



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Regular Meeting of the Town Council**  
**August 22, 2023**  
**6:00 pm in the Civic Center**  
**Agenda**

- I. **Call to Order-**
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Moment of Silence
  - D. Approval of Agenda
- II. **Consent Agenda-**
  - A. Approval of minutes from the June 20<sup>th</sup> Regular Town Council Meeting
  - B. Approval of minutes from the July 18<sup>th</sup> Regular Town Council Meeting
  - C. Approval of Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning
  - D. Analysis of the Financial Position of the Town of Jamestown
  - E. Analysis of the Financial Position of the Jamestown Park & Golf Course
  - F. Budget Amendment #3
  - G. Budget Amendment #4
- III. **Public Comment**
- IV. **Old Business-**
  - A. Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Anna Hawryluk, Planning Director
    - Consideration of approval/denial of amendments
    - Consideration of approval of consistency/inconsistency statement
- V. **New Business-**
  - A. Presentation regarding the ISO (Insurance Services Office) rating for the Pinecroft Sedgefield Fire Department (PSFD)- Derek Carson, PSFD Fire Chief
  - B. Request for a Motion of Support for the T-Mobile Hometown Grant- Rebecca Ashby, Grants Administrator & Scott Coakley, Parks Director
- VI. **Manager/Committee Reports**
  - A. Manager Report
  - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)**
- X. **Adjournment**

**Working Agenda for the August 22<sup>nd</sup> Regular Town Council Meeting**

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	<b>I. Call to Order</b>	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	<b>II. Consent Agenda</b>		
6:05 pm	A. Approval of minutes from the June 20 <sup>th</sup> Regular Town Council Meeting B. Approval of minutes from the July 18 <sup>th</sup> Regular Town Council Meeting C. Approval of Memorandum of Understanding (MOU) for Cooperative, Comprehensive, and Continuing Transportation Planning D. Analysis of the Financial Position of the Town of Jamestown E. Analysis of the Financial Position of the Jamestown Park & GC F. Budget Amendment #3 G. Budget Amendment #4		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	<b>III. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
6:25 pm	<b>IV. Old Business</b>		
6:25 pm	A. Public Hearing for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)	Call on A. Hawryluk	Hawryluk to present an overview of the amendments to Chapter 17: Signs in the LDO. Mayor Montgomery to open the public hearing to anyone that would like to speak regarding the amendments to Chapter 17: Signs in the LDO. 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 adopt/deny the amendments to Chapter 17: Signs in the LDO. Council Member makes a second to the motion. <b>Roll Call Vote.</b> Council Member makes a motion to adopt the consistency/inconsistency statement for the amendments to Chapter 17: Signs in the LDO. Council Member makes a second to the motion. Then vote.
6:45 pm	<b>V. New Business</b>		
6:45 pm	A. Presentation regarding the ISO (Insurance Services Office) rating for the Pinecroft Sedgefield Fire Department (PSFD)	Call on Derek Carson	Carson to present information regarding the ISO rating for PSFD to Council.
6:55 pm	B. Request for a Motion of Support for the T-Mobile Hometown Grant	Call on R. Ashby & S. Coakley	Ashby and Coakley to present information about the T-Mobile Hometown Grant. Ashby to request that Council provide a motion of support for the T-Mobile Hometown Grant application. Council Member makes a motion to support the T-Mobile Hometown Grant application as presented. Council Member makes a second to the motion. Then vote.
7:00 pm	<b>VI. Manager/Committee Reports</b>		
7:00 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
7:05 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:10 pm	<b>VII. Public Comment</b>		Please state your name and address and adhere to the 3 minute time limit
7:25 pm	<b>VIII. Other Business</b>		

7:30 pm	<b>IX. Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)</b>		Council Member makes a motion to go into closed session per G.S. 143-318 to discuss matters related to attorney client privilege (301 Lee Street). Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
7:45 pm	<b>X. Adjournment</b>		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of minutes from the June 20th Regular TC Meeting

**AGENDA ITEM #:** II-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the June 20th Regular Town Council Meeting

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**ATTACHMENTS:** Minutes from the June 20th Regular Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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

**DRAFT**

**Regular Meeting of the Town Council  
June 20, 2023  
6:00 pm in the Civic Center  
Minutes & General Account**

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

**Staff Members Present:** Matthew Johnson, Katie M. Weiner (attending via conference call), Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, & Beth Koonce, Town Attorney

**Visitors Present:** Jim Pendry, Dolores Neuroth, Hiwatha Greene-Janvier, Kent Chicoskey & Carol Brooks

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

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

Johnson stated a quorum was present.

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

Council Member Rayborn requested to remove the "Approval & Sealing of the April 18<sup>th</sup> Closed Session Minutes" and the "Approval of minutes from the May 16<sup>th</sup> Regular Town Council Meeting" from the consent agenda.

Council Member Capes made a motion to approve the requested changes to the June 20<sup>th</sup> Town Council Agenda. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn made a motion to approve the agenda for the June 20<sup>th</sup> Town Council meeting as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval of minutes from the April 18<sup>th</sup> Regular Town Council Meeting
- Proclamation declaring June 3<sup>rd</sup>-10<sup>th</sup>, 2023 as Guilford Creek Week in the Town of Jamestown
- Resolution Calling for a Regular Election for the Town of Jamestown
- Approval of Resolution Writing Off Uncollectible Utility Accounts
- Notification of Budget Revision Between Departments
- Analysis of the Financial Position of the Town of Jamestown
- Analysis of the Financial Position of the Jamestown Park & Golf Course

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- Budget Amendment #18
- Budget Amendment #19
- Resolution closing the East Main Street Sidewalk Capital Project Fund

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.

(Proclamation declaring June 3<sup>rd</sup>-10<sup>th</sup>, 2023 as Guilford Creek Week in the Town of Jamestown, Resolution Calling for a Regular Election for the Town of Jamestown, Resolution Writing Off Uncollectible Utility Accounts, Budget Amendment #18, Budget Amendment #19, & Resolution closing the East Main Street Sidewalk Capital Project Fund)

**Public Comment-**

- Kent Chicosky, 306 Wiltshire Drive- Chicosky spoke about the fees that were being considered by Council. He was concerned about the implementation of the motor vehicle fee and the amount of revenue that would be generated as a result. He believed that residents would be negatively impacted by any additional fees or taxes.

**Presentation of Resolution honoring the service of James “Jim” Pendry on the Parks and Recreation Committee-** Council Member Capes presented the resolution to Jim Pendry and thanked him for his service on the Parks and Recreation Committee.

(Resolution honoring the service of James “Jim” Pendry on the Parks and Recreation Committee)

**Old Business-**

- Public Hearing for the consideration of the adoption of the Proposed Budget Fiscal Year (FY) 2023/2024 and Capital Improvement Program (CIP)- Johnson stated that the Town Council was required to adopt an annual budget by June 30<sup>th</sup>. He said that Council and staff had been working diligently on the budget since January 2023. He added that several budget workshops had been held since January and noted that staff had presented a draft of the preliminary budget at the May 16<sup>th</sup> Town Council meeting. He briefly presented an overview of some minor changes that had been made to the budget.

Council Member Capes highlighted that the City of High Point had changed their requirements regarding the acceptance of plastic bags at their yard waste collection facility. He added that this had forced the Town to include revenues and expenditures for the cost of receiving and distributing yard waste totes.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the proposed budget and CIP.

- Robert Frederick, 500 Wyndwood Drive- Frederick said that there had been several changes made to the budget since April. He noted that staff had not released the budget message to the public. He stated that the public did not understand why the fees and taxes were being proposed.

- o Delores Neuroth, 303 Parkview Terrace Lane- Neuroth said that she was a senior citizen on a fixed income and that the motor vehicle fee would be a burden for her. She added that she was not in favor of any increased fees.

Mayor Montgomery asked if there was anyone else that would like to speak about the budget. Nobody came forward. Mayor Montgomery closed the public hearing and opened the floor to Council for discussion.

Council Member Wolfe said that she had been against the motor vehicle fee since January. She added that she made a motion at the previous meeting to remove it from the budget, but the motion had not passed. She said that she had a responsibility to share the concerns that she had heard from the public related to the proposed fee, and she was still not in favor of it being included in the budget.

Council Member Straughn thanked everyone that had shared their concerns with Council. He spoke with Koonce about the procedural requirements regarding restating a motion that had been made at a previous meeting. He said that the proposed budget included the largest tax increase he had seen while living in Jamestown and also included additional fees.

Council Member Straughn made a motion to remove the motor vehicle fee from the budget. Council Member Wolfe made a second to the motion. The motion failed by a 2 to 3 vote with Council Member Capes and Council Member Rayborn voting in opposition and Mayor Montgomery breaking the tie.

Council Member Straughn made a motion to remove the monthly \$5 stormwater fee from the budget. The motion died for lack of a second.

Council Member Straughn discussed the stormwater rate that would be charged to commercial property owners with Johnson.

Council Member Straughn made a motion to remove the \$0.10 tax increase from the budget. The motion died for lack of a second.

Council Member Straughn stated that the additional taxes and fees included in the budget would cost the Jamestown taxpayer an additional 18%.

Council Member Rayborn said that cost of everything had increased and Council had a responsibility to maintain the Town's infrastructure. She added that inflation had greatly impacted every project that the Town needed to do.

Council Member Capes stated that Council had to prepare for the future. He said that there had been shortcomings in the past decade that had affected the current situation. He added that the motor vehicle fee required those that rented in Town to contribute to the cost of the maintenance of the roadways instead of placing the burden solely on homeowners. Council Member Capes stated that Council had to be cognizant of the issues that needed to be addressed in the future.

Council Member Straughn disagreed that the Town needed the tax increases and fees.

Council Member Rayborn made a motion to adopt the Budget Ordinance for the 2023/2024 FY as presented. Council Member Capes made a second to the motion.

Johnson took a roll call vote as follows:

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

Mayor Montgomery- Aye

The motion passed by 3 to 2 vote with Council Member Wolfe and Council Member Straughn voting in opposition and Mayor Montgomery breaking the tie.

Council Member Capes made a motion to approve the Resolution adopting a Capital Improvement Program for the Town of Jamestown. Council Member Rayborn made a second to the motion. The motion passed by a 3 to 1 vote with Council Member Straughn voting in opposition.

(Resolution adopting a Capital Improvement Program for the Town of Jamestown)

- Consideration of adoption of the Town of Jamestown's updated Strategic Plan- Johnson said that the Town Council had identified specific goals and priorities to include in the Strategic Plan for staff to work on throughout the year. He noted that the Plan was designed to be a multi-year representation of the Town's mission to create an exceptional quality of life for residents by providing superior services. He requested that Council adopt the updated Strategic Plan.

Council Member Capes made a motion to adopt the Strategic Plan for the Town of Jamestown for the 2023/2024 FY as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

#### **New Business-**

- Request to set a public hearing date for the consideration of amendments to the Solid Waste Ordinance- Blanchard requested that Council set a public hearing date for the consideration of amendments to the Solid Waste Collection Ordinance due to changes in requirements at landfills and disposal sites utilized by the Town of Jamestown.

Council Member Wolfe made a motion to set a public hearing date for the consideration of amendments to the Solid Waste Ordinance for the July 18<sup>th</sup> Regular Town Council meeting at 6:00 pm in the Civic Center. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

- Manager Report- Johnson presented his monthly report to Council. He stated that the North Carolina Department of Environmental Quality had completed the Town's stormwater audit. He added that official results should be available in about 60 days and staff felt confident that the Town did well. He updated Council about ongoing projects. He noted that the interior



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components of the Recreation Maintenance Building were being finalized, the Town Hall renovations were about 60% complete, and the construction of the golf course bathrooms was underway. He said that the next Music in the Park event would be held on July 7<sup>th</sup> and reminded everyone that the High Point Arts Council would hold a concert at Wrenn Miller Park on June 23<sup>rd</sup>. Johnson stated that the Town had been notified that mattresses could no longer be disposed of in the regular solid waste stream. He added that they would have to be collected in the same manner as appliances and be disposed of at a receiving facility. He noted that a \$20 pickup fee would apply. He also said that the City of High Point would no longer accept plastic bags for yard waste pickup. Therefore, he added that citizens would have to compost waste, mulch debris, utilize heavy-duty paper bags made for yard waste, or purchase a yard waste toter from the Town. Johnson also unveiled the new logo for the Jamestown Park & Golf Course. He stated that the Town would hold a regular election in the fall and encouraged anyone that was interested in running for Council to sign up with the Guilford County Board of Elections. Wilson introduced Rebecca Ashby, Grants Administrator, and Heather Lunsford, Deputy Finance Officer, to Council.

• Council Member Committee Reports-

- Council Member Wolfe said that there was a TAC meeting held on May 23<sup>rd</sup>. She stated that they reviewed the projects included on NCDOT’s priority list.
- Council Member Straughn stated that the Guilford County Parks and Recreation Board met and were planning to do a strategic plan for all the parks in the County.
- Council Member Rayborn said that the Planning Board met on June 12<sup>th</sup>. She noted that they had primarily discussed electronic signs. She added that they had recommended that Council adopt some changes to the LDO regarding current digital sign requirements.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Capes said that he hoped that residents that had concerns would reach out to Council to discuss them.

Council Member Rayborn stated that the budget process began in January every year and she encouraged citizens to begin providing their feedback at that time.

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

The meeting ended at 7:01 pm.

\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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

**AGENDA ITEM #:** II-B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

Minutes from the July 18th Regular Town Council Meeting

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**ATTACHMENTS:** Minutes from the July 18th Regular Town Council Meeting

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

**BUDGETARY IMPACT:** N/A

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

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

**DRAFT**

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

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

**Council Members Absent:** Council Member Capes

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Jamey Claybrook, Marcy Newton, Dave Ingram, & Beth Koonce

**Visitors Present:** Denise Johnson, Cliff Paddock, & Carol Brooks

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

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

Weiner stated that a quorum was present.

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

Council Member Rayborn requested to remove the "Approval of minutes from the June 20, 2023 Regular Town Council Meeting" from the consent agenda and to add "Budget Amendment #1" to the consent agenda.

Council Member Rayborn made a motion to approve the July 18<sup>th</sup> Town Council agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

**Consent Agenda-** The consent agenda included the following items:

- Approval & Sealing of the April 18<sup>th</sup> Closed Session Minutes
- Approval of minutes from the May 16<sup>th</sup> Regular Town Council Meeting
- Approval of minutes from the June 22, 2023 Special Town Council Meeting
- Approval & Sealing of the June 22<sup>nd</sup> Closed Session Minutes
- Approval of Amended Regular Town Council Meeting Schedule 2023
- Proclamation declaring July as Parks and Recreation Month 2023
- Acceptance of Donation of Materials
- Resolution Approving Authorized Signatures
- Analysis of the Financial Position of the Town of Jamestown

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- Analysis of the Financial Position of the Jamestown Park & Golf Course
- Budget Amendment #1
- Budget Amendment #2

Council Member Straughn asked Koonce if she had reviewed the “Acceptance of Donation of Materials” and the “Resolution Approving Authorized Signatures.” She reviewed those documents and said she had no issue with them.

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

(Amended Regular Town Council Meeting Schedule 2023, Proclamation declaring July as Parks and Recreation Month 2023, Resolution Approving Authorized Signatures, Budget Amendment #1, & Budget Amendment #2)

**Public Comment-** Nobody signed up.

**Presentation of Resolution Honoring David “Dave” Lee Ingram, Groundskeeper III, on his Retirement-** Mayor Montgomery presented the resolution to Dave Ingram in honor of his retirement and thanked him for his service to the Town of Jamestown.

(Resolution Honoring David “Dave” Lee Ingram, Groundskeeper III, on his Retirement)

**Old Business-**

- Public Hearing for the consideration of amendments to Chapter 51: Solid Waste in the Town’s Code of Ordinances- Blanchard gave an overview of the proposed amendments to Chapter 51: Solid Waste. He stated that the changes were necessary because the City of High Point no longer accepted yard waste in plastic bags and the Town was now being required to take mattresses to a separate disposal site.

Council Member Wolfe asked if the Town would continue to do loose leaf pickup. Blanchard stated that the loose leaf pickup service would not be affected.

Council Member Straughn clarified that staff would continue to collect cardboard boxes for recycling, but they were not an acceptable container for yard waste.

Council Member Straughn discussed the wording of section (f) in “Article VIII. Refuse not collected by the Town” with staff. He requested that the word “engines” be added to the list of materials not collected by the Town.

Mayor Montgomery opened the public hearing to anyone that would like to speak regarding the amendments to the Solid Waste Ordinance.

Nobody came forward.

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

Council Members discussed the sections that pertained to bulky item pickup.

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Council Member Rayborn made a motion to adopt the amendments to Chapter 51: Solid Waste in the Town's Code of Ordinances with the requested changes. Council Member Straughn made a second to the motion.

Weiner took a roll call vote as follows:

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

The motion passed by unanimous vote.

#### **New Business-**

- Consideration of approval of special event permit request for the Jamestown Rotary Christmas Parade- Cliff Paddock presented the special event permit request on behalf of the Jamestown Rotary Club for the Christmas Parade. He requested that Council approve the special event permit for December 3<sup>rd</sup>. He also asked that the Town provide \$1,075 for law enforcement, \$300 for portable toilets, \$150 for postage, and assistance from the Public Services staff.

Council Member Straughn praised the Rotary Club for their organization and their hard work on the event.

Council Member Wolfe made a motion to approve the special event permit request for the Jamestown Rotary Christmas Parade with \$1,075 in funding for law enforcement, \$300 for portable toilets, \$150 in funding for postage, and assistance from the Public Services staff. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Jamestown Park & Golf Course Maintenance Quarterly Report- Claybrook presented his quarterly report to Council. He said that several problem areas on the cart paths had been repaved. He thanked the Public Services staff for their hard work on the project. He stated that the construction of the golf course bathrooms and the recreation maintenance building was steadily progressing. Claybrook said that 68 tree stumps had been ground down around the course and staff planned to add sand to the bunkers that needed it the most. He added that they had also begun the aerification process.
- Jamestown Park & Golf Course Quarterly Report- Newton presented her quarterly report to Council. She said that the golf course had been really busy. She noted that there were now 7:30 am tee times offered on the weekends to accommodate more golfers. She added that offering an earlier time slot had been very popular with their customers. Newton stated that profits for the driving range had increased by \$4,500 that quarter. She stated that staff had begun to incorporate the new logo on scorecards, merchandise, etc. She added that she had received lots of compliments on bringing the blue bird back. Newton noted that premade sandwiches were being sold at the golf course because the grill was closed. However, she said that food sales had remained the same as the previous June. She also highlighted that there had been 7 Clubhouse rentals that quarter.

Council Members praised Newton for adding the additional tee time and for her work on the new logo.

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- Request to set a public hearing date for the consideration of amendments to Chapter 17: Signs in the Land Development Ordinance (LDO)- Hawryluk stated that Council Member Rayborn had requested that staff review the sign ordinance as it relates to digital signs in Jamestown. She said that staff had prepared updates to Chapter 17: Signs in the LDO. She noted that the amendments corrected errors, revised specific development standards, and provided consistency. She said that the Planning Board had considered the proposed amendments on June 12<sup>th</sup> and had recommended that Council adopt the changes with some minor additions. She requested that Council set a public hearing date for the August 22<sup>nd</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall.

Council Member Rayborn made a motion to set a public hearing date for the August 22<sup>nd</sup> Town Council meeting at 6:00 pm in the Civic Center at Town Hall. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of EMS Space Lease Agreement with Guilford County- Johnson stated that the space lease agreement that the Town had with Guilford County EMS had expired. He stated that staff was requesting that Council approve a renewal of the 5-year lease agreement for the space. He said that it had been reviewed by the Town Attorney, and she had found it to be sufficient. Johnson added that the County had requested a minor amendment to "Section 6. Inspections." They asked that the wording "To the extent permitted by law" be added at the beginning of the last sentence of that section.

Council Member Wolfe made a motion to approve the EMS Space Lease Agreement with Guilford County as amended and to authorize the Town Attorney, Town Manager, Assistant Town Manager/Town Clerk, and Finance Officer to execute any required documents. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

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

- Manager Report- Johnson presented his monthly report to Council. He updated them on ongoing projects. He stated that the estimated completion date of the recreation maintenance building was August 2023, Town Hall renovations were about 80% complete, and significant progress had been made on the golf course bathrooms. He said that National Night Out would be held at Wrenn Miller Park on Tuesday, August 1<sup>st</sup> from 6:00 pm to 9:00 pm. Johnson reiterated that the Town could no longer dispose of mattresses in the regular solid waste stream and that plastic bags would not be acceptable containers for yard waste. He stated that a flyer was being mailed to all solid waste customers with additional information on those changes. He also recognized Hawryluk for her acceptance into the Fellows Program at the UNC School of Government.
- Council Member Committee Reports-
  - Council Member Wolfe stated that there had been a TAC meeting on June 27<sup>th</sup>. She said that they would vote on the adoption of NCDOT's project priority list in August. She added that the MPO had requested that municipalities approve the renewal of a Memorandum of Understanding (MOU) before September. She stated that Council would need to consider that MOU at the August meeting.

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- Council Member Straughn asked the Town Manager to research and draft a policy that would provide lump sum merit awards to staff members that saved the Town a significant amount of money. Johnson agreed to work with Strausser on that policy.
- Mayor Montgomery said that PTRC met recently. She spoke about a program called Veterans Benefits Live which allowed veterans to discuss specific issues with trained professionals and gain access to healthcare. She added that it would be offered from July 20<sup>th</sup>-22<sup>nd</sup> at Congdon Yards in High Point.

**Public Comment-** Nobody signed up.

**Other Business-** Council Member Straughn encouraged anyone that wanted to run for Council to sign up before the deadline.

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

The meeting ended at 6:44 pm.

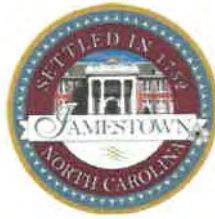
\_\_\_\_\_  
Mayor

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

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Approval of MOU for Transportation Planning

**AGENDA ITEM #:** II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

**SUMMARY:**

The Memorandum of Understanding (MOU) outlines policies, structure, membership, and the roles and responsibilities of the High Point Urban Area Metropolitan Planning Organization (HPMPO). It is the governing document of the MPO, which guides the cooperative, comprehensive, and continuing transportation planning process among the parties therein. The current MOU for the HPMPO was endorsed in 2013 and is effective until October 2023. HPMPO staff is not suggesting any substantive changes to the existing MOU, but has requested that each member jurisdiction's elected board approve the MOU renewal.

Staff recommends that Council approve the renewal of the MOU for the HPMPO.

**ATTACHMENTS:** MOU for HPMPO

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

**BUDGETARY IMPACT:** N/A

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

**FOLLOW UP ACTION NEEDED:** Staff will notify HPMPO of the MOU approval.



**MEMORANDUM OF UNDERSTANDING FOR  
COOPERATIVE, COMPREHENSIVE, AND CONTINUING  
TRANSPORTATION PLANNING AMONG  
THE GOVERNOR OF THE STATE OF NORTH CAROLINA,  
THE CITY OF ARCHDALE, CITY OF HIGH POINT, CITY OF LEXINGTON, CITY  
OF THOMASVILLE, CITY OF TRINITY, COUNTY OF DAVIDSON, COUNTY  
OF FORSYTH, COUNTY OF GUILFORD, COUNTY OF RANDOLPH, TOWN OF  
DENTON, TOWN OF JAMESTOWN, TOWN OF WALLBURG AND THE NORTH  
CAROLINA DEPARTMENT OF TRANSPORTATION IN COOPERATION WITH  
THE UNITED STATES DEPARTMENT OF TRANSPORTATION**

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### **Article I. Purpose of the Agreement**

The purpose of this agreement is to provide the organizational structure needed to fulfill the requirements of 23 U.S.C. §134, §135, §217(g) and §315; 42 U.S.C. §7410 et seq; 49 U.S.C. §5303-5306; 49 CFR 1.48(b) and 1.51; G.S. §136-66.2 and G.S. §136-200 through §136-202, inclusive. The provisions of the North Carolina General Statutes are intended to supplement the provisions of Federal Law. If provisions of the General Statutes conflict with the requirements of Federal Law, then the provisions of Federal Law shall control.

### **Article II. Roles and Responsibilities**

The Metropolitan Planning Organization is responsible for carrying out a transportation planning process in accordance with U.S.C. §134, any subsequent amendments to that statute, and any implementing regulations as follows:

- Developing and approving a long-range transportation plan for the Metropolitan Planning Area,
- Amending the Metropolitan Transportation Plan to reflect changing conditions,
- Making a determination that the long-range transportation plan conforms to the intent of the North Carolina State Air Quality Implementation in parts of its Metropolitan Planning Area that are classified as nonattainment or maintenance for transportation related National Ambient Air Quality Standard,
- Developing and approving a transportation improvement program,
- Amending the transportation improvement program to maintain consistency with the North Carolina State Transportation Improvement Program,
- Making determination that the metropolitan transportation improvement program conforms to the intent of the North Carolina State Air Quality Implementation in parts of its Metropolitan Planning Area that are classified as nonattainment or maintenance for transportation related National Ambient Air Quality Standard,

- Reviewing, approving, and endorsing a Prospectus for transportation planning that defines work tasks and responsibilities of the agencies participating in the transportation planning process,
- Developing and maintaining an annual budget (the Unified Planning Work Program) intended to produce a transportation plan and transportation improvement program,
- Review, approve, and endorse changes to the Federal Highway Administration Functional Classification System, the Metropolitan Area Boundary, and the Adjusted Urbanized Area Boundary if adopted,
- Approving and distributing any federal funds designated for the High Point Metropolitan Planning Organization under current, and future, transportation authorization(s),
- Adopting the bylaws and procedures necessary for the day-to-day operation of the Metropolitan Planning Organization, and
- Other transportation related activities necessary to meet the obligations stated above.

G.S. §136-66.2 makes metropolitan planning organizations in North Carolina responsible for:

- Developing a transportation plan in accordance with 23 U.S.C §134, and
- Representing the interests of member governments to the North Carolina Department of Transportation.

## **Section 2.01 Definitions**

This section defines words and terms that have special meanings in the context of this Memorandum that may be different from their definition in common use.

An *ex officio* member is a person whose membership is a result of the position they hold. Unless otherwise stated, in this Memorandum, *ex officio* members have all the rights and responsibilities of other members.

## **Section 2.02 Additional Rights and Responsibilities of Member Governments**

Member governments shall coordinate zoning and subdivision approval in accordance with the adopted Metropolitan Transportation Plan. It is further agreed that these agencies will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus for Transportation Planning.

The Lead Planning agency serves as the recipient of federal planning funds under 23 U.S.C Section 104(f). The High Point Department of Transportation will serve as the Lead Planning Agency for transportation planning in the Planning area.

### **Section 2.03 Metropolitan Planning Area**

The High Point Urban Metropolitan Planning Area consists of the High Point Urban Area as defined by the United States Department of Commerce, Bureau of the Census, plus that area beyond the existing urbanized area boundary that is expected to become urbanized within a twenty-year planning period. In addition, this area also includes all of Davidson County not included in the Winston-Salem Urbanized Area.

This area is hereinafter referred to as the Planning Area.

### **Section 2.04 The Board of Directors (The Transportation Advisory Committee)**

The Board of Directors, hereafter called the Transportation Advisory Committee (or TAC) is the policy board of the MPO. In 23 U.S.C. § 306(b), the TAC is the Metropolitan Planning Organization.

#### **(a) Membership**

The voting Membership of the Board of Directors will consist of one representative of each unit of local government that is a signatory to this agreement and the three Members of the Board of Transportation representing the NCDOT Operating Divisions included in the Planning Boundary. Each agency may also, at its sole discretion; appoint an alternate member to serve in the member's absence. Voting members, and alternates, must be elected or appointed officials.

The Federal Highway Division Administrator for North Carolina, or his designee, shall be an *ex officio* non-voting member of the Board of Directors. The executive director of the MPO shall also be an *ex officio* non-voting member of the TAC.

The TAC membership also includes one person representing public transportation.

This person to be determined by the other members.

The Board of Directors may add other, advisory non-voting, members at its discretion as defined in the Bylaws. Each voting member of the TAC shall have one vote as listed in the table below:

<b>Jurisdiction</b>	<b>Votes</b>
City of Archdale	1
City of High Point	1
City of Lexington	1
City of Thomasville	1
City of Trinity	1
Davidson County	1
Forsyth County	1

<b>Guilford County</b>	<b>1</b>
<b>Randolph County</b>	<b>1</b>
<b>Town of Denton</b>	<b>1</b>
<b>Town of Jamestown</b>	<b>1</b>
<b>Town of Wallburg</b>	<b>1</b>
<b>NCDOT Division 7</b>	<b>1</b>
<b>NCDOT Division 8</b>	<b>1</b>
<b>NCDOT Division 9</b>	<b>1</b>
<b>Public Transportation</b>	<b>1</b>
<b>Total</b>	<b>16</b>

**(b) Duties**

The TAC, in cooperation with the North Carolina Board of Transportation, shall carry out the urban transportation planning process specified in the U.S. Department of Transportation Regulations, or Program Manuals and shall develop the work programs, transportation plans, and transportation improvement programs and other documents specified in such regulations or manuals.

The TAC shall be the forum for *continuing, cooperative, and comprehensive* transportation decision-making by elected officials of general-purpose local government and shall function in conformance with the North Carolina Unified Public Engagement Process (UPEP) and its successor documents. The TAC’s responsibilities include (1) ensuring that the Transportation Planning Process and the plans and improvement projects that emerge from that process are consistent with the policies and desires of local government, and (2) serving as a forum for resolving conflicts that arise during the development of the Transportation Plan, the Transportation Improvement Program and Transportation Projects.

The TAC shall review and approve a metropolitan transportation plan as required by federal law and general statute.

The TAC shall review and approve a metropolitan transportation improvement program as required by federal law and general statute.

The TAC shall review and approve the Unified Planning Work Program and Metropolitan Transportation Improvement Program and ensure they comply with the Transportation Plan.

The TAC shall review, approve, and endorse amendments to the Planning Work Program, the Metropolitan Transportation Plan, and the Metropolitan Transportation Improvement Program.

The TAC shall review, approve, and endorse changes to the Federal-Functional Classification System, Urban Area Boundary and Planning Area Boundary.

The TAC shall review, approve, and endorse a Prospectus for transportation planning defining the work tasks and responsibilities for the agencies participating in the transportation planning process.

The TAC shall review and approve related air quality planning in conformance with federal regulations.

The TAC shall provide policy direction to the technical coordinating committee and the executive director of the MPO as they develop products for the MPO.

TAC members shall have the responsibility for keeping boards of general-purpose local government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of these boards; and ensuring meaningful citizen participation in the transportation planning process.

## **Section 2.05      The Technical Coordinating Committee**

Transportation Planning is a specialized field. To give the TAC access to the technical expertise necessary to meet the requirements of federal and state law, a Technical Coordinating Committee, hereinafter referred to as the TCC, shall be established with the responsibility of advising the TAC Board of Directors on the technical aspects of the transportation planning process, performing any technical analysis necessary to support transportation planning, and for making recommendations to the TAC and local and State governmental agencies regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval of the Prospectus, Transportation Improvement Program, Federal-Aid Urban System and Boundary, revisions to the Metropolitan Transportation Plan, planning citizen participation, and documentation reports on the transportation study. In addition, the TCC may prepare MPO comments on other elements of the transportation project development process (*e.g.*, Feasibility Studies, NEPA documents, and the NEPA Merger Process).

### **(a) Membership**

Membership of the TCC shall include technical representation from all local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area.

Initially, the membership shall include the following or their official designee:

<b>Jurisdiction</b>	<b>Votes</b>
<b>City of Archdale (appointed by the City Manager)</b>	<b>1</b>

<b>Jurisdiction</b>	<b>Votes</b>
<b>City of High Point</b>	
Director of Transportation	1
Director of Planning	1
MPO Administrator	1
Manager of High Point Transit System	1
<b>City of Lexington (Appointed by the City Manager)</b>	1
<b>City of Thomasville</b>	
(Appointed by the City Manager)	1
(Appointed by the City Manager)	1
<b>City of Trinity (appointed by the City Manager)</b>	1
<b>Davidson County-Director of Planning</b>	1
<b>Forsyth County-Director of Planning</b>	1
<b>Guilford County-Director of Planning</b>	1
<b>Randolph County-Director of Planning</b>	1
<b>Town of Denton</b>	1
<b>Town of Jamestown (appointed by the City Manager)</b>	1
<b>Town of Wallburg</b>	1
<b>NCDOT Division 7-Division Engineer</b>	1
<b>NCDOT Division 8-Division Engineer</b>	1
<b>NCDOT Division 9-Division Engineer</b>	1
<b>NCDOT Manager - Transportation Planning Branch</b>	1
<b>NCDOT Director of Public Transportation</b>	1
<b>USDOT – FHWA North Carolina Division Administrator (<i>ex officio</i> – nonvoting)</b>	0
<b>USDOT – Federal Transit Administration, Region IV Director of Planning Assistance (<i>ex officio</i>-nonvoting)</b>	0
<b>Piedmont Authority for Regional Transportation – Executive Director</b>	1
<b>Total</b>	<b>23</b>

Other local agencies, upon filing a request, will be informed of all meetings of the TCC and may attend meetings. The TCC may add members in accordance with its adopted Bylaws.

**(b) Duties**

The TCC is responsible for general review, guidance, and coordination of the transportation planning process for the planning area and making recommendations to the respective local and State governmental agencies and the TAC regarding any necessary actions relating to the

continuing transportation planning process. The TCC shall be responsible for developing, reviewing, and recommendation for approval of the Prospectus for Transportation Planning, the Metropolitan Transportation Improvement Program, Federal-Aid Urban System and Boundary, the Metropolitan Transportation Plan, revisions to the Transportation Plan, planning citizen participation, and documentation reports on the transportation study.

## **Section 2.06 Executive Director**

Administrative coordination for the TAC and the TCC will be performed by an Executive Director. The Executive Director shall be the Transportation Planning Administrator for the City of High Point and shall report to the High Point Director of Transportation.

The Executive Director:

- Is *ex officio* the Secretary of the Board of Directors (the TAC),
  - Arranges meetings and agendas,
  - Maintains minutes and records,
- Is *ex officio* the Secretary of the TCC,
  - Arranges meetings and agendas,
  - Maintains minutes and records,
- Prepares the Prospectus,
- Prepares the Unified Planning Work Program
- Prepares a Metropolitan Transportation Improvement Program in accordance with Federal and State regulations and requirements,
- Develops a Metropolitan Transportation Plan in accordance with Federal and State regulations,
- Maintains the Transportation Plan,
- Executes the Transportation Planning process in accordance with Federal and State laws and regulations,
- Prepares invoices and progress reports in accordance with federal, state, and local requirements,
- Structures the public involvement process needed to ensure that the UPWP, transportation plan, transportation improvement program, and any transportation conformity determinations meet federal requirements,
- Consults with the Board of Directors and the TCC regarding the best approaches to performing the duties listed above, and
- Serves as the MPO's ethics liaison for compliance with N.S.G.C Ch. 138A.

### **Article III. Payment Schedule**

All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the Unified Planning Work Program adopted by the TAC. Administration of funding in support of the Transportation Planning Process on behalf of the TAC will be conducted by the City of High Point who will execute appropriate agreements with funding agencies as provided by the Unified Planning Work Program.

The local match for the Federal Aid planning funds will be determined based on the current federal matching requirements. The signatory general purpose local governments will contribute to the local match requirement based on their percentage of the population within the planning area at the most recent decennial census. Member governments may also be asked to contribute additional local funding for projects wholly within their municipal limits.

### **Article IV. Duration of the Agreement**

This agreement remains in effect until the High Point MPO is redesignated under 23 U.S.C. §134(d) (S), or the agreement is voided by mutual consent.

The document may be amended or voided by two thirds vote of the TAC.

Agencies subscribing to this Memorandum of Understanding may terminate their participation in the Continuing Transportation Planning Process by giving thirty days written notice to other parties prior to the date of termination.

### **Article V. Signatures**

In witness whereof, the Secretary of Transportation on behalf of the Governor of the State of North Carolina and the other parties of this Memorandum of Understanding have been authorized by appropriate and proper resolutions to sign the same, the City of Archdale by its Mayor, the City of High Point by its Mayor, the City of Lexington by its Mayor, the City of Thomasville by its Mayor, the City of Trinity by its Mayor, the Town of Denton by its Mayor, the Town of Jamestown by its Mayor, the Town of Wallburg by its Mayor Davidson County by its Chairman of the Board of Commissioners, Forsyth County by its Chairman of the Board of Commissioners, Guilford County by its Chairman of the Board of Commissioners, Randolph County by its Chairman of the Board of Commissioners, and the Department of Transportation by the Secretary of Transportation. This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.



(Seal)

CITY OF HIGH POINT

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

CITY OF THOMASVILLE

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

CITY OF ARCHDALE

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

CITY OF LEXINGTON

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

CITY OF TRINITY

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

TOWN OF JAMESTOWN

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

DAVIDSON COUNTY

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Chairman

Resolution Date \_\_\_\_\_

(Seal)

FORSYTH COUNTY

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Chairman

Resolution Date \_\_\_\_\_



(Seal)

GUILFORD COUNTY

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Chairman

Resolution Date \_\_\_\_\_

(Seal)

RANDOLPH COUNTY

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Chairman

Resolution Date \_\_\_\_\_

(Seal)

TOWN OF DENTON

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

(Seal)

TOWN OF WALLBURG

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

NORTH CAROLINA

DEPARTMENT OF TRANSPORTATION

(Seal)

By \_\_\_\_\_

Secretary of Transportation

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**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Financial Analysis for July 2023

**AGENDA ITEM #:** II.D.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Heather Lunsford

**SUMMARY:**

Summary schedule of cash & deposits, debt balances, and total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 07-31-23.

July is the first month of our fiscal year; many of the revenues and expenditures that we receive or pay out in July relate back to June. Thus these have to be accrued back into the previous fiscal year. So it will appear that we did not receive much in revenues, but it is just a timing thing of when revenues are received. As for expenditures, a lot paid in July were for June (and accrued back), but also we pay a lot of annual fees at the very beginning of the fiscal year. We are showing revenues received in July 2023 as 2% of annual budget and expenditures as 9% of annual budget-this appears reasonable.

Annual insurance premiums were paid in July (spread among departments). We continue to pay our quarterly debt payments timely and contract payments to Pinecroft Sedgefield Fire Department. Payments were made for contracted services, dues and membership for stormwater fees, UNC School of Government membership, PTRC membership dues. Payments to Piedmont Traid Regional Water Authority for FY 23-24 were also made.

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

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

Town of Jamestown  
 Financial Summary Report  
 Cash Balances  
 as of July 31, 2023

Petty Cash	\$	1,350
Operating Cash		1,590,775
Certificates of Deposit		3,004,510
Money Market Accounts - First Bank		972,749
North Carolina Capital Management Trust		<u>9,584,843</u>
	\$	<u>15,154,227</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	479,578
Cash reserved by Powell Bill for street Improvements		42,260
General Capital Reserve Fund		52,292
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,145
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		355,313
Water Sewer Capital Reserve Fund		<u>1,317,966</u>
	\$	<u>2,442,657</u>

Cash by Fund:

General	\$	3,841,170
General Capital Reserve Fund		52,292
Lydia Multi-use Greenway Capital Project		-
Oakdale Sidewalk Phase 3		114,145
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		355,313
Water/Sewer		9,112,860
Randleman Reservoir		479,578
Water/Sewer Capital Reserve Fund		<u>1,317,966</u>
	\$	<u>15,154,227</u>

Cash by Bank:

NCCMT	\$	9,584,843
Pinnacle Bank		3,590,775
First Bank		1,977,260
		<u>15,152,877</u>

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

<b>Installment Purchase Debt:</b>	<b>Balance at 7/31/2023</b>	<b>Final Payment Date</b>	<b>Final Payment Fiscal Year</b>
<b>GENERAL FUND:</b>			
Sanitation truck, financed in 2017	\$ 15,561	12/1/2023	2023/2024
Leaf truck, financed in 2017	15,906	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	60,202	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>300,021</u>	11/3/2027	2027/2028
	<u>\$ 381,690</u>		
<b>WATER &amp; SEWER FUND:</b>			
Water & Sewer Maintenance Facility Construction	<u>\$ 224,971</u>	11/3/2027	2027/2028



Town of Jamestown  
 Financial Summary Report  
 Total Revenues & Expenditures by Fund  
 as of July 31, 2023

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#90)</u>	<u>Water/Sewer Capital Reserve Fund (#01)</u>
<b>Current Year Revenues (and transfers)</b>	182,837	9	278,422	2,040	221
% of budget received	2%	0%	4%	2%	0%
% of budget, excluding appropriated fund balance, received	3%	0%	6%	6%	0%
<b>Expenditures (and transfers)</b>	720,914	-	227,287	-	-
% of budget expended	8%	0%	3%	0%	0%

	<u>Fund (#18) Oakdale Sidewalk Ph. 1 Capital Project</u>	<u>Fund (#20) Recreational Maint Facility Capital Project</u>	<u>Fund (#21) Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Fund (#23) Perry Road Sidewalk Capital Project</u>
<b>Life to Date Revenues &amp; Other Financing Sources</b>	218,790	1,078,879	78,569	51,000
% of budget received	32%	100%	40%	4%
<b>Life to Date Expenditures</b>	103,887	549,343	49,488	0%
% of budget expended	15%	51%	25%	0%



08/16/23  
09:36:43

TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 7 / 23

Page: 1 of 5  
Report ID: B110

10 GENERAL FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
3000					
3100 AD VALOREM TAXES	0.00	0.00	3,187,350.00	3,187,350.00	0 %
3101 Interest on Ad Valorem Taxes	0.00	0.00	1,800.00	1,800.00	0 %
3102 Tax and Tag revenue	0.00	0.00	303,300.00	303,300.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	2,480.00	2,480.00	0 %
3104 MOTOR VEHICLE FEES	0.00	0.00	114,000.00	114,000.00	0 %
3230 SALES AND USE TAX	0.00	0.00	1,050,000.00	1,050,000.00	0 %
3250 Solid Waste Disposal Tax	0.00	0.00	3,200.00	3,200.00	0 %
3256 ELECTRICITY SALES TAX	0.00	0.00	206,000.00	206,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	25,000.00	25,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	29,090.00	29,090.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	32,000.00	32,000.00	0 %
3316 POWELL BILL	0.00	0.00	115,000.00	115,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	15,500.00	15,500.00	0 %
3325 ABC DISTRIBUTION	0.00	0.00	50,000.00	50,000.00	0 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	225.00	225.00	21,000.00	20,775.00	1 %
3345 INSPECTION AND PERMIT FEES	100.00	100.00	200.00	100.00	50 %
3346 CELL TOWER LEASE REVENUE	2,646.00	2,646.00	65,500.00	62,854.00	4 %
3348 REFUSE COLLECTION FEES	20,930.00	20,930.00	245,000.00	224,070.00	9 %
3350 STORMWATER FEES	0.00	0.00	50,000.00	50,000.00	0 %
3351 Sales of yard waste toters	0.00	0.00	18,000.00	18,000.00	0 %
3600 GREEN FEES	68,654.50	68,654.50	550,000.00	481,345.50	12 %
3603 Golf Now Booking Fees	464.39	464.39	2,500.00	2,035.61	19 %
3610 MECHANICAL CART RENTALS	36,170.50	36,170.50	288,000.00	251,829.50	13 %
3620 PULL CART RENTALS	18.00	18.00	300.00	282.00	6 %
3650 DRIVING RANGE	11,045.00	11,045.00	65,000.00	53,955.00	17 %
3660 GOLF SHOP CONCESSIONS SALES	12,228.71	12,228.71	30,000.00	17,771.29	41 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	0.00	0.00	12,000.00	12,000.00	0 %
3675 Golf Clubhouse Rental Fees	375.00	375.00	8,000.00	7,625.00	5 %
3831 INVESTMENT EARNINGS	14,149.82	14,149.82	210,000.00	195,850.18	7 %
3832 Sponsorships	2,000.00	2,000.00	0.00	-2,000.00	** %
3833 CONTRIBUTIONS AND DONATIONS	486.68	486.68	0.00	-486.68	** %
3836 SALES - PRO SHOP GOLF INVENTORY	7,813.72	7,813.72	80,000.00	72,186.28	10 %
3837 SHELTER RENTALS	579.06	579.06	7,000.00	6,420.94	8 %
3838 Building lease revenue	3,600.00	3,600.00	3,610.00	10.00	100 %
3839 MISCELLANEOUS REVENUES	12.70	12.70	500.00	487.30	3 %
3840 Rental Golf Sets	460.00	460.00	3,000.00	2,540.00	15 %
3841 Ball Field Rentals	877.63	877.63	15,000.00	14,122.37	6 %
3920 Issuance of installment purchase financing	0.00	0.00	344,000.00	344,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	75,000.00	75,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	788,043.67	788,043.67	0 %
<b>Account Group Total:</b>	<b>182,836.71</b>	<b>182,836.71</b>	<b>8,024,373.67</b>	<b>7,841,536.96</b>	<b>2 %</b>
<b>Fund Total:</b>	<b>182,836.71</b>	<b>182,836.71</b>	<b>8,024,373.67</b>	<b>7,841,536.96</b>	<b>2 %</b>

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

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	110,000.00	110,000.00
2100	DEPARTMENT SUPPLIES	20.00	20.00	0.00	20.00	2,000.00	1,980.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,200.00	3,200.00
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	700.00	700.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	100.00	100.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	-0.25	-0.25	0.00	-0.25	800.00	800.25
3950	DUES AND SUBSCRIPTIONS	1,329.00	1,329.00	0.00	1,329.00	2,500.00	1,171.00
3955	Permit Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4990	OTHER CONTRACTED SERVICES	300.00	300.00	5,400.00	5,700.00	7,400.00	1,700.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>1,648.75</b>	<b>1,648.75</b>	<b>5,400.00</b>	<b>7,048.75</b>	<b>138,400.00</b>	<b>131,351.25</b>
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	49,300.69	49,300.69	0.00	49,300.69	685,000.00	635,699.31
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
1009	FICA EXPENSE	3,738.61	3,738.61	0.00	3,738.61	50,500.00	46,761.39
1010	RETIREMENT EXPENSE	6,290.41	6,290.41	0.00	6,290.41	80,000.00	73,709.59
1011	HEALTH INSURANCE EXPENSE	7,348.56	7,348.56	0.00	7,348.56	66,000.00	58,651.44
1012	FLEX & PR TIME ADMIN FEES	6.00	6.00	66.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	596.59	596.59	0.00	596.59	1,000.00	403.41
1017	401K EXPENSE	2,440.04	2,440.04	0.00	2,440.04	30,000.00	27,559.96
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	261.53	261.53	0.00	261.53	5,500.00	5,238.47
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,200.00	1,200.00
2600	OFFICE SUPPLIES	484.28	484.28	0.00	484.28	3,000.00	2,515.72
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	7,000.00	7,000.00
3100	TRAVEL	269.97	269.97	0.00	269.97	15,000.00	14,730.03
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	10,825.00	10,825.00
3200	COMMUNICATIONS	300.00	300.00	0.00	300.00	11,400.00	11,100.00
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	2,151.30	2,151.30	0.00	2,151.30	26,500.00	24,348.70
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	400.00	400.00	400.00	0.00
3950	DUES AND SUBSCRIPTIONS	5,239.50	5,239.50	1,319.76	6,559.26	16,165.00	9,605.74
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4300	EQUIPMENT RENTAL	-270.00	-270.00	225.00	-45.00	7,500.00	7,545.00
4400	SERVICE & MAINTENANCE CONTRACTS	18.00	18.00	0.00	18.00	13,000.00	12,982.00
4500	INSURANCE AND BONDING	13,234.25	13,234.25	0.00	13,234.25	13,250.00	15.75
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	40,000.00	40,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,250.00	1,250.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
<b>Account Total:</b>		<b>91,409.73</b>	<b>91,409.73</b>	<b>7,010.76</b>	<b>98,420.49</b>	<b>1,121,790.00</b>	<b>1,023,369.51</b>
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	9,451.00	9,451.00	0.00	9,451.00	130,000.00	120,549.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,300.00	1,300.00
1009	FICA EXPENSE	726.43	726.43	0.00	726.43	9,900.00	9,173.57
1010	RETIREMENT EXPENSE	1,218.23	1,218.23	0.00	1,218.23	17,000.00	15,781.77
1011	HEALTH INSURANCE EXPENSE	1,860.52	1,860.52	0.00	1,860.52	21,600.00	19,739.48
1012	FLEX & PR TIME ADMIN FEES	6.00	6.00	66.00	72.00	500.00	428.00
1014	WORKER'S COMPENSATION	298.30	298.30	0.00	298.30	500.00	201.70
1017	401K EXPENSE	472.55	472.55	0.00	472.55	6,400.00	5,927.45
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2100	DEPARTMENT SUPPLIES	48.08	48.08	0.00	48.08	1,000.00	951.92
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	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3200	COMMUNICATIONS	100.00	100.00	0.00	100.00	4,100.00	4,000.00
3400	PRINTING	0.00	0.00	0.00	0.00	700.00	700.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3800	DATA PROCESSING SERVICES	-401.97	-401.97	0.00	-401.97	9,000.00	9,401.97
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	250.00	250.00	250.00	0.00
3950	DURS AND SUBSCRIPTIONS	0.00	0.00	1,319.76	1,319.76	3,500.00	2,180.24
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	277.71	277.71	0.00	277.71	400.00	122.29
4990	OTHER CONTRACTED SERVICES	0.00	0.00	1,000.00	1,000.00	15,000.00	14,000.00
4991	Telecommunications Contracted	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
<b>Account Total:</b>		<b>14,056.85</b>	<b>14,056.85</b>	<b>11,135.76</b>	<b>25,192.61</b>	<b>259,100.00</b>	<b>233,907.39</b>
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	459.83	459.83	963.06	1,422.89	8,250.00	6,827.11
2140	SEED and SOD	0.00	0.00	0.00	0.00	1,000.00	1,000.00
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	800.00	800.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	2,250.00	2,250.00	0.00	2,250.00	2,500.00	250.00
2900	ASSETS NOT CAPITALIZED	3,867.50	3,867.50	3,867.50	7,735.00	17,500.00	9,765.00
3200	COMMUNICATIONS	-623.97	-623.97	0.00	-623.97	2,400.00	3,023.97
3300	UTILITIES	1,073.80	1,073.80	0.00	1,073.80	33,000.00	31,926.20
3350	Water Utilities	0.00	0.00	0.00	0.00	600.00	600.00
3500	REPAIRS AND MAINTENANCE	1,436.00	1,436.00	6,594.00	8,030.00	40,000.00	31,970.00
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
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
<b>4400 SERVICE &amp; MAINTENANCE CONTRACTS</b>							
	4400	3,744.20	3,744.20	1,025.00	4,769.20	40,000.00	35,230.80
<b>4500 INSURANCE AND BONDING</b>							
	4500	17,009.93	17,009.93	0.00	17,009.93	20,300.00	3,290.07
<b>4990 OTHER CONTRACTED SERVICES</b>							
	4990	750.00	750.00	1,750.00	2,500.00	5,000.00	2,500.00
<b>5800 CAPITAL OUTLAY - BUILDINGS &amp;</b>							
	5800	① 98,085.23	98,085.23	107,546.42	205,631.65	205,631.65	0.00
<b>9700 CONTINGENCY</b>							
	9700	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Account Total:</b>	<b>128,052.52</b>	<b>128,052.52</b>	<b>121,745.98</b>	<b>249,798.50</b>	<b>381,681.65</b>	<b>131,883.15</b>
<b>5100 PUBLIC SAFETY EXPENDITURES</b>							
	4910	0.00	0.00	0.00	0.00	500,000.00	500,000.00
	4911	0.00	0.00	6,000.00	6,000.00	6,500.00	500.00
	4912	1,022.80	1,022.80	977.20	2,000.00	2,500.00	500.00
	4920	0.00	0.00	0.00	0.00	14,000.00	14,000.00
	<b>Account Total:</b>	<b>1,022.80</b>	<b>1,022.80</b>	<b>6,977.20</b>	<b>8,000.00</b>	<b>523,000.00</b>	<b>515,000.00</b>
<b>5300 FIRE EXPENSES</b>							
	2100	778.96	778.96	0.00	778.96	800.00	21.04
	2500	0.00	0.00	0.00	0.00	500.00	500.00
	3500	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	3956	0.00	0.00	0.00	0.00	14,000.00	14,000.00
	3980	0.00	0.00	0.00	0.00	500.00	500.00
	4900	② 213,914.24	213,914.24	0.00	213,914.24	856,000.00	642,085.76
	9700	0.00	0.00	0.00	0.00	200.00	200.00
	<b>Account Total:</b>	<b>214,693.20</b>	<b>214,693.20</b>	<b>0.00</b>	<b>214,693.20</b>	<b>873,000.00</b>	<b>658,306.80</b>
<b>5600 STREET MAINTENANCE EXPENDITURES</b>							
	2100	474.10	474.10	0.00	474.10	6,500.00	6,025.90
	2400	0.00	0.00	0.00	0.00	8,000.00	8,000.00
	2500	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	2520	0.00	0.00	0.00	0.00	6,000.00	6,000.00
	2900	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	3300	1,968.56	1,968.56	0.00	1,968.56	182,000.00	180,031.44
	3500	0.00	0.00	0.00	0.00	8,000.00	8,000.00
	3940	0.00	0.00	0.00	0.00	500.00	500.00
	3955	0.00	0.00	0.00	0.00	1,100.00	1,100.00
	3980	0.00	0.00	0.00	0.00	100.00	100.00
	4400	0.00	0.00	0.00	0.00	6,500.00	6,500.00
	4500	937.28	937.28	0.00	937.28	1,350.00	412.72
	4990	0.00	0.00	50,353.68	50,353.68	55,353.68	5,000.00
	5500	0.00	0.00	0.00	0.00	9,000.00	9,000.00
	9800	0.00	0.00	0.00	0.00	114,000.00	114,000.00
	<b>Account Total:</b>	<b>3,379.94</b>	<b>3,379.94</b>	<b>50,353.68</b>	<b>53,733.62</b>	<b>410,903.68</b>	<b>357,170.06</b>
<b>5650 STORMWATER EXPENDITURES</b>							
	4400	0.00	0.00	2,400.00	2,400.00	2,400.00	0.00
	4980	③ 5,605.00	5,605.00	0.00	5,605.00	6,000.00	395.00
	4990	0.00	0.00	0.00	0.00	50,000.00	50,000.00
	<b>Account Total:</b>	<b>5,605.00</b>	<b>5,605.00</b>	<b>2,400.00</b>	<b>8,005.00</b>	<b>58,400.00</b>	<b>50,395.00</b>

① Dreambuild payment for Reno at Town Hall

② July - Sept Qtrly payment

③ Stormwater - Smart Memberships dues FY 23-24

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
<b>5800 SANITATION EXPENDITURES</b>							
1000	SALARIES AND WAGES	6,645.10	6,645.10	0.00	6,645.10	150,000.00	143,354.90
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,200.00	1,200.00
1009	FICA EXPENSE	497.90	497.90	0.00	497.90	10,500.00	10,002.10
1010	RETIREMENT EXPENSE	856.56	856.56	0.00	856.56	17,000.00	16,143.44
1011	HEALTH INSURANCE EXPENSE	1,860.52	1,860.52	0.00	1,860.52	32,400.00	30,539.48
1012	FLEX & PR TIME ADMIN FEES	6.00	6.00	66.00	72.00	750.00	678.00
1014	WORKER'S COMPENSATION	5,965.91	5,965.91	0.00	5,965.91	10,000.00	4,034.09
1017	401K EXPENSE	331.93	331.93	0.00	331.93	6,300.00	5,968.07
2100	DEPARTMENT SUPPLIES	950.25	950.25	45,636.00	46,586.25	55,000.00	8,413.75
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	300.00	300.00
2500	VEHICLE SUPPLIES	1,435.98	1,435.98	114.02	1,550.00	12,000.00	10,450.00
2520	FUELS - GAS & OIL	2,338.84	2,338.84	32,714.53	35,053.37	80,000.00	44,946.63
3200	COMMUNICATIONS	50.00	50.00	0.00	50.00	2,400.00	2,350.00
3400	PRINTING	1,525.53	1,525.53	0.00	1,525.53	3,800.00	2,274.47
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	15,000.00	15,000.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	1,617.88	1,617.88	38,382.12	40,000.00	75,000.00	35,000.00
3945	Recycle Fees	947.52	947.52	29,052.48	30,000.00	40,000.00	10,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	500.00	500.00
4500	INSURANCE AND BONDING	3,471.41	3,471.41	0.00	3,471.41	5,000.00	1,528.59
4990	OTHER CONTRACTED SERVICES	2,256.31	2,256.31	7,743.69	10,000.00	10,000.00	0.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	2,006.00	2,006.00	0.00	2,006.00	0.00	-2,006.00
<b>Account Total:</b>		<b>32,763.64</b>	<b>32,763.64</b>	<b>154,708.84</b>	<b>187,472.48</b>	<b>533,350.00</b>	<b>345,877.52</b>
<b>6200 RECREATION EXPENDITURES</b>							
1000	SALARIES AND WAGES	12,659.20	12,659.20	0.00	12,659.20	179,000.00	166,340.80
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	3,900.00	3,900.00
1009	FICA EXPENSE	961.49	961.49	0.00	961.49	12,800.00	11,838.51
1010	RETIREMENT EXPENSE	1,631.77	1,631.77	0.00	1,631.77	21,500.00	19,868.23
1011	HEALTH INSURANCE EXPENSE	2,790.78	2,790.78	0.00	2,790.78	32,400.00	29,609.22
1012	FLEX & PR TIME ADMIN FEES	12.00	12.00	132.00	144.00	750.00	606.00
1014	WORKER'S COMPENSATION	4,176.14	4,176.14	0.00	4,176.14	7,000.00	2,823.86
1017	401K EXPENSE	607.70	607.70	0.00	607.70	8,000.00	7,392.30
2100	DEPARTMENT SUPPLIES	413.37	413.37	0.00	413.37	11,300.00	10,886.63
2140	SEED and SOD	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	4,500.00	4,500.00
2143	IRRIGATION SUPPLIES	244.93	244.93	0.00	244.93	1,000.00	755.07
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	10,000.00	10,000.00
2550	EQUIPMENT SUPPLIES	267.07	267.07	0.00	267.07	3,000.00	2,732.93
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	11,000.00	11,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	100.00	100.00	0.00	100.00	13,000.00	12,900.00
3300	UTILITIES	602.75	602.75	0.00	602.75	18,000.00	17,397.25
3350	Water Utilities	19.85	19.85	0.00	19.85	450.00	430.15
3500	REPAIRS AND MAINTFNANCE	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3800	DATA PROCESSING SERVICES	-12.44	-12.44	0.00	-12.44	4,000.00	4,012.44
3805	Subscription Fees	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	600.00	600.00	600.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,200.00	2,200.00
3960	BANK AND MERCHANT FEES	0.00	0.00	500.00	500.00	500.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
3981	Special Events	1,729.33	1,729.33	3,895.67	5,625.00	20,000.00	14,375.00
4101	Library Services	16,000.00	16,000.00	0.00	16,000.00	119,500.00	103,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	20,000.00	20,000.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	158.37	158.37	20,390.87	20,549.24	24,000.00	3,450.76
4301	Property tax on leased equip	0.00	0.00	1,800.00	1,800.00	1,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
4500	INSURANCE AND BONDING	1,180.28	1,180.28	0.00	1,180.28	1,700.00	519.72
4990	OTHER CONTRACTED SERVICES	0.00	0.00	3,018.00	3,018.00	7,000.00	3,982.00
5500	CAPITAL OUTLAY EQUIPMENT	16,660.00	16,660.00	0.00	16,660.00	16,700.00	40.00
	<b>Account Total:</b>	<b>60,202.59</b>	<b>60,202.59</b>	<b>30,336.54</b>	<b>90,539.13</b>	<b>599,450.00</b>	<b>508,910.87</b>
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	35,324.13	35,324.13	0.00	35,324.13	450,000.00	414,675.87
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,600.00	6,600.00
1009	FICA EXPENSE	2,579.31	2,579.31	0.00	2,579.31	35,000.00	32,420.69
1010	RETIREMENT EXPENSE	4,497.21	4,497.21	0.00	4,497.21	55,000.00	50,502.79
1011	HEALTH INSURANCE EXPENSE	5,605.64	5,605.64	0.00	5,605.64	76,000.00	70,394.36
1012	FLEX & PR TIME ADMIN FEES	12.00	12.00	132.00	144.00	650.00	506.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	220.32	0.00	220.32	10,800.00	10,579.68
1014	WORKER'S COMPENSATION	4,772.73	4,772.73	0.00	4,772.73	8,000.00	3,227.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,500.00	1,500.00
1017	401K EXPENSE	1,394.98	1,394.98	0.00	1,394.98	21,000.00	19,605.02
2100	DEPARTMENT SUPPLIES	210.22	210.22	0.00	210.22	12,000.00	11,789.78
2140	SEED and SOD	0.00	0.00	0.00	0.00	8,000.00	8,000.00
2141	CHEMICALS	518.20	518.20	2,272.80	2,791.00	45,000.00	42,209.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2143	IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	7,000.00	7,000.00
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2145	TOPSOIL (Sand)	1,392.32	1,392.32	2,090.00	3,482.32	20,000.00	16,517.68
2155	TRE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
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	2,500.00	2,500.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2520	FUELS - GAS & OIL	1,791.02	1,791.02	32,605.85	34,396.67	35,000.00	603.13
2550	EQUIPMENT SUPPLIES	2,251.40	2,251.40	2,841.10	5,092.50	35,000.00	29,907.50
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	23,000.00	23,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	250.00	250.00	0.00	250.00	11,500.00	11,250.00
3300	UTILITIES	954.65	954.65	0.00	954.65	23,000.00	22,045.35
3350	Water Utilities	19.85	19.85	0.00	19.85	500.00	480.15
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3800	DATA PROCESSING SERVICES	-33.26	-33.26	0.00	-33.26	1,000.00	1,033.26
3805	Subscription Fees	2,550.00	2,550.00	0.00	2,550.00	5,200.00	2,650.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMESTER P/U	157.22	157.22	1,729.54	1,886.76	2,600.00	713.24
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	4,777.06	4,777.06	33,719.96	38,497.02	70,600.00	32,102.98
4301	Property tax on leased equip	0.00	0.00	2,800.00	2,800.00	2,800.00	0.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,500.00	4,500.00
4500	INSURANCE AND BONDING	8,331.39	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	355,081.74	355,081.74	701,922.84	346,841.10
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	122,235.50	122,235.50	122,235.50	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
<b>Account Total:</b>		<b>77,576.39</b>	<b>77,576.39</b>	<b>558,508.49</b>	<b>636,084.88</b>	<b>1,894,608.34</b>	<b>1,258,523.46</b>
6301 GOLF SHOP EXPENDITURES							
1000	SALARIES AND WAGES	35,921.29	35,921.29	0.00	35,921.29	285,000.00	249,078.71
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,600.00	1,600.00
1009	FICA EXPENSE	2,755.09	2,755.09	0.00	2,755.09	21,000.00	18,244.91
1010	RETIREMENT EXPENSE	3,313.07	3,313.07	0.00	3,313.07	14,000.00	10,686.93
1011	HEALTH INSURANCE EXPENSE	1,908.68	1,908.68	0.00	1,908.68	21,600.00	19,691.32
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	100.00	100.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	0.00	0.00	0.00	10,800.00	10,800.00
1014	WORKER'S COMPENSATION	1,193.18	1,193.18	0.00	1,193.18	2,000.00	806.82
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	5,000.00	5,000.00
1017	401K EXPENSE	587.00	587.00	0.00	587.00	5,000.00	4,413.00
2100	DEPARTMENT SUPPLIES	417.94	417.94	4,263.98	4,681.92	10,500.00	5,818.08
2101	Grill Supplies	0.00	0.00	1,000.00	1,000.00	5,000.00	4,000.00
2156	RANGE SUPPLIES	0.00	0.00	150.00	150.00	8,500.00	8,350.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	400.00	400.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2700	GOLF INVENTORY FOR RESALE	6,749.07	6,749.07	7,714.94	14,464.01	70,000.00	55,535.99
2705	Golf Special Orders - Purchases	0.00	0.00	0.00	0.00	12,000.00	12,000.00
2710	CONCESSION INVENTORY RESALE	1,954.10	1,954.10	90,795.90	42,750.00	25,000.00	-17,750.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	11,500.00	11,500.00
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	-278.99	-278.99	0.00	-278.99	11,200.00	11,478.99
3300	UTILITIES	1,315.53	1,315.53	0.00	1,315.53	20,000.00	18,684.47
3350	Water Utilities	19.84	19.84	0.00	19.84	450.00	430.16
3400	PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3700	MARKETING / ADVERTISING	60.40	60.40	664.40	724.80	10,000.00	9,275.20



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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3800	DATA PROCESSING SERVICES	-391.30	-391.30	0.00	-391.30	13,000.00	13,391.30
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	196.63	196.63	2,165.01	2,361.84	3,500.00	1,138.16
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3955	Permit Fees	0.00	0.00	0.00	0.00	220.00	220.00
3960	BANK AND MERCHANT FEES	3,278.63	3,278.63	11,971.37	15,250.00	30,000.00	14,750.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	158.14	158.14	1,747.07	1,905.21	2,500.00	594.79
4310	GOLF CART RENTALS	5,327.28	5,327.28	53,272.80	58,600.08	69,200.00	10,599.92
4311	SALES AND USE TAX PAID	2,511.04	2,511.04	0.00	2,511.04	21,000.00	18,488.96
4400	SERVICE & MAINTENANCE CONTRACTS	1,696.36	1,696.36	5,981.80	7,678.16	18,000.00	10,321.84
4500	INSURANCE AND BONDING	8,331.39	8,331.39	0.00	8,331.39	12,000.00	3,668.61
4990	OTHER CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00	5,000.00	3,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
<b>Account Total:</b>		<b>77,024.57</b>	<b>77,024.57</b>	<b>132,427.27</b>	<b>209,451.84</b>	<b>748,220.00</b>	<b>538,768.16</b>
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	226,500.00	226,500.00
7101	LEASE PRINCIPAL	11,596.42	11,596.42	0.00	11,596.42	0.00	-11,596.42
7102	Subscription Principal	1,636.60	1,636.60	0.00	1,636.60	0.00	-1,636.60
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	27,000.00	27,000.00
7201	LEASE INTEREST	205.65	205.65	0.00	205.65	0.00	-205.65
7202	Subscription Interest	39.32	39.32	0.00	39.32	0.00	-39.32
<b>Account Total:</b>		<b>13,477.99</b>	<b>13,477.99</b>	<b>0.00</b>	<b>13,477.99</b>	<b>253,500.00</b>	<b>240,022.01</b>
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	125,000.00	125,000.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	103,970.00	103,970.00
<b>Account Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>228,970.00</b>	<b>228,970.00</b>
<b>Account Group Total:</b>		<b>720,913.97</b>	<b>720,913.97</b>	<b>1,081,004.52</b>	<b>1,801,918.49</b>	<b>8,024,373.67</b>	<b>6,222,455.18</b>
<b>Fund Total:</b>		<b>720,913.97</b>	<b>720,913.97</b>	<b>1,081,004.52</b>	<b>1,801,918.49</b>	<b>8,024,373.67</b>	<b>6,222,455.18</b>

④ GASB-87/96 Subscription / lease payments

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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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	8.79	8.79	100.00	91.21	9 %
3981 TRANSFER FROM GENERAL FUND	0.00	0.00	125,000.00	125,000.00	0 %
<b>Account Group Total:</b>	<b>8.79</b>	<b>8.79</b>	<b>125,100.00</b>	<b>125,091.21</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>8.79</b>	<b>8.79</b>	<b>125,100.00</b>	<b>125,091.21</b>	<b>0 %</b>

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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	75,000.00	75,000.00
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	50,100.00	50,100.00
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125,100.00</b>	<b>125,100.00</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125,100.00</b>	<b>125,100.00</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125,100.00</b>	<b>125,100.00</b>



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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	89.15	89.15	1,000.00	910.85	9 %
3710 UTILITY CHARGE - WATER	84,037.10	84,037.10	990,000.00	905,962.90	8 %
3720 UTILITY CHARGE - SEWER	158,718.00	158,718.00	3,000,000.00	2,841,292.00	5 %
3741 Meter Fee	0.00	0.00	2,000.00	2,000.00	0 %
3743 System Admin / Installation fee	0.00	0.00	500.00	500.00	0 %
3745 Connection Fees - Water and Sewer	800.00	800.00	11,000.00	10,200.00	7 %
3750 NONPAYMENT / RECONNECTION FEES	2,100.00	2,100.00	20,000.00	17,900.00	11 %
3755 Return Check Fees	0.00	0.00	300.00	300.00	0 %
3760 LATE FEES	2,140.00	2,140.00	20,000.00	17,860.00	11 %
3765 CREDIT CARD ADMINISTRATION FEES	39.42	39.42	800.00	760.58	5 %
3831 INVESTMENT EARNINGS	29,661.47	29,661.47	300,000.00	270,338.53	10 %
3839 MISCELLANEOUS REVENUES	836.80	836.80	500.00	-336.80	167 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	118,400.00	118,400.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	2,689,830.00	2,689,830.00	0 %
<b>Account Group Total:</b>	<b>278,421.94</b>	<b>278,421.94</b>	<b>7,154,330.00</b>	<b>6,875,908.06</b>	<b>4 %</b>
<b>Fund Total:</b>	<b>278,421.94</b>	<b>278,421.94</b>	<b>7,154,330.00</b>	<b>6,875,908.06</b>	<b>4 %</b>

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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	60,367.47	60,367.47	0.00	60,367.47	855,000.00	794,632.53
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	16,000.00	16,000.00
1009	FICA EXPENSE	4,548.56	4,548.56	0.00	4,548.56	66,500.00	61,951.44
1010	RETIREMENT EXPENSE	7,781.37	7,781.37	0.00	7,781.37	110,000.00	102,218.63
1011	HEALTH INSURANCE EXPENSE	11,163.12	11,163.12	0.00	11,163.12	144,000.00	132,836.88
1012	FLEX & PR TIME ADMIN FEES	12.00	12.00	132.00	144.00	1,600.00	1,456.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	1,366.99	0.00	1,366.99	21,600.00	20,233.01
1014	WORKER'S COMPENSATION	8,948.86	8,948.86	0.00	8,948.86	15,000.00	6,051.14
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	2,978.86	2,978.86	0.00	2,978.86	42,000.00	39,021.14
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	20,000.00
2100	DEPARTMENT SUPPLIES	1,037.58	1,037.58	1,994.83	3,032.41	35,000.00	31,967.59
2105	WATER METERS	0.00	0.00	0.00	0.00	90,000.00	90,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	3,501.33	3,501.33	0.00	3,501.33	40,000.00	36,498.67
2500	VEHICLE SUPPLIES	0.00	0.00	900.00	900.00	8,000.00	7,100.00
2520	FUELS - GAS & OIL	3,197.19	3,197.19	62,405.94	65,603.13	65,000.00	-603.13
2550	EQUIPMENT SUPPLIES	49.98	49.98	2,000.00	2,049.98	15,500.00	13,450.02
2600	OFFICE SUPPLIES	466.30	466.30	0.00	466.30	2,000.00	1,533.70
2750	PURCHASE OF WATER	0.00	0.00	390,000.00	390,000.00	390,000.00	0.00
2755	Water Transmission Fees	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	20,000.00	20,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3150	CONFERENCE FEES AND SCHOOLS	50.00	50.00	0.00	50.00	10,000.00	9,950.00
3200	COMMUNICATIONS	300.00	300.00	0.00	300.00	40,000.00	39,700.00
3300	UTILITIES	279.27	279.27	0.00	279.27	20,000.00	19,720.73
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	0.00	0.00	7,000.00	7,000.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	24,731.25	24,731.25	52,400.00	27,668.75
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	-863.36	-863.36	0.00	-863.36	25,000.00	25,863.36
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	292.50	292.50	0.00	292.50	12,500.00	12,207.50
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	2,518.50	2,518.50	10,681.50	13,200.00	22,000.00	8,800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	1,500.00	1,500.00
4300	EQUIPMENT RENTAL	-270.00	-270.00	225.00	-45.00	10,000.00	10,045.00
4400	SERVICE & MAINTENANCE CONTRACTS	2,578.00	2,578.00	23,920.00	26,498.00	65,000.00	38,502.00
4401	NC811 Fees	105.85	105.85	4,894.15	5,000.00	5,000.00	0.00
4500	INSURANCE AND BONDING	20,828.49	20,828.49	0.00	20,828.49	30,000.00	9,171.51
4950	LAB TESTING	251.90	251.90	0.00	251.90	10,000.00	9,748.10
4960	SEWER TREATMENT	0.00	0.00	0.00	0.00	800,000.00	800,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	181,720.00	181,720.00	232,020.00	50,300.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	41,160.00	41,160.00	91,160.00	50,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	60,000.00	60,000.00
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,600,000.00	1,600,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	1,281,800.00	1,281,800.00
6800	OPERATING PAYMENTS TO REGIONAL	46,317.91	46,317.91	0.00	46,317.91	48,000.00	1,682.09

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
For the Accounting Period: 7 / 23

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6801	DEBT PRINCIPLE PAYMENTS TO PTRWA	53,826.25	53,826.25	0.00	53,826.25	118,500.00	64,673.75
6802	INTEREST PAYMENTS - PTRWA	5,361.51	5,361.51	0.00	5,361.51	0.00	-5,361.51
6810	PRINCIPLE PAYMENTS - ODOR CONTROL	0.00	0.00	0.00	0.00	22,500.00	22,500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	50,050.00	50,050.00
7101	LEASE PRINCIPAL	259.85	259.85	0.00	259.85	0.00	-259.85
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	6,700.00	6,700.00
7201	LEASE INTEREST	10.15	10.15	0.00	10.15	0.00	-10.15
7202	Subscription Interest	20.26	20.26	0.00	20.26	0.00	-20.26
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	517,000.00	517,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
<b>Account Total:</b>		<b>237,286.69</b>	<b>237,286.69</b>	<b>748,264.67</b>	<b>985,551.36</b>	<b>7,154,330.00</b>	<b>6,168,778.64</b>
<b>Account Group Total:</b>		<b>237,286.69</b>	<b>237,286.69</b>	<b>748,264.67</b>	<b>985,551.36</b>	<b>7,154,330.00</b>	<b>6,168,778.64</b>
<b>Fund Total:</b>		<b>237,286.69</b>	<b>237,286.69</b>	<b>748,264.67</b>	<b>985,551.36</b>	<b>7,154,330.00</b>	<b>6,168,778.64</b>

① PTRWA - Water treatment plant debt service  
Payment.

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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 7 / 23

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	2,040.49	2,040.49	8,000.00	5,959.51	26 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	17,000.00	17,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	93,400.00	93,400.00	0 %
<b>Account Group Total:</b>	<b>2,040.49</b>	<b>2,040.49</b>	<b>118,400.00</b>	<b>116,359.51</b>	<b>2 %</b>
<b>Fund Total:</b>	<b>2,040.49</b>	<b>2,040.49</b>	<b>118,400.00</b>	<b>116,359.51</b>	<b>2 %</b>

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TOWN OF JAMESTOWN, NC  
Budget vs. Actual Report  
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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0						
7130 RANDLEMAN RESERVOIR						
9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	118,400.00	118,400.00
Account Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
Account Group Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00
Fund Total:	0.00	0.00	0.00	0.00	118,400.00	118,400.00



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TOWN OF JAMESTOWN, NC  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 7 / 23

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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	221.43	221.43	1,000.00	778.57	22 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	500,000.00	500,000.00	0 %
<b>Account Group Total:</b>	<b>221.43</b>	<b>221.43</b>	<b>501,000.00</b>	<b>500,778.57</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>221.43</b>	<b>221.43</b>	<b>501,000.00</b>	<b>500,778.57</b>	<b>0 %</b>
<b>Grand Total:</b>	<b>463,529.36</b>	<b>463,529.36</b>	<b>15,923,203.67</b>	<b>15,459,674.31</b>	<b>3 %</b>

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

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9800 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Fund Total:	0.00	0.00	0.00	0.00	501,000.00	501,000.00
	Grand Total:	958,200.66	958,200.66	1,829,269.19	2,787,469.85	15,923,203.67	13,135,733.82

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Golf report for July 2023

**AGENDA ITEM #:** II.E.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Heather Lunsford

**SUMMARY:**

Attached is the report for golf operations for July 2023.

Total revenues for the month of July 2023 were \$137,231 and operating expenditures were \$154,601. Insurance and workers comp annual premium were paid during the month and annual leave payouts to employees who retired at the end of June. Thus there was a net loss of \$17,370 for the month. In July 2022, there was a loss of \$61,418.

For the month of July 2023 there were 3,539 rounds played compared to 2,702 rounds played in July 2022.

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

July 2023 overall was a good month for golf. There were more rounds played in July 2023, which resulted in more revenue earned compared to July 2022.

**ATTACHMENTS:** Golf report for July 2023

**RECOMMENDATION/ACTION NEEDED:**

**BUDGETARY IMPACT:**

**SUGGESTED MOTION:**

**FOLLOW UP ACTION NEEDED:**

FYE 6/30/24

	<u>July 2023</u>	<u>July 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
<b>Golf Course Operating Revenues</b>	137,231	110,786	26,445	23.87%	137,231	1,210,484	(1,073,253)	-88.66%
<b>Golf Course Maintenance Expenditures (before capital outlay)</b>	77,576	74,185	3,391	4.57%	77,576	778,518	(701,042)	-90.04%
<b>Golf Course Golf Shop Expenditures (before capital outlay)</b>	77,025	89,789	7,258	10.40%	77,025	710,099	(633,074)	-89.15%
<b>Net exp &lt; or &gt; rev before Capital Outlay</b>	(17,370)	(33,168)	15,798	-47.6%	(17,370)	(278,233)	260,863	
<b>Capital Outlay</b>	-	28,250	(28,250)		-	445,293	445,293	
<b>Net expenditures &lt; or &gt; revenues</b>	<u>(17,370)</u>	<u>(61,418)</u>	<u>44,048</u>	71.72%	<u>(17,370)</u>	<u>(723,526)</u>	<u>706,156</u>	97.60%

**Golf Rounds Played (not including complimentary play)**

3,539                      2,702    3,539                      23,532

**Bad Weather Days (1)**

2                                      5    2                                      65

**Days closed for aerification, covered greens**

0                                      0    -                                      9

Golf course employees paid during the month:

Full-time positions                      8                                      11

Part-time hours                      930                                      834.25

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

Variances:

**Revenues**  
**FYE 6/30/24**

	<u>July 2023</u>	<u>July 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
Greens	68,655	54,429	14,226	26.14%	68,655	618,135	(549,480)	-88.89%
Golf Now Booking Fees	464	-	464	100.00%	464	1,023	(559)	-120.47%
Cart Rentals	36,171	29,669	6,502	21.9%	36,171	329,246	(293,075)	-89.01%
Pull Carts	18	13	5	38.46%	18	298	(280)	-93.96%
Driving Range	11,045	6,300	4,745	75.32%	11,045	61,145	(50,100)	-81.94%
Sales - Golf Shop Inventory	7,814	9,144	(1,330)	-14.55%	7,814	83,375	(75,561)	-90.63%
Sales - Golf Shop Concessions	12,229	10,936	1,293	11.82%	12,229	107,257	(95,028)	-88.60%
Golf Clubhouse Rental Fees and golf clubs	<u>835</u>	<u>295</u>	<u>540</u>	183.05%	<u>815</u>	<u>10,005</u>	<u>(9,190)</u>	-91.85%
	<u><u>137,231</u></u>	<u><u>110,491</u></u>	<u><u>26,445</u></u>	23.93%	<u><u>137,211</u></u>	<u><u>1,200,479</u></u>	<u><u>(1,073,273)</u></u>	-89.40%

Variances:

**Jamestown Park Golf Course Operations  
Golf Maintenance Expenditures  
FYE 8/30/24**

	<u>July 2023</u>	<u>July 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
<i>Salaries &amp; Employee Benefits</i>	54,406	41,529	12,877	31.01%	54,406	560,939	(506,533)	-90.30%
<i>Supplies &amp; Materials</i>	6,163	11,052	(4,889)	-44.24%	6,163	149,030	(142,867)	-95.86%
<i>Contractual Services</i>	13,108	17,021	(3,913)	-22.99%	13,108	25,291	(12,183)	-48.17%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	3,898	4,583	(685)	-14.95%	3,898	43,359	(39,461)	-91.01%
<i>Total Exp before Capital Outlay</i>	<u>77,575</u>	<u>74,185</u>	<u>3,390</u>	<u>4.57%</u>	<u>77,575</u>	<u>778,619</u>	<u>(701,044)</u>	<u>-90.04%</u>
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>386,213</u>	<u>(386,213)</u>	<u>-100.00%</u>
	<u>77,575</u>	<u>74,185</u>	<u>3,390</u>	<u>4.57%</u>	<u>77,575</u>	<u>1,164,832</u>	<u>(1,087,257)</u>	<u>-93.34%</u>

Variances:

**Jamestown Park Golf Course Operations  
Golf Shop Expenditures  
FYE 6/30/24**

	<u>July 2023</u>	<u>July 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/24</u>	<u>YTD FYE 6/30/23</u>	<u>Variance</u>	<u>% Variance</u>
<b>Salaries &amp; Employee Benefits</b>	45,678	31,736	13,942	43.93%	4,678	405,681	(401,003)	-98.85%
<b>Supplies &amp; Materials</b>	9,121	8,370	751	8.97%	9,121	120,864	(111,743)	-92.45%
<b>Contractual Services</b>	18,024	24,215	(6,190)	-25.56%	18,024	107,594	(89,570)	-83.25%
<b>Other Operating Expenditures (utilities, communications, etc)</b>	<u>4,201</u>	<u>5,448</u>	<u>(1,247)</u>	-22.89%	<u>4,201</u>	<u>75,962</u>	<u>(71,761)</u>	-94.47%
<b>Total Exp before Capital Outlay</b>	<u>77,025</u>	<u>69,769</u>	<u>7,256</u>	10.40%	<u>77,025</u>	<u>710,099</u>	<u>(633,074)</u>	-89.15%
<b>Capital Outlay</b>	<u>-</u>	<u>28,250</u>	<u>(28,250)</u>		<u>-</u>	<u>59,080</u>	<u>(59,080)</u>	
	<u>77,025</u>	<u>98,019</u>	<u>(20,994)</u>	-21.42%	<u>77,025</u>	<u>769,179</u>	<u>(692,154)</u>	-89.98%

Variances:

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Budget Amendment #3

**AGENDA ITEM #:** II.F.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

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**SUMMARY:**

This amendment will increase golf concessions budget in revenue and expenditure. We anticipate an increase in golf concessions revenue for the fiscal year 23-24.

The Town received funds for a sponsorship and donations. There is an increase in the revenue lines for sponsorship and donations along with an increase in the expenditure lines for the intended funds.

Tags had to be paid on the new 2023 Mack Curotto Can truck.

The budget amendment will also include moving funds out of the Reserve for Future Expenditures and to put back into Fund Balance Appropriated.

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**ATTACHMENTS:** Budget Amendment #3

**RECOMMENDATION/ACTION NEEDED:** Approve Budget Amendment #3

**BUDGETARY IMPACT:** \$37,190 in expenditures and revenues

**SUGGESTED MOTION:** Approve Budget Amendment #3

**FOLLOW UP ACTION NEEDED:**



FYE 6/30/24  
**BUDGET AMENDMENT #3**

Fund 10:

		<u>Debit</u>	<u>Credit</u>
a.	Concession Inventory Resale Golf Shop Concession Sales To increase golf concessions reveune and expenses	25,000.00	25,000.00
		10-6301-2700 10-3660	
b.	Other Contracted Services Sponsorship To increase revenue and expenses for sponsorship	2,000.00	2,000.00
		10-6200-4990 10-3832	
c.	Other Contracted Services Contributions and Donations To increase revenue and expenses for donations	490.00	490.00
		10-5600-4990 10-3833	
d.	Capital Outlay-Motor Vehicles Reserve for Future Expenditures To adjust for motor vehicle tags on 2023 Mack Curotto can truck	2,100.00	2,100.00
		10-5800-5400 10-5600-9800	
e.	Service & Maintenacne Contracts Reserve for Future Expenditures To adjust for monthly cleaning of Town Hall (price increase)	3,000.00	3,000.00
		10-5000-4400 10-5600-9800	
f.	Fund Balance Appropriated Reserve for Future Expenditures To move funds from reserve to fund balance appropriated	4,600.00	4,600.00
		10-3991 10-9600-9800	

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

**ITEM ABSTRACT:** Budget Amendment #4

**AGENDA ITEM #:** II.G.



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Finance

**CONTACT PERSON:** Faith Wilson

**SUMMARY:**

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

**ATTACHMENTS:** Budget Amendment #4

**RECOMMENDATION/ACTION NEEDED:** Approve Budget Amendment #4

**BUDGETARY IMPACT:** none - entries should offset each other

**SUGGESTED MOTION:** Approve Budget Amendment #4

**FOLLOW UP ACTION NEEDED:**

**FYE 6/30/24  
BUDGET AMENDMENT #4**

**Fund 10:**

		<u>Debit</u>	<u>Credit</u>
a.	Lease Principal Payments	11,604.00	
	Lease Interest	224.00	
	Copier leases		271.00
	Town Hall phones leased		625.00
	Recreation equipment leased		1,860.00
	Golf Equipment leased		3,204.00
	Golf Equipment		160.00
	Golf Equipment		5,328.00
	Golf Shop phones leased		380.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	1,641.00	
	Subscription Interest	43.00	
	Data Processing Services		838.00
	Data Processing Services		403.00
	Data Processing Services		14.00
	Data Processing Services		34.00
	Data Processing Services		393.00
	Data Processing Services		2.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

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**Fund 30:**

a.	Lease Principal Payments	260.00	
	Lease Interest	11.00	
	Copier leases		271.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	21.00	
	Data Processing Services		21.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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ITEM ABSTRACT:

AGENDA ITEM #:

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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MEETING DATE:

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT:

CONTACT PERSON:

---

SUMMARY:

---

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

## 11.5 Landscape Plan Procedures

### 11.5-3 Financial Guarantee in Lieu of Installation of Plant Materials

(B) The performance bond or irrevocable letter of credit shall be in an amount equal to ~~150~~ 125 percent of the estimated cost of the installation of the required plant materials, as determined by the Town. ....

*Per 160D-804.1(3)*

*"...The amount of any extension of any performance guarantee shall be determined according to the procedures for determining the initial guarantee and shall not exceed one hundred twenty-five percent (125%) of the reasonably estimated cost of completion of the remaining incomplete improvements still outstanding at the time the extension is obtained."*

## **ARTICLE 17 SIGN REGULATIONS**

### **17.1 Title**

This Article shall be known and may be cited as the “Town of Jamestown Sign Regulations.”

### **17.2 Applicability and Purpose**

This Article applies to all signage erected in the Town of Jamestown and its extraterritorial jurisdiction. The purpose of this ordinance is to ensure the installation of safe and effective signage that promotes both business activity and the aesthetic character of the Town and its extraterritorial jurisdiction, as well as communicating essential information to the public. The following statements elaborate on this purpose:

- To provide opportunities for neighborhoods and commercial endeavors to be identified in an effective and equitable fashion.<sup>3</sup>
- To promote public safety by reducing hazards associated with distracting or excessive signage.
- To establish and promote enhanced community character through signage that is reflective of the historic nature of the Town and its scale of development.
- To promote the integration of signage with the architectural characteristics and aesthetic quality of the Town’s development.
- To provide for flexibility in amount, type and scale of signage depending on the context of the development and the surrounding area.
- To facilitate efficient, thorough, consistent and effective enforcement of the sign regulations.

### **17.3 Definitions**

Please see definitions in Article 3 of this Ordinance.

### **17.4 Applicability**

Except as specifically exempted in this ordinance, no sign shall be erected, altered or displayed without a sign permit issued by the Town of Jamestown confirming compliance with the provisions of this ordinance. Signs made nonconforming by this ordinance shall be grandfathered until altered, abandoned, relocated, or removed.

#### 17.4.1 Substitution of Messages

The sign regulations of this article are not intended to favor commercial speech constitutionally protected political or noncommercial speech. A sign containing a noncommercial message may be substituted for any sign containing a commercial message that is allowed by the regulations of this article.

### **17.5 Prohibited Signs and Sign Characteristics**

The following signs are specifically prohibited by this ordinance in all zoning districts.

- Snipe/yard signs.
- Signs attached to light fixtures, curbs, sidewalks, gutters, streets, utility poles, public buildings, fences, railings, public telephone poles, or trees.
- Windblown signs not specifically permitted in this Article such as pennants, streamers, spinners, balloons, inflatable figures, and similar signs.
- Signs which prevent free ingress to or egress from any door, window, or fire escape.
- Signs erected or displayed in such a manner as to obstruct free and clear vision at any location, street, intersection, or driveway.

- Signs attached to or painted on a vehicle or trailer that is located in view of the right-of-way when in a location or for a period of time that indicates that the primary intended use of the vehicle is for displaying the sign to passing motorists or pedestrians.
- Signs in a series of 2 or more signs placed in a line parallel to a public or private street, or in a similar fashion, all carrying a single commercial message, part of which is contained on each sign.
- Any sign which interferes with vehicular or pedestrian traffic as a result of its position, size, shape, movement, color, fashion, manner, or intensity of illumination, including signs with the potential to be confused with any authorized traffic sign, signal, or device.
- Signs erected or displayed on or over public rights-of-way or other public property, other than those erected by governmental agencies or for which appropriate encroachment agreements have been executed pursuant to this ordinance.
- Portable signs, except as specifically permitted herein.
- Flags displaying commercial messages in residentially zoned districts.
- Signs that move or flash or have moving or flashing components, except as permitted under Section 6 or 7 below; signs that are intermittently lighted or have changing colors; signs that revolve; or any other similarly constructed signs.
- Signs attached to the roofs of buildings or are otherwise located above the roofs of buildings.
- Outdoor advertising sign (billboards). The exception being that existing outdoor advertising signs that are non-conforming may be disassembled and replaced with a newer structure upon approval by the Planning Director or their designee. The new signage shall be designed to result in no expansion of or increase in the non-conformity; shall not allow replacement with a digital sign; shall not exceed 30' in height; shall be designed to limit lighting to the sign face; and shall be designed to enhance the architectural features of adjacent buildings. Color renderings or photographic simulations shall be submitted to the Planning Director or their designee, who shall have the authority to deny permits for signs that do not meet the intent of this Ordinance.

### **17.6 Exempt Signs**

The following signs are exempt from the requirements of this ordinance although, in some instances, building permits may be required, such as an electrical permit for a machine sign or a time and temperature sign.

- Warning and security signs required by statute or regulation, including signs placed by a public utility for the safety, welfare, or convenience of the public, including, but not limited to signs identifying fire department connections or high voltage, public telephone, or underground cables.
- Signs erected by a unit of local, state, or federal government on property or within a right-of-way over which said government has authority or a right to operate within.
- Signs placed inside ball fields and outdoor amphitheatres that face toward the interior of the field or amphitheater and are primarily intended for viewing by persons attending events of performances.

- Accent lighting, as defined herein, provided that not more than two architectural elements are accented per occupancy (e.g., two windows or a window and a roofline, etc.).
- Temporary signs that are displayed for three days or less.
- Incidental signs containing no more than two square feet in area provided that not more than a total of six square feet of incidental signage is displayed per occupancy. Incidental signs may flash provided they are located inside a building and no more than one such sign is displayed per occupancy.



Example of Incidental Signs



Example of Machine Signs

- Machine signs containing no more than six square feet in area, except drive-through menu kiosk machine signs may contain up to 12 square feet in area provided the portion of the signs devoted to a logo or business name contains no more than 25% of the total sign area.
- Model home signs provided not more than one such sign is displayed in a subdivision and such sign contain no more than six square feet in area.
- Signs attached to donation bins.
- Any traffic sign, public notice or warning required by a valid and applicable federal, state, or local law, regulation, approved development plan, or ordinance, including traffic control signs on private property.
- Address signs no greater than five square feet in area that are erected or placed to meet fire code requirements (NCFPC Section 505.1). Address signs in excess of five square feet in area shall be counted toward the area of signage permitted for attached or freestanding signs depending on placement.
- Retail store window displays of merchandise.
- Signs attached to vehicles provided the vehicles are not parked in such a manner as to create the effect of additional signage, whether on-premises or off-premises.
- Election signs shall be permitted subject to standards 17.6-1 (B) Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale *Original bullet moved to 17.6-1 "Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale" #7*
- Signs attached to umbrellas provided no more than 25% of the total area of the umbrella is devoted to signage.
- One temporary yard sign per property street frontage containing no more than six square feet in area in residential districts.
- Development signs shall be permitted subject to standards 17.6-1 (B) Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale *Original bullet repeated in 17.6-1 "Temporary Real Estate, Construction, Campaign, Philosophical or Yard Sale" #6*
- Flags shall be permitted subject to standards 17.6-1 (B) "Flags" *Original bullet items repeated in 17.6-1 "Flags"*
- One sign per approved home occupation, not to exceed four square feet in area, and which must be attached to the building.
- Holiday lights and decorations, provided that such lights and decorations are not displayed for longer than a total of 60 days per calendar year in any nonresidential or mixed-use zoning district.



Example of a Combined Construction/ Financing and Real Estate



- Signs for “temporary businesses” such as, but not limited to, produce stands, street vendors, and vendors at special events that shall operate for a specified time period, not to exceed 7 consecutive days, are exempted. If the business is a recurring operation, such as produce stands that operate on weekends or on select days during the week, then said “temporary business” shall comply with the regulations set forth in this Ordinance; the exception being that the Planning Director or their designee may permit “temporary businesses” to use banners and temporary signage that comply with the standards and intent of this Ordinance to be used as signage, provided that the business puts the sign up at the start of the business day and takes it down at the close of each business day.

17.6-1 Sign Standards for Signs Allowed without a Permit

(A) Allowed Signs. The following signs are permitted in all zoning districts and may be installed without obtaining a permit provided they comply with the standards listed in this section.

- directional, instructional or warning signs provided they contain no commercial message except a business logo or name;
- flags, except that commercial flags displayed in single-family residential zoning districts are prohibited;
- temporary signs, including:
  - temporary real estate, construction, campaign, philosophical or yard sale signs;
  - Signs announcing temporary events or special promotions that do not involve the closing of a public street.
- historical or memorial plaques, tablets, or markers;
- identification signs including:
  - name and address plates;
  - directory signs in developments with multiple occupants so long as the signs are not legible from a public street;
  - building markers (cornerstones or plaques); and
  - signs identifying home occupations and tourist homes (bed & breakfast) in residential districts

(B) Standards for Signs Allowed without a Permit

- All signs must be located on private property, outside the public street right-of-way, and outside any required sight triangle except for temporary off-site directional signs, which are subject to the standards below.
- An electrical permit is required if a sign will be illuminated.

**Directional**

A sign with no commercial message and located off-site that aids the public in direction to religious assembly uses, hospitals, colleges and universities, and other similar institutional uses. Directional signs located adjacent to an existing or planned greenway (as shown on the adopted Pedestrian Plan) may contain the name, address, logo or other identifying symbol for adjacent use(s) to the greenway.

Standards

1. Directional signs may not exceed 6 square feet in area or 8 feet in height.
2. Only external illumination is allowed.



*Example of a Directional Sign*

## Instructional

A sign with no commercial message that provides assistance, with respect to the premises on which it is maintained, for the direction, safety, or convenience of the public such as “entrance”, “exit”, “one way”, “telephone”, “parking”, “no parking”, and similar instructions. Instructional signs may include a name, address, logo, or other identifying symbol (not to exceed 30% of sign area) to aid in directing the public.

### Standards

1. Instructional signs may not exceed 6 square feet in area or 8 feet in height.
2. Colleges, universities, hospitals, coliseums, and convention centers may have instructional signs that exceed the allowable area limit if approved as a part of a Master Sign Plan (see 17.10).
3. Instructional signs may be internally or externally illuminated.



Example of an Instructional Sign

## Warning

A sign that displays information pertinent to the safety or legal responsibilities of the public such as signs warning of high voltage, “no trespassing”, and similar directives. Warning signs shall contain no commercial messages other than identification of the entity that controls the property or other focus of the danger that is the subject of the warning.

### Standards

1. Warning signs may not exceed 6 square feet in area or 8 feet in height.
2. Warning signs may be internally or externally illuminated.
3. Clearance bars and signs may be placed at the warning height.



Example of a Warning Sign

## Historical or Memorial Sign

A sign that commemorates a historical person, structure, place, or event; or that denotes, honors, celebrates, or acknowledges a historical person, structure, place or event.

### Standards

1. Only 1 historical or memorial sign is permitted per lot.
2. Historical or memorial signs may not exceed 6 square feet in area or 8 feet in height.
3. Only external illumination allowed.
4. Such signs are allowed on any site or building certified or designated as having historic significance by a federal, state or local agency, or, if tied to a specific historical event, in close proximity to where the event occurred.



Example of a Historical Sign

## Flags

A piece of fabric or other flexible material attached to a permanent pole that is not readily movable containing colors, patterns, standards, words, or emblems.

### Standards

1. Flags shall not exceed 60 square feet in area (calculated as a cumulative total).
2. Shall not be displayed on flagpoles not exceeding 30 feet in height.



THESE STYLE FLAGS ARE NOT PERMITTED IN ANY ZONING DISTRICT.

3. No more than one flag shall be displayed on a zone lot of less than one acre in size and not more than three flags are displayed on zone lots of one acre or more in size
4. All flagpoles are setback at least the height of the flagpole from all property lines.
5. Flagpoles may be roof or wall-mounted provided size, height and setback requirements as established in this article are met.
6. Only external illumination is allowed.
7. Pennant/~~feather~~ style flags ~~used on a temporary basis~~ are not permitted in any zoning district.

*Examples of Flags*

### **Temporary Real Estate, Construction, Campaign, Philosophical, or Yard Sale**

**Real Estate Sign.** A sign displayed for the purpose of offering for sale, lease, or rent the property on which such sign is erected, affixed, or otherwise established.

**Construction Sign.** A sign which identifies the architects, engineers, contractors, and other individuals or firms involved with construction on the property, the name of the building or development, the intended purpose of the building or development, and/or the expected completion date.



*Example of Real Estate Sign*

#### Standards

1. Temporary real estate, construction, campaign, philosophical or yard sale signs in nonresidential zoning districts may not exceed 36 square feet in area or 8 feet in height.
2. Temporary real estate, construction, campaign, philosophical or yard sale signs in all other zoning districts may not exceed 6 square feet in area or 6 feet in height.
3. Such signs may not be illuminated.
4. Temporary real estate, construction, campaign, philosophical or yard sale signs may only be located on private property with the property owner's permission.
5. Temporary real estate, construction, campaign, or philosophical signs may be erected 30 days prior to the election, event, construction, issue, sale or lease of the property and must be removed within 7 days of the completion of the election, event, construction, issue, or sale or lease of property.
6. Development projects under active building permits ~~containing no more than six square feet in area in residential districts and no more than 36 square feet in area in nonresidential or mixed-use districts~~ are permitted one sign per property street frontage ~~up to 36 square feet in area~~ provided they are removed after the applicable permit is no longer active due to completion of permitted work or permit expiration. **Repeated language and reworded from bullet in 17.6.**
7. In nonresidential or mixed use districts during "election season," snipe or yard signs ~~without limit on number, shall be permitted in the right-of-way~~ provided that such signs are erected no more than 30 days prior to the beginning of "one-stop" early voting under G.S. § 163-227.2 and removed no later than seven days following the applicable primary or election. **Moved and reworded from 17.6 bullet**

### **Temporary Off-Site Directional Signs**

A temporary sign displayed for the purpose of aiding the public to a property or development being offered for sale, lease or rent, or associated with a weekend event, that is not erected, affixed or otherwise established on the lot being offered for sale, lease or rent or containing the weekend event. Temporary Off-Site Directional Signs are intended to aid the traveling public in locating activities that do not take place during the normal work week or on a recurring basis.



*Example of Temporary Off-Site Directional Signs*

#### Standards

1. No more than one off-site directional sign per direction and per property, development, company or event may be placed at a street intersection where a prospective client must make a turn to travel to the subject property.
2. Signs for the same developer/builder/company/event must be spaced at least 600 feet from all other signs unless they are placed at a street intersection where a prospective client must make a turn to travel to the subject property.
3. Signs shall not be placed on lands within the public rights-of-way that are entirely surrounded by public streets, such as roadway medians and traffic islands.
4. Signs shall be placed so as not to interfere with or obstruct pedestrian or vehicular traffic or obstruct sight distances at intersections.
5. Except with the permission of the property owner or occupant, signs shall not be located in front of or abutting a lot containing a single-family detached dwelling.
6. Signs shall only be displayed from 12:00 P.M. (noon) on Friday to 12:00 P.M. (noon) the following Monday.
7. Signs shall be freestanding and may not be anchored to a sidewalk or attached to utility poles or other structures or appurtenances.
8. Such signs may not exceed 6 square feet in area or 3 feet in height.
9. Signs shall not be placed on property owned or maintained by the Town (ex. – signs are not permitted on the Town’s entry sign parks, library grounds, or Town Hall property)

### **Temporary Sandwich Board**

#### Standards

1. One temporary sandwich board sign is allowed per storefront/establishment and only on paved surfaces.
2. Such signs may not exceed 8 square feet per side of sign, 2 feet in width (when opened) and 4 feet in height.
3. Such signs must be placed so as not to interfere with or obstruct pedestrian and vehicular access. A minimum of 5 feet of clear passage must be maintained on the sidewalk between the physical street edge and the sign.
4. Such signs may not be anchored to the sidewalk, or attached or chained to poles, newspaper vending boxes, or other structures or appurtenances.
5. Temporary sandwich board signs may bear a commercial message related to an associated establishment or any noncommercial message.
6. Such signs must be brought in at the close of business day. Such signs may not be left up overnight.



*Example of a Temporary Sandwich Board Sign*

## Temporary Event

### Standards

1. Temporary event signs in nonresidential zoning districts may not exceed 60 square feet in area or 6 feet in height.
2. Temporary event signs in all other districts may not exceed 36 square feet in area or 6 feet in height.
3. Such signs may not be illuminated.
4. Temporary event signs may only be displayed for three (3) days or less. Signs left up for longer than three (3) days require a Temporary Sign Permit (Section 17.8).
5. Temporary event signs are permitted to be put up six (6) times per calendar year with a minimum of 28 days in between.



*Example of a Temporary Event Sign*

## Identification

A sign affixed to a wall used to display: the name, address, logo, or other identifying symbol of the individual, family, business, institution, service, or organization occupying the premises; the profession of the occupant; the name of the building on which the sign is attached; or directory information in group developments or buildings with multiple tenants.



*Example of an Identification Sign*

### Standards

1. Only one identification sign is allowed per building.
2. Identification signs may not exceed 4 square feet per tenant or 24 square feet whichever is less.
3. Identification signs may not exceed 6 feet in height.

## Murals

Any mosaic, painting, or graphic art or combination thereof which is applied to a building wall or window and not interpreted to be advertising by the Planning Director or their designee.

### Standards

1. Murals that contain any brand name, product name, letters of the alphabet spelling or abbreviating the name of any product, company, profession, or business, or any logo, trademark, trade name, or other commercial message are considered advertising signs. The advertising aspect must meet the sign requirements as defined in Article 17.7.

## 17.7 Design and Dimensional Requirements for Permanent Signs Requiring a Permit

### 17.7-1 Requirements for signs extending over pedestrian and vehicular travel areas.

Signs extending over pedestrian and vehicular travel areas shall maintain a minimum clear distance between the ground and any portion of the sign and its associated support structure of nine and 14 feet respectively.

### 17.7-2 Permanent sign requirements.

The following tables and text provide the design and dimensional requirements for permanent signs that require a permit. Requirements include area, number, type of illumination, and letter height for both attached and freestanding signs. Setback and height requirements are established for freestanding signs and detailed design requirements are provided for monument and pole signs. Additionally:








1. Only one general attached sign (blade, V-type, or flat) is allowed per street or parking frontage.
2. Only one monument or pole freestanding sign is allowed per street frontage.
3. Height of freestanding signs shall be measured from the elevation of the ground at the point of contact with the sign provided that the grade of the site is not artificially altered to increase the allowable height of the sign. For sloping sites, the applicable point of contact shall be the point having the highest elevation.
4. The following permanent special purpose signs are allowed in addition to general attached and freestanding signs under the limitations provided in the following tables and elsewhere in this Article.
  - a. Window.
  - b. Directional.
  - c. Directory.
  - d. Awning.
  - e. Canopy.
  - f. Community identification.
5. Changeable copy signs are allowed as either attached or freestanding signs provided they are incorporated into the general or attached signage allowed. For example, the changeable copy area shall be calculated as a part of the overall cumulative sign area and shall be a part of the overall sign and may not exceed 50% of the overall signage square footage. Freestanding changeable copy signs are not permitted as a single cabinet but must be incorporated into the sign as a whole. In addition, the following standards shall apply:
  - a. Changeable copy signs shall only be permitted in nonresidential zoned districts.
  - b. Signs shall not change more frequently than once every 4 hours for manually changing signs.

#### 17.7-2A Digital Signage



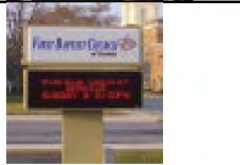
1. Digital Signage shall only be permitted in Civic, Commercial, and Bypass zoning districts.
2. Time: Digital signs must be off between 10pm and 7am daily. Signs located adjacent to residential properties shall be off between 8pm and 7am daily. Automatic timers are required.
3. **Brightness:** Signs must not exceed a 33% maximum white/bright factor (ex. no more than 1/3 of the sign copy shall use bright or white colors). If the digital sign is located within 200 ft. of a residentially zoned property, then the sign must not exceed a 10% maximum white/bright factor. Digital signs may not exceed a maximum illumination of 1 foot-candle above ambient lighting conditions, as measured from the nearest property line or street right-of-way to the sign's face at maximum brightness. Each sign must be equipped with automatic dimming technology that adjusts the display's brightness based on ambient light conditions and automatic shutoff equipment when the sign is malfunctioning.
4. **Display:** Transitions must be made from one image message to the next in one second or less. Fading, flashing, scrolling, spinning or other animated effects may not be used as part of the transition.
  - a. Each message must be displayed for a minimum of (10) seconds.
  - b. No sequential messages are allowed. Each message displayed must be

complete in themselves, without continuation in content to the next message or to any other sign.

- c. Each message will be no longer than 4 lines of information in length.
  - d. The sign may not contain live or prerecorded video.
5. **Menu Boards:** Digital and non-digital menu boards shall have a total maximum square footage of 32 sq. ft.per lane; and shall be limited to a maximum height of 8 ft. Signs shall be limited to three signs per drive through lane. Menu boards are not subject to time requirements outlined in 17.7-2A.2. Menu displays shall be turned off when the business is not in operation.
  6. Time and temperature signs are allowed as either attached or freestanding signs provided they are incorporated into the general or attached signage allowed for a nonresidential property, no more than one such sign is allowed per property, the message is limited to time and temperature information and changes no more frequently than **once every ten seconds**, and the area of the time and temperature sign does not exceed 16 square feet. The square footage allowance constitutes an area bonus in addition to the maximum allowable area for the applicable sign type.
  7. **Fuel Stations:** Fuel stations may use digital signage to display fuel pricing. Digital pricing signs shall be turned off when the business is not in operation. Any additional digital messaging shall meet the standards outlined in 17.7-2A.

Sign Type	Example	Sign Area Allowance (sq ft)	Max. Sign Height	Sign Illumination	Min. Letter Size	Max. Number	Minimum Setback from Property	Other Requirements
Blade (or Projecting)		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	Only one sign (blade, V-type, or flat sign) allowed per occupancy per street or parking frontage
V-Type		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	One sq. ft. of signage for each sq. ft. of occupancy frontage up to the maximum allowed  Internally-illuminated signs – not more than 50% of sign face can be illuminated
Flat (or wall)		32	-	Ambient, External, Internal	6"	One per street or parking frontage per occupancy	-	No attached signage above second story.  Wall signs may exceed the 32sf requirements up to a maximum of 5% of the wall façade size (sq. footage)
Window		8	8	Ambient	-	One per each 100 sq ft of display or window area or fraction thereof	-	A maximum allowance of three signs per street or parking frontage per occupancy
Awning		6	6	Ambient	4"	One per street or parking frontage per awning	-	Not more than two awning signs per occupancy per street or parking frontage
Canopy		16	16	Ambient, Internal	6"	One per Canopy*	-	Properties fronting on more than one street may have one canopy sign per street entrance
Monument		48	8	Ambient, External, Internal	6"	One per street frontage having access to the site	5'	Monument signs shall comply with the design requirements of Section 17.7-3



Sign Type	Example	Sign Area Allowance (sq ft)	Max. Sign Height	Sign Illumination	Min. Letter Size	Max. Number	Minimum Setback from Property	Other Requirements
Pole		32	10	Ambient, External, Internal	6"	One per street frontage having access to the site	10'	Pole signs shall comply with the design requirements of Section 17.7-4
Directory		16	6	Ambient, External, Internal	4"	One per street frontage having access to the site	25'	Only allowed for sites with multiple buildings  Shall not be displayed so as to be prominently visible from off-site locations
Digital		32	8	Ambient	6"	One per lot development	-	Shall comply w/ design requirements of Sec. 17.7-2A  Permitted in Civic, Commercial, and Bypass zoning districts.

\*May encroach into adjoining street right-of-way pursuant to an encroachment agreement.

17.7-3 Monument sign design requirements.

Monument signs are intended to serve a wider range of aesthetic and architectural purposes than pole signs. Consequently, the following design requirements are established for monument signs.

(A) General design requirements and sign area measurement for monument signs. As in traditional building design, monument signs shall be designed to include a base, middle, and cap. The following illustration shows a monument sign having these architectural characteristics, as well as how sign area is to be measured on a monument sign.

**Monument Sign Design Elements**



(B) Sign structure materials. In general, monument sign structures should be constructed of materials that are similar to or complementary to the principal building(s) on the premises where they are located. Only the following materials or combination of materials shall be used in monument sign structure construction:

- Brick, painted or unfinished
- Wood, or wood synthetic
- Concrete or stucco
- Natural stone or manufactured stone having a natural appearance
- Metal
- Glass

Sign copy materials. Sign copy materials for monument signs shall include the sign structure materials listed above. For internally illuminated monument sign copy, acrylic may be utilized, provided not more than 50% of the sign face is illuminated.

17.7-4 Pole sign design requirements.

The following design requirements are established for pole signs.

- (A) General design requirements. Pole signs in Jamestown have traditionally been supported by two posts or suspended from a single post as shown in the following illustrations. Pole signs shall use one of these two forms of design.

**Examples of Allowable Types of Pole Signs**



- (B) Materials. In general, pole signs should use materials that complement the principal building(s) on the premises where they are located. Only the following materials or combination of materials shall be used in monument sign structure construction:

- Wood, or wood synthetic
- Metal
- Brick, painted or unfinished
- Concrete or stucco
- Natural stone or manufactured stone having a natural appearance

## 17.8 Temporary Signs

The following tables provide the design, dimensional, and time of display requirements for temporary signs. Additionally: Nonconforming temporary signs shall not be grandfathered (see section 17.12 of this Article).

### 17.8-1 Requirements for temporary signs that require a permit.

The temporary signs listed in the following table require a permit and shall comply with the indicated zoning location and other requirements. All such signs, with the exception of searchlights, shall be illuminated solely by ambient light sources.

Allowable Zoning Districts	Temporary Sign Type	Requirements
AG, B, C, CIV, CIV/CO, CMST, IND, MS, PNR, RMST	Banners	Up to 60 square feet of banner materials may be attached to an occupancy space. Pennant-style or <del>temporary feather flags or banners</del> are not permitted in any zoning district. Display time limit: 21 days, four times per calendar year with a 60-day separation between permits. <del>Properties on which a religious institution, educational institution, or other civic organization are situated</del> Civic zoning may display banners up to six times per year, provided that a minimum separation of one week is provided between displays.
	Grand Opening	Up to 60 square feet of banner materials may be attached to an occupancy space. Display time limit: 21 days; Such signage may be placed beginning within 30 days from the receipt of an occupancy permit or start of Town utility services.
	Special Event Signs	One tethered balloon or searchlight to be located on-premises and displayed for not more than three consecutive days once per calendar year. Tethered balloons and searchlights shall conform to all applicable FAA regulations.  Joint special event signage for three or more businesses may be approved by the Planning Director or their designee for special events. Such events shall not exceed seven days in duration or a cumulative total of 60 days per calendar year per occupancy with a 14-day minimum separation between permits. Event participants shall submit an application which outlines the types of signage desired and where such signage is proposed to be located. The Planning Director or their designee may meet with applicants on-site to determine acceptable locations for signage placement. Signage shall not exceed 60 sq. ft. per occupancy; however, accent balloons may also be displayed, with a maximum number of 12 balloons per occupancy.

## 17.9 Signs Located in Local Historic Districts

Regardless of the other dimensional provisions of this Article, signs that are located in local historic districts shall be governed by the applicable design guidelines and review processes established for the local historic district.

## 17.10 Master Sign Plan

Regardless of the other provisions of this Article, the Town Council may, at its sole discretion, approve a master sign plan for specified areas of Town or for certain development projects listed in this section. The approved master sign plan may include signs of different sizes, types, locations, placement and height

from those otherwise enumerated in this Article.

17.10-1 Purpose.

The purpose behind this section is to permit creativity in sign design and placement to address site issues and constraints associated with topography, pedestrian-orientation, way-finding and other conditions unique to the subject development or area of Town.

17.10-2 Application.

Master sign plans may be submitted for the following types of developments:

- (A) Traditional Neighborhood Development projects.
- (B) Commercial, institutional, industrial, or mixed-use developments containing three or more acres in area.
- (C) Areas of Town that are governed by a corridor plan or area plan that includes sign guidelines.

17.10-3 Submittal process.

Master sign plan applications may be submitted for consideration at the time of original submittal of the proposed development or separately from the original development proposal. The following information or material shall be required for a signage plan application and shall be indicated on an application form provided by the planning director or their designee.

- (A) Owner and contact name, address, telephone number and signature(s), as applicable.
- (B) A master sign plan proposal illustrating the proposed signs, their proposed location, and their proposed purpose, along with a statement as to why the existing sign code cannot or should not be followed in the subject case.
- (C) An analysis showing how the proposed signage plan differs from what could be provided under the existing sign regulations set forth in this Article.
- (D) Other similar information determined by the planning director or their designee to be necessary for understanding the purpose and intent of the proposed master sign plan application.

17.10-4 Review procedure.

The planning director or their designee shall schedule the master sign plan for Planning Board and Town Council consideration in accordance with the notice and hearing procedures set forth in Article 5 for zoning map amendments. In reviewing the proposed master sign plan, the Planning Board and Town Council shall take the following matters into consideration.

- (A) The extent to which the proposed master sign plan deviates from the sign allowances otherwise applicable in this Article.
- (B) The rationale provided by the applicant for the deviations.
- (C) The extent to which the master sign plan promotes Town goals associated with community character, way-finding, pedestrian-orientation, and business identification.
- (D) The degree to which the master sign plan creatively and effectively addresses the issues and constraints unique to the site with regard to signage.

The Planning Board shall provide a recommendation to the Town Council whether to deny or approve the proposed master sign plan in part or in total and shall further recommend conditions regarding approval where deemed warranted.

The Town Council may deny or approve the proposed master sign plan in part or in total and may establish conditions regarding approval. In the event that the master sign plan is denied, the applicant must wait at least 365 days before reapplying for a new master sign plan substantially similar (as defined in Article 3) to the proposed master sign plan.

### **17.11 Permitting**

Applications for sign permits and the associated fee schedule may be obtained from the Planning Department. Completed applications, including payment of fees, shall be reviewed for compliance with the requirements of this ordinance and may be approved, approved with conditions, or denied by the Planning Director or their designee.

Signs requiring sign permits under the provisions of this ordinance may also require additional permits, including building permits and electrical permits. It shall be the responsibility of the applicant to obtain all applicable permits.

### **17.12 Nonconforming Signs**

Any existing permanent sign which does not comply with one or more of the requirements of this Article shall be grandfathered until such sign is removed, physically altered beyond maintenance (as defined), relocated, damaged or destroyed, after which it shall be brought into compliance with all requirements of this Article. An exception shall be made for signs which must be relocated as the direct result of a governmental action (such as, but not limited to, the acquisition of street right-of-way, eminent domain action, or installation of infrastructure). Such an exception will be subject to review by the Planning Director or their designee, who will work to help property owners bring their signs into compliance. If no reasonable alternative exists, the Planning Director or their designee may allow a sign to be relocated to an acceptable location on the same property. Signs which are permitted to be relocated shall not be altered in such a manner to constitute a change in the sign. Changes in the sign beyond maintenance as defined shall result in the sign being brought into compliance. Appeals may be made to the Board of Adjustment per the procedure in this Land Development Ordinance. Nonconforming temporary signs shall not be grandfathered and shall be brought into compliance with all requirements of this Article within 60 days from adoption date.

### **17.13 Abandoned Signs**

Signs located on the premises of a building that does not contain an active use or occupancy shall be considered abandoned signs and shall be removed by the owner of the property on which they are located. Failure to remove an abandoned sign shall be considered a violation of this ordinance. In addition, correction of an abandoned sign violation may include removal of the abandoned sign or signs by the Town at the owner's expense after proper notice of the violation and failure to act by the owner within the timeframe established in the notice of violation.

### **17.14 Maintenance**

All signs, including exempt signs, shall be maintained in a satisfactory state of repair. This shall include, without limitation, correction of peeling or faded paint, repair or replacement of damaged panels, trimming of vegetation that obscures the sign(s), replacement of defective lighting of illuminated signs, secure attachment to the building for attached signs, and stable vertical alignment of freestanding signs. Signs must meet minimum non-residential standards as defined in 24.10-8J.

### **17.15 Design Guidelines**

In addition to the mandatory standards provided above, the following design guidelines for signs are provided in order to promote more attractive and functional design and placement of signs.

1. Freestanding signs. Placement of freestanding signs should take into account existing trees and other site landscaping so as to maintain sign visibility. Landscaping around the base of freestanding signs is strongly encouraged to improve the overall appearance and visibility of these sign types as evidenced in the following example.



*Example of Landscaping Around the Base of a Monument Sign*

2. Display windows are intended to offer opportunities to display merchandise or services available on the premises. Careful placement of signs in display windows will not obscure the visibility of merchandise or services. Additionally, display windows should not be “papered-over,” especially in pedestrian areas.

3. General design guidelines. The following general guidelines are provided to guide overall sign design in the Town:

- a. Use high quality, durable materials.
- b. Minimize the need for sign lighting by placing signs where ambient light sources illuminate the sign. Where separate lighting is necessary, external illumination sources are preferred over internal illumination. All electrical conduit and junction boxes should be concealed.
- c. Backlit, individual letter signs (aka, halo lighting) are encouraged where illumination is needed as illustrated below.
- d. Avoid elaborate or confusing styles of text as illustrated in the example.
- e. Attempt to use symbols rather than text; for example, this Norwegian pharmacy sign incorporates a symbol as well as text.
- f. Use sign styles and designs that complement the architecture of the site where the signs are located. Jamestown is a historic town so using “period” signage is strongly encouraged.



*Example of Externally Illuminated*



*Example of Backlit Individual Letters*



*Example of Confusing Style of Text*



*Example of Use of Symbols*



*Example of “Period” Pole Sign*

Updated:

19.30-1. Pet Waste

(A) Dogs at large prohibited. It shall be unlawful for the owner of any dog to allow the animal to be off the premises of their owner unless contained inside an enclosure, on a leash, or otherwise confined. Dogs may be off leash within the boundaries of a legal dog park.

Formerly:

19.30-1. Pet Waste.

(A) Dogs at large prohibited. It shall be unlawful for the owner of any dog to allow the animal to be off the premises of their owner and not on a leash in the Town of Jamestown.



**PERMITTED USE TABLES  
TOWN OF JAMESTOWN, NC**

Use Type	SIC	Agriculture (AG)	Parks & Recreation (PNR)	Single Family Residential (SFR)	Multi Family Residential (MFR)	Residential Main Street Transitional (R/MST)	Cluster Development Overlay (CDO)	Scenic Corridor Overlay (SCO)	Main Street (MS)	Main Street Periphery (MSP)	Commercial Main Street Transitional (C/MST)	Commercial (C)	Bypass (B)	Traditional Neighborhood Development Overlay (TND)	Civic (CIV)	Campus Overlay (CO)	Industrial (IND)
Day Care Center, Home Occupation for less than 6 children	0	S		S		S	S			S	S			S			
Dental, Medical or Related Office	8000								P	P	P	P	P	P			
Department, Variety or General Merchandise Store	5300								P	P	P	P	P	P			
Dormitories															S	S	
Drive Through Window as Accessory Use										S	S	S	S	S			
Drugstore	5912								P	P	P	P	P	P			
Dwelling, Duplex or Twin Home	0				P	P	P			P	P		P	P			
Dwelling, Multifamily (apartments or condominiums)	0				P	P	P			P			P	P			
Dwelling, Single Family Detached	0	P		P	P	P	P	P		P	P			P			
Dwelling, Townhouse	0				P	P	P	P	P	P			P	P			
Electronic Gaming Operation																	C
Employment Agency, Personnel Agency	7360								P	P	P	P	P	P			
Equestrian Facility	7999	P		P	P			C					C	C			
Equipment Rental & Leasing (no outside storage)	7350									P	P	P	P	P			P
Equipment Rental & Leasing (with fenced outside storage)	7350											P	P	P			P
Equipment Repair, Heavy	7690																P
Fabric or Piece Goods Store	5949								P	P	P	P	P	P			
Family Care Facility (Family Care Home)	0	P		P	P	P	P	P		P	P		P	P			
Fences	0	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Finance or Loan Office	6100								P	P	P	P	P	P			
Fire, Ambulance, Rescue Station	0			P	P	P	P		P	P	P	P	P	P	P	P	P
Floor Covering, Drapery or Upholstery Sales	5710								P	P	P	P	P	P			
Florist	5992								P	P	P	P	P	P			
Fortune Tellers, Astrologers RESERVED	7999																
Fuel Oil Sales	5980											P					P
Funeral Home or Crematorium	7261								P	P	P	P	P	P	P	P	
Furniture Framing	2426									P	P	P	P	P			P
Furniture Repair Shop	7641									P	P	P	P	P			P
Furniture Sales	5712								P	P	P	P	P	P			
Game Room, Video Game Room, Coin Operated	7993								P	P	P	P	P	P			
Garden Center or Retail Nursery	5261							P	P	P	P	P	P	P			P

**PERMITTED USE TABLES  
TOWN OF JAMESTOWN, NC**

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Temporary Health Care Structure (Granny Pod)				S													
Theater (indoor)	7832								P	P	P	P	P	P			
Tire Recapping	7534																P
Tire Sales	5531											P	P	P			P
Tobacco Shop with Lounge												S					S
Tobacco Shop, Retail	5993											S					S
Travel Agency	4720								P	P	P	P	P	P			
Truck and Utility Trailer Rental and Leasing	0																P
Trucking or Freight Terminal	4213																P
Two Family Dwelling (Twin Home or Duplex)	0					P				P	P			P			
Utility Equipment and Storage Yards	0																P
Utility Substation	0	P		P	P	P	P		P	P	P	P	P		P	P	P
Veterinary Service with Outdoor Kennels	0											S	S				S
Veterinary Service, Large Animal	741	P										P	P				
Veterinary Service, Pet Grooming, No Outdoor Kennels or Runs	0								P	P	P	P	P	P			
Video Tape Rental and Sales	7841								P	P	P	P	P	P			
Vocational, Business or Secretarial School	8240								P	P	P	P	P	P	P	P	
Warehouse (general storage, enclosed, no outdoor storage)	4220																P
Warehouse (self-storage)	4225											P	P	P			P
Water Treatment Plant	0																P
<b>Wholesale Trade (see Wholesale Table)</b>																	
Winery, Brewery or Distillery as an Accessory									S	S	S	S	S	S			S
Winery, Brewery or Distillery as Primary Use									C	C	C	C	C	C			S
Wireless Telecommunication Facilities, Co-Located		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Wireless Telecommunication Facilities, Concealed		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Wireless Telecommunication Facilities, Microcell		S		S	S	S	S	S	S	S	S	S	S	S	S	S	S
Yard Sale (no more than 3 per year)	0	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P

**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Presentation of PSFD ISO Rating

**AGENDA ITEM #:** V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 10 min.

**DEPARTMENT:** Public Safety

**CONTACT PERSON:** Derek Carson, Fire Chief PSFD

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**SUMMARY:**

Fire Chief Derek Carson will present information regarding the latest ISO (Insurance Services Office) ratings for PSFD.

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**ATTACHMENTS:** PSFD ISO News Release & Rating Sheet

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** None

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**RATINGS AND INSPECTIONS**

Tel 919.647.0000 Fax 919.715.0063

MIKE CAUSEY, INSURANCE COMMISSIONER & STATE FIRE MARSHAL  
BRIAN TAYLOR, CHIEF STATE FIRE MARSHAL

For Immediate Release

Contact: Jason Tyson  
(919) 807-6017

May 19, 2023

## Fire District Receives New Rating After Inspection

### State Officials Award New District Rating

RALEIGH - North Carolina Insurance Commissioner and State Fire Marshal Mike Causey announced today that the following Fire Districts completed their routine inspection and received the listed rating, on listed effective dates. The inspection, conducted by officials with the Department of Insurance Office of State Fire Marshal (OSFM), is required on a regular basis as part of the North Carolina Response Rating System (NCRRS). Among other things, the routine inspections look for proper staffing levels, sufficient equipment, proper maintenance of equipment, communications capabilities and availability of a water source.

District	Type	Rating	Effective
=====	=====	=====	=====
Jamestown	Municipal	2	09/01/2023
Pinecroft-Sedgefield	Rural	2/9E	09/01/2023

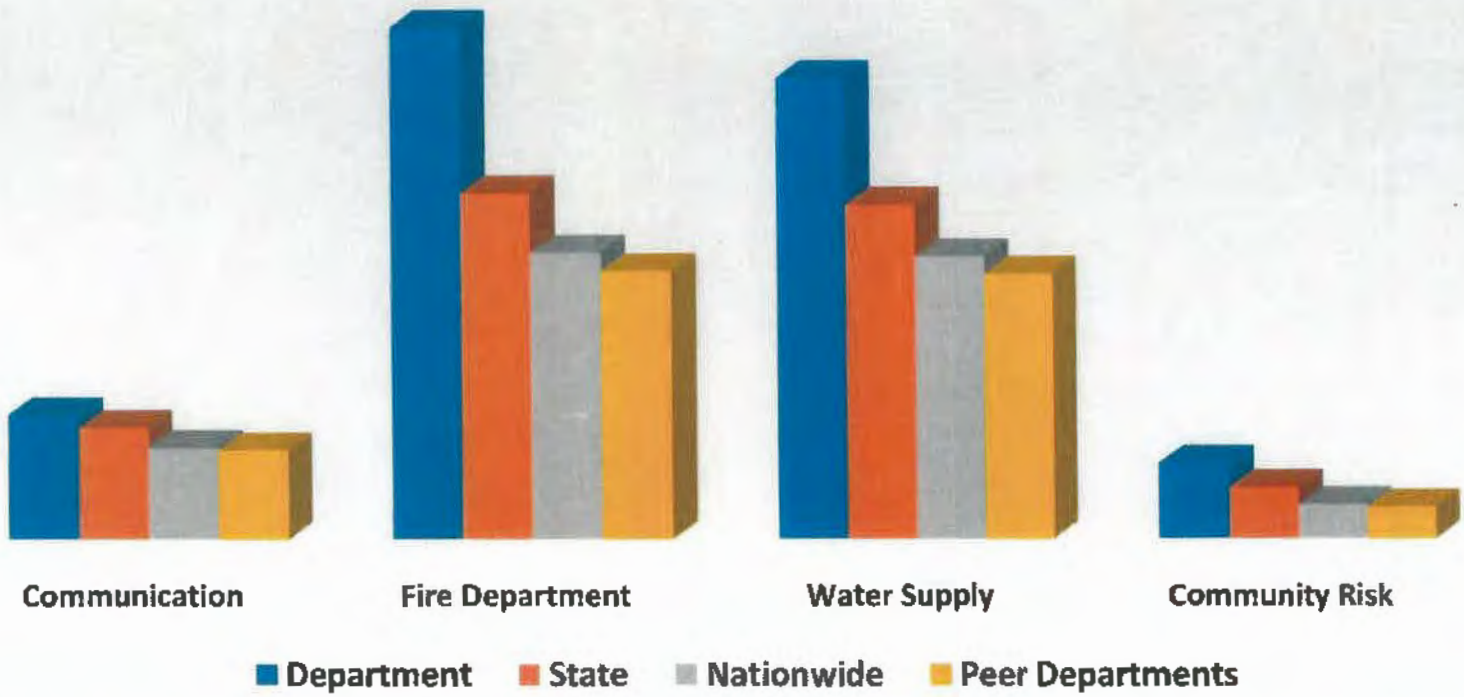
The NCRRS rating system ranges from one (highest) to 10 (not recognized as a certified fire department by the state), with most rural departments falling into the 9S category. While lower ratings do not necessarily indicate poor service, a higher rating does suggest that a department is overall better equipped to respond to fires in its district. Higher ratings can also significantly lower homeowners insurance rates in that fire district.

"I'd like to congratulate Chief Carson for the department's performance and for the hard work of all the department members," said Commissioner Causey. "The citizens in the Town of these districts should rest easy knowing they have a fine group of firefighters protecting them and their property in case of an emergency."

State law requires OSFM officials to inspect departments serving districts of 100,000 people or less, which makes up all but twelve of the state's fire districts.

-NCDOI-

### Jamestown Fire Department



**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Request for Motion of Support for T-Mobile Hometown Grant

**AGENDA ITEM #:** V-B

CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 5 minutes

**DEPARTMENT:** Parks and Recreation

**CONTACT PERSON:** Rebecca Ashby/Scott Coakley

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**SUMMARY:**

T-Mobile awards 25 Hometown Grants each quarter with a commitment to provide \$25 million in grant funds through 2026. The grant requires projects to be located in towns with less than 50,000 people and will provide a community benefit.

The grant can fund adaptive uses of older and historic buildings into community gathering spaces, improvements to outdoor parks or trails, and technology projects for the public libraries. Towns can request a maximum of \$50,000 with no match requirement.

The proposed project would update the sports complex by purchasing an automatic line marker, portable benches for the youth teams, and portable bleachers for the spectators of the youth games. The line marker can reduce staff time to mark the fields for games from four hours to 23 minutes. Providing seating to participants and spectators would enhance the game experience.

The grant was presented to the Parks and Recreation Committee and they voted in favor of support for the application.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that Council support the T-Mobile Hometown application as presented.

**BUDGETARY IMPACT:** None

**SUGGESTED MOTION:** Council Member makes a motion to support the T-Mobile Hometown application as presented.

**FOLLOW UP ACTION NEEDED:** Staff will submit the application for the T-Mobile Hometown funding.

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**Mayor**  
Lynn Montgomery

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



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

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Manager Report

**AGENDA ITEM #:** VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** August 22, 2023

**ESTIMATED TIME FOR DISCUSSION:** 0 Minutes

**DEPARTMENT:** Administration

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

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**SUMMARY:**

The Manager Report is attached.

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**ATTACHMENTS:** Manager Report for August 22, 2023

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

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

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

- I. Several major projects are currently underway or completed.
  - A. Golf Maintenance Building – Finalizing interior components. (Council Strategic Plan Goal 5.6). Estimated completion date is end of August/early September 2023.
  - B. Town Hall renovations – Renovations are currently about 95% complete. (Goal 5.5)
  - C. Golf Course bathrooms – 85% complete. Painting on exterior will match clubhouse. Interior work is being completed. (Goal 5.10)
- II. The Town had a great turnout for Music in the Park summer concert series on Tuesday, August 1<sup>st</sup> for National Night Out. We appreciate everyone who came out to celebrate our community. Our next event will be Friday, Sept. 1<sup>st</sup> and will feature "80z Nation". If you recall, 80z Nation brought out a great turnout last year as they celebrate the "Decade that Never Dies". We encourage you to get there early! 80z Nation will be bringing an evening of your favorite 80's hit classics & more!! We will also feature a great selection of food and beverage vendors. We encourage you to check our events page on our Facebook site for complete details. Link: <https://www.facebook.com/JamestownNC/events>
- III. As previously reported, the City of High Point will no longer accept plastic bags for yard waste pickup. Town staff have sent all customers a notice in the mail of the changes that will be required. Properties with bags left at the curb will receive a notice that Town crews can no longer pick these up. Alternatives include: 1) Composting yard waste on your own property; 2) Mulching clippings using lawnmowers; 3) Disposing of clippings in natural areas in your yard; 4) Purchasing heavy-duty paper bags made for yard waste at local hardware stores or online; or 5) Purchasing a yard waste-only cart from the Town. These carts should be arriving the week of 8/14-18. Those who have pre-ordered carts will receive them ASAP. Carts will be available for purchase for \$60/each. The carts are optional, but offer a great long-term solution for citizens. They will only be used for yard waste items and cannot contain plastic bags, recycling, or garbage items.
- IV. As you know, the Town was awarded a Parks and Recreation Trust Fund (PARTF) grant last winter. Construction on the park will begin in the coming weeks with the removal of the basketball courts and volleyball courts. Renovations will take several months and signs will be posted to notify patrons of coming improvements. We ask that folks be patient as we are making these improvements to the park for all.

**Key Dates:**

September 19 – 6 PM – Town Council meeting – Civic Center

September 26 – 6 PM – JBA Candidate Forum – Civic Center

October 10 – Town Council Candidate Primary – Civic Center

October 24 – 6 PM - Town Council Meeting – Civic Center

October 27- Nov. 4 – Early Voting – Civic Center

November 7 – Election Day