners to study the concept of Schools of Choice for the students of Guilford County

Erwin Open Elementary School PTA, Greensboro, North Carolina

President, 1988 - 1989

Brooks, Pierce, McLendon, Humphrey & Leonard, LLP

United Way Committee

Member, 2004-2006, 2008, 2010

Meet weekly to prepare Firm United Way campaign schedule, materials and goals. Encourage donations and raffle prizes to meet goal. Help coordinate Team Events. In year 2010, the Firm's goal was surpassed greater than any previous year.

Paralegal Committee

Member, 2006 to Present

Meet with other members to schedule quarterly meetings of Firm paralegals to enhance and continue all paralegals' education by having in house speakers as well as speakers from the Community on various topics.

Speaking Engagements

Paralegal Program at Guilford Technical Community College – 2004-2010

Guest Speaker Civil Litigation, Civil Investigation and Legal Research and Writing Classes.

Settled 1752
JAMESTOWN
NORTH CAROLINA

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Katherine Stamey

Home address: 107 Brantmere Court, Jamestown NC 27282

*Must reside within the Town limits of Jamestown

Email address: Katherinestamey27282@gmail.com

Telephone number: Home n/a Mobile: 336-317-0945

Gender: Male Female Birthdate: 12/10/65

How long have you been a resident of Jamestown? 27 years

Current Occupation/Title: Business Services Coordinator

Employer/Business Name: UNC Greensboro

Business Address and Zip: Po Box 26170, Greensboro NC 27402

Education: High School College Graduate School Other

Degree/Subject of Study: English and Photography

School/Name Years Attended: Salem College 1983-87 Randolph Community College 2002-2004

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in):

Comprehensive Plan Steering Committee

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

None

What are your qualifications for serving on the Board/Committee for which you are applying?

I would say my greatest qualification is my enthusiasm about living in Jamestown! As a long time resident (with no plans to leave) I have seen so many wonderful changes: Sidewalks, Wrenn Miller Park, library improvements, as well as the increased number of restaurants and other businesses here. I'd love to be involved in helping guide planning of the future of our town to keep it the great place it is, and to participate in community outreach.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Nathene Stangy Date: 7/29/19

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

KATHERINE STAMEY

107 Brantmere Court • Jamestown NC 27282 • 336-317-0945 • katstamey@triad.rr.com

Business Services Coordinator

Experienced, flexible and detail-oriented professional with diversified skills that have been developed as a business services coordinator, administrative support associate, real estate paralegal and small business owner. Passionate for outstanding customer service through caring, desire to learn/improve, and strong work ethic.

Key Skills

Microsoft Word	Clerical/Front Desk Management	Higher Education Experience
Microsoft Excel	Records Management	Legal Industry Experience
Ellucian Banner	Research and Data Collection	Real Estate Industry Experience
Adobe Photoshop	Report & Document Preparation	Photographic Industry Experience
Budget Management	Discretion & Confidentiality	

Experience

UNIVERSITY TEACHING AND LEARNING COMMONS

(formerly Undergraduate Studies) at UNCG, Greensboro, NC

Business Services Coordinator

July, 2012 to Present

Currently, the business services coordinator and primary administrative support for the Residential Colleges (Ashby, Grogan and Strong), which are part of the University Teaching and Learning Commons. Formerly, business services coordinator and administrative support for the Assistant Dean of Undergraduate Studies prior to reorganization of the unit as of 7/1/2014. Manage multiple state and discretionary funds within the University Teaching and Learning Commons, including budget analysis and forecasting, compiling and summarizing financial data, and generating reports. Advise management regarding expenditures required to support the work unit. Judiciously manage purchases and work within the constraints of limited budgets. Strong working relationships with personnel from departments within the university; as well as many vendors outside of the university. Thorough knowledge of various purchasing methods employed by the university: purchase card, purchase order, banfins and e-marketplace. Purchase card coordination and reconciliation. Strong knowledge of various personnel processes, including time entry for payroll and completion of EPAFs required to coordinate the workflow of employees. Proofread and edit documents and website content. Project management during renovations. Assist in coordination of the test scanning process and supervision of student employees. Manage multiple calendars and coordinate space reservations. Schedule meetings and handle logistics, such as communicating with participants, reserving technology and arranging catering. Make travel plans and document travel expenditures via TRV-1 for audit. Independently assess situations, prioritizing tasks and anticipating deadlines in a self-directed manner.

KATHERINE STAMEY PHOTOGRAPHY, Jamestown, NC

August, 2004 to Present

Owner/Photographer

Responsible for all aspects of owner-operated small business including: client service and support, booking weddings and portrait sessions, wedding and portrait photography, editing and retouching photographs, layout and design of wedding albums, fulfilling client orders, product ordering, quality control, and advertising.

KATHERINE STAMEY

107 Brantmere Court • Jamestown NC 27282 • 336-317-0945 • katstamey@triad.rr.com

ASHBY RESIDENTIAL COLLEGE at UNCG, Greensboro, NC
Administrative Support Associate

November, 2011 to July, 2012

Effectively conveyed program information to callers, current students, prospective students, parents, faculty and visitors via telephone, e-mail, letters and in person. Data entry and output using Word and Excel software to create written correspondence and spreadsheets. Utilized Banner database software to collect budget and student information required for reports and spreadsheets, as well as managed program expenditures from several funds. Coordinated and reconciled purchase cards. Completed time entry for payroll. Accurately completed various financial and personnel forms (deposit slip, banfin, EPAF and PD7) on a regular basis. Monitored and maintained office supply inventory, including use of e-marketplace. Maintained supply of forms and publications, such as program brochures and applications. Created and organized recruitment mailings. Managed student application process, ensuring required components were received and reviewed. Arranged program retreat, communicating with venue owners, participants and UNCG legal counsel regarding accommodations, payments, liability release forms and travel forms (TRV-1). Addressed inquiries and performed scheduled tasks in a timely manner. Recognized unforeseen issues as they arose; addressed and resolved them productively and promptly.

UNCG TEACHING and LEARNING CENTER, Greensboro, NC
Administrative Support Associate

April, 2011 to November, 2011

First point of contact for inquiries to the Coordinator of Classroom Technology Support. Scheduled and monitored Classroom Technology Support projects. Created and maintained spreadsheets tracking CTS projects. Ordered equipment from vendors for CTS projects. Handled payments to vendors via banfin. Written and verbal communication with vendors, faculty and staff. Scheduled appointments and managed filing system. Scanned tests, as needed.

Planned and implemented a classroom equipment inventory to better inform instructors about equipment availability, as well as to evaluate condition of equipment, providing better teaching and learning environments.

STAMEY and FOUST, Jamestown, NC
Real Estate Paralegal

October, 1987 to July, 1997

Researched real estate titles. Drafted title abstracts, title insurance applications, settlement statements, deeds, notes, deeds of trust, notices of satisfaction and letters of correspondence. Prepared closing packages. Communicated closing details to clients, realtors and lenders. Conducted closings, which entailed summarizing each document, answering client questions and ensuring correct signatures, where required. Recorded and filed legal documents in the proper jurisdiction and in a timely manner. Returned closing packages to lenders according to lenders' guidelines. Managed work-load and deadlines autonomously in a high volume real estate practice.

Education

Bachelor of Arts, English, Salem College, Winston-Salem, NC 1987
Associate Degree, Photographic Technology, Randolph Community College, Asheboro, NC 2004



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Matthew Gahrman

Home address: 208 Guilford Rd

***Must reside within the Town limits of Jamestown**

Email address: mgahrman@icloud.com

Telephone number: Home _____ Mobile: 9084582880

Gender: Male Female Birthdate: 06/18/1994

How long have you been a resident of Jamestown? 1 year

Current Occupation/Title: Commercial Real Estate - Analyst

Employer/Business Name: Realty Trust Group (Cone Health)

Business Address and Zip: 719 Green Valley Rd. Greensboro, NC

Education: High School College Graduate School Other

Degree/Subject of Study: B.S.B.A., B.A.

School/Name Years Attended: High Point University 2012 - 2016

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): Comprehensive Plan Council
Steering Committee

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

N.A

What are your qualifications for serving on the Board/Committee for which you are applying? Commercial Real Estate Experience of just under 5 years ranging from retail to healthcare

to industrial. Broad knowledge of development benefits and disadvantages, healthy growth, and

attractions for tax payers that benefit all. Eager to help vitalize the town I live in. RTG (Employer)

constructed Cone LeBauer Healthcare (near the new Publix). Local market knowledge and insight.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Matthew Gahrmann Digitally signed by Matthew Gahrmann
Date: 2019.07.31 21:50:34 -04'00 Date: 7/31/19

****Applications will be kept on file for two (2) years and then purged.**

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

Matthew R. Gahrman

(908) 458-2880 ♦ mgahrman@icloud.com ♦ NC Real Estate #296047 ♦ Notary

<u>OBJECTIVE</u>	Accomplished and dynamic commercial real estate professional eager to contribute leadership and operational expertise to support the organization in driving effective business growth. Strong technical qualifications with an impressive track record in various areas of business ready to be applied.
<u>RELEVANT SKILLS</u>	<ul style="list-style-type: none"> ♦ Analysis ♦ 1031 Tax Exchanges ♦ Site Development ♦ Investments ♦ Underwriting ♦ Leasing ♦ Feasibility ♦ Financial Modeling ♦ Valuations
<u>EXPERIENCE</u>	<p>Analyst Realty Trust Group, Contracted by Cone Health, Greensboro, NC, January 2019 - Present</p> <ul style="list-style-type: none"> ♦ Effectively manage leasing, transactions, and site selection for owned & leased portfolio of 1.8M+ SF ♦ Successfully negotiate various 3rd party lease and build to suit agreements averaging over a 100% increase in value from initial proposals to the health system ♦ Perform analyses for strategic initiatives increasing system wide space efficiencies ♦ Lead system wide real estate consolidation programming <p>Commercial Real Estate Analyst and Project Manager Winning Link Property Resources, High Point, NC, May 2016 - December 2018</p> <ul style="list-style-type: none"> ♦ Underwrote and advised positioning for 110+ potential acquisitions, dispositions, or 1031 exchange scenarios valued at \$332M+ and totaling over 2.3M sq. ft. ♦ Established company protocol strategies and in-house proprietary financial models to effectively manage and develop investment portfolios while saving 32% in yearly operating cash flows ♦ Constructed and re-developed vacant building into credit rated 15-year NNN leased space while reducing costs to create ~250 bps potential gain in value ♦ Successfully executed additional acquisition of 4 retail investments <p>Financial Analyst Winning Link Property Resources, High Point, NC, August 2015 - May 2016</p> <ul style="list-style-type: none"> ♦ Increased debt service coverage ratio portfolio-wide by increasing NOI and varying loan structures ♦ Led approval processes for rezoning, variances, and driveway permitting for 2 retail re-developments ♦ Directed donation and permitting of two buildings for controlled burn exercises ♦ Identified and corrected calculation errors in various projects and attorney reviewed agreements <p>Executive Intern Target Corporation, South Plainfield, NJ, May 2015 - August 2015</p> <ul style="list-style-type: none"> ♦ Initiated program to reduce interior and exterior theft and fraud, saving ~\$500 weekly ♦ Re-trained and broadened abilities for 18 front-end employees ♦ Increased positive Customer feedback into the 90% category on a consistent weekly basis
<u>EDUCATION</u> High Point University, High Point, NC 2012-2016	<p align="center">B.S., Business Administration, <i>Summa Cum Laude</i>, May 2016 B.A., Strategic Communication, <i>Summa Cum Laude</i>, May 2016</p> <ul style="list-style-type: none"> ♦ Founder/President Ski and Snowboard Club, High Point University, 2012 – 2016 ♦ Co-Founder/ Treasurer, Phillips School of Business Selling Club, 2013 – 2016 ♦ University Sponsored, Internationally Ranked Athlete and University Ambassador

Settled 1752
JAMESTOWN
NORTH CAROLINA

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Rich Sadyards

Home address: 105 Porter Drive Jamestown, N.C.

*Must reside within the Town limits of Jamestown

Email address: rsadyards@gmail.com

Telephone number: Home _____ Mobile: 336-860-6262

Gender: Male Female Birthdate: 04-09-57

How long have you been a resident of Jamestown? _____

Current Occupation/Title: Handyman/owner

Employer/Business Name: All Around The House

Business Address and Zip: Same as above

Education: High School College Graduate School Other

Degree/Subject of Study: Business Management

School/Name Years Attended: Madison Business College (2)

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): Sleeping Committee

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

None

What are your qualifications for serving on the Board/Committee for which you are applying?

long time Jamestown resident 30+ plus
years Retail Business Mgt.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: [Signature] Date: 1-17-2019

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

Richie Salyards

105 Potter Drive , Jamestown, NC 27282
Cell 336-880-6262
rdsalyards@gmail.com

Professional Summary

Retail Manager with more than 25 years of experience planning, developing and implementing company policy and procedure

Core Qualifications

Customer Service Driven Results-oriented
Training and development
Multi Task Management
Reports generation and analysis
Quick learner
Operations management

Experience

Store Manager

June 2015 to Current

Earth Fare - Greensboro NC

Managed day to day total store operations including customer service, training and development of all store associates, labor management, cash and inventory control, asset protection, store conditions, and performance management. Increased overall sales by 20% within the first 12 months

- Planned, implemented, and followed-up on weekly sales programs.
- Managed, controlled, and tracked store payroll and budget.
- Executed communication, training and strategic plans through actively engaging with store associates and department managers.
- Conducted store tours to evaluate store conditions and react and implement timely solutions accordingly.
- Managed hiring process, personnel work schedules and attendance procedures.

Operations Manager

January 2008 to Current

Laser Refrigeration Co, Inc – Greensboro, NC

Increased sales by 40%. Recruited, hired and trained staff to support sales increase. Implemented inventory system along with par levels for truck stock.. Implemented and ran dispatch program to support 640 customer locations, and thirteen technicians.

Store Manager

January 2004 to January 2008

The Fresh Market – Greensboro , NC

Successfully led store operations of 90 employees broken into 10 different departments including perishable and non-perishable. Responsible for scheduling all department, recruiting, hiring and training.

Assistant Manager

Harris Teeter – Greensboro , NC

January 2003 to January 2004

Assistant Manager -Store Manager -District Manager

October 1991 to January 2003

The Fresh Market – Greensboro, NC

Hired as an assistant manager holding that position for three years, promoted to store manager and holding that position at three different locations for five years, then promoted to district manager of six location for five years.

Sgt. E5

July 1976 to July 1980

USMC – Greensboro, NC

Education

Associate of Arts Marketing 1982

Madison Business College – Madison, Wisconsin, USA



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Josh Apel

Home address: 136 Thora Dr, Jamestown, NC, 27282

***Must reside within the Town limits of Jamestown**

Email address: josh.apel@gmail.com

Telephone number: Home 336-558-7973 Mobile: 336-558-7973

Gender: Male Female Birthdate: 1/24/78

How long have you been a resident of Jamestown? 13 years (since April 2006)

Current Occupation/Title: Financial Sales Manager II/Assistant Vice President

Employer/Business Name: First Citizens Bank

Business Address and Zip: 1509 Highwoods Blvd, Greensboro, NC, 27410

Education: High School College Graduate School Other

Degree/Subject of Study: Business Administration - concentration in marketing and management

School/Name Years Attended: University of North Carolina at Greensboro - 1999-2001

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): Comprehensive Plan Steering Committee

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

None currently

What are your qualifications for serving on the Board/Committee for which you are applying? I have served on boards and committees in the past, from the Whittington Hall

Homeowners Association board to Membership Committee of a local Business Networking

International (BNI) chapter. Also, having worked in banking for over 18 years I have developed

expertise in dealing with real estate.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Joshua Apel Digitally signed by Joshua Apel
Date: 2019.08.08 09:47:46 -04'00' Date: 08/08/2019

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

JOSHUA L. APEL

136 Thora Drive, Jamestown, NC 27282 (p) 336-558-7973

Josh.apel@gmail.com

OBJECTIVE

To obtain a position on the Jamestown North Carolina Comprehensive Plan Steering Committee.

EDUCATION

The University of North Carolina at Greensboro

B.S. in Business Administration, Concentration in Marketing and Management, May 2001

EXPERIENCE

First Citizens Bank, Greensboro, NC

June 2015 - Present

Assistant Vice President/Financial Sales Manager II

- Sales: Lead branch sales efforts by identifying client needs and selling bank loan, deposit and fee generating product. Refer to business, commercial and other bank sales partners; lead branch campaigns and sales initiatives and participate in area campaigns and sales initiatives.
- In 2018, was recognized as a FCB Awards winner at the Annual Awards Gala for top performance in Asheville, NC.
- In 2017 and 2018, finished as the number-two ranked and number-three ranked branch manager, respectively, among all Guilford and Forsyth County branch managers.
- Management: Perform various personnel functions, including interviewing and hiring, scheduling, assigning work tasks, and monitoring work of assigned associates. Conduct performance reviews, coach for development and provide disciplinary action when necessary.
- Sales Management: Develop and implement a branch sales plan. Follow the Banks sales management process and defined timeline for sales management activities. Engage branch associates to generate sales leads and drive client sales opportunities.
- Risk Management/Compliance: Ensure compliance with federal regulations and bank policy for all matters of branch operations. Monitor branch loan portfolio performance take action necessary to ensure compliance with goals/standards for watch list credits, charge offs, loan documentation exceptions, loan servicing expectations and CRA activity. Escalate problem loans as needed. Complete all required compliance and credit training and adhere to all compliance policy.
- Customer Service: Adhere to established customer service standards, and lead branch staff in service delivery. Resolve customer problems through research and engagement of corporate partners as needed. Handle escalated client concerns.
- Community: Represent the Bank in the community by attending civic and community group meetings, participating and volunteering on projects, to generate additional business for the Bank; utilize relationships with local civic/volunteer organization(s) to identify potential CRA opportunities.

PNC Bank, Greensboro, NC

December 2006 - January 2009, November 2009 - Present

Assistant Vice President/Branch Manager II

- In 2014, was recognized as a PNC Circle of Excellence winner for the 2013 fiscal year for achieving superior results in the areas of Growing PNC's payment business, expanding share of wallet and other key metrics, Operating leverage, Service, Engagement of both employees and customers, Risk Management, and Leadership within my community and the Retail network
- In 2014, was recognized as a PNC Market All-Star for the 2013 fiscal year, which is a program that celebrates the achievements of employees based on metrics set by individual lines of business.
- In 2013, received the distinguished honor of being selected to be one of only nine representatives out of more than 170 branch managers in North and South Carolina to sit on the Carolina's Market Council, a group tasked with improving bank processes and procedures on the market/state level.
- In 2012, lead my branch team to earn the number one ranked spot among 15 branches in the Greensboro/Winston-Salem region by achieving a higher percent of goal in all categories on average.
- Have been the Credit Champion for the entire Greensboro/Winston-Salem region since 2012
- In 2010, co-managed 12 branches for 30 days while Regional Manager was on leave.

- In 2010, initiated a policy change across entire bank that improved the clients' experience.
- Ensure compliance with bank policies, procedures and operational integrity by all banking center staff.
- Execute sales and market management activities focusing on building employee capabilities through performance management and coaching.
- Drive business development through teleconsulting, outside calling, retention management, community involvement, marketing and promotion.
- Partner externally with centers of influence, referral sources, and community leaders to enhance PNC Bank brand awareness.
- Provide input to Regional Manager on current market environment, business opportunities, and employee capability to support overall performance.

Ferguson Enterprises Inc., Greensboro, NC

January 2009 – October 2009

Credit Manager

- Accounts Receivable
 - Conduct credit investigations on existing and potential customers to extend, raise, or decrease credit
 - Analyze financial information received from customer and/or Dunn & Bradstreet
 - Review credit information obtained, evaluate the credit risk and approve or decline credit accounts
 - Follow closely the course of aging accounts and determine action to be taken on delinquent accounts
 - Plan and maintain a program for the systematic follow-up and collection of receivables
 - Facilitate bad debt recovery by monitoring potential write-offs and collecting on previous write-offs, and taking legal action when necessary
- Customer Relations
 - Maintain relationships with salespeople, Sales Manager, and General Manager
 - Work with customers in the branch and visit them onsite regularly, either with salespeople or alone

SunTrust Banks, Inc., Greensboro, NC

April 2002 – November 2006

Assistant Vice President/Branch Manager 4/Licensed Banker (July 2005 - Nov 2006)

- Advanced from Branch Manager 2 to AVP/Branch Manager 4 in 13 months. Promoted to Assistant Vice President in April 2006. Responsibility for managing outstanding loans and deposits increased from \$10-\$20 Million to \$35-\$60 Million.
- Generated, maintained, and serviced profitable business and retail relationships of a branch office. In April 2006 was recognized as a top performer for deposit production for leading branch to 415% of goal and personally generating \$1,326,800 in deposits.
- Planned, organized, directed, and controlled the activities of the company's 2nd largest branch in Greensboro.
- Reinforced staff achievement of goals and service standards. Received Certificate of Excellence for receiving 3 Prime Performance Indicator awards in 2006.
- Coordinated sales strategies with Region Manager; led branch sales meetings and demonstrated an in-depth knowledge of retail and business products and services.
- Managed transaction volume typically between 11,500 and 14,000 transactions per month.

Assistant Branch Manager 2 (March 2004 – June 2005)

- Assisted in managing SunTrust Bank In-Store Branch. Led branch to a 3rd place finish in a 4th quarter 2004 corporation wide sales campaign involving 450 branches in 5 states.
- Provided supervision and leadership to branch employees, emphasizing superior customer service, achievement of sales goals, increased service and efficiency, and teamwork.
- Promoted sales and service including in-store prospecting, assisting clients, and developing and maintaining mutually beneficial communication with the host store management team and host store associates.

Financial Services Advisor (April 2002 – March 2004)

Central Carolina Bank & Trust Co., Greensboro, NC (Acquired by SunTrust Bank in 2004)

- Excelled in product and service sales. In 2002, achieved 75% of total investment sales for branch in just nine months. In 2003, achieved 69% of total investment sales for branch and 186% of my personal annual goal.
- Opened new accounts, processed transactions, and produced loans. In August of 2002, produced 8 consumer loan applications, resulting in 6 closings and \$118,000 new outstanding loans for my branch.
- Facilitated new business development and individual sales performance through innovative sales techniques.

CERTIFICATIONS/TRAINING

- Licensed Notary Public - effective through 07/09/2023
- 2010 Central Region Leadership Development Program which included the following courses: Valuing Workforce Diversity, Interviewing Skills, Management by Strengths, Leading High Performing Teams, Providing Constructive Feedback, Leading and Advocating Change, Strengthening Employee Relationships, Public Speaking
- Currently enrolled in the Canon Financial Institute Accelerate Light program

SUPPLEMENTAL SKILLS

- Computer related: Microsoft Windows (multiple versions), Microsoft Office, Microsoft Outlook, Lotus Notes
- Extensive and diverse knowledge of marketing and management
- Strong organizational and follow-up skills
- Effective communicator in both writing and orally

REFERENCES PROVIDED UPON REQUEST

Settled 1752
JAMESTOWN
NORTH CAROLINA

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: Pamala Burgess

Home address: 207 Pearce Dr. Jamestown, NC 27282

*Must reside within the Town limits of Jamestown

Email address: Pburgess@northstate.net

Telephone number: Home 336-454-5121 Mobile: 336-601-8854

Gender: Male Female Birthdate: 9-4-61

How long have you been a resident of Jamestown? 21 yrs.

Current Occupation/Title: Client Relations Specialist

Employer/Business Name: Gaiser Financial Group

Business Address and Zip: 455 445 Dolly Madison Ave. Greensboro

Education: High School College Graduate School Other (2 YRS)

Degree/Subject of Study: Communications

School/Name Years Attended: Kean University - 2 yrs - Union, NJ

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): CPSC
Committee

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

YMCA Camp Weaver Board member - 7 yrs. - ongoing

What are your qualifications for serving on the Board/Committee for which you are applying?

Passion and involvement in town initiatives,
Communication skills, Professional skills with extensive
training, Wealth management background,
Planning and development skills, Negotiation skills.

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Tamale Burgess Date: August 13, 2019

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

PAMAILA BURGESS
207 Perce Drive, Jamestown, NC 27282 (336)-601-8854
pburgess@northstate.net

SUMMARY OF QUALIFICATIONS

Excellent interpersonal communication and follow-up skills. Strong front desk management skills. Ability to source alternate solutions to problems. Client loyalty and marketing skills. Peer leadership.

CORE COMPETENCIES

Planning & Development
Office Management
Negotiation
Multi-functional role

PROFESSIONAL EXPERIENCE

ATLANTIC STS

FEBRUARY 14, 2017 – PRESENT

ACCOUNT EXECUTIVE

- Responsible for customer retention.
- Customer site visits to discuss services, telecommunication products, possible upgrades and amendments to existing services.
- Provide outstanding customer support.
- Uncover any possible onsite problems with previously installed business telephones and or services that may need further technical support or dispatch.
- Assist customer in reporting troubles or outage issues to carriers from beginning to end.
- Order lines for customer and follow up for seamless installation.
- Dispatch and communicate with field technicians on customer work orders.
- Support & work directly with Sales Manager.
- General office administration.
- BNI member

RAYMOND JAMES FINANCIAL

January 2014-February 2017

SALES ASSOCIATE

- Assist financial Advisor
- Cold calling & prospecting
- Face to face prospect meetings
- Seminar planning
- Data entry
- Monthly newsletter & mailings
- Marketing initiatives

- Basic office administration
- Office event planning

STRATEGIC PARTNERS, INC./MASS MUTUAL

March 2013-July 2013

SALES ASSISTANT

- Assist Insurance Broker
- Prepare Illustrations
- Prepare company training material for new employees
- Prepare & create policy application packets
- Data entry
- Investigate premium rates
- Basic office administration

GREY OAK WEALTH MANAGEMENT

July 2009-January 2013

CLIENT SERVICES ASSOCIATE

- Answer & direct incoming calls
- Assist with all client inquiries & requests
- Schedule client appointments
- Company event planning
- All areas of front desk management & reception
- Maintain Financial Advisor calendar
- Travel arrangements for Advisor
- Company marketing initiatives
- Amend & update client files
- Weekly economic updates
- Company telecommunications issues
- Day to day office management

EDUCATION

Kean College of NJ, Union NJ

Two Years

APPLICATIONS

MS Office Word, Microsoft Office Outlook, SAP knowledge, Financial Advisor applications, SMT knowledge, Salesforce applications.

PERSONAL ACCOMPLISHMENTS

How to manage effectively, How to motivate manage & lead a team, North Carolina Notary

VOLUNTEER

YMCA Camp Weaver Board Member -2011-Present, 2015 Campaign Manager

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Update on Fall Litter Sweep

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 20, 2019

ESTIMATED TIME FOR DISCUSSION: 5minutes

DEPARTMENT: Administration

CONTACT PERSON: Elizabeth Greeson

SUMMARY:

NC Adopt A Highway Fall Litter Sweep in Jamestown scheduled for Sept 21, 2019. Flyer attached.

Previous participants have received their certificates of appreciation with a picture of April event also with letter of thanks.

Invites with flyers have gone out to all previous participants and community organizations to promote and invite members to join us at Food Lion on Main Street at 9am for upcoming Sept 21 event.

ATTACHMENTS: Fall Litter Sweep 2019 Flyer

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Join Town of Jamestown Annual Fall Litter Sweep

September 21, 2019----9-11am

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

RSVP to 336-454-1138

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

HOPE TO SEE YOU THERE!

