



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
September 17, 2019
6:30 pm in the Council Chambers
Agenda

- I. **Call to Order-** Mayor Montgomery
 - A. Pledge of Allegiance
 - B. Moment of Silence
 - C. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the August 20, 2019 Regular meeting
 - B. Analysis of financial position of the Town of Jamestown
 - C. Analysis of financial position of the Jamestown Park & Golf Course
 - D. Budget Amendment #8
- III. **Public Comment**
- IV. **Old Business-**
 - A. Consideration of approval of ballot language for the vote on a Charter Amendment that would stagger the terms of the Mayor and Council- Beth Koonce, Town Attorney
 - B. Update on Sidewalk Projects- Paul Blanchard, Public Services Director
 - C. Update on Oakdale Cotton Mill- Kenny Cole, Town Manager
- V. **New Business-**
 - A. Presentation of Proclamation for Constitution Week 2019 to Deborah Beach, Representative of the Rachel Caldwell Chapter of the Daughters of the American Revolution (DAR)- Mayor Montgomery
 - B. Regulation of smoking in local government buildings, vehicles, and grounds- Merle Green, MPH, MBA, Guilford County Health Director
- VI. **Manager/Committee Reports-**
 - A. Manager Report- Kenny Cole, Town Manager
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the September 17, 2019 Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to request that the Jamestown Rotary Club lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the August 20, 2019 Regular meeting B. Analysis of financial position of the Town of Jamestown C. Analysis of financial position of the Jamestown Park & GC D. Budget Amendment #8		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute limit.
6:50 pm	IV. Old Business		
6:50 pm	A. Consideration of approval of ballot language for vote on Charter Amendment	Call on B. Koonce	Koonce to request that Council approve the draft language for the ballot. Council Member makes a motion to approve/deny the ballot language for the vote on the Charter Amendment for Staggered Terms. Council Member makes a second to the motion. Then vote.
7:00 pm	B. Update on Sidewalk Projects	Call on P. Blanchard	Blanchard to update Council on ongoing sidewalk projects.
7:10 pm	C. Update on Oakdale Cotton Mill	Call on K. Cole	Cole to update Council on the Oakdale Cotton Mill.
7:15 pm	V. New Business		
7:15 pm	A. Presentation of Proclamation for Constitution Week 2019	Mayor Montgomery	Mayor Montgomery to present the Proclamation for Constitution Week 2019 to Deborah Beach, Representative of the Rachel Caldwell Chapter of the Daughters of the American Revolution (DAR)
7:20 pm	B. Regulation of smoking in local government buildings, vehicles, and grounds	Call on K. Cole	Cole to introduce Merle Green, Guilford County Health Director, to Council. Green to request that Council support Guilford County's efforts in regulating the use of tobacco.
7:30 pm	VI. Manager/Committee Reports		
7:30 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council.
7:35 pm	B. Council Member Committee Reports	Call on K. Cole	Cole to request that Council Members give an update on any Committees they serve on.
7:40 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:55 pm	VIII. Other Business		
8:00 pm	IX. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the August 20, 2019 meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the September 17th Regular Town Council meeting.

ATTACHMENTS: Minutes from the August 20, 2019 Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the August 20th Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Regular Meeting of the Town Council
August 20, 2019
6:30 pm in the Civic Center
Minutes & General Account**

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

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

Visitors Present: Jane Payne, Vernon Queen, Connie Queen, Cory Rayborn, Katherine Stamey, Denise Bowie, Seth Heath, Sarah Glanville, Matt Gahrman, Richard Clapp, Harriet Hall, Renee Nichols, Pamaila Burgess, Michael Young, Rich Salyards, Tammy Salyards, Dee Fink, Chuck Little, Tracie Grant, William McLean, Robert Frederick, & Carol Brooks

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

- Pledge of Allegiance- Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Montgomery called for a moment of silence and asked that everyone keep Mike and Marge McCarty in their thoughts.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Cole requested to allow time for the introduction of an employee following the public comment period. He also requested to add item "V-D. Discussion of Recycling Services."

Council Member Wolfe made a motion to approve the agenda with the requested changes for the August 20th Town Council meeting. Council Member Capes 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 July 5, 2019 Special meeting
- Approval of minutes from the July 16, 2019 Regular meeting
- Approval & Sealing of minutes from the July 16, 2019 Closed Session
- Proclamation Fall Litter Sweep 2019
- Analysis of financial position of the Town of Jamestown
- Analysis of financial position of the Jamestown park & Golf Course
- Budget Amendment #5

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

(Proclamation Fall Litter Sweep 2019 & Budget Amendment #5)

Public Comment- Nobody signed up.

Introduction of Jamestown Sheriff Department District 3 Captain & Lieutenant- Captain Holder and Lieutenant Wiseman introduced themselves to Council. Captain Holder noted that they had recently been appointed to the district and stated that they were happy to serve Jamestown. He also encouraged citizens to keep their vehicles locked in order to prevent larcenies.

Council welcomed them to the area.

Old Business-

- Consideration of approval of Budget Amendment #6 & NCDOT Supplemental Funding Agreement for the East Main Street Sidewalk Project- Cole stated that there was a revised supplemental agreement regarding the East Main Street Sidewalk Project included in the Council packet. He noted that the agreement showed an increase in funding for the project in the amount of \$665,966. He stated that the agreement only pertained to the Base Bid. He requested that Council approve Budget Amendment #6 so that Gallman could pre-audit the supplemental agreement. He noted that Council could then approve or deny the agreement with NCDOT.

Council Member Wolfe said that she would like to thank NCDOT for the additional funding and highlighted the importance of the project.

Council Member Wolfe made a motion to approve Budget Amendment #6 for additional funding from NCDOT for the East Main Street Sidewalk Project. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Gallman pre-audited the NCDOT Supplemental Agreement.

Council Member Wolfe made a motion to approve the supplemental agreement for the additional funding. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #6)

- East Main Street Sidewalk Project Alternate Bids & Budget Amendment #7- Blanchard stated that there were two Alternate Bids for consideration that NCDOT would not be funding. He noted that the two bids would allow for the installation of curb and gutter in areas that were not included in the base bid. He said that the total of both Alternate Bids was \$236,007.50. He noted that Budget Amendment #7 would need to be approved if Council approved the Alternate Bids on the project.

Gallman stated that Budget Amendment #7 would transfer \$236,007.50 from the General Fund to the East Main Street Capital Project Fund.

Council Member Capes made a motion to approve Budget Amendment #7 and Alternate Bids 1 and 2. Council Member Wolfe made a second to the motion. The motion passed by unanimous vote.

(Budget Amendment #7)

- Recommendation to accept the lowest, responsive responsible bidder for the East Main Street Sidewalk Project- Blanchard stated that the next step in the process would be for Council to award the contract to the lowest, responsive responsible bidder and then approve the contract. He noted that there was also a resolution that needed to be approved and submitted to NCDOT.

Council Member Wolfe made a motion to award the contract to the lowest, responsive responsible bidder depending on concurrence with NCDOT. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Gallman pre-audited the contract.

Council Member Wolfe made a motion to award the contract to Atlantic Contracting Company, Inc. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to approve the resolution to accept the low bid for the construction of the East Main Street Sidewalk Project. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

(Resolution to accept the lowest bidder for the East Main Street Sidewalk Project)

- Public Hearing-
 - **Public Hearing to consider LDO Text Amendment Request to amend Article 3 “Definitions” as it relates to the definition of “Limited Agriculture”**- Johnson stated that staff had received a request to amend the Land Development Ordinance (LDO) text in Article 3 “Definitions” as it related to the definition of “Limited Agriculture.” He noted that he had received an anonymous complaint about trash and odor coming from the property on 2216 Guilford College Road. Johnson said that upon investigation, he discovered a large pile of rubbish on the property. He went to the door to speak to the residents about the complaint and observed that the door was blocked by an enclosed fence that housed several pigs. Johnson stated that he made several phone calls to the owners, attempted to set up meetings, and sent a written notice stating that the rubbish needed to be cleaned up. He also notified the owners that pigs were not allowed in Town limits. Johnson noted that the debris was removed from the property. However, the residents did not make any efforts to comply with the ordinance in regard to the keeping of swine.

Johnson stated that Mrs. Herron had submitted a request for a text amendment to the definition of “Limited Agriculture.” He noted that the definition excluded the keeping of livestock. He said that the proposed amendment would exclude miniature pigs from enforcement. It would also allow anyone on properties zoned as residential, residential main street transitional, and agricultural to keep an unlimited number of pigs up to 300 lbs in size on the property. He noted that those zoning areas included about sixty percent of the Town of Jamestown. He said that the amendment seemed unreasonable to staff. Johnson requested that Council deny the amendment as written and that they give staff direction on further guidelines on the keeping of livestock. He noted that Sarah Glanville, the Planning Board Chair, was present and would present the Planning Board’s recommendation to Council.

Glanville stated that the Planning Board met in July and held a public hearing on the issue. She noted that the Planning Board deliberated and decided to recommend that Council deny the amendment as written. She said that the Planning Board further recommended that Town staff continue research on the issue and propose ordinance language that would be more appropriate.

Lori Herron, the applicant, came forward to speak about the amendment. She said that the amendment would only affect the definition of "Limited Agriculture." Herron stated that she did not consider her pigs as livestock. She noted that she considered them to be her pets. She said that she was not requesting that people be allowed to have an unlimited number of pigs. She highlighted that she wanted miniature pigs to be considered pets and not livestock. She noted that she took very good care of her pigs and that they were all emotional support animals. Herron stated that the family had ten pigs in total.

Mayor Montgomery opened the public hearing to anyone that would like to speak in favor of the amendment.

- Mike Young, 2216 Guilford College Road- Young stated that the family contacted Town staff about the pigs twenty years ago and they did not have any problem with them. He did not understand why the issue was coming up again. He noted that the pigs were their pets.
- Tracie Grant, 3319 Bent Chase Road- Grant said that she had been friends with the Herron family for a while and that they took very good care of the pigs. She noted that Lori Herron had a seizure one night and one of the pigs alerted her that it was happening.
- Dee Fink, 315 Guilford Road- Fink stated that the Herron family took care of their property and were very generous people. She said that they loved their pigs. She requested that Council allow them to keep them as pets.

Mayor Montgomery asked if there was anyone else that would like to speak in support of the amendment. There was no one. She opened the floor to anyone that would like to speak in opposition.

- Renee Nichols, 919 Fairidge Drive- Nichols said that she opposed any change to the definition of "Limited Agriculture." She added that she believed that the request was excessive and was not in the best interest of the community for a variety of reasons. She was concerned about the decline of property values, the creation of a public nuisance, and waste management for the animals. Nichols noted that pigs could carry diseases that could impact humans. She also stated that it was the responsibility of those that had emotional support animals to ensure that they were not breaking any local ordinances before obtaining the animals.
- Rich Salyards, 105 Potter Drive- Salyards noted that he felt bad for the Herron family, but he was not in favor of the amendment. He said that the change could open the door

to others that would not take good care of their animals. He added that he would not want pigs living next to him.

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

Council Member Capes stated that he had attended the Planning Board's public hearing on the issue. He said that there were a lot of people that had attended the meeting that were very vocal about their opinion on the subject. He added that he understood the family's attachment to their pets, but he did not believe that the ordinance needed to be amended.

Council Member Wolfe noted that she had received an email from Susan Stringer, a local business owner. She stated that Stringer was out of Town, but that she was very much against the amendment. She said that she was sympathetic to the Herron family, and that the Council's decision about the amendment request was not personal. She added that it was Council's responsibility to determine the welfare for the whole community. Council Member Wolfe highlighted that it would impact about sixty percent of the Town. She noted that she did not believe the amendment request was reasonable. She said that she agreed with the Planning Board's recommendation to deny the amendment.

Council Member Nixon stated that she had received numerous emails from citizens that were in opposition of the amendment. She said that she felt bad for Ms. Herron and that Council took the matter very seriously. She added that there had been some discussion about limiting the number of pigs. Council Member Nixon stated that there would be a large impact to the community if even one pig were allowed per property. She said that she agreed with the Planning Board's recommendation to deny the request.

Council Member Rayborn noted that the issue had been discussed in one way or another since February. She said that she had spoken with several citizens and people had been overwhelmingly against allowing any number of pigs. She stated that she agreed that the amendment request should be denied.

Council Member Wolfe made a motion to deny the text amendment to the definition of "Limited Agriculture." Council Member Capes made a second to the motion.

McBride took a roll call vote as follows:

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

The motion passed by unanimous vote.

Council Member Wolfe made the following motion:

"I move that the proposed text amendment 2019-01 is not consistent with the adopted Town of Jamestown 2020 Land Development Comp Plan because:

- The report of the Town staff finding the proposed 2019-01 amendment to be unreasonable is adopted by reference.
 - The Council further finds that the proposed 2019-01 text amendment is unreasonable because it would allow for an unlimited number of pigs (up to 300 lbs. each) to be kept on residentially zoned property (Agriculture and Residential/Main Street properties which is approximately sixty percent of the Town's total land area).
 - This requested text amendment does not provide a careful balance of individual property rights with the good of the whole community and therefore unreasonable.
- AND

The proposed 2019-01 text amendment is not in the best welfare and public interest because:

- The report of the Town staff finding the proposed 2019-01 text amendment to be against the public interest is adopted by reference.
- The Town Council further finds that the proposed 2019-01 text amendment is not in the welfare or public interest because the keeping of an unlimited number of pigs on residentially zoned property could infringe upon the neighboring property owners and such an amendment does not maintain or enhance Jamestown's special community characteristics."

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

Council Member Wolfe asked Council if they would like to determine a specific deadline for the removal of the pigs from the property. Council Members discussed placing a deadline on the property owners for the removal of the pigs.

Koonce requested that Council extend the time limitation to allow for a thirty day appeal opportunity for the applicant.

Council Member Wolfe made a motion that the applicant had thirty days to appeal the decision and, pending that outcome, they would have fourteen days to remove the animals before civil penalties would begin. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

New Business-

- Presentation of Award of Financial Reporting Achievement from the Government Finance Officers Association (GFOA) to Judy Gallman- Mayor Montgomery stated that each year the GFOA presented a Certificate of Financial Achievement to those that had done an outstanding job on financial reporting. She highlighted that Gallman had received the award for twelve years in a row. Mayor Montgomery noted that the award was the highest form of recognition in governmental accounting and financial reporting. She thanked Gallman for all her hard work.

- Consideration of appointment of Comprehensive Plan Steering Committee Members- Johnson stated that staff was in the process of preparing to update the Town's Comprehensive (Comp) Plan. He noted that it provided an essential foundation for guiding future development. He said that staff was requesting that Council appoint a Comprehensive Plan Steering Committee (CPSC) to assist with the update. Johnson added that the following Planning Board Members had volunteered to serve on the Committee: Ed Stafford, Eddie Oakley, Steve Monroe (ETJ), and Sherrie Richmond (ETJ). He stated that staff had also requested that citizens within the community apply to be appointed to the Committee. He said that eight people had volunteered to serve. Johnson requested that all eight citizens be appointed to the CPSC along with the four Planning Board Members.

Council Member Wolfe stated that she was happy that so many people were interested in serving.

Council Member Wolfe made a motion to appoint Ed Stafford, Eddie Oakley, Steve Monroe, Sherrie Richmond, Denise Bowie, Jane Walker Payne, Katherine Stamey, Matthew Gahrman, Rich Salyards, Josh Apel, Pamaila Burgess, and Cory Rayborn to the CPSC. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Johnson stated that there were Council Member representatives that serve on the Town's other Boards and Committees. He requested that Council appoint someone to serve as the Council Member liaison to the CPSC.

Council Member Wolfe volunteered to serve as the Council Member representative on the CPSC.

Council Member Capes made a motion to appoint Council Member Wolfe to serve on the CPSC. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Update on Fall Litter Sweep- Greeson updated Council on the Fall Litter Sweep. She noted that the Town and the citizens that had volunteered for the Spring Litter Sweep had received a certificate from NCDOT acknowledging their efforts. She stated that the upcoming Fall Litter Sweep would take place on September 21st at 9:00 am. She said that volunteers would be gathering at the Food Lion in Jamestown. She encouraged everyone to participate.

Council thanked her for organizing the event.

- Discussion of Recycling Services- Cole stated that staff were notified by North Davidson Garbage Services (NDGS) that they had sold their collection program to Waste Industries. He noted that Seth Heath, General Manager of Waste Industries, was present to answer any questions that Council may have.

Heath thanked Council for the opportunity to provide services to the Town of Jamestown. He said that Waste Industries wanted to be involved in the community. He added that he was always open to feedback on how to improve the services they provide.

Council Member Wolfe asked Heath if Waste Industries would honor the contract that the Town had with NDGS. He replied that the contract would be honored, and he noted that the recycling pickup day would remain the same for citizens.

Manager/Committee Reports-

- Manager Report- Cole presented his monthly report to Town Council. He noted that work would begin on the East Main Street Sidewalk Project shortly. He added that staff had received a notification that a scour analysis was no longer needed for the East Fork Pedestrian Bridge. Cole said that he had contacted the owner of the Oakdale Cotton Mill and was waiting for him to return his call.
- Council Member Committee Reports-
 - Council Member Wolfe stated that she had attended the TAC meeting in June. She said that Mike Fox, the Chairman of the Board of Transportation, told the Committee that NCDOT had experienced a large number of expenses over the past year. Fox informed them that there may be delays in street projects in the future as a result of those expenses.
 - Council Member Rayborn said that she had attended the Planning Board meeting. She noted that the Planning Board Members had discussed the CPSC and had nominated Ed Stafford to serve on that Committee.

Public Comment Period- Nobody signed up.

Other Business- Council Member Wolfe said that she had been approached by a citizen at the post office a few weeks ago. They told her that they wanted to thank Council for the great job they were doing. The citizen also highlighted how friendly the sanitation Town staff were and said they were grateful for them.

Council Members Wolfe and Nixon thanked Johnson and Coakley for their hard work on the Music in the Park events.

Council Member Wolfe asked Council to consider working with NCDOT to do another speed limit study. Council discussed beginning the process of conducting the study.

Mayor Montgomery stated that there had been a fire on Gannaway Street during the previous Council meeting. She noted that the Pineroft Sedgefield Fire Department responded within three minutes. She praised the firemen for saving a photo album at the victim's home.

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

The meeting ended at 7:56 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of August 31, 2019

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

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

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

Some items to note:

Annual insurance premiums were paid for liability, property, and other coverages.

Non-recurring expenditures include repairs to 2 leaf trucks, and small equipment purchases.

You may note, that in the General and Water-Sewer Funds, expenditures are greater than revenues. That is due to a couple of factors. Some revenues, such as tax distributions from the state, were accrued into the previous fiscal year because that is the time period that they were collected - there is a time lag between when the state collects and when they distribute to municipalities. Also, because we pay annual payments for some things, such as insurance premiums, these expenditures will show up at the beginning of the fiscal year only.

ATTACHMENTS: 3 Page Summary & Detail to Actual Report for August 2019

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

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

Petty Cash	\$	1,350
Operating Cash		928,100
Certificates of Deposit		3,000,000
Money Market Accounts - operating		768,119
North Carolina Capital Management Trust		<u>9,402,400</u>
	\$	<u>14,099,969</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	801,889
Cash reserved by Powell Bill for street improvements		258,434
General Capital Reserve Fund		93,347
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,730
Water Sewer Capital Reserve Fund		<u>1,099,312</u>
	\$	<u>2,374,647</u>

Cash by Fund:

General	\$	4,150,669
General Capital Reserve Fund		93,347
East Fork Sidewalk Capital Project		935
Oakdale Sidewalk Phase III		120,730
Water/Sewer		7,833,087
Randleman Reservoir		801,889
Water/Sewer Capital Reserve Fund		<u>1,099,312</u>
	\$	<u>14,099,969</u>

Cash by Bank:

NCCMT	\$	9,402,400
Pinnacle Bank		2,928,100
First Bank		1,506,030
Wells Fargo		3,788
BB & T		<u>258,301</u>
	\$	<u>14,098,619</u>

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

Installment Purchase Debt:	Balance at 8/31/2019	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 133,218	12/1/2023	2023/2024
Leaf truck, financed in 2017	136,188	12/1/2023	2023/2024
Sanitation truck, financed in 2015	26,659	3/17/2020	2019/2020
Golf Clubhouse Renovation	<u>550,011</u>	11/3/2027	2027/2028
	<u>\$ 846,076</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 412,486</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of August 31, 2018

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	426,967	6,391	400,687	2,825	185
% of budget received	7%	7%	9%	2%	0%
% of budget, excluding appropriated fund balance, received	8%	7%	10%	7%	0%
Expenditures (and transfers)	665,689	-	410,039	-	-
% of budget expended	11%	0%	9%	0%	0%

	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>
	<u>East Fork Capital Project</u>	<u>Lydia Capital Project</u>	<u>Oakdale Ph III Capital Project</u>
Life to Date Revenues & Other Financing Sources	60,000	-	193,496
% of budget received	5%	0%	29%
Life to Date Expenditures	59,065	-	72,804
% of budget expended	5%	0%	11%

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	%
3000					
3100 AD VALOREM TAXES	107,948.97	107,948.97	2,004,000.00	1,896,051.03	9 %
3101 Interest on Ad Valorem Taxes	67.66	67.66	3,000.00	2,932.34	2 %
3102 Tax and Tag revenue	0.00	0.00	193,000.00	193,000.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	1,250.00	1,250.00	0 %
3230 SALES AND USE TAX	0.00	58,530.46	650,000.00	597,469.54	9 %
3250 Solid Waste Disposal Tax	793.20	793.20	2,500.00	1,706.80	32 %
3256 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	45,000.00	45,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	0.00	0.00	138,000.00	138,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3313 Local Grants	0.00	0.00	10,000.00	10,000.00	0 %
3316 POWELL BILL	0.00	0.00	108,000.00	108,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	18,000.00	18,000.00	0 %
3325 ABC DISTRIBUTION	12,500.00	12,500.00	50,000.00	37,500.00	25 %
3341 Telecommunications Planning Fees	0.00	0.00	5,000.00	5,000.00	0 %
3343 REVIEW FEES	1,200.00	1,350.00	7,500.00	6,150.00	18 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	0.00	200.00	200.00	0 %
3346 CELL TOWER RENTAL FEES	4,085.73	6,605.73	80,000.00	73,394.27	5 %
3348 REFUSE COLLECTION FEES	13,630.00	27,270.00	259,000.00	231,730.00	11 %
3600 GREEN FEES	54,125.50	99,592.67	915,000.00	415,447.33	19 %
3610 MECHANICAL CART RENTALS	29,212.00	50,468.00	270,000.00	219,532.00	19 %
3620 PULL CART RENTALS	21.00	26.00	300.00	274.00	9 %
3650 DRIVING RANGE	5,086.00	9,273.00	50,000.00	40,727.00	19 %
3660 GOLF SHOP CONCESSIONS SALES	10,750.27	19,035.40	90,000.00	70,964.60	21 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,300.00	2,000.00	0 %
3665 Golf Special Orders Sales	1,223.00	1,372.42	5,000.00	3,027.58	39 %
3675 Golf Clubhouse Rental Fees	575.00	1,455.00	12,000.00	10,545.00	12 %
3831 INVESTMENT EARNINGS	5,880.97	12,444.76	75,000.00	62,555.24	17 %
3834 CIVIC CENTER RENTAL FEES	0.00	0.00	1,000.00	1,000.00	0 %
3836 SALES - PRO SHOP GOLF INVENTORY	4,745.80	6,500.95	50,000.00	41,199.05	18 %
3837 SHELTER RENTALS	550.00	1,200.00	3,000.00	1,800.00	40 %
3838 Building lease revenue	125.00	250.00	5,120.00	4,870.00	3 %
3839 MISCELLANEOUS REVENUES	146.86	215.30	500.00	284.70	43 %
3840 Rental Golf Sets	350.00	560.00	1,200.00	640.00	47 %
3841 Ball Field Rentals	0.00	0.00	11,000.00	11,000.00	0 %
3910 Insurance Recoveries	0.00	6,647.00	7,186.18	539.18	92 %
3920 Issuance of installment purchase financing	0.00	0.00	140,000.00	140,000.00	0 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	80,000.00	80,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	910,840.50	910,840.50	0 %
Account Group Total:	253,016.96	426,966.52	6,115,196.68	5,688,230.16	7 %
Fund Total:	253,016.96	426,966.52	6,115,196.68	5,688,230.16	7 %

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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	2,107.50	3,032.50	24,967.50	28,000.00	28,000.00	0.00
2100	DEPARTMENT SUPPLIES	0.00	134.50	0.00	134.50	2,000.00	1,865.50
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	1,124.00	1,124.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3600	DATA PROCESSING SERVICES	68.05	114.95	585.05	700.00	700.00	0.00
3950	DUES AND SUBSCRIPTIONS	500.00	1,956.00	0.00	1,956.00	2,500.00	544.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3970	ELECTIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	1,172.00	1,172.00
6900	Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
6910	LIBRARY GRANT	13,000.00	13,000.00	0.00	13,000.00	117,500.00	104,500.00
6920	HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
6930	YMCA GRANT	0.00	0.00	0.00	0.00	20,254.00	20,254.00
6945	JYI Grant	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Account Total:	15,675.55	18,237.95	25,552.55	43,790.50	200,500.00	156,709.50
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	19,094.00	38,560.00	0.00	38,560.00	256,500.00	217,920.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
1009	FICA EXPENSE	1,391.89	2,813.75	0.00	2,813.75	20,000.00	17,186.25
1010	RETIREMENT EXPENSE	1,720.36	3,431.00	0.00	3,431.00	23,200.00	19,769.00
1011	HEALTH INSURANCE EXPENSE	2,088.96	4,177.96	0.00	4,177.96	25,200.00	21,022.04
1012	FLEX ADMINISTRATION FEES	24.00	24.00	176.00	200.00	200.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	524.95	1,049.90	0.00	1,049.90	10,800.00	9,750.10
1014	WORKER'S COMPENSATION	618.30	618.30	0.00	618.30	900.00	281.70
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	36.00	72.00	0.00	72.00	500.00	428.00
1017	401K EXPENSE	840.54	1,681.08	0.00	1,681.08	11,300.00	9,618.92
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,100.00	11,100.00
2100	DEPARTMENT SUPPLIES	0.00	199.58	0.00	199.58	1,700.00	1,500.42
2200	FOOD AND PROVISIONS	16.05	16.05	0.00	16.05	750.00	733.95
2600	OFFICE SUPPLIES	31.82	65.81	0.00	65.81	2,500.00	2,434.19
2900	ASSETS NOT CAPITALIZED	0.00	0.00	2,064.00	2,064.00	3,500.00	1,436.00
3100	TRAVEL	3.00	1,168.14	0.00	1,168.14	4,000.00	2,831.86
3150	CONFERENCE FEES AND SCHOOLS	735.00	735.00	0.00	735.00	8,000.00	7,265.00
3200	COMMUNICATIONS	509.12	962.19	4,450.88	5,413.07	8,760.00	3,346.93
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	767.12	1,597.12	13,402.88	15,000.00	15,000.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	5,614.56	0.00	5,614.56	9,000.00	3,385.44
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	102.00	357.57	0.00	357.57	500.00	142.43
4300	EQUIPMENT RENTAL	184.49	424.39	2,020.61	2,445.00	3,000.00	555.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4400	SERVICE & MAINTENANCE CONTRACTS	5,562.06	5,562.06	439.35	6,001.41	11,000.00	4,998.59
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	31.95	331.95	1,293.05	1,625.00	26,000.00	24,375.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		34,278.63	69,482.41	26,846.77	96,329.18	464,460.00	368,130.82
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	6,918.00	13,769.50	0.00	13,769.50	90,000.00	76,230.50
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,250.00	2,250.00
1009	FICA EXPENSE	476.84	948.60	0.00	948.60	7,000.00	6,051.40
1010	RETIREMENT EXPENSE	623.32	1,240.64	0.00	1,240.64	8,500.00	7,259.36
1011	HEALTH INSURANCE EXPENSE	696.53	1,392.66	0.00	1,392.66	8,400.00	7,007.34
1012	PLEX ADMINISTRATION FEES	12.00	12.00	98.00	110.00	110.00	0.00
1014	WORKER'S COMPENSATION	123.66	173.66	0.00	123.66	200.00	76.34
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016	Wellness Program expenditures	12.00	24.00	0.00	24.00	144.00	120.00
1017	401K EXPENSE	311.28	622.56	0.00	622.56	4,100.00	3,477.44
2100	DEPARTMENT SUPPLIES	172.62	172.62	0.00	172.62	750.00	577.38
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2800	ASSETS NOT CAPITALIZED	1,499.50	1,499.50	0.50	1,500.00	1,500.00	0.00
3100	TRAVEL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	675.00	675.00	2,500.00	1,825.00
3200	COMMUNICATIONS	168.45	336.14	1,281.55	1,617.69	2,600.00	982.31
3400	PRINTING	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	250.00	250.00
3700	ADVERTISING	166.00	249.00	0.00	249.00	3,000.00	2,751.00
3800	DATA PROCESSING SERVICES	273.39	569.26	2,930.74	3,500.00	3,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	200.00	0.00
3950	DUES AND SUBSCRIPTIONS	703.00	703.00	0.00	703.00	2,000.00	1,297.00
3980	MISCELLANEOUS EXPENSE	0.00	6.50	0.00	6.50	356.00	349.50
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	400.00	400.00
4500	INSURANCE AND BONDING	239.48	239.48	0.00	239.48	300.00	60.52
4990	OTHER CONTRACTED SERVICES	0.00	350.00	0.00	350.00	77,000.00	76,650.00
4991	Telecommunications Contracted	0.00	0.00	0.00	0.00	5,000.00	5,000.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		12,395.87	22,259.12	6,185.79	28,444.91	228,810.00	200,365.09
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	235.86	513.37	1,637.25	2,150.62	7,000.00	4,849.38
2140	SEED and SOG	0.00	0.00	0.00	0.00	500.00	500.00
2141	CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142	FERTILIZER AND LIME	0.00	0.00	0.00	0.00	500.00	500.00
2144	MULCH & PINE NEEDLES	556.10	556.10	1,942.20	2,498.30	2,500.00	1.70
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,500.00	3,500.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3200	COMMUNICATIONS	150.07	262.13	1,659.93	1,922.06	2,000.00	77.94
3300	UTILITIES	1,742.21	3,449.27	3,976.46	7,425.68	28,000.00	20,574.32
3350	Water Utilities	39.52	62.40	0.00	62.40	400.00	337.60
3500	REPAIRS AND MAINTENANCE	167.85	167.85	600.00	767.85	17,500.00	16,732.15
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4400	SERVICE & MAINTENANCE CONTRACTS	5,093.07	10,564.07	18,500.00	29,064.07	32,000.00	2,935.93
4500	INSURANCE AND BONDING	19,956.96	19,956.96	0.00	19,956.96	25,000.00	5,043.04
4990	OTHER CONTRACTED SERVICES	60.00	60.00	1,100.00	1,160.00	15,000.00	13,840.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	43,000.00	43,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	40,000.00	40,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		28,001.64	35,592.10	29,415.84	65,007.94	232,400.00	167,392.06
5100	PUBLIC SAFETY EXPENDITURES						
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	345,000.00	345,000.00
4911	Sheriff Off Duty - Town events	0.00	560.00	1,800.00	2,360.00	2,500.00	140.00
4920	ANIMAL CONTRL CONTRACT	0.00	0.00	0.00	0.00	11,250.00	11,250.00
Account Total:		0.00	560.00	1,800.00	2,360.00	358,750.00	356,390.00
5300	FIRE EXPENSES						
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	6,000.00	6,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEEDGEFIELD FIRE CONTRACT	141,298.46	141,298.46	0.00	141,298.46	565,194.00	423,895.54
5500	CAPITAL OUTLAY EQUIPMENT	4,826.91	4,826.91	173.09	5,000.00	12,000.00	7,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		146,125.37	146,125.37	173.09	146,298.46	584,394.00	438,095.54
5600	STREET MAINTENANCE EXPENDITURES						
2100	DEPARTMENT SUPPLIES	66.40	66.40	0.00	66.40	6,000.00	5,933.60
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2500	VEHICLE SUPPLIES	610.49	610.49	0.00	610.49	5,000.00	4,389.51
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2900	ASSETS NOT CAPITALIZED	(A) 2,683.73	2,683.73	0.00	2,683.73	15,000.00	12,316.27
3300	UTILITIES	6,391.51	13,414.29	0.00	13,414.29	115,000.00	101,585.71
3500	REPAIRS AND MAINTENANCE	(B) 4,809.46	4,809.46	0.00	4,809.46	10,000.00	5,190.54
3700	ADVERTISING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	0.00	660.00	0.00	660.00	1,055.00	195.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	957.93	957.93	0.00	957.93	1,200.00	242.07
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	5,605.00	0.00
4990	OTHER CONTRACTED SERVICES	0.00	4,816.00	31,074.00	35,890.00	44,174.00	8,284.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	140,000.00	140,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	10,000.00	10,000.00	217,500.00	207,500.00
Account Total:		15,519.52	33,823.30	41,074.00	74,897.30	573,634.00	498,736.70

1928 Fire truck restoration

(A) Sweeper for Bobcat
(B) Leaf trucks repaired

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL HILL							
	2100 DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,300.00
	5700 CAPITAL OUTLAY - LAND AND	0.00	0.00	87,847.94	87,847.94	154,000.00	106,152.06
	Account Total:	0.00	0.00	87,847.94	87,847.94	197,000.00	109,152.06
5800 SANITATION EXPENDITURES							
	1000 SALARIES AND WAGES	7,278.40	13,151.30	0.00	13,151.30	98,000.00	64,848.70
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,100.00	1,100.00
	1009 FICA EXPENSE	539.00	970.48	0.00	970.48	7,500.00	6,529.52
	1010 RETIREMENT EXPENSE	658.03	1,189.44	0.00	1,189.44	9,300.00	8,110.56
	1011 HEALTH INSURANCE EXPENSE	2,088.99	4,177.98	0.00	4,177.98	25,200.00	21,022.02
	1012 FLEX ADMINISTRATION FEES	12.00	12.00	388.00	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	691.75	1,383.56	0.00	1,383.56	10,800.00	9,416.44
	1014 WORKER'S COMPENSATION	8,656.25	8,656.25	0.00	8,656.25	12,000.00	3,343.75
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
	1016 Wellness Program Expenditures	36.00	72.00	0.00	72.00	432.00	360.00
	1017 401K EXPENSE	327.55	653.59	0.00	653.59	4,300.00	3,646.41
	2100 DEPARTMENT SUPPLIES	314.86	314.86	0.00	314.86	13,200.00	12,885.14
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	752.99	752.99	0.00	752.99	8,500.00	7,747.01
	2520 FUELS - GAS & OIL	1,486.43	2,025.40	17,974.63	20,000.00	20,000.00	0.00
	3200 COMMUNICATIONS	63.01	88.01	421.99	510.00	1,000.00	490.00
	3400 PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	5,000.00	5,300.00
	3700 ADVERTISING	0.00	0.00	0.00	0.00	150.00	150.00
	3900 DRUG TESTING & BACKGROUND CHECKS	108.00	108.00	392.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER P/U	4,630.02	4,630.02	55,369.98	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,100.00	16,200.00	81,000.00	97,200.00	97,200.00	0.00
	3980 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	68.00	68.00
	4500 INSURANCE AND BONDING	1,436.90	1,436.90	0.00	1,436.90	1,800.00	363.10
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Account Total:	37,180.26	55,822.78	155,546.57	211,369.35	379,800.00	168,430.65
6200 RECREATION EXPENDITURES							
	1000 SALARIES AND WAGES	7,563.80	14,856.84	0.00	14,856.84	100,000.00	85,143.16
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,100.00	2,100.00
	1009 FICA EXPENSE	574.42	1,126.23	0.00	1,126.23	8,000.00	6,873.77
	1010 RETIREMENT EXPENSE	587.79	1,177.77	0.00	1,177.77	8,400.00	7,222.23
	1011 HEALTH INSURANCE EXPENSE	1,218.60	2,778.71	0.00	2,778.71	16,800.00	14,021.29
	1012 FLEX ADMINISTRATION FEES	12.00	12.00	188.00	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	2,782.37	2,782.37	0.00	2,782.37	4,500.00	1,717.63
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
	1016 Wellness Program Expenditures	24.00	47.89	0.00	47.89	288.00	240.11
	1017 401K EXPENSE	251.52	561.60	0.00	561.60	4,000.00	3,438.40
	2100 DEPARTMENT SUPPLIES	821.87	2,247.34	0.00	2,247.34	8,000.00	5,752.66
	2140 SEED and SOG	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	2141 CHEMICALS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
	2142 FERTILIZER AND LIME	630.25	630.25	0.00	630.25	4,000.00	3,369.75
	2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
	2144 MULCH & PINE NEEDLES	1,518.90	1,518.90	348.60	1,867.50	7,000.00	5,132.50
	2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00

6

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	1,324.00	0.00	1,024.00	6,100.00	5,176.00
2500	VEHICLE SUPPLIES	119.99	119.99	0.00	119.99	500.00	380.01
2520	FUELS - GAS & OIL	256.89	256.89	0.00	256.89	5,000.00	4,743.11
2550	EQUIPMENT SUPPLIES	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2600	OFFICE SUPPLIES	0.00	50.17	0.00	50.17	300.00	249.83
2900	ASSETS NOT CAPITALIZED	0.00	0.00	3,328.51	3,328.51	6,000.00	2,671.49
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	121.33	163.81	1,073.70	1,237.51	2,000.00	762.49
3300	UTILITIES	832.33	1,153.70	0.00	1,153.70	14,500.00	13,346.30
3350	Water Utilities	0.00	24.91	0.00	24.91	650.00	625.09
3400	PRINTING	0.00	0.00	0.00	0.00	250.00	250.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	0.00	0.00	200.00	200.00	200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	300.00	300.00
3950	DUES AND SUBSCRIPTIONS	175.00	175.00	0.00	175.00	500.00	325.00
3980	MISCELLANEOUS EXPENSE	0.00	79.00	0.00	79.00	212.00	133.00
3981	Special Events	3,753.53	4,653.53	1,351.47	6,005.00	13,000.00	6,995.00
4300	EQUIPMENT RENTAL	449.92	945.34	3,029.20	3,974.54	4,000.00	25.46
4400	SERVICE & MAINTENANCE CONTRACTS	451.68	636.68	1,850.00	2,486.68	2,700.00	213.32
4500	INSURANCE AND BONDING	1,596.56	1,596.56	0.00	1,596.56	2,000.00	403.44
4990	OTHER CONTRACTED SERVICES	1,720.00	1,720.00	18,455.00	20,175.00	37,186.13	17,011.13
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	9,800.00	9,800.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		25,462.72	40,359.48	30,324.48	70,683.96	286,336.18	215,652.22
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	25,032.05	50,903.55	0.00	50,903.55	318,000.00	267,096.45
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	6,400.00	6,400.00
1009	FICA EXPENSE	1,846.91	3,759.91	0.00	3,759.91	24,500.00	20,740.09
1010	RETIREMENT EXPENSE	2,035.10	4,074.97	0.00	4,074.97	27,500.00	23,425.03
1011	HEALTH INSURANCE EXPENSE	4,352.03	8,362.55	0.00	8,362.55	50,400.00	42,037.45
1012	FLEX ADMINISTRATION FEES	12.00	12.00	288.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	129.35	258.76	0.00	258.76	10,800.00	10,541.24
1014	WORKER'S COMPENSATION	5,564.73	5,564.73	0.00	5,564.73	8,000.00	2,435.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	72.00	144.11	0.00	144.11	864.00	719.89
1017	401K EXPENSE	1,056.30	2,031.70	0.00	2,031.70	13,400.00	11,368.30
2100	DEPARTMENT SUPPLIES	20.95	181.42	0.00	181.42	8,500.00	8,318.58
2140	SEED and SOD	0.00	0.00	0.00	0.00	3,500.00	3,500.00
2141	CHEMICALS	3,058.25	4,544.16	0.00	4,544.16	35,000.00	30,455.84
2142	FERTILIZER AND LIME	6,391.57	7,605.82	0.00	7,605.82	29,500.00	21,894.18
2143	IRRIGATION SUPPLIES	62.41	62.41	0.00	62.41	7,000.00	6,937.59
2145	TOPSOIL (Sand)	963.50	2,341.77	0.00	2,341.77	15,000.00	12,658.23
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	21.15	21.15	0.00	21.15	5,000.00	4,978.85
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	1,500.00	1,500.00

*music, Nat'l. Night
cut*

PART of strategic plan

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2520	FUELS - GAS & OIL	1,909.82	3,452.36	18,547.64	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	530.76	1,491.72	0.00	1,491.72	15,500.00	14,008.28
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	363.13	559.97	3,707.73	4,267.70	5,700.00	1,432.30
3300	UTILITIES	1,855.03	1,882.86	1,776.46	3,659.32	19,000.00	15,340.68
3350	Water Utilities	0.00	24.91	0.00	24.91	650.00	625.09
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	6,500.00	6,500.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	69.59	144.36	1,055.64	1,200.00	1,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	216.00	216.00	984.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	129.92	367.66	1,212.34	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,200.00	2,200.00
3980	MISCELLANEOUS EXPENSE	82.53	82.53	0.00	82.53	500.00	417.47
4300	EQUIPMENT RENTAL	3,192.32	10,316.49	49,976.56	60,293.05	60,000.00	-293.05
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	9,579.34	9,579.34	0.00	9,579.34	12,000.00	2,420.66
4950	LAB TESTING	0.00	0.00	0.00	0.00	400.00	400.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	50,000.00	50,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	533,500.00	533,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,136.00	3,136.00
Account Total:		68,546.80	118,007.21	77,548.37	195,555.58	1,323,650.00	1,128,094.42
6301	GOLF SHCP EXPENDITURES						
1000	SALARIES AND WAGES	17,814.55	34,547.92	0.00	34,547.92	206,000.00	171,452.08
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	1,900.00	1,900.00
1009	FICA EXPENSE	1,370.31	2,657.90	0.00	2,657.90	16,000.00	13,342.10
1010	RETIREMENT EXPENSE	864.80	1,742.71	0.00	1,742.71	12,000.00	10,257.29
1011	HEALTH INSURANCE EXPENSE	2,088.99	4,177.98	0.00	4,177.98	25,200.00	21,022.02
1012	FLEX ADMINISTRATION FEES	0.00	0.00	55.00	55.00	55.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	606.12	606.12	0.00	606.12	10,800.00	10,193.88
1014	WORKER'S COMPENSATION	1,236.69	1,236.69	0.00	1,236.69	2,000.00	763.31
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	36.00	72.00	0.00	72.00	432.00	360.00
1017	401K EXPENSE	431.92	863.84	0.00	863.84	5,700.00	4,836.16
2100	DEPARTMENT SUPPLIES	676.70	1,009.92	1,840.26	2,850.20	9,500.00	6,649.80
2101	Grill Supplies	377.57	680.40	4,791.52	5,471.92	7,500.00	2,028.08
2156	RANGE SUPPLIES	0.00	2,625.00	0.00	2,625.00	5,000.00	2,375.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	35.30	0.00	35.30	1,000.00	964.70
2700	GOLF INVENTORY FOR RESALE	4,308.46	4,308.46	1,045.10	5,353.56	38,000.00	32,646.44
2705	Golf Special Orders - Purchases	779.91	1,347.82	0.00	1,347.82	6,000.00	4,652.18
2710	CONCESSION INVENTORY RESALE	3,511.88	4,616.66	15,828.75	20,445.41	49,000.00	28,554.59
2715	Food purchased not in inventory	1,247.74	1,894.44	11,005.81	12,900.25	22,000.00	9,099.75

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	583.00	583.00	0.00	583.00	2,500.00	1,917.00
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	804.70	1,516.81	7,520.30	9,037.11	11,000.00	1,962.89
3300	UTILITIES	1,388.16	1,388.18	2,155.77	3,543.95	13,500.00	9,956.05
3350	Water Utilities	0.00	24.92	0.00	24.92	500.00	475.08
3400	PRINTING	49.00	49.00	0.00	49.00	500.00	451.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3700	ADVERTISING	155.40	215.80	604.20	820.00	15,000.00	14,180.00
3800	DATA PROCESSING SERVICES	558.10	1,147.75	6,352.25	7,500.00	7,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	230.00	230.00	1,770.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	120.91	360.64	1,139.36	1,500.00	3,600.00	2,100.00
3950	DUES AND SUBSCRIPTIONS	0.00	429.00	0.00	479.00	800.00	371.00
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	1,597.62	3,119.41	13,380.59	16,500.00	22,000.00	5,500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	146.81	293.62	1,468.10	1,761.72	2,500.00	738.28
4310	GOLF CART RENTALS	5,327.26	10,654.56	53,272.80	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	3,034.87	3,034.87	0.00	3,034.87	20,000.00	16,965.13
4400	SERVICE & MAINTENANCE CONTRACTS	1,579.00	3,551.68	9,172.80	12,724.48	16,000.00	3,275.52
4500	INSURANCE AND BONDING	9,930.84	9,930.84	0.00	9,930.84	12,000.00	2,069.16
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700	CAPITAL OUTLAY - LAND AND	0.00	0.00	0.00	0.00	24,000.00	24,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,068.00	2,068.00
	Account Total:	60,657.35	98,953.24	131,402.63	230,355.87	651,255.00	420,899.13
5000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	16,665.84	16,665.84	0.00	16,665.84	177,000.00	160,334.16
7200	DEBT INTEREST PAYMENTS	3,428.16	3,428.16	0.00	3,428.16	24,200.00	20,771.84
	Account Total:	20,094.00	20,094.00	0.00	20,094.00	201,200.00	181,106.00
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	6,371.95	6,371.95	0.00	6,371.95	433,007.50	426,635.55
	Account Total:	6,371.95	6,371.95	0.00	6,371.95	433,007.50	426,635.55
	Account Group Total:	470,309.66	665,688.91	613,718.03	1,279,406.94	6,115,196.68	4,835,789.74
	Fund Total:	470,309.66	665,688.91	613,718.03	1,279,406.94	6,115,196.68	4,835,789.74

*Debt payment -
golf ship*

2% of tax collections to Gen. Capital Reserve fund

09/04/19
12:39:11

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
0000					
3831 INVESTMENT EARNINGS	5.24	18.98	150.00	131.02	13 %
3981 TRANSFER FROM GENERAL FUND	6,371.95	6,371.95	97,000.00	90,628.05	7 %
Account Group Total:	6,377.19	6,390.93	97,150.00	90,759.07	7 %
Fund Total:	6,377.19	6,390.93	97,150.00	90,759.07	7 %

09/04/19
11:52:56

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 8 / 19

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11 General Capital Reserve Fund

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

09/04/19
12:39:11

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

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Report ID: 8110

11

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	99.48	189.80	3,000.00	2,810.70	6 %
3710 UTILITY CHARGE - WATER	97,210.26	155,962.06	905,000.00	749,037.94	17 %
3720 UTILITY CHARGE - SEWER	135,133.00	213,432.10	2,900,000.00	2,686,567.90	7 %
3741 Meter Fee	0.00	0.00	500.00	500.00	0 %
3743 System Administration/Installation Fee	0.00	0.00	100.00	100.00	0 %
3745 Connection Fees - Water and Sewer	900.00	1,850.00	10,000.00	8,150.00	19 %
3750 NONPAYMENT / RECONNECTION FEES	-200.00	2,400.00	10,000.00	7,600.00	24 %
3755 Return Check Fees	0.00	25.00	500.00	475.00	5 %
3760 LATE FEES	2,190.00	3,870.00	22,000.00	18,130.00	16 %
3765 CREDIT CARD ADMINISTRATION FEES	122.99	191.23	700.00	508.77	27 %
3831 INVESTMENT EARNINGS	10,955.64	22,766.32	125,000.00	102,233.68	16 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	500.00	500.00	0 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	123,000.00	123,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	408,305.00	408,305.00	0 %
Account Group Total:	246,411.37	400,686.51	4,508,605.00	4,107,918.49	9 %
Fund Total:	246,411.37	400,686.51	4,508,605.00	4,107,918.49	9 %

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	43,652.23	97,903.70	0.00	87,803.70	580,000.00	492,196.30
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	13,500.00	13,500.00
1009	FICA EXPENSE	3,332.32	6,702.83	0.00	6,702.83	46,000.00	39,297.17
1010	RETIREMENT EXPENSE	3,813.14	7,664.88	0.00	7,664.88	53,000.00	45,335.12
1011	HEALTH INSURANCE EXPENSE	6,963.30	13,926.60	0.00	13,926.60	84,000.00	70,073.40
1012	FLEX ADMINISTRATION FEES	36.00	36.00	764.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	26.09	60.62	0.00	60.62	16,200.00	16,139.38
1014	WORKER'S COMPENSATION	12,389.00	12,389.00	0.00	12,389.00	15,000.00	2,611.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1016	Wellness Program Expenditures	120.00	240.00	0.00	240.00	1,440.00	1,200.00
1017	ADIC EXPENSE	1,893.06	3,783.60	0.00	3,783.60	26,000.00	22,216.40
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,100.00	11,100.00
2100	DEPARTMENT SUPPLIES	2,683.32	3,649.06	3,416.60	7,065.66	30,000.00	22,934.34
2105	WATER METERS	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2200	FOOD AND PROVISIONS	16.71	16.71	0.00	16.71	1,000.00	983.29
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	15,000.00	15,000.00
2500	VEHICLE SUPPLIES	266.99	266.99	0.00	266.99	7,500.00	7,233.01
2520	FUELS - GAS & OIL	1,930.50	2,661.08	19,062.03	21,743.11	22,000.00	256.89
2550	EQUIPMENT SUPPLIES	140.00	818.14	0.00	818.14	5,000.00	4,181.86
2600	OFFICE SUPPLIES	0.00	33.99	0.00	33.99	2,000.00	1,966.01
2750	PURCHASE OF WATER	25,114.83	25,087.79	329,781.49	354,869.28	350,000.00	-4,869.28
2755	Water Transmission Fees	1,647.00	1,647.00	0.00	1,647.00	26,000.00	24,353.00
2900	ASSETS NOT CAPITALIZED	5,117.50	5,117.50	7,839.00	12,956.50	15,000.00	2,043.50
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	310.00	0.00	310.00	5,000.00	4,690.00
3200	COMMUNICATIONS	2,440.94	3,454.38	25,885.36	29,339.74	32,300.00	2,960.26
3300	UTILITIES	1,121.21	1,341.58	2,000.00	3,341.58	15,000.00	11,658.42
3350	Water Utilities	4.16	8.32	0.00	8.32	500.00	491.68
3400	PRINTING	359.61	359.61	4,440.39	4,800.00	7,000.00	2,200.00
3500	REPAIRS AND MAINTENANCE	1,948.82	1,948.82	0.00	1,948.82	30,000.00	28,051.18
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,286.16	2,669.69	15,330.31	16,000.00	18,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	123.00	123.00	1,877.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DLIS AND SUBSCRIPTIONS	307.50	340.96	0.00	340.96	2,500.00	2,159.04
3955	Permit Fees	1,945.00	1,945.00	0.00	1,945.00	4,000.00	2,055.00
3960	BANK AND MERCHANT FEES	1,045.05	1,917.54	7,082.46	9,000.00	11,000.00	2,000.00
3980	MISCELLANEOUS EXPENSE	260.00	462.68	0.00	462.68	1,500.00	1,037.32
4300	EQUIPMENT RENTAL	184.48	424.40	2,020.60	2,445.00	3,500.00	1,055.00
4400	SERVICE & MAINTENANCE CONTRACTS	11,035.91	19,975.91	20,614.36	40,590.27	50,000.00	9,409.73
4500	INSURANCE AND BONDING	36,274.02	36,274.02	0.00	36,274.02	45,000.00	8,725.98
4950	LAB TESTING	140.00	260.00	8,720.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	0.00	0.00	0.00	900,000.00	900,000.00
4990	OTHER CONTRACTED SERVICES	582.60	932.60	8,080.86	9,013.46	150,000.00	140,986.54
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	1,100.69	37,590.26	0.00	37,590.26	78,000.00	40,409.74
5500	CAPITAL OUTLAY - EQUIPMENT	0.00	7,348.25	175,917.00	183,265.25	350,000.00	166,734.75
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	500,000.00	495,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	0.00	0.00	241,200.00	241,200.00

① Meter reading equipment; printer

13

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	44,175.60	0.00	44,175.60	45,000.00	824.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	61,118.66	0.00	61,118.66	123,000.00	61,881.34
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	12,500.83	0.00	12,500.83	50,005.00	37,504.17
7200	DEBT INTEREST PAYMENTS	2,571.42	2,571.42	0.00	2,571.42	10,000.00	7,428.58
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	427,000.00	427,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	8,560.00	8,560.00
Account Total:		184,373.39	410,039.02	638,831.46	1,048,870.48	4,508,605.00	3,459,734.52
Account Group Total:		184,373.39	410,039.02	638,831.46	1,048,870.48	4,508,605.00	3,459,734.52
Fund Total:		184,373.39	410,039.02	638,831.46	1,048,870.48	4,508,605.00	3,459,734.52

Debt payments - w/s Maintenance facility

09/04/19
12:39:11

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

Page: 4 of 5
Report ID: B110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	1,358.61	2,524.97	14,000.00	1,175.03	24 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	27,000.00	27,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
Account Group Total:	1,358.61	2,524.97	123,000.00	120,175.03	2 %
Fund Total:	1,358.61	2,524.97	123,000.00	120,175.03	2 %

09/04/19
11:52:58

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 8 / 19

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15

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	123,000.00	123,000.00
	Account Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Fund Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00

09/04/19
12:39:11

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 19

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	66.28	184.80	1,500.00	1,315.20	72 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
Account Group Total:	66.28	184.80	401,500.00	401,315.20	0 %
Fund Total:	66.28	184.80	401,500.00	401,315.20	0 %
Grand Total:	507,230.41	837,053.73	11,245,451.68	10,408,397.95	7 %

29

09/04/19
11:52:58

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

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Report ID: B100B

17

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	401,500.00	401,500.00
	Account Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Fund Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Grand Total:	654,683.05	1,075,727.93	1,252,549.49	2,328,277.42	11,245,451.68	8,917,174.26

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of August 2019. For the month of August 2019 in comparison to August 2018, revenues were up by approximately 2.3%. There were 3 bad weather days in August 2019 as opposed to 1 day in August 2018.

Expenditures were up in August 2019 by approximately 68% in comparison to August 2018 expenditures. One reason for the increase is that property and liability insurance premiums for the golf course were paid in August 2019, but in 2018 were paid in July.

The resulting operating loss for the golf course for the month of August 2019 before capital outlay amounts to -\$23,115, while the operating gain in August 2018 before capital outlay was \$26,793. Grill operations net profit was \$2,394 in August 2019 as opposed to \$4,052 in August 2018.

Golf rounds for August 2019 were 3,270 while golf rounds for August 2018 were 3,168, an increase of .3%.

ATTACHMENTS: Golf Report for August 2019

RECOMMENDATION/ACTION NEEDED: None

BUDGETARY IMPACT: None

SUGGESTED MOTION: None

FOLLOW UP ACTION NEEDED: None

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

	<u>August 2019</u>	<u>August 2018</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
<i>Golf Course Operating Revenues</i>	106,089	103,714	2,375	2.29%	191,143	182,751	8,392	4.59%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	68,547	41,464	27,083	65.32%	118,007	109,647	(8,360)	-7.62%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	60,657	35,457	25,200	71.07%	98,953	85,504	(13,449)	-15.73%
<i>Net exp < or > rev before Capital Outlay</i>	(23,115)	26,793	(49,908)	186.27%	(25,817)	(12,400)	(13,417)	-108.20%
<i>Capital Outlay</i>	-	2,758	(2,758)	100.00%		2,758	2,758	100.00%
<i>Net expenditures < or > revenues</i>	<u>(23,115)</u>	<u>24,035</u>	<u>(47,150)</u>	<u>196.17%</u>	<u>(25,817)</u>	<u>(15,158)</u>	<u>(10,659)</u>	<u>-70.32%</u>
<i>Golf Rounds Played (not including complimentary play)</i>	3,270	3,168			5,872	5,599		
<i>Bad Weather Days (1)</i>	3	1			5	4		
<i>Days closed for aerification or other reason</i>	-	-			2	2		
Golf course employees paid during the month:								
Full-time positions	9	9						
Part-time hours	1,134	805						

Golf Course Revenues
Revenues
FYE 6/30/20

	<u>August 2019</u>	<u>August 2018</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	54,126	52,830	1,296	2.45%	99,553	95,488	4,065	4.26%
Cart Rentals	29,212	28,508	704	2.47%	50,468	48,509	1,959	4.04%
Pull Carts	21	23	(2)	-8.70%	26	37	(11)	-29.73%
Driving Range	5,086	5,083	3	0.06%	9,273	9,909	(636)	-6.42%
Sales - Golf Shop Inventory	5,969	5,492	477	8.69%	10,773	8,905	1,868	20.98%
Sales - Golf Shop Concessions	10,750	10,728	22	0.21%	19,035	18,253	782	4.28%
Golf Clubhouse Rental Fees	925	1,050	(125)	-11.90%	2,015	1,650	365	22.12%
	<u>106,089</u>	<u>103,714</u>	2,375	2.29%	<u>191,143</u>	<u>182,751</u>	8,392	4.59%

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

	August 2019	August 2018	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	40,100	29,320	10,780	36.77%	75,113	66,514	8,599	12.93%
<i>Supplies & Materials</i>	12,959	7,656	5,303	69.27%	19,700	18,414	1,286	6.98%
<i>Contractual Services</i>	12,771	1,692	11,079	654.79%	19,895	20,681	(786)	-3.80%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>2,717</u>	<u>2,796</u>	(79)	-2.83%	<u>3,299</u>	<u>4,038</u>	(739)	-18.30%
<i>Total Exp before Capital Outlay</i>	<u>68,547</u>	<u>41,464</u>	27,083	65.32%	<u>118,007</u>	<u>109,647</u>	8,360	7.62%
<i>Capital Outlay</i>	<u>-</u>	<u>2,758</u>	(2,758)		<u>-</u>	<u>2,758</u>	(2,758)	
	<u><u>68,547</u></u>	<u><u>44,222</u></u>	<u><u>24,325</u></u>	55.01%	<u><u>118,007</u></u>	<u><u>112,405</u></u>	5,602	4.98%

Golf Shop Expenditures
 FYE 6/30/20

	August	August	VARIANCE		YTD	YTD	VARIANCE	
	2019	2018	(positive) / negative	% Variance	FYE 6/30/20	FYE 6/30/19	(positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	24,450	19,190	5,260	27.41%	45,905	39,680	6,225	15.69%
<i>Supplies & Materials</i>	11,484	4,102	7,382	179.96%	17,100	10,623	6,477	60.97%
<i>Contractual Services</i>	20,019	7,575	12,444	164.28%	27,466	27,071	395	1.46%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	4,704	8,482	(3,778)	-44.54%	8,482	8,130	352	4.33%
<i>Total Exp before Capital Outlay</i>	60,657	35,457	25,200	71.07%	98,953	85,504	13,449	15.73%
<i>Capital Outlay</i>	-	-	-	-	-	-	-	-
	<u>60,657</u>	<u>35,457</u>	25,200	71.07%	<u>98,953</u>	<u>85,504</u>	13,449	15.73%

Grill Operations

FYE 6/30/20

	<u>August 2019</u>	<u>YTD FYE 6/30/20</u>	<u>August 2018</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	10,750	19,035	10,728	18,253
Golf Shop Rental Revenue	575	1,455	1,050	1,650
	<u>11,325</u>	<u>20,490</u>	<u>11,778</u>	<u>19,903</u>
Expenditures:				
Wages	2,728	5,633	2,678	5,712
FICA	208	431	204	436
Benefits	857	2,170	891	1,803
Grill supplies	378	680	81	165
Food & beverage purchases	4,760	6,511	3,872	5,360
	<u>8,931</u>	<u>15,425</u>	<u>7,726</u>	<u>13,476</u>
	<u>2,394</u>	<u>5,065</u>	<u>4,052</u>	<u>6,427</u>

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #8

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

There was significant water damage to the concession building at the soccer complex. We have received several quotes to repair the building, and also to replace the HVAC system, so this damage will not happen again. We have received some payments from our insurance company and will receive additional funds, but not enough to cover all the expenditures (insurance will not pay for a new HVAC system). This budget amendment will increase budget for additional insurance proceeds to be received, and the balance of the expenditures will come from Appropriated Fund Balance. We have selected a contractor to do the repairs, and hope repairs will be completed soon.

ATTACHMENTS: Budget Amendment #8

RECOMMENDATION/ACTION NEEDED: Approve budget amendment #8

BUDGETARY IMPACT: Increase expenditure budget by \$16,950; insurance proceeds by \$7,992; appropriated fund balance by \$8,958.

SUGGESTED MOTION: Approve budget amendment #8.

FOLLOW UP ACTION NEEDED: None

Town of Jamestown
 Budget Amendment #8
 FYE 6-30-20

		<u>Debit</u>	<u>Credit</u>
Fund #10:			
Other contracted services	10-6200-4990	9,500.00	
Capital outlay - building	10-6200-5800	7,450.00	
Insurance recoveries	10-3910		7,992.00
Appropriated Fund Balance	10-3991		8,958.00

Repairs to concession building and new
 HVAC system

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of Approval of Ballot Language

AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Administration

CONTACT PERSON: Beth Koonce, Town Attorney

SUMMARY:

Town Council approved a resolution calling for a Special Election for the purpose of submitting to a vote an ordinance implementing Four-Year staggered terms for members of the Town Council and a four-year term for the Mayor of the Town of Jamestown.

Council requested the Town Attorney draft the language to be on the ballot for the November Election. The proposed language is as follows:

Shall the ordinance adopted by Town Council, pursuant to NCGS 160A-101 and 160A-102, amending the Town Charter to change the term of the Mayor from two to four years and to change the terms of the members of Town Council from two years to four-year staggered terms, be approved?

() Yes

() No

ATTACHMENTS: Ballot Language drafted by the Town Attorney.

RECOMMENDATION/ACTION NEEDED: Discussion

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Approve the Ballot Language for the November Election.

FOLLOW UP ACTION NEEDED: Forward to Guilford County Board of Elections.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Sidewalk Updates

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The sidewalk projects will be updated at the regular Town Council meeting on September 17, 2019.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: n/a

BUDGETARY IMPACT: n/a

SUGGESTED MOTION: n/a

FOLLOW UP ACTION NEEDED: none

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Update on Oakdale Cotton Mill

AGENDA ITEM #: IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole

SUMMARY:

The Town Council of Jamestown recently requested staff to enforce our Town Ordinances. Our staff will be focusing on Minimum Housing Standards, Chapter 151.15-151.99, of our Code of Ordinances.

The Oakdale Mill area has substantial historical significance to our Town, and it is our intent to work with the owner through the preservation of the structures. Although a majority of the houses, including the Mill, may be in violation of our Housing Standards, we would need the opinion of the County Building inspector. Three homes (200, 202, 204 Oak Drive) are in need of immediate attention. These houses are unfit for human habitation due to dilapidation and are harmful to the welfare of the residents of the town.

The attached letter outlines several issues that were addressed with the owner. The owner has agreed to rectify all of the issues. Our staff will continue to monitor housing standards on a regular basis throughout the town.

ATTACHMENTS: Letter to George Andy(8/29/2019)

RECOMMENDATION/ACTION NEEDED: Discussion

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: Follow up with the owner on the progress.



Settled 1752
JAMESTOWN
NORTH CAROLINA

To: Mr. George Andy

Date: 8/29/2019

Mr. Andy:

The Town Council of Jamestown has requested staff to enforce our Town Ordinances. Our staff will be focusing on Minimum Housing Standards, Chapter 151.15-151.99, of our Code of Ordinances.

The Oakdale Mill area has substantial historical significance to our Town, and it is our intent to work with you through the preservation of the structures. Although a majority of the houses, including the Mill, may be in violation of our Housing Standards, we would need the opinion of the County Building inspector. Three homes (200, 202, 204 Oak Drive) are in need of immediate attention. These houses are unfit for human habitation due to dilapidation and are harmful to the welfare of the residents of the town.

Below are issues we discussed by phone on August 28, 2019 that need attention:

- An area in fence around the Mill needs repairing.
- Several houses with open doors and windows need to be secured.
- A portion of the Mill roof appears to have collapsed.
- Houses at 200, 202, and 204 Oak Drive are dilapidated and need to be removed.

Please let us know within 15 days of your intent to address these items. Thanks for your cooperation.

Sincerely,


Kenneth C. Cole, Town Manager

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring Sept. 17th-23rd as Constitution Week

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

September 17, 2019 marks the two hundred and thirty-second anniversary of the framing of the Constitution. Constitution Week is September 17th through the 23rd.

ATTACHMENTS: Proclamation declaring September 17th-23rd as Constitution Week

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



Settled 1752
JAMESTOWN
NORTH CAROLINA

PROCLAMATION CONSTITUTION WEEK

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2019, marks the two hundred and thirty-second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, North Carolina had 3 signers of our Constitution, Mr. Richard Dobbs Spaight, our 1st native born governor; Mr. William Blount, also a North Carolina governor, as well as a senator; and Mr. Hugh Williamson, a North Carolina Representative in the first United States Congress; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week.

NOW, THEREFORE, I, Lynn Montgomery, by virtue of the authority vested in me as Mayor of the Town of Jamestown do hereby proclaim the week of September 17th through 23rd as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Jamestown to be affixed this the 17th day of September, 2019.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Regulation of Smoking in Local Government Buildings, Vehicles,
Grounds

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: September 17, 2019

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Administration

CONTACT PERSON: Merle Green, MPH, MBA

SUMMARY:

The Town received a letter from Mrs. Merle Green, Guilford County Health Director, outlining Board of Health Rules for the regulation of smoking, E cigarettes and Tobacco Products in Guilford County. They have requested Jamestown to support their efforts towards addressing this critical and current issue.

I have attached the correspondence from Guilford County as well as our current policy on the use of tobacco products on town property.

ATTACHMENTS: Letter from Guilford County(August 23, 2019), Town of Jamestown Tobacco Policy

RECOMMENDATION/ACTION NEEDED: Discussion

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: Discussion



Public Health Division

August 23rd, 2019

Kenny Cole, Town Manager
Town of Jamestown
301 E. Main Street
Jamestown, NC 27282

Dear Mr. Cole:

The health of the residents of Guilford County and the Town of Jamestown is of the utmost importance to the Guilford County DHHS Division of Public Health. As you may be aware, on August 15, 2019 we presented to the Guilford County Board of County Commissioners, which also serves as our Board of Health, a proposed revision to our Guilford County Smoke-free Board of Health Rule (originally adopted in 2009.) This revised Rule would make all buildings, vehicles and outdoor grounds tobacco-free, including electronic cigarette use, throughout Guilford County including municipalities. We believe this revised Rule will greatly improve and protect the health of everyone in Guilford County.

Over the last ten years, County and Municipal governments across North Carolina have adopted tobacco-free laws to protect their residents both inside government buildings and vehicles, and on public outdoor property such as building campuses and parks (please see policy dashboard, enclosed).

Government buildings, vehicles and outdoor grounds, including parks, will be affected by this Rule. This is important to assure reduction of secondhand smoke and vapor exposure in public places.

We hope we can count on the Town of Jamestown to support our efforts towards addressing this critical and current issue as it is being done state wide and across the nation.

Attached for your review is a copy of the Proposed Tobacco Control Rule that was shared with the Board of County Commissioners on August 15th, 2019. The Public Hearing is scheduled for the evening of September 19, 2019, during the Board of County Commissioners' regular meeting. We are providing you with this early notice to allow time for conversations between DHHS Division of Public Health and your agency.

At this time, Guilford County DHHS Division of Public Health is extending an invitation to meet with us, prior to the Public Hearing, to discuss any questions or concerns that you might have regarding the adoption and implementation of the Proposed Rule. If a meeting in person is not possible, we are also available for a virtual meeting or a phone conference. Please feel free to contact us via the email or phone numbers below at your earliest convenience to discuss possible dates and times. If we have not received any communication from your office by September 3rd, we will reach out and initiate contact with you to plan a meeting.

For a Healthier Guilford County,

Merle Green, MPH, MBA

Merle Green, MPH, MBA
Guilford County Health Director
mgreen@guilfordcountync.gov
336-641-3288

Julia Vann

Iulia Vann, MD, MPH
Guilford County Assistant Health Director
ivann@guilfordcountync.gov
336-641-6026

Encl: Proposed Board of Health Rules
Tobacco Policy Dashboard for selected counties

**Board of Health Rules for Guilford County
Regulation of Smoking, E-cigarettes and Tobacco Products in Local
Government Buildings, Vehicles and Grounds**

Section I. Title

This regulation shall be entitled Tobacco Control Rules for County, Municipal or other Local Government Buildings, Vehicles and Grounds in Guilford County.

Section II. Findings and Purpose

WHEREAS, tobacco use is the number one preventable cause of premature death in North Carolina and the nation; and

WHEREAS, secondhand smoke has been proven to cause cancer, heart disease, and asthma in both smokers and nonsmokers; and,

WHEREAS, the 2014 Surgeon General's Health Consequences of Smoking Report documents that while the decline of smoking consequent to tobacco control is surely one of public health's greatest successes, if smoking persists at the current rate among young adults in this country, 5.6 million of today's Americans younger than 18 years of age are projected to die prematurely from a smoking-related illness, and;

WHEREAS, research indicates that, during active smoking, outdoor levels of secondhand smoke may be as high as indoor levels and may pose a health risk for people in close proximity, and some hazard exists beyond 30 feet;

WHEREAS, in 2016, the U.S. Surgeon General's Report on E-cigarette Use Among Youth and Young Adults stated that emitted e-cigarette aerosol is not just water vapor, but contains nicotine and can contain additional toxins, making it less safe than clean air. Furthermore, e-cigarette use has the potential to involuntarily expose children and adolescents, pregnant women, and non-users to aerosolized nicotine and, if the products are altered, to other psychoactive substances. Therefore, clean air—free of both smoke and e-cigarette aerosol—remains the standard to protect health;

WHEREAS, the use of e-cigarettes in places where smoking traditional tobacco products is prohibited could lead to difficulties in enforcing smoke-free policies;

WHEREAS, in 2009, the United States Food and Drug Administration (FDA) announced that an analysis of e-cigarette samples indicated that the e-cigarettes contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze; and it has been found that the emitted aerosol is not just water vapor, but contains nicotine and can contain additional toxins, making it less safe than clean air to those nearby;

WHEREAS, the County of Guilford is committed to protecting the health and environment of individuals, children, and employees in the local government buildings, vehicles, and grounds by eliminating exposure to secondhand smoke;

WHEREAS, local governments are granted broad authority under N.C. Gen. Stat. § 130A, Article 23 to adopt local ordinances, laws, or rules restricting smoking in local government buildings, vehicles, and grounds; and,

WHEREAS, local governments are granted broad authority under SL 2008-149 (H 2252/S1681) to adopt local ordinances, laws, or rules restricting smoking in local government vehicles, and;

WHEREAS, pursuant to G.S. 130A-39(a), local boards of health have the responsibility to protect and promote the public's health and to adopt rules necessary for that purpose;

NOW, THEREFORE, THE GUILFORD COUNTY BOARD OF HEALTH ADOPTS THE FOLLOWING RULES:

Section III. Definitions

1. "City/Town building". – A building owned, leased as lessor, or the area leased as lessee and occupied by the City/Town.
2. "City/Town vehicle". – A passenger-carrying vehicle owned, leased, or otherwise controlled by the City/Town and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official City/Town business.
3. "County building". – A building owned, leased as lessor, or the area leased as lessee and occupied by the County.
4. "County vehicle". – A passenger-carrying vehicle owned, leased, or otherwise controlled by the County and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official County business.
5. "E-cigarette". – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, vapes, vaporizers, vape pens, hookah pens or under any other product name or descriptor.
6. "Grounds" – an unenclosed area owned, leased or occupied by Local Government.
7. "Local government" – A local political subdivision of this State, an airport authority, or an authority or body created by an ordinance, joint resolution, or rules of any such entity.
8. "Local government building" – a building owned, leased as lessor, or the area leased as lessee and occupied by a local government.

9. "Local government vehicle" - A passenger-carrying vehicle owned, leased, or otherwise controlled by a local government and assigned permanently or temporarily by local government to local government employees, agencies, institutions, or facilities for official local government business.

10. "Person in Charge" – County, City, or Town Managers (Mayor if no manager position), heads of other local governmental agencies, or their designees.

11. "Smoking". – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

12. "Tobacco product". – Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

13. "Universal 'No Smoking Symbol'". – Symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.

14. "Universal 'No Smoking and Use of Tobacco Products Prohibited' Symbol". – Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

Section IV. Smoking, and the use of E-cigarettes and Tobacco Products Prohibited in Local Government Buildings, Local Government Vehicles, and On Local Government Grounds

Smoking and the use of Tobacco Products, including E-Cigarettes is prohibited in/on all of the following:

- (a) Buildings that are owned by Guilford County or any municipality or local government within the County, to include the airport authority.
- (b) Buildings that are leased as lessor by Guilford County or any municipality or local government within the County, to include the airport authority.
- (c) Buildings or areas of buildings that are leased as lessee and occupied by Guilford County or any municipality or local government within the County, to include the airport authority.
- (d) Local vehicles owned or leased by Guilford County or any municipality or local government within the County, to include the airport authority.

(e) The grounds that are owned by Guilford County or any municipality or local government within the County, to include the airport authority.

Section V. Signage

(a) Persons in charge of buildings and grounds identified in Section IV shall post signs at all entrances and exits explaining the prohibition set out herein. Signs may be posted in other areas of the buildings as well.

(b) Persons in charge of vehicles identified in Section IV shall post signs conveying the prohibition. The signs must be in plain sight of the drivers and passengers.

(c) The signs required by subsections (a) and (b) of this Section must use clear and unambiguous language and/or universal symbols to convey the prohibition.

(d) Persons in charge of buildings or grounds where smoking is prohibited by this rule shall remove all publicly available ashtrays from the building or grounds.

(e) Persons in charge of buildings and vehicles identified in Section IV must determine whether signs should be posted in languages other than English. Under Title VI, Guilford County Department of Public Health provides translations of all vital documents in languages other than English that meet the Low English Proficiency threshold.

Section VI. Compliance and Penalties

An individual in charge of a building, grounds or vehicle identified in Section IV or his or her designee who sees an individual who is in violation of these rules shall direct the individual to discontinue the use of the product.

The second and subsequent violations are Class 1 misdemeanors pursuant to G.S. 130A-25. *[Note: G.S. 14-3 provides that all unclassified misdemeanors are Class 1 misdemeanors.]*

Employees of the Guilford County or any municipality or local government unit within the county, including the airport authority, are also subject to sanctions for violations of this rule.

Section VII. Effective Date

These rules shall become effective January 1, 2020, County Board of Health.

ADOPTED DATE: _____, 2019

SIGNED: _____.

NORTH CAROLINA MUNICIPALITY 100% TOBACCO-FREE OR SMOKE-FREE WRITTEN REGULATIONS



LEGEND:

☑	100% Tobacco Free Policy
☑	100% Smoke-Free Policy
⊗	No Written Regulation or Less than 100% Written Regulation

	County		Local Health Dept. Region	Gov't Buildings	Gov't Vehicles	Gov't Grounds	Gov't-Owned Parks Only	Recreation Areas	Public Places
	ALAMANCE COUNTY	5	☑	⊗	⊗	⊗	⊗	⊗	⊗
Alamance	ALAMANCE	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Burlington	ALAMANCE	5	☑	⊗	⊗	☑	☑	⊗	⊗
Elon	ALAMANCE	5	☑	☑	⊗	⊗	⊗	⊗	⊗
Gibsonville	ALAMANCE	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Graham	ALAMANCE	5	☑	☑	☑	☑	☑	☑	⊗
Green Level	ALAMANCE	5	☑	☑	☑	☑	☑	☑	☑
Haw River	ALAMANCE	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Mebane	ALAMANCE	5	☑	☑	⊗	⊗	⊗	⊗	⊗
Ossipee	ALAMANCE	5	☑	⊗	⊗	⊗	⊗	⊗	⊗
Swepsonville	ALAMANCE	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
	BRUNSWICK COUNTY	8	☑	☑	⊗	⊗	⊗	⊗	⊗
Bald Head Island	BRUNSWICK	8	☑	☑	☑	⊗	⊗	⊗	⊗
Belville	BRUNSWICK	8	☑	⊗	⊗	⊗	⊗	⊗	⊗
Boiling Spring Lakes	BRUNSWICK	8	☑	⊗	⊗	⊗	⊗	⊗	⊗
Bolivia	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Brunswick	BRUNSWICK	8	☑	⊗	⊗	⊗	⊗	⊗	⊗
Calabash	BRUNSWICK	8	⊗	⊗	☑	⊗	⊗	⊗	⊗
Carolina Shores	BRUNSWICK	8	☑	☑	⊗	⊗	⊗	⊗	⊗
Caswell Beach	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Holden Beach	BRUNSWICK	8	☑	⊗	⊗	⊗	⊗	⊗	⊗
Leland	BRUNSWICK	8	☑	☑	☑	☑	☑	☑	⊗
Navassa	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Northwest	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Oak Island	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Ocean Isle Beach	BRUNSWICK	8	☑	☑	⊗	☑	☑	⊗	⊗
Saint James	BRUNSWICK	8	☑	☑	⊗	⊗	⊗	⊗	⊗
Sandy Creek	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Shalotte	BRUNSWICK	8	☑	⊗	☑	⊗	⊗	⊗	⊗
Southport	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Sunset Beach	BRUNSWICK	8	☑	☑	⊗	⊗	⊗	⊗	⊗
Varnamtown	BRUNSWICK	8	⊗	⊗	⊗	⊗	⊗	⊗	⊗
	CASWELL COUNTY	5	☑	☑	⊗	⊗	⊗	⊗	⊗
Milton	CASWELL	5	☑	☑	⊗	⊗	⊗	⊗	⊗
Yanceyville	CASWELL	5	☑	☑	⊗	⊗	⊗	⊗	⊗
	CHATHAM COUNTY	5	☑	☑	☑	☑	☑	☑	⊗
Goldston	CHATHAM	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Pittsboro	CHATHAM	5	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Siler City	CHATHAM	5	☑	☑	⊗	⊗	⊗	⊗	⊗

LEGEND:

100% Tobacco Free Policy
 100% Written Regulation
 No Written Regulation or Less than 100% Written Regulation

	County		Local Health Dept. Region	Gov't Buildings	Gov't Vehicles	Gov't Grounds	Gov't-Owned Parks Only	Recreation Areas	Public Places
	CUMBERLAND COUNTY	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eastover	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falcon	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fayetteville	CUMBERLAND	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Godwin	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hope Mills	CUMBERLAND	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linden	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spring Lake	CUMBERLAND	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stedman	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wade	CUMBERLAND	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DURHAM COUNTY	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Durham	DURHAM	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FORSYTH COUNTY	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bethania	FORSYTH	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clemmons	FORSYTH	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kernersville	FORSYTH	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lewisville	FORSYTH	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rural Hall	FORSYTH	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkertown	FORSYTH	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winston-Salem	FORSYTH	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	GUILFORD COUNTY	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greensboro	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Point	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamestown	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oak Ridge	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pleasant Garden	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sedalia	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stokesdale	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summerfield	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whitsett	GUILFORD	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MECKLENBURG COUNTY	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charlotte	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cornelius	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Davidson	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Huntersville	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matthews	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mint Hill	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pineville	MECKLENBURG	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LEGEND:

<input checked="" type="checkbox"/>	100% Tobacco Free Policy
<input checked="" type="checkbox"/>	100% Smoke-Free Policy
<input type="checkbox"/>	No Written Regulation or Less than 100% Written Regulation

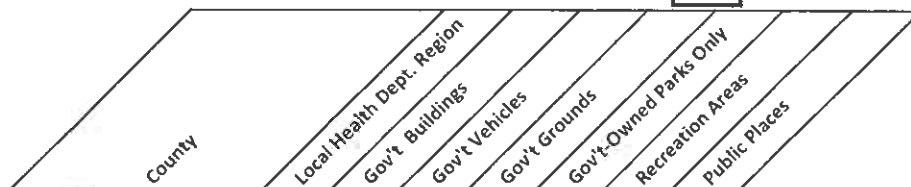
	County		Local Health Dept. Region	Gov't Buildings	Gov't Vehicles	Gov't Grounds	Gov't-Owned Parks Only	Recreation Areas	Public Places
	ORANGE COUNTY	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carrboro	ORANGE	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chapel Hill	ORANGE	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hillsborough	ORANGE	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PERSON COUNTY	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roxboro	PERSON	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RANDOLPH COUNTY	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archdale	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asheboro	RANDOLPH	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Franklinville	RANDOLPH	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liberty	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramseur	RANDOLPH	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randleman	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seagrove	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staley	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trinity	RANDOLPH	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ROCKINGHAM COUNTY	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eden	ROCKINGHAM	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Madison	ROCKINGHAM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayodan	ROCKINGHAM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reidsville	ROCKINGHAM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoneville	ROCKINGHAM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wentworth	ROCKINGHAM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WAKE COUNTY	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apex	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cary	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuquay-Varina	WAKE	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garner	WAKE	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly Springs	WAKE	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knightdale	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morrisville	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raleigh	WAKE	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rolesville	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wake Forest	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendell	WAKE	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zebulon	WAKE	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Definitions: Government Buildings- area owned, leased, and occupied by the Municipality; Government Vehicles-passenger-carrying vehicles owned, leased, or otherwise controlled by the Municipality; Government Grounds-unenclosed area owned, leased or occupied by the Municipality; Government-Owned Parks- any tract of land or body of water comprising part of the Municipality's parks system; Recreation Areas- includes recreational fields, athletic fields, playgrounds, etc.; Public Places- an enclosed area to which the public is invited or in which the public is permitted

Note: Table based on current policies that have been passed and reported to the TPCB and therefore do not reflect the status of ongoing efforts by counties to pass


LEGEND:

- 100% Tobacco Free Policy
- 100% Smoke Free Policy
- No Written Regulation or Less than 100% Written Regulation



legislation For resources and guidance on implementing SF and TF policies, see the Local Government Implementation Toolkit (<http://www.tobaccopreventionandcontrol.ncdhhs.gov/igt toolkit/index.htm>).

Source: Information updated on a regular basis. Please contact NC TPCB at 919-707-5400 with questions, or to provide updated information. Visit <http://www.tobaccopreventionandcontrol.ncdhhs.gov/> for more information.

<p style="text-align: center;">Town of Jamestown</p>  <p style="text-align: center;">Administrative Policy and Procedures</p>	Subject: Prohibited Smoking	#
	Effective Date: March 17, 2009	
	Amended:	
	Prepared by: Kathryn Billings	
	Approved by: Town Council	

A POLICY PROHIBITING SMOKING IN MUNICIPAL BUILDING

Section I. Purpose

The Town of Jamestown recognizes the health risks of smoking and secondhand smoke for non-smokers. The Town of Jamestown is committed to providing a safe work environment for employees, volunteers, contractual persons, and the public by prohibiting smoking in any building or structure owned or leased by the Town. The aim is to minimize the harmful effects of smoking among staff and eliminate secondhand smoke exposure for staff and the public in those buildings controlled by the town. In support of this commitment, smoking will be prohibited in all Town-owned or leased buildings, and vehicles.

Section II. Definitions

“Grounds” – The area located within 50 linear feet of a TOWN OF JAMESTOWN building.

“Smoker” – A person who is smoking

“Smoking” – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

Section III. Policy

Smoking is prohibited in all of the following:

- (a) Buildings that are owned by the Town.
- (b) Buildings that are leased by the Town as lessor.
- (c) Buildings are areas of buildings that are leased by the Town as lessee and occupied by the Town.
- (d) Transportation vehicles owned or leased by the Town.

Section IV. Applicability

This policy applies to all employees, volunteers, contractual persons and the public.

Section V. Signage

- A. Persons in charge of buildings identified in Section III shall post signs at all entrances and exits explaining the prohibition on smoking. Signs may be posted in other areas of

the buildings as well. For example, signs may be posted in other areas in the building where smoking use is likely, such as bathrooms and dining areas.

- B. Persons in charge of vehicles identified in Section III shall post signs in the vehicles explaining the prohibition. The signs must be displayed in areas where passengers will be able to see the signs but the placement of the signs must not interfere with the safe operation of the vehicle.
- C. The signs required by subsections (A) and (B) of this Section must be use clear and unambiguous language to convey the prohibition. The signs may include language such as "SMOKE FREE BUILDINGS," "SMOKING PROHIBITED IN THIS BUILDING," "SMOKING NOT PERMITTED IN THIS BUILDING," OR "SMOKING NOT PERMITTED IN THIS VEHICLE." If a sign includes the international "No Smoking" symbol (which consists of a pictorial representative of a burning cigarette enclosed in a red circle with a red bar across it), it must also include written text explaining the prohibition.
- D. Persons in charge of buildings and vehicles identified in Section III determine whether signs should be posted in languages other than English.
- E. The owner, operator, manager or other person having control of the area shall remove all publicly available ashtrays from any area where smoking is prohibited by the Policy.

Section VI. Public Education

The Town Manager and supervisors shall engage in a continuing program to explain and clarify the purposes and requirements of this policy to employees, volunteers, contractual workers and citizens affected by it, and to guide owners, operators and managers in their compliance with it. The program may include publication of a brochure for affected buildings and individuals explaining the provisions of this policy. The policy shall be included and documented as part of all new employee orientations. Supervisors are responsible in answering employee questions related to smoking cessation programs.

Section VII. Tobacco Cessation Programs

The Town of Jamestown provides support to employees who want to quit smoking. These employees are encouraged to talk to their health care provider about quitting; or use the programs offered by the Town employee health insurance, Cigna. The programs available are QuitNet and Tobacco Solutions. Also available is the use of the free quitting support services of the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW.

Section VIII. Smoking Permitted Outside Buildings

Smoking is permitted outside the buildings identified in Section III, provided that the person smoking does not stand adjacent to a public entrance or air intake vent.

Section IX. Compliance and Penalties

- A. A person in charge of the building, management and supervisors shall ensure the smoking policy is enforced. This does not preclude employees from bringing violations to the attention of their supervisors.

- B. Employees are responsible for complying with the smoking policy. Employees who violate this policy may be subject to penalties.

Section X. Effective Date

This policy shall be effective on March 17, 2009.

A POLICY PROHIBITING SMOKING IN MUNICIPAL BUILDINGS

A. Purpose

The Town of Jamestown recognizes the health risks of smoking and secondhand smoke for non-smokers. The Town of Jamestown is committed to providing a safe work environment for employees, volunteers, contractual persons, and the public by prohibiting smoking in any building or structure owned or leased by the Town. The aim is to minimize the harmful effects of smoking among staff and eliminate secondhand smoke exposure for staff and the public in those buildings controlled by the town. In support of this commitment, smoking will be prohibited in all Town-owned or leased buildings, and vehicles.

B. Definitions

“Grounds” – The area located within 50 linear feet of a TOWN OF JAMESTOWN building.

“Smoker” – A person who is smoking

“Smoking” – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

C. Policy

Smoking is prohibited in all of the following:

- (a) Buildings that are owned by the Town.
- (b) Buildings that are leased by the Town as lessor.
- (c) Buildings are areas of buildings that are leased by the Town as lessee and occupied by the Town.
- (d) Transportation vehicles owned or leased by the Town.

D. Applicability – This policy applies to all employees, volunteers, contractual persons and the public.

E. Signage –

(a) Persons in charge of buildings identified in Section C shall post signs at all entrances and exits explaining the prohibition on smoking. Signs may be posted in other areas of the buildings as well. For example, signs may be posted in other areas in the building where smoking use is likely, such as bathrooms and dining areas.

(b) Persons in charge of vehicles identified in Section C shall post signs in the vehicles explaining the prohibition. The signs must be displayed in areas where passengers will be able to see the signs but the placement of the signs must not interfere with the safe operation of the vehicle.

(c) The signs required by subsections (a) and (b) of this Section must be use clear and unambiguous language to convey the prohibition. The signs may include language such as “SMOKE FREE BUILDINGS,” “SMOKING PROHIBITED IN THIS BUILDING,” “SMOKING NOT PERMITTED IN THIS BUILDING,” OR “SMOKING NOT PERMITTED IN THIS VEHICLE.” If a sign includes the international “No Smoking” symbol (which consists of a pictorial representative of a burning cigarette enclosed in a red circle with a red bar across it), it must also include written text explaining the prohibition.

(d) Persons in charge of buildings and vehicles identified in Section C determine whether signs should be posted in languages other than English.

(e) The owner, operator, manager or other person having control of the area shall remove all publicly available ashtrays from any area where smoking is prohibited by the Policy.

F. PUBLIC EDUCATION

The Town Manager and supervisors shall engage in a continuing program to explain and clarify the purposes and requirements of this policy to employees, volunteers, contractual workers and citizens affected by it, and to guide owners, operators and managers in their compliance with it. The program may include publication of a brochure for affected buildings and individuals explaining the provisions of this policy. The policy shall be included and documented as part of all new employee orientations. Supervisors are responsible in answering employee questions related to smoking cessation programs.

G. TOBACCO CESSATION PROGRAMS

The Town of Jamestown provides support to employees who want to quit smoking. These employees are encouraged to talk to their health care provider about quitting; or use the programs offered by the Town employee health insurance, Cigna. The programs available are QuitNet and Tobacco Solutions. Also available is the use of the free quitting support services of the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW.

H. SMOKING PERMITTED OUTSIDE BUILDINGS

Smoking is permitted outside the buildings identified in Section C, provided that the person smoking does not stand adjacent to a public entrance or air intake vent.

I. COMPLIANCE AND PENALTIES

(a) A person in charge of the building, management and supervisors shall ensure the smoking policy is enforced. This does not preclude employees from bringing violations to the attention of their supervisors.

(b) Employees are responsible for complying with the smoking policy. Employees who violate this policy may be subject to penalties.

J. Effective date

This policy shall be effective March 17, 2009

Adopted this 17th day of March, 2009


Town Clerk