



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
May 16, 2023
6:00 pm in the Civic Center
Agenda

- I. **Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the March 23rd Budget Retreat
 - B. Approval of minutes from the April 14th Budget Retreat
 - C. Approval of minutes from the April 18th Regular Town Council Meeting
 - D. Appointment of David Middleton to the Livable Communities Committee
 - E. Reappointment of Daniel McDaniel to the Parks and Recreation Committee
 - F. Analysis of the Financial Position of the Town of Jamestown
 - G. Analysis of the Financial Position of the Jamestown Park and Golf Course
 - H. Budget Amendment #17
- III. **Public Comment**
- IV. Presentation of Proclamation declaring May 21st-27th as Public Services Recognition Week in the Town of Jamestown- Mayor Montgomery
- V. Presentation of Resolution honoring the service of James "Jim" Pendry on the Parks and Recreation Committee- Council Member Capes
- VI. **Old Business-**
 - A. Public Hearing for the consideration of the Recommended Budget and Capital Improvement Plan (CIP) for the 2023/2024 Fiscal Year (FY)- Judy Gallman, Finance Director, & Faith Wilson, Deputy Finance Officer
 - B. Consideration of adoption of Pay Classification Study- Matthew Johnson, Town Manager
 - C. Consideration of adoption of the Comprehensive Bicycle and Pedestrian Plan for the Town of Jamestown- Anna Hawryluk, Planning Director
- VII. **New Business-**
 - A. Consideration of appointment of Parks and Recreation Committee Member- Katie M. Weiner, Assistant Town Manager/Town Clerk
 - B. Consideration of approval of financing of Jamestown Park & Golf Course equipment- Judy Gallman, Finance Director
 - C. Consideration of award of contract to auditing firm for the 2022/2023 audit- Faith Wilson, Deputy Finance Officer
- VIII. **Manager/Committee Reports**
 - A. Manager Report
 - B. Council Member Committee Reports
- IX. **Public Comment**
- X. **Other Business**

- XI. Closed Session Per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)
- XII. Adjournment

Working Agenda for the May 16th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the March 23 rd Budget Retreat B. Approval of minutes from the April 14 th Budget Retreat C. Approval of minutes from the April 18 th Regular Town Council Meeting D. Appointment of David Middleton to the Livable Communities Committee E. Reappointment of Daniel McDaniel to the Parks and Recreation Committee F. Analysis of the Financial Position of the Town of Jamestown G. Analysis of the Financial Position of the Jamestown Park & Golf Course H. Budget Amendment #17		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	IV. Presentation of Proclamation declaring May 21 st -27 th as Public Works Recognition Week in the Town of Jamestown	Mayor Montgomery	Mayor Montgomery to present the Proclamation declaring May 21 st -27 th as Public Works Recognition Week to the Public Services employees.
6:25 pm	V. Presentation of Resolution honoring the service of James "Jim" Pendry on the Parks and Recreation Committee	Council Member Capes	Council Member Capes to present the Resolution honoring the service of Jim Pendry on the Parks and Recreation Committee.
6:30 pm	VI. Old Business		
6:30 pm	A. Public Hearing for the consideration of the Recommended Budget and Capital Improvement Plan (CIP) for the 2023/2024 Fiscal Year (FY)	Call on J. Gallman and F. Wilson	Gallman and Wilson to present information on the Recommended Budget and CIP for the 2023/2024 FY. Mayor Montgomery to open the public hearing to anyone that would like to speak about the Recommended Budget and CIP for the 2023/2024 FY. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to open the floor to Council for discussion. Council Member makes a motion to continue the public hearing to the June 20 th Town Council meeting at 6:00 pm in the Civic Center without further advertisement. Council Member makes a second to the motion. Then vote.
7:00 pm	B. Consideration of adoption of Pay Classification Study	Call on M. Johnson	Johnson to present information on the Pay Classification Study and to request that Council adopt it as presented. Council Member makes a motion to adopt/deny the Pay Classification Study as presented. Council Member makes a second to the motion. Then vote.
7:10 pm	C. Consideration of adoption of the Comprehensive Bicycle and Pedestrian Plan for the Town of Jamestown	Call on A. Hawryluk	Hawryluk to introduce Sarah Johnson, Toole Design, to present information on the Comprehensive Bicycle and Pedestrian Plan. Council Member makes a motion to adopt/deny the Jamestown Comprehensive Bicycle and Pedestrian Plan. Council Member makes a second to the motion. Then vote.
7:25 pm	VII. New Business		
7:25 pm	A. Consideration of appointment of Parks and Recreation Committee Member	Call on K. Weiner	Weiner to present information on the applicants for the Parks and Recreation Committee and request that Council appoint a new Parks and Recreation Member. Council Member makes a motion to appoint _____ to serve as a Parks and Recreation Committee Member. Council Member makes a second to the motion. Then vote.
7:35 pm	B. Consideration of approval of financing of Jamestown Park & Golf Course equipment	Call on J. Gallman	Gallman to present information on proposals for the financing of Jamestown Park & Golf Course equipment. Gallman to request that Council approve the requested financing as presented. Council Member makes a motion to approve the proposal from _____ to finance the Jamestown Park & Golf Course equipment and authorize the Town Manager and Finance Director to execute all documents. Council Member makes a second to the motion. Then vote.
7:45 pm	C. Consideration of award of contract to auditing firm for the 2022/2023 audit	Call F. Wilson	Wilson to present information on the bids received for the award of the audit contract for the 2022/2023 audit. Wilson to request that Council award the contract to _____. Council Member to make a motion to award the contract for the 2022/2023 audit to _____ in the amount of _____ and authorize the Town Manager and Finance Director to execute all documents. Council Member makes a second to the motion. Then vote.

7:50 pm	VIII. Manager/Committee Reports		
7:50 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
8:00 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:05 pm	IX. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:20 pm	X. Other Business		
8:25 pm	XI. Closed Session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street)		Council Member makes a motion to go into closed session per G.S. 143-318 to discuss matters related to Attorney Client Privilege (301 Lee Street). Council Member makes a second to the motion. Then vote. Council Member makes a motion to resume open session. Council Member makes a second to the motion. Then vote.
8:45 pm	XII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the March 23rd Budget Retreat

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the March 23rd Town Council Budget Retreat

ATTACHMENTS: Minutes from the March 23rd Town Council Budget Retreat

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

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**Town Council Budget Retreat
March 23, 2023
9:00 am in the Civic Center
Minutes & General Account**

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

Council Members Absent: Council Member Straughn

Staff Members Present: Matthew Johnson, Katie M. Weiner, Anna Hawryluk, Paul Blanchard, Judy Gallman, Faith Wilson, Scott Coakley, Ross Sanderlin, & Jamey Claybrook

Visitors Present: 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.

Introduction to the Budget Retreat- Johnson welcomed everyone to the budget retreat. He noted that this meeting would be Council's second budget workshop and reminded everyone that the third workshop would be held on April 14th. He said that it would be a challenging fiscal year going forward. He noted that staff would present information on projects included in the Capital Improvement Plan (CIP), and he requested that Council provide direction on those items.

Discussion of Topics for 2023/2024 Fiscal Year (FY) Annual Budget- Johnson said that the pay classification study was almost complete. He added that Cheryl Brown, The MAPS Group Representative, would present information on the study at the April 18th Regular Meeting. He stated that the preliminary findings showed that the Town was near the market rate for most positions. However, he said there were a few that were too high or too low. Johnson praised Council for regularly providing Cost of Living Adjustment (COLA) increases and the opportunity for merit raises so that the Town could stay in the appropriate ranges. He noted that the 2023/2024 FY Preliminary Budget included a 4% COLA and a 0-3% potential merit increase based on performance. He highlighted that COLA rates were based on rates of inflation.

Council Member Rayborn asked about ways in which salaries that were too high could be addressed. Johnson stated that staff would likely have to freeze the salaries of those specific positions for a period of time.

Gallman said that the tax valuation from last year to the current year had decreased by 1.2%. She noted that there had been a revaluation the previous year, and a large amount of property owners appealed their new valuations. She added that the current year would be impacted by those that had successfully won their appeal.

Gallman said that water purchasing rates from the Piedmont Triad Regional Water Authority (PTRWA) and the City of High Point were going to increase. She noted that the Town's water rates would increase by 4% as a result.

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Gallman stated that the City of High Point's sewer treatment rates were going to increase by 30% because of growing costs for chemicals and personnel. She added that the Town sewer rates would be increased by 30% as a result.

Gallman said that a Stormwater Department had been added to the General Fund. She stated that the stormwater expenditures would be moved to that department in the upcoming fiscal year.

Johnson stated that Dana Benson, Utility Billing Manager, had provided an example of an average utility bill. He said that the cost impacts of the proposed increases to customers were illustrated in that example.

Johnson noted that the budget included revenue from the collection of a \$5 monthly stormwater fee from customers that lived within the Town's corporate limits. He added that the money would be used to offset stormwater related expenditures. He added that staff had spoken with Stormwater Smart with the Piedmont Triad Regional Council (PTRC) about public education regarding stormwater and the proposed fee. He said they had recommended that the Town spend six months on public education before implementing the fee. Johnson noted that the budget included revenue from the fee beginning in January.

Council Member Capes asked Johnson why the fee needed to be implemented in the upcoming year. Johnson stated that the Town had a stormwater audit coming up that would be conducted by the state. He added that there would likely be deficiencies that would need to be addressed, there were capital projects that needed to be completed, and the infrastructure needed to be maintained. Council Member Wolfe stated that stormwater compliance was an unfunded mandate from the State and regulations were only becoming more stringent. She added that the Town could be faced with heavy fines if the Town was not in compliance.

Johnson spoke about the proposed motor vehicle fee. He noted that residents would be required to pay an annual \$30 fee per vehicle. He added that revenue that resulted from the fee would be reserved for street resurfacing. He said that the 2022 Pavement Condition Study indicated that the Town was barely on schedule for maintenance. Johnson stated that the Town received about \$100,000 a year in Powell Bill Funding from the State, but the Town needed an alternative revenue source. He said that it would be beneficial to implement the fee before there was growth in Town to assist with maintenance of the roads.

Mayor Montgomery stated that all the neighboring communities charged residents a \$30 motor vehicle fee in order to maintain the roadways.

Council Member Rayborn asked if it would be better to incorporate the new fees into an increased tax rate instead of separating them out individually. Johnson said that the tax rate would be extremely high if all services were covered by an overall tax increase. Mayor Montgomery added that the motor vehicle fee allowed the Town to collect revenue from renters that use the roads but do not pay property taxes.

Council Member Wolfe said that the Town currently had a revenue stream for resurfacing through the Powell Bill. She was concerned about residents that were on a fixed income and their ability to pay the additional fee. She said that she was not in favor of the motor vehicle fee.

Johnson said that the Powell Bill funding was not enough to maintain the Town's roads and reiterated that it would be beneficial to implement the fee before the tax base expands.

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Council Member Wolfe stated that she understood Johnson's logic, but she was concerned about those that were already struggling financially in Town.

Council Member Capes said that nobody liked to increase fees or taxes, but it may be necessary to maintain the Town's infrastructure. He encouraged staff to continue to explore the option of implementing a vehicle fee.

Mayor Montgomery stated that the Town needed to catch up on the resurfacing.

Council Members continued to discuss the motor vehicle tax with Johnson.

Council Member Wolfe reiterated that she was not in support of the motor vehicle fee.

Mayor Montgomery, Council Member Capes, and Council Member Rayborn requested to hear additional information about the fee at a future meeting.

Discussion about updated Capital Improvement Plan (CIP) 2023/2024- Gallman presented an overview of the updated CIP. She noted that she had included the projects funded by Guilford County's American Rescue Plan Act (ARPA) money. She also highlighted that the Oakdale Road Phase 2, Oakdale Road Phase 3, and Penny Road sidewalk projects were included in the CIP, but she noted that the cost estimates needed to be updated.

Council Member Wolfe said that the City of High Point had pushed their Penny Road sidewalk project out until 2028. She asked staff if the Town's portion of the sidewalk should be pushed out as well. Blanchard said that he was open to discussing the timeline of the project. Johnson said that staff would reach out to the City of High Point about the construction of the sidewalk.

Council Member Wolfe spoke with staff about potential state funding opportunities for the stormwater project in Forestdale East.

Johnson said that staff had included money in the budget for an architect to provide drawings for future Civic Center improvements so that the project could be bid out during the 2024/2025 FY. He noted that there was no money in the budget to pay for the actual improvements. Council Member Rayborn and Council Member Wolfe were not in favor of spending money on the Civic Center. Council Member Wolfe said that the Civic Center Facility Use Policy should be updated. Johnson said that staff would push out the fees included for the architect and the money included for the sound system improvements.

Blanchard spoke about the costs for a new service truck and a snow plow that was included in the budget. Council Member Wolfe asked if it could be pushed out. Johnson stated that the Town needed to stay on track with the vehicle replacement schedule.

Gallman spoke about the financing of golf equipment with Council. Johnson noted that a tractor and a Trimax Snake had been included in the budget. Claybrook added that those two items would be more useful than the Toro 2700 that staff had originally included in the CIP. He also noted that it would be a little less expensive.

Johnson spoke about the Wrenn Miller and Jamestown Park bathrooms that were in the CIP. He said that he would like some direction from Council on their priorities. Council Member Rayborn said that there were

already bathrooms at the Jamestown Park, and she would prefer to see new bathrooms at Wrenn Miller. Council Member Capes said that it may be a good idea to push the Jamestown Park bathrooms out a year and move forward with the construction of the Wrenn Miller bathrooms. Coakley said he was slightly concerned that the Town was going to build an inclusive playground at the Jamestown Park, but the bathrooms would not be accessible. However, he noted that staff could make some modifications that would make them more accessible. Coakley said that the Town had three years to complete the Accessibility for Parks (AFP) and Parks and Recreation Trust Fund (PARTF) grant projects. The Mayor and Council Members agreed to move forward with the construction of the bathrooms at Wrenn Miller Park and push out the ones at the Jamestown Park.

Coakley spoke briefly about the stand-on spreader/sprayer. He noted that it would be a piece of equipment that would be beneficial to the Recreation Department and the Golf Maintenance Department. He also presented information on the Swozi Auto Lane Marker. Coakley stated that it would accurately paint the athletic fields once it had been programmed. He said that it would save staff a large amount of time that would be spent manually maintaining the fields. Council Members spoke with Coakley about the details of field maintenance and the benefits of the equipment. They requested additional information about the lane marker.

Mayor Montgomery called for a 15 minute recess at 10:30 am.

Mayor Montgomery called the meeting back to order at 10:45 am.

Council Member Rayborn said she was interested in increasing the line-item amount for non-profit services. Gallman stated that Council was not limited to the \$100,000 limit that was previously in place when the Town had awarded grants. Council Members discussed ways to raise awareness of the opportunity to be reimbursed for services among the non-profit organizations. Council Member Wolfe and Rayborn spoke about services that could be provided to senior citizens. Johnson requested that Mayor Montgomery ask two Council Members to discuss potential options with Gallman.

Gallman and Blanchard spoke about the Water/Sewer Fund CIP items. Gallman said that there were several expenditures for the Eastside Wastewater Treatment Plant improvements that were included in the budget for the upcoming fiscal year.

Blanchard said that staff had included costs for some slip lining projects around Town. He also noted that the Main Street water line and Penny Road water line replacement projects would be completed in the upcoming year. He reiterated that the cost to replace a Public Services vehicle was included in the CIP.

Discussion about Town of Jamestown's Strategic Plan Goals- Hawryluk presented an overview of the updated Strategic Plan. She noted that staff had added the following goals:

- *Seek opportunities for improved customer service for groups with specific needs*
- *Schedule a candidate information session*
- *Develop and utilize new logo for Jamestown Park Golf Course 50th Anniversary to further market the Golf Course and Town*

Hawryluk also highlighted ongoing and completed goals. She stated that each Council Member would have ten dots to vote for their priorities. She encouraged Council Members to add any new goals that they believed should be included in the Strategic Plan.

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Council Member Rayborn discussed the possibility of combining the goal to “Seek opportunities for improved customer service for groups with specific needs” and “Research and implement safety options and ongoing training for security of Jamestown staff.” Council Members discussed the possibility and decided to combine the goals to say “Seek opportunities for improved customer service for groups with specific needs; research and implement safety options and ongoing training for security of Jamestown staff” under the “Staff Excellence” section.

Council Member Rayborn spoke about the need to be clear about the Town’s goals as it pertains to marketing. She requested to change the wording of Goal 3.B under “Outreach and Involvement” to say “Schedule work session to discuss the Town’s goals and role in marketing opportunities.”

Council Member Wolfe requested to add a goal to discuss the update of the Civic Center Facility Use Policy. Hawryluk added the following goal: “Schedule a work session to update the facility use of the Civic Center.”

Council Member Rayborn requested to add the following goal: “Clarify and update the Town’s bid process.”

Council Members used their ten dots to vote on their priorities.

Hawryluk stated that Council’s priorities were as follows:

- “Seek opportunities for improved customer service for groups with specific needs; research and implement safety options and ongoing training for security of Jamestown staff”
- “Achieve minimum staffing levels for all departments”
- “Further develop Music in the Park and other Town-sponsored events”
- “Establish a process for advertising openings & selecting residents for Town boards and committees”
- “Work with PSFD to create a plan for Fire Station Improvements”
- “Utilize the Bicycle and Pedestrian Plan to improve and build sidewalk and cycling connectivity”
- “Utilize ADA Plan to increase compliance in public facilities”

Council Member Wolfe requested to move the goal to “Implement strategies to recruit employees from diverse populations” to the list of ongoing goals. Council Members agreed that the goal should be ongoing.

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 12:16 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the April 14th Budget Retreat

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Minutes from the April 14th Town Council Budget Retreat

ATTACHMENTS: Minutes from the April 14th Town Council Budget Retreat

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

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**Town Council Budget Retreat
April 14, 2023
9:00 am in the Civic Center
Agenda**

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

Council Members Absent: Council Member Rayborn

Staff Members Present- Matthew Johnson, Katie M. Weiner, Paul Blanchard, Anna Hawryluk, Judy Gallman, Faith Wilson, & Scott Coakley

Visitors Present: 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.

Introduction to the Budget Retreat- Johnson welcomed everyone to the Budget Retreat. He started the meeting by reading the Town’s mission statement which is as follows: “Creating an exceptional quality of life for all citizens by providing superior services.” He added that the Town’s vision statement was as follows: “Jamestown will be a thriving community with strong roots in our history. One dedicated to a high quality of life for residents of all ages, including: recreation, education, and supporting businesses. A community of clean, beautiful, and safe surroundings, and welcoming neighborhoods where everyone can feel at home.” He stated that staff kept those tenants in mind when creating the 2023/2024 Fiscal Year (FY) Budget.

Johnson presented Council an overview of the budgeting process that began in January. He noted that department heads had been meeting with Weiner, Gallman, Wilson, and himself. He added that Gallman and Wilson had been working diligently to prepare a balanced budget, despite challenges. He said that Gallman had determined that the proposed expenses would exceed the expected revenues by \$1.5 million. He noted that the shortfall had resulted from the rapidly increasing costs of goods/services and a decrease in expected revenues from sales tax, franchise tax, and other revenues sources. He added that Weiner, Gallman, Wilson, and himself had reviewed the budget line-by-line and had cut or deferred costs where possible. He said that the following projects had been removed from the CIP:

- Tractor and implement- Golf Maintenance- \$108,000
- Lane Marker- Recreation- \$41,000
- Wrenn Miller Park Bathrooms- Recreation- \$450,000

Johnson added that the Penny Road sidewalk project had be deferred for at least a year, and architect fees for the fire station had been removed. He stated that staff had also taken a close look at the Golf Course budget at the suggestion of several Council Members. He said that staff had made the difficult decision to recommend a reduction in force of 2 positions at the Golf Course. He added that the deferments and reductions brought the deficit to \$550,000.

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Johnson stated that the Town received revenue from the sales of goods/services (example water/sewer) and tax revenues. He said that staff was recommending a 10 cent tax increase to balance the budget. He noted that 1 cent equated to approximately \$60,000. He added that the budget did not include a provision to increase the Town's Fund Balance which would be necessary within the next 3 years. He added that the budget for the 2024/2025 FY may be equally challenging.

Johnson spoke about the various factors that led to the current situation. He stated that the deferment of projects between the years 2016 and 2021 negatively affected the budget. He added that COVID related supply chain issues had a major impact on finance rates, equipment delivery times, and costs of goods. He noted that the Town had been forced to purchase equipment during the current fiscal year because of the supply chain and the money for those items were encumbered even if they were not going to be delivered until the next fiscal year. Johnson said that a lack of periodic tax and fee increases had not provided a cushion to help alleviate the growing financial pressures being faced by the Town. He stated that there had not been a tax increase for the operating budget since 2008. He added that the Town faced rising costs for legal fees due to the DR Horton Development, ordinance enforcement issues, and large public record requests. He noted the Town also had a responsibility to comply with unfunded mandates from the State like stormwater and new accounting requirements. Johnson said that the Town had to prepare for the growth that would occur in the coming years by hiring new employees and making some necessary changes to operations. He stated that the Town had used Fund Balance to construct the Golf Maintenance building, construct bathrooms at the Jamestown Park & Golf Course, renovate Town Hall to create additional office space, and purchase two solid waste trucks.

Johnson said that although the budget was extremely challenging, it was worth noting that staff had secured \$3.5 million in grant funding during the past year. He added that the money represented half of the General Fund budget. He stated that it would pay for the following:

- New sidewalk projects
- Stormwater repairs at the Jamestown Park & Golf Course
- Improvements to the Jamestown Park-
 - Age and ability inclusive playgrounds, fitness equipment, dog parks, natural play areas, shelter improvements, volleyball renovations, and basketball renovations

Johnson said that the Town's mission to provide superior services had become more expensive. He added that staff worked hard to continue to provide the very best services to citizens. He stated that the tax base was poised for growth, and that the Town would be a stronger community even though there were some hard decisions to make moving forward.

Discussion of the 2023/2024 Fiscal Year (FY) Annual Budget and Capital Improvement Plan (CIP)-

Gallman presented information on the 2023/2024 FY Budget and CIP. She stated that there was a Cost of Living Adjustment (COLA) of 4% and a 0-3% possible merit increase for employees included in the budget. She reiterated that there would be a workforce reduction of 2 positions. She added that the employer rate of contribution for retirement had increased from 12.5% to 12.89%. Gallman noted that health insurance was increasing by approximately 2.5%. She stated that a Grant Administrator and Assistant Public Services Director had been hired during the current year. She added that money had been included for a part-time Assistant to the Town Clerk for the upcoming year.

Gallman spoke about proposed rates. She noted that the water rate would increase by 4% to match the rising costs to purchase water from the Piedmont Triad Regional Water Authority (PTRWA) and the City of High Point. She added that the sewer rate would go up by 30% to match the increased cost the Town

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had to pay the City of High Point to treat the wastewater. She added that the monthly fee for garbage and recycling would increase by \$2.50.

Gallman reiterated that the following projects had been deferred: tractor & implement, lane marker, and the Wrenn Miller bathrooms.

Council Member Straughn discussed the Town's contract with the Guilford County Sheriff's Department with Gallman. He asked if they were providing the Town with information regarding their policing activities. Gallman stated that she was not receiving that information from them. Council Member Straughn said that he believed it was something that staff should request. He also suggested that the Town consider paying an off-duty officer for additional coverage instead of paying for contracted positions. He noted that it could save the Town money, and the Town would still have 100% coverage during specified hours. Johnson said that he believed the Town benefited from having a contract with the Sheriff's Department.

Gallman noted that staff had budgeted \$50,000 in preparation for the upcoming stormwater audit. She spoke about financing options for the mowers that had been ordered for the Golf Course in order to spread out the debt payments. She highlighted the projects included in the Water/Sewer Fund. Gallman stated that revenue had been included in the budget for the collection of stormwater fees beginning in January. She added that an annual \$30 motor vehicle fee had also been included, and that the revenue received would be reserved for resurfacing.

Council Members discussed areas that could be cut in the budget with staff.

Council Member Straughn asked how much revenue the Town would receive through the \$30 motor vehicle tax. Gallman said that the information from the previous year indicated that it would result in about \$90,000. Johnson said that it would take 64 years to resurface all the streets if the Town kept maintaining the roads at the current pace. Mayor Montgomery said that all the surrounding areas collected a motor vehicle fee. Council Member Straughn and Council Member Wolfe were concerned about adding an additional fee and the increased financial burden that it may place on individual citizens. Council Member Wolfe said that the Powell Bill served as a revenue stream for resurfacing and she was not in favor of the fee. Council Member Straughn was also opposed. Council Members continued to discuss the motor vehicle fee with staff. Mayor Montgomery spoke about the need to consider the larger impact that implementing a fee could have ten years in the future. Council Member Wolfe and Council Member Straughn reiterated that they were against the motor vehicle fee. Council Member Capes said that the fee had been discussed every year that he had served on Council. He added that nobody liked additional fees, but the Town had a responsibility to maintain its assets.

Council Member Straughn discussed the property tax revenue that the Town received after the revaluation with Gallman.

Gallman said that the State required municipalities to maintain a certain amount of fund balance. She said that it was prudent to keep a healthy fund balance in case emergencies were to arise. She added that the Town needed to work to replenish the money that had been used to complete some of the capital projects.

Council Member Wolfe asked Gallman how the budget would be affected if the motor vehicle fee were removed. Gallman said that it would impact the funding for street resurfacing. Johnson stated that it

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was important to include the fee so that the Town could maintain its assets. Blanchard presented additional information to Council regarding the resurfacing schedule. He reiterated that it would take 64 years to resurface all the streets at the current pace. He said that the Town was struggling to stay on track.

Council Members discussed contracted services with non-profits with Gallman.

Discussion about the Town of Jamestown's Strategic Plan- Hawryluk spoke about the updates that she had made to the Strategic Plan after receiving Council's feedback at the March 23rd meeting. She noted the new priority goals included in the Plan.

Council Member Wolfe suggested that the goal to "Schedule a candidate information session" be moved to ongoing goals. Council Members agreed that it should be moved. Hawryluk stated that she would make that change.

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

The meeting ended at 11:38 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

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

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Appointment of David Middleton to the Livable Communities Com.

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

There have been three resignations from the Livable Communities Committee over the past several months due to various changing circumstances for those former Members. Therefore, there are vacancies on the Committee for new Members. David Middleton has applied to be considered for appointment to the Committee. He will serve a two-year term if appointed. Middleton's application is attached.

Staff recommends that Council appoint Middleton to serve on the Livable Communities Committee.

ATTACHMENTS: David Middleton's Application to serve on the Livable Communities Committee

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	2/14/23	
Last Name:	Middleton	First Name:	David	Middle Initial:	J
Birthdate:	11/8/58				
Email:	dmiddleton356@gmail.com	Home Phone:	336-887-6057		
Daytime Phone:	704-759-6570	Cell Phone:	919-744-7768		
Home Address:	209 Potter Dr.				
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Current Occupation/Title	EVP/COO				
Employer/Business Name	The Pemberton Collective LLC				
Business Address (with zip code):	1213 W. Morehead St., Charlotte, NC 28270				
Supervisor's Name:	Mark Riggs				
Education:	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College <input type="checkbox"/> Graduate School <input checked="" type="checkbox"/> Other: graduate work in Public Affairs				
Degree and Subject of Study:	B.A. Politics & International Affairs				
School Name/Years Attended:	Wake Forest University/1977-1981				
Applying for Board/Commission (enter one):	AARP Livable Communities				
Why are you interested in serving on that Board/Commission?	I'm interested in helping Jamestown develop diversity of opportunities while maintaining itself as a small town. I am a relatively new resident through marriage but have grown to love Jamestown over the past few years. I believe my life experience, leadership, and team-building skills could prove helpful.				
What Board or Commission are you currently serving?	I do not currently serve on public boards but recently stepped down as board chair of Nevins Inc. (a non-profit provider of IDD services) and remain on the executive committee and board.				
	Term Expiration Date:	12/31/23			
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:	Planning Board				
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:	education or business related				

Interests/Skills/Areas of Expertise/ Professional Organizations: Leadership of a variety of local to international organizations including Special Olympics North Carolina and World Games, BSA, American Marketing Association, Triangle Area Office Bldg. Ass'n, Global Workspace Association, Nevins Inc., Alliance Business Centers Network, Raleigh Chamber of Commerce. Always interested in making a difference and engaging others wherever I have served or led.

List two professional references below:			
1.	Name:	Kathy Ridge	Daytime Phone: 704-366-6680
	Address:	564 N. Church St., Charlotte, NC 28202	
	Relationship:	I also serve as an interim executive director for non-profits through Kathy's organization.	
2.	Name:	Davan Cloninger	Daytime Phone: 336-655-3916
	Address:	3523 Nevin Rd.	
	Relationship:	Davan serves as CEO of Nevins, where I was board chair for 5 years.	
AFFIRMATION OF ELIGIBILITY			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>		David J. Middleton	Date: 2/14/23

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: www.jamestown-nc.gov

Email: kmcbride@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

Note: Applications will be kept on file for two years from the date of application.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Rebecca Mann Rayborn
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Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Reappointment of Daniel McDaniel to the Parks and Rec Committee **AGENDA ITEM #:** II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

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

SUMMARY:

Daniel McDaniel's 2nd term on the Parks and Recreation Committee expires this month. He has requested to be considered for reappointment. He is currently serving as the Vice Chair on the Committee. His third term will expire in May 2025 if he is reappointed.

Staff recommends that Daniel McDaniel be reappointed to serve on the Parks and Recreation Committee.

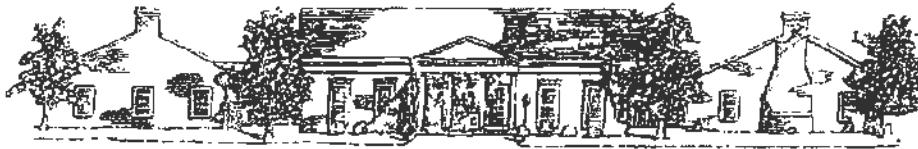
ATTACHMENTS: Daniel McDaniel's Application for reappointment

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

Appointed as
Alt. in
March 2017

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

1st term -

5/2019 - 5/2021

2nd term -

5/2021 - 5/2023

Name: Daniel C. McDaniel

Gender: Male Female Birthdate: 4/29/48 E mail dmcDaniel@northstate.net

Home Phone: ³³⁶ 454 4446 Daytime Phone: ³³⁶ 491-0873 Fax:

Home Address: 206 Royal Rd., Jamestown

How long have you been a resident of Jamestown? 39 years

Current Occupation/Title: Retired

Employer/Business Name:

Business Address and Zip:

Supervisor Name:

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

Degree/Subject of Study: MS/Computer Science, BS/Applied Math

School/Name Years Attended: Purdue Univ/1975-82, NC SU/1966-70

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

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

None

What are your qualifications for serving on the Board/Committee for which you are applying? Proud of Jamestown and want to see it continue

to improve its parks, sidewalks, and trails

Are you willing to serve on any other Board/Committee: Please list: None

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

No ?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

Beautification of Jamestown; currently head of Forestdale East Neighborhood Assn Beautification Committee

List two personal references below:

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

Address: 605 O'Neill Dr, Jamestown Relationship: Friend

Name: Jay McQuillen Daytime Telephone: 336-905-7827

Address: 501 Wyndwood Dr, Jamestown Relationship: Friend

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: Daniel C. McDaniel Date: 2/24/17

RETURN COMPLETED FORM TO:

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

DANIEL C. McDANIEL

206 Royal Road
Jamestown, NC 27282

Home: (336) 454-4446
Mobile: (336) 491-0873

E-mail: dmdaniel@northstate.net

SUMMARY:

Extensive experience in Information Technology in both technical and management positions. Application development in all phases of the systems life cycle. Proven leadership of professionals responsible for development, system administration, and production support. Business Systems Analysis in Oracle Financials.

WORK EXPERIENCE:

CSC

04/06-08/14

- Business Systems Analyst in Oracle Financials for General Dynamics – Advanced Information Systems, concentrating in Project Costing, Billing, and Revenue.

AXA Advisors

04/04-03/06

- Financial Adviser. Hold licenses in Life & Health insurance, Long-term Care, Series 7 (general securities representative), and Series 66 (investment adviser representative).

Crown BMW

10/03-03/04

- Client Advisor for new and pre-owned car buyers.

Diebold Election Systems

03/02-10/03

- Consulted with Diebold Election Systems, maker of touch-screen and ballot counting machines. Supported elections in various cities and counties across the US and Puerto Rico.
- Upgraded the software and tested the election programs on the touch-screens, taught the poll workers and administrators how to use the equipment, and assisted during election days.

Lucent Technologies

1970-2001

Senior Manager, Employee Reimbursement, Data Warehouses, EDI,
Purchasing/Payables Legacy Systems (1998 – July, 2001)

- Responsible for technical support and deployment for one of the largest global implementations of Concur Technologies' Xpense Management Solution (XMS), the employee reimbursement system used by Lucent.
- Led project to implement Epiphany's Datamart product to provide reporting and decision support for the Lucent supply chain organization.
- Responsible for all purchasing/payables legacy systems, supported by IBM Global Services. Technologies used on systems included: EDI (Electronic Data Interchange), Oracle SQL, Sybase, Informix, UNIX, MVS, Windows 95/NT, C++, Java, COBOL, FOCUS, and IMS.
- Project Manager for Y2K Analysis, Remediation, Testing, and Certification for all Purchasing/Payables legacy systems.
- Responsible for legacy system decommissioning.

Manager, Legacy Systems, Data Warehouse, EDI,
SAP Testing, Employee Reimbursement (1996-1998)

- Managed the legacy systems' interface between the Lucent customer and the IBM Global Services development team.
- Responsible for approval and status tracking of all enhancement and maintenance requests placed on the Purchasing and Payables systems.
- Responsible for development and support of Data Warehouses, Testing of SAP releases, and Employee Reimbursement for legacy and SAP environments.
- Managed the EDI (Electronic Data Interchange) development team for Purchasing and Accounts Payable systems.

DANIEL C. McDANIEL (Page 2)

AT&T/Lucent Technologies

Manager, Mainframe Procurement Systems (1995-1996)

- Managed a team of information systems professionals responsible for the primary procurement systems used within AT&T and Lucent. Also responsible for travel management and transportation systems.
- Actively participated with the management team in the splitting of the Procurement Systems IT organization between the two companies, AT&T and Lucent Technologies. Managed a combined team of mainframe application developers from AT&T and Lucent to achieve the cloning of procurement systems.

Manager, Manufacturing Information Systems (1991-1995)

- Managed a large, diverse team of application developers, system administrators, and support personnel that provided all information services to the AT&T Contract Manufacturing business unit. During the period, led the transition of the team from a mainframe environment to UNIX-based systems. Implemented a vendor-developed, integrated manufacturing and accounting system, PRO-III, to replace existing mainframe legacy systems.
- Supported the retraining of the organization from COBOL to relational database management systems, Informix and Sybase.
- Established a data center with three state-of-the-art UNIX servers to support the business unit.

Project Leader, Federal Systems Division (1984-1990)

- Provided primary responsibility for the overall direction of divisional IT systems including: contract status, interfaces with corporate AT&T systems, and payroll/accounts payable consolidation. Represented Federal Systems on the design of a new corporate time reporting system.
- Served as a task force member of the Divisional MIS Five-Year Plan.
- Acted as the systems design consultant and database administrator for development organization.

High Point University

Instructor, Computer Information Systems (CIS) (1986-1987)

- Instructor in the Evening Undergraduate Program for three sessions. Taught introductory computer courses.

Guilford Technical Community College (GTCC)

Instructor, Mathematics (1985-1986)

- Instructor in the Evening Program for four sessions. Taught College Algebra and Trigonometry.

Western Electric

Programmer/Analyst, Defense Activities Division (1970-1984)

- Developed, maintained, and provided project leadership of Divisional systems.

EDUCATION:

Master of Science, Computer Science
Purdue University, West Lafayette, IN

Bachelor of Science, Applied Mathematics
North Carolina State University, Raleigh, NC

Mayor
Lynn Montgomery

Town Manager
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Town Attorney
Beth Koonce



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Lawrence Straughn

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for April 2023

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided. A detailed budget to actual statement is also included as of 04-30-2023.

Expenditures during April include the new garbage carts, installing gas lines at the new Golf Maintenance facility and Riverdale Expansion project payment to City of High Point. Services during the month include code enforcement, public safety services, and animal control services.

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

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

**Town of Jamestown
Financial Summary Report
Cash Balances
as of April 30, 2022**

Petty Cash	\$	1,350
Operating Cash		1,094,389
Certificates of Deposit		3,004,511
Money Market Accounts - First Bank		1,981,113
North Carolina Capital Management Trust		<u>11,103,088</u>
	\$	<u>17,164,450</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	473,556
Cash reserved by Powell Bill for street Improvements		342,260
General Capital Reserve Fund		66,097
Lydia Multi-use Greenway Capital Project		36,968
Oakdale Sidewalk Phase 3		114,256
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		644,139
Water Sewer Capital Reserve Fund		<u>1,299,018</u>
	\$	<u>3,057,398</u>

Cash by Fund:

General	\$	5,319,759
General Capital Reserve Fund		66,097
Lydia Multi-use Greenway Capital Project		36,968
Oakdale Sidewalk Phase 3		114,256
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		644,139
Water/Sewer		9,129,553
Randleman Reservoir		473,556
Water/Sewer Capital Reserve Fund		<u>1,299,018</u>
	\$	<u>17,164,450</u>

Cash by Bank:

NCCMT	\$	11,103,088
Pinnacle Bank		3,096,396
First Bank		<u>2,963,618</u>
	\$	<u>17,163,100</u>

**Town of Jamestown
Financial Summary Report
Debt Balances
as of April 30, 2023**

Installment Purchase Debt:	Balance at 4/30/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 23,287	12/1/2023	2023/2024
Leaf truck, financed in 2017	23,784	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	67,561	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>316,687</u>	11/3/2027	2027/2028
	<u>\$ 431,299</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 237,472</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of April 30, 2023

	<u>General Fund #10</u>	<u>General Capital Reserve Fund #11</u>	<u>Water/Sewer Fund #13</u>	<u>Randeman Reservoir Fund #60</u>	<u>Water/Sewer Capital Reserve Fund #61</u>
Current Year Revenues (and transfers)	8,713,458	120,153	3,417,333	47,073	431,537
% of budget received	72%	95%	40%	40%	43%
% of budget, excluding appropriated fund balance, received	88%	95%	69%	148%	78%
Expenditures (and transfers)	5,990,232	68,350	4,264,657	118,378	-
% of budget expended	65%	45%	49%	100%	0%

	<u>Fund #17</u>	<u>Fund #18</u>	<u>Fund #20</u>	<u>Fund #21</u>	<u>Fund #23</u>
	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Sidewalk Ph 3 Capital Project</u>	<u>Recreational Maint Facility Capital Project</u>	<u>Oakdale Sidewalk Ph 2 Capital Project</u>	<u>Penny Road Sidewalk Capital Project</u>
Life to Date Revenues & Other Financing Sources	2,134,051	218,773	1,078,782	79,589	51,000
% of budget received	91%	32%	100%	40%	4%
Life to Date Expenditures	2,126,669	100,857	434,642	49,468	-
% of budget expended	91%	15%	40%	25%	0%

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 23

10 GENERAL FUND

Account	Received			Revenue	
	Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
3000					
3100 AD VALOREM TAXES	48,066.08	2,777,067.75	2,822,000.00	44,932.25	98 %
3101 Interest on Ad Valorem Taxes	718.19	2,747.79	2,500.00	-247.79	110 %
3102 Tax and Tag revenue	19,464.32	174,827.10	234,600.00	59,772.90	75 %
3103 Interest on Tax and Tag Revenues	171.90	1,476.58	1,100.00	-376.58	134 %
3230 SALES AND USE TAX	82,706.96	618,778.28	1,050,000.00	431,221.72	59 %
3250 Solid Waste Disposal Tax	0.00	2,183.16	3,400.00	1,216.84	64 %
3256 ELECTRICITY SALES TAX	0.00	109,929.10	206,000.00	96,070.90	53 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	12,712.31	39,000.00	26,287.69	33 %
3258 PIPED NATURAL GAS SALES TAX	0.00	8,314.78	21,000.00	12,685.22	40 %
3261 VIDEO PROGRAMMING TAX	0.00	16,569.64	36,000.00	19,430.36	46 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	55,500.00	55,500.00	0.00	100 %
3316 POWELL BILL	0.00	107,488.72	107,000.00	-488.72	100 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	0.00	37,500.00	50,000.00	12,500.00	75 %
3341 Telecommunications Planning Fees	3,500.00	3,500.00	7,500.00	4,000.00	47 %
3343 REVIEW FEES	375.00	7,301.00	7,500.00	199.00	97 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	100.00	525.00	200.00	-325.00	263 %
3346 CELL TOWER LEASE REVENUE	2,646.00	61,797.61	83,300.00	21,202.39	74 %
3348 REFUSE COLLECTION FEES	17,177.50	171,277.50	203,700.00	32,422.50	84 %
3600 GREEN FEES	65,431.56	472,410.63	535,000.00	62,589.37	88 %
3603 Golf Now Booking Fees	180.53	441.99	0.00	-441.99	** %
3610 MECHANICAL CART RENTALS	34,413.39	249,628.57	280,000.00	30,371.43	89 %
3620 PUHA CART RENTALS	45.06	262.06	300.00	37.94	87 %
3650 DRIVING RANGE	7,300.00	41,619.00	55,000.00	13,381.00	76 %
3660 GOLF SHOP CONCESSIONS SALES	11,199.16	83,042.62	89,000.00	5,957.38	93 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	159.00	9,920.25	12,000.00	2,079.65	83 %
3675 Golf Clubhouse Rental Fees	975.00	5,795.00	8,000.00	2,205.00	72 %
3831 INVESTMENT EARNINGS	18,292.46	118,317.19	135,000.00	16,682.81	88 %
3832 Sponsorships	0.00	1,450.00	1,450.00	0.00	100 %
3835 SALES OF FIXED ASSETS	0.00	3,250.00	3,250.00	0.00	100 %
3836 SALES - PRO SHOP GOLF INVENTORY	7,712.12	51,134.77	59,000.00	7,865.23	87 %
3837 SHELTER RENTALS	550.00	4,000.00	3,000.00	-1,000.00	133 %
3838 Building lease revenue	0.00	11.00	3,611.00	3,600.00	0 %
3839 MISCELLANEOUS REVENUES	56.05	1,084.15	500.00	-584.15	217 %
3840 Rental Golf Sets	425.00	2,710.00	2,400.00	-310.00	113 %
3841 Ball Field Rentals	0.00	11,225.00	15,950.00	4,725.00	70 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	-201.66	56,349.71	75,000.00	18,650.29	75 %
3985 Transfer from Grant Project Fund	0.00	1,431,310.57	1,431,310.00	-0.57	100 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	197,000.00	197,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,429,314.00	1,429,314.00	0 %
Account Group Total:	321,463.62	6,713,458.93	9,283,685.00	2,570,226.07	72 %
Fund Total:	321,463.62	6,713,458.93	9,283,685.00	2,570,226.07	72 %

*adjust actual
debit
fund interest*

05/09/23
14:11:22

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 23

Page: 1 of 12
Report ID: R100B

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	2,383.00	103,578.75	27,671.50	131,250.25	160,000.00	28,749.75
2100	DEPARTMENT SUPPLIES	433.87	1,813.87	675.00	2,488.80	2,675.00	186.20
2200	FOOD AND PROVISIONS	249.41	2,028.70	0.00	2,028.70	2,500.00	471.30
2600	OFFICE SUPPLIES	0.00	15.99	0.00	15.99	200.00	184.01
2900	ASSETS NOT CAPITALIZED	0.00	691.47	0.00	691.47	1,500.00	808.53
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	450.00	0.00	450.00	2,000.00	1,550.00
3200	COMMUNICATIONS	0.00	26.00	0.00	26.00	2,500.00	2,474.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	0.00	885.00	0.00	885.00	1,000.00	115.00
3800	DATA PROCESSING SERVICES	49.75	480.54	319.46	800.00	800.00	0.00
3950	DUES AND SUBSCRIPTIONS	0.00	1,782.00	0.00	1,782.00	2,300.00	518.00
3955	Permit Fees	0.00	800.00	0.00	800.00	1,000.00	200.00
3980	MISCELLANEOUS EXPENSE	0.00	374.40	0.00	374.40	500.00	125.60
4990	OTHER CONTRACTED SERVICES	300.00	2,775.00	3,725.00	4,500.00	5,500.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	325.00	325.00
Account Total:		3,385.98	115,701.65	30,390.96	146,092.61	184,300.00	38,207.39
4200 ADMINISTRATION EXPENDITURES							
1000	SALARIES AND WAGES	36,680.38	385,684.99	0.00	385,684.99	487,500.00	101,815.01
1003	LONGEVITY PAY	0.00	9,029.22	0.00	9,029.22	9,000.00	-29.22
1009	FICA EXPENSE	2,774.78	29,863.64	0.00	29,863.64	37,950.00	8,086.36
1010	RETIREMENT EXPENSE	4,395.92	47,350.34	0.00	47,350.34	59,650.00	12,299.66
1011	HEALTH INSURANCE EXPENSE	4,410.50	41,442.31	0.00	41,442.31	57,900.00	16,457.69
1012	FLEX & PR TIME ADMIN FEES	6.00	142.15	138.85	281.00	700.00	419.00
1014	WORKER'S COMPENSATION	0.00	545.47	0.00	545.47	700.00	154.53
1017	401K EXPENSE	1,909.08	18,965.18	0.00	18,965.18	23,950.00	4,984.82
1019	PROFESSIONAL SERVICES	0.00	8,587.50	8,912.50	17,500.00	17,500.00	0.00
2100	DEPARTMENT SUPPLIES	333.81	3,269.91	0.00	3,269.91	4,500.00	1,230.09
2200	FOOD AND PROVISIONS	115.30	917.71	0.00	917.71	1,000.00	82.29
2600	OFFICE SUPPLIES	13.99	1,188.94	0.00	1,188.94	2,200.00	1,011.06
2900	ASSETS NOT CAPITALIZED	0.00	2,647.89	0.00	2,647.89	5,000.00	2,352.11
3100	TRAVEL	544.00	3,372.44	0.00	3,372.44	10,000.00	6,627.56
3150	CONFERENCE FEES AND SCHOOLS	375.00	4,054.00	0.00	4,054.00	7,000.00	2,946.00
3200	COMMUNICATIONS	754.03	6,338.34	1,051.21	7,389.55	10,700.00	3,310.45
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	1,369.81	14,880.28	4,107.72	18,988.00	19,000.00	12.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	123.00	0.00	123.00	0.00	-123.00
3950	DUES AND SUBSCRIPTIONS	447.99	13,528.96	346.49	10,875.45	11,500.00	624.55
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	200.00	200.00
3980	MISCELLANEOUS EXPENSE	460.00	492.96	0.00	492.96	1,000.00	507.04
4300	EQUIPMENT RENTAL	-46.36	2,395.59	982.57	3,378.16	3,500.00	121.84
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	10,117.76	67.70	10,185.46	13,000.00	2,814.54
4500	INSURANCE AND BONDING	0.00	5,560.30	0.00	5,560.30	6,000.00	439.70
4990	OTHER CONTRACTED SERVICES	525.34	28,129.58	9,840.95	37,970.53	46,000.00	8,029.47
6820	First Bank Credit Card Encumbrance	0.00	0.00	4,000.00	4,000.00	4,000.00	0.00

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TOWN OF JAMESTOWN, NC
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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
Account Total:		54,969.57	635,628.46	29,447.99	665,076.45	840,350.00	175,273.55
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	9,122.00	76,993.60	0.00	76,993.60	111,000.00	34,006.40
1003	LONGEVITY PAY	0.00	695.00	0.00	695.00	750.00	55.00
1009	FICA EXPENSE	701.95	5,980.62	0.00	5,980.62	8,550.00	2,569.38
1010	RETIREMENT EXPENSE	1,108.32	9,360.56	0.00	9,360.56	13,500.00	4,139.44
1011	HEALTH INSURANCE EXPENSE	1,764.20	14,995.70	0.00	14,995.70	21,600.00	6,604.30
1012	FLEX & PR TIME ADMIN FEES	6.00	148.17	60.83	209.03	500.00	291.00
1014	WORKER'S COMPENSATION	0.00	340.92	0.00	340.92	500.00	159.08
1017	401K EXPENSE	456.10	4,018.49	0.00	4,018.49	5,550.00	1,531.51
2100	DEPARTMENT SUPPLIES	479.80	1,321.45	27.44	1,348.89	3,500.00	2,151.11
2200	FOOD AND PROVISIONS	0.00	112.49	0.00	112.49	750.00	637.51
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	47.28	400.07	0.00	400.07	500.00	99.93
2600	OFFICE SUPPLIES	0.00	197.70	0.00	197.70	2,000.00	1,802.30
2900	ASSETS NOT CAPITALIZED	832.00	2,240.93	0.00	2,240.93	4,500.00	2,259.07
3100	TRAVEL	0.00	7.00	0.00	7.00	2,500.00	2,493.00
3150	CONFERENCE FEES AND SCHOOLS	95.00	1,374.00	0.00	1,374.00	3,000.00	1,626.00
3200	COMMUNICATIONS	203.01	1,867.33	618.77	2,486.10	4,100.00	1,613.90
3400	PRINTING	0.00	0.00	0.00	0.00	1,250.00	1,250.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700	MARKETING / ADVERTISING	1,850.00	8,694.96	2,700.04	11,395.00	20,000.00	8,605.00
3800	DATA PROCESSING SERVICES	709.85	4,797.22	1,402.78	6,200.00	6,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	119.00	131.00	250.00	250.00	0.00
3950	DUES AND SUBSCRIPTIONS	104.98	4,179.58	164.93	4,344.51	5,000.00	655.49
3980	MISCELLANEOUS EXPENSE	0.00	47.00	0.00	47.00	500.00	453.00
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	700.00	700.00
4500	INSURANCE AND BONDING	0.00	193.29	0.00	193.29	300.00	106.71
4990	OTHER CONTRACTED SERVICES	2,688.00	33,574.44	26,632.00	60,206.44	70,000.00	9,793.56
4991	Telecommunications Contracted	0.00	0.00	7,500.00	7,500.00	7,500.00	0.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Account Total:		20,168.49	171,659.52	40,237.79	211,897.31	299,000.00	67,102.69
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	68.94	4,059.25	302.78	4,362.03	8,000.00	3,637.97
2140	SEED and SOD	0.00	800.00	0.00	800.00	800.00	0.00
2141	CHEMICALS	0.00	197.50	0.00	197.50	500.00	302.50
2142	FERTILIZER AND LIME	0.00	497.50	0.00	497.50	600.00	102.50
2144	MULCH & PINE NEEDLES	2,475.00	2,475.00	0.00	2,475.00	2,500.00	25.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	620.85	0.00	620.85	2,500.00	1,879.15
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	7,500.00	7,500.00
3200	COMMUNICATIONS	113.04	1,476.91	443.09	1,920.00	2,000.00	80.00
3300	UTILITIES	622.91	14,692.65	730.45	15,423.10	30,000.00	14,576.90
3350	Water Utilities	25.10	174.49	0.00	174.49	500.00	325.51
3500	REPAIRS AND MAINTENANCE	0.00	3,018.75	1,596.58	4,615.33	50,000.00	45,384.67
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	1,491.70	31,676.66	5,697.45	37,374.11	40,000.00	2,625.89

Code Enforcement

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4500	INSURANCE AND BONDING	0.00	16,107.76	0.00	16,107.76	22,000.00	5,892.24
4990	OTHER CONTRACTED SERVICES	971.43	26,964.15	2,799.81	29,763.96	42,000.00	12,236.04
5800	CAPITAL OUTLAY - BUILDINGS &	37,123.65	64,913.65	349,444.35	414,358.00	484,000.00	69,642.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		42,891.77	157,675.12	361,014.51	528,689.63	698,100.00	169,410.37
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	105,191.80	324,736.16	0.00	324,736.16	550,000.00	225,263.84
4911	Sheriff Off Duty - Town events	0.00	1,872.00	4,628.00	6,500.00	6,500.00	0.00
4912	Sheriff off-duty for non-profit	0.00	1,068.00	0.00	1,068.00	2,500.00	1,432.00
4920	ANIMAL CONTROL CONTRACT	2,510.00	7,530.00	2,510.00	10,040.00	14,000.00	3,960.00
Account Total:		107,701.80	335,206.16	7,138.00	342,344.16	573,000.00	230,655.84
5300 FIRE EXPENSES							
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3956	Fire Inspection Fees	0.00	2,887.50	0.00	2,887.50	12,000.00	9,112.50
3980	MISCELLANEOUS EXPENSE	0.00	154.44	0.00	154.44	300.00	145.56
4900	PINSCROFT SEDGEFIELD FIRE CONTRACT	0.00	866,153.92	0.00	866,153.92	866,154.00	0.08
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		0.00	869,195.86	0.00	869,195.86	889,954.00	20,758.14
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	28.46	1,185.50	0.00	1,185.50	3,500.00	2,314.50
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	6,476.75	525.00	7,001.75	8,000.00	998.25
2500	VEHICLE SUPPLIES	0.00	1,997.53	6,100.00	8,097.53	8,700.00	602.47
2520	FUELS - GAS & OIL	0.00	4,963.45	0.00	4,963.45	6,000.00	1,036.55
2900	ASSETS NOT CAPITALIZED	2,532.50	2,831.99	0.00	2,831.99	20,000.00	17,168.01
3300	UTILITIES	14,296.54	129,593.30	0.00	129,593.30	160,000.00	30,406.70
3500	REPAIRS AND MAINTENANCE	3,722.86	7,703.90	0.00	7,703.90	9,260.00	1,556.10
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3955	Permit Fees	0.00	860.00	0.00	860.00	1,100.00	240.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4300	EQUIPMENT RENTAL	0.00	320.92	0.00	320.92	540.00	219.08
4400	SERVICE & MAINTENANCE CONTRACTS	171.50	1,691.00	1,469.00	3,160.00	5,600.00	2,440.00
4500	INSURANCE AND BONDING	0.00	773.17	0.00	773.17	1,200.00	426.83
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	6,000.00	395.00
4990	OTHER CONTRACTED SERVICES	0.00	22,998.40	38,945.75	61,944.15	75,000.00	13,055.85
5500	CAPITAL OUTLAY EQUIPMENT	0.00	8,432.79	0.00	8,432.79	8,500.00	67.21
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	17,836.70	0.00	17,836.70	17,837.00	0.30
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		20,751.86	213,270.40	47,039.75	260,310.15	331,837.00	71,526.85
5700 POWELL BILL							
4990	OTHER CONTRACTED SERVICES	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00
Account Total:		0.00	0.00	300,000.00	300,000.00	300,000.00	0.00

① Sheriff contract payment January - March 2023
 ② Animal Control payment January - March 2023

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	6,440.61	67,002.93	0.00	67,002.93	75,000.00	7,997.07
1003	LONGEVITY PAY	0.00	976.00	0.00	976.00	1,100.00	124.00
1009	FICA EXPENSE	482.73	5,104.35	0.00	5,104.35	10,000.00	4,895.65
1010	RETIREMENT EXPENSE	788.61	8,320.16	0.00	8,320.16	15,000.00	6,679.84
1011	HEALTH INSURANCE EXPENSE	1,764.20	16,726.60	0.00	16,726.60	24,500.00	7,773.40
1012	FLEX & PR TIME ADMIN FEES	6.00	136.17	72.83	209.00	500.00	291.00
1014	WORKER'S COMPENSATION	0.00	5,113.78	0.00	5,113.78	6,000.00	886.22
1017	401K EXPENSE	320.42	3,293.76	0.00	3,293.76	6,000.00	2,706.24
2100	DEPARTMENT SUPPLIES	③ 108,850.91	112,179.61	9,400.02	121,579.63	135,500.00	13,920.37
2200	FOOD AND PROVISIONS	89.43	119.62	0.00	119.62	100.00	-19.62
2500	VEHICLE SUPPLIES	677.66	12,191.33	0.00	12,191.33	12,000.00	-191.33
2520	FUELS - GAS & OIL	1,858.25	21,568.61	8,467.94	30,035.55	35,000.00	4,963.45
3200	COMMUNICATIONS	50.00	866.38	83.62	950.00	1,200.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3500	REPAIRS AND MAINTENANCE	0.00	11,648.10	4,000.00	15,648.10	16,800.00	1,151.90
3700	MARKETING / ADVERTISING	0.00	16,297.98	0.00	16,297.98	16,300.00	2.02
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	386.00	614.00	1,000.00	1,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	7,595.64	46,004.67	24,083.68	70,088.35	74,500.00	4,411.65
3945	Recycle Fees	0.00	57,464.26	57,535.74	115,000.00	115,000.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	500.00	500.00
4500	INSURANCE AND BONDING	0.00	2,560.98	0.00	2,560.98	2,500.00	-60.98
4990	OTHER CONTRACTED SERVICES	④ 11,627.61	47,179.91	12,055.41	59,235.32	72,000.00	12,764.68
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	443,876.30	443,863.00	887,739.30	908,000.00	20,260.70
5500	CAPITAL OUTLAY EQUIPMENT	0.00	41,981.00	44,845.00	86,826.00	87,000.00	174.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		140,552.07	920,998.50	605,021.24	1,526,019.74	1,617,700.00	91,680.26
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	10,869.61	110,228.25	0.00	110,228.25	142,000.00	31,771.75
1003	LONGEVITY PAY	0.00	3,134.00	0.00	3,134.00	3,100.00	-34.00
1009	FICA EXPENSE	825.43	8,590.26	0.00	8,590.26	11,500.00	2,909.74
1010	RETIREMENT EXPENSE	1,332.81	13,876.74	0.00	13,876.74	18,000.00	4,123.26
1011	HEALTH INSURANCE EXPENSE	2,646.30	23,802.33	0.00	23,802.33	31,000.00	7,197.67
1012	FLEX & PR TIME ADMIN FEES	12.00	142.17	66.83	209.00	500.00	291.00
1014	WORKER'S COMPENSATION	0.00	2,045.51	0.00	2,045.51	3,000.00	954.49
1017	401K EXPENSE	543.58	5,432.28	0.00	5,432.28	7,100.00	1,667.72
2100	DEPARTMENT SUPPLIES	545.43	8,533.17	58.75	8,591.92	11,000.00	2,408.08
2140	SEED and SOD	0.00	1,240.00	0.00	1,240.00	2,000.00	760.00
2141	CHEMICALS	0.00	3,637.50	0.00	3,637.50	5,000.00	1,362.50
2142	FERTILIZER AND LIME	0.00	1,490.50	1,500.00	2,990.50	3,000.00	9.50
2143	IRRIGATION SUPPLIES	0.00	372.41	0.00	372.41	500.00	127.59
2144	MULCH & PINE NEEDLES	772.20	1,657.60	2,321.55	3,979.15	5,000.00	1,020.85
2145	TOPSOIL (Sand)	0.00	1,411.41	0.00	1,411.41	1,500.00	88.59
2200	FOOD AND PROVISIONS	0.00	35.67	0.00	35.67	50.00	14.33
2400	CONSTRUCTION & REPAIR SUPPLIES	42.66	1,784.95	0.00	1,784.95	3,000.00	1,215.05
2500	VEHICLE SUPPLIES	10.00	982.14	0.00	982.14	1,000.00	17.86
2520	FUELS - GAS & OIL	1,048.78	3,518.86	0.00	3,518.86	5,500.00	4,981.14
2550	EQUIPMENT SUPPLIES	59.98	1,684.93	0.00	1,684.93	2,500.00	815.07
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00

③ Garbage carts payment - Schaefer Plastics

④ Garbage carts assembly and distribution - Schaefer Plastics

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	6,299.64	0.00	6,299.64	6,500.00	200.36
3100	TRAVEL	70.78	1,131.65	0.00	1,131.65	1,000.00	-131.65
3150	CONFERENCE FEES AND SCHOOLS	0.00	445.00	0.00	445.00	1,500.00	1,055.00
3200	COMMUNICATIONS	731.38	7,452.77	1,593.67	9,046.44	13,000.00	3,953.56
3300	UTILITIES	836.31	11,636.31	0.00	11,636.31	15,500.00	3,863.69
3350	Water Utilities	25.19	241.11	0.00	241.11	350.00	108.89
3500	REPAIRS AND MAINTENANCE	578.69	23,157.70	0.00	23,157.70	24,000.00	842.30
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	330.21	496.37	213.63	710.00	1,400.00	690.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	257.00	343.00	600.00	600.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	95.48	0.00	95.48	500.00	404.52
3950	DUES AND SUBSCRIPTIONS	0.00	1,442.00	0.00	1,442.00	1,500.00	58.00
3980	MISCELLANEOUS EXPENSE	0.00	57.45	0.00	57.45	500.00	442.55
3981	Special Events	1,186.68	8,652.93	2,761.68	11,414.61	12,000.00	585.39
4101	Library Services	0.00	119,500.00	0.00	119,500.00	119,500.00	0.00
4102	Recreation Services	0.00	10,543.00	0.00	10,543.00	20,000.00	9,457.00
4103	Culture/Historical Services	0.00	6,000.00	0.00	6,000.00	10,500.00	4,500.00
4300	EQUIPMENT RENTAL	1,852.71	31,621.39	940.80	22,570.19	24,690.00	2,109.81
4400	SERVICE & MAINTENANCE CONTRACTS	154.35	1,497.90	263.10	1,761.00	3,000.00	1,239.00
4500	INSURANCE AND BONDING	0.00	1,159.76	0.00	1,159.76	1,500.00	340.24
4990	OTHER CONTRACTED SERVICES	100.00	4,817.63	0.00	4,817.63	5,300.00	482.37
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	7,556.00	0.00	7,556.00	8,120.00	564.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	12,750.00	2,250.00	15,000.00	15,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		24,575.08	440,419.77	12,313.01	452,732.78	545,600.00	92,867.22
6300 GOLF COURSE MAINTENANCE							
1000	SALARIES AND WAGES	29,646.83	320,499.82	0.00	320,499.82	410,000.00	89,500.18
1003	LONGEVITY PAY	0.00	6,139.00	0.00	6,139.00	6,200.00	61.00
1009	FICA EXPENSE	2,154.49	24,034.06	0.00	24,034.06	32,000.00	7,965.92
1010	RETIREMENT EXPENSE	3,632.45	39,990.24	0.00	39,990.24	47,000.00	7,009.76
1011	HEALTH INSURANCE EXPENSE	6,174.70	61,761.37	0.00	61,761.37	76,000.00	14,238.63
1012	FLEX & PR TIME ADMIN FEES	12.00	136.17	30.83	167.00	650.00	483.00
1013	RETIREE HEALTH INSURANCE EXPENSE	220.32	2,203.20	0.00	2,203.20	5,800.00	3,596.80
1014	WORKER'S COMPENSATION	0.00	3,750.11	0.00	3,750.11	5,000.00	1,249.89
1015	Unemployment Compensation	0.00	1,012.11	0.00	1,012.11	6,000.00	4,987.89
1017	401k EXPENSE	1,458.88	15,934.98	0.00	15,934.98	20,000.00	4,065.02
2100	DEPARTMENT SUPPLIES	1,523.28	6,986.51	39.49	7,026.00	11,000.00	3,974.00
2140	SEED and SOD	0.00	1,117.96	0.00	1,117.96	8,000.00	6,882.04
2141	CHEMICALS	716.50	39,283.92	0.00	39,283.92	45,000.00	5,716.08
2142	FERTILIZER AND LIME	0.00	3,616.75	12,711.15	16,327.90	30,000.00	13,672.10
2143	IRRIGATION SUPPLIES	0.00	3,524.96	0.00	3,524.96	7,000.00	3,475.04
2144	MULCH & PINE NEEDLES	0.00	1,662.50	0.00	1,662.50	6,000.00	4,337.50
2145	TOPSOIL (Sand)	1,780.79	3,345.58	2,740.00	6,085.58	16,000.00	9,914.42
2155	TEE AND GREEN SUPPLIES	3,024.72	3,618.37	0.00	3,618.37	5,000.00	1,381.63
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	105.68	585.68	0.00	585.68	2,500.00	1,914.32
2500	VEHICLE SUPPLIES	130.38	150.12	0.00	150.12	700.00	549.88
2520	FUELS - GAS & OIL	277.40	15,889.81	16,162.25	32,052.06	35,000.00	2,947.94
2550	EQUIPMENT SUPPLIES	1,151.89	21,479.12	4,892.72	26,371.84	32,175.00	5,803.16
2600	OFFICE SUPPLIES	48.78	60.14	0.00	60.14	1,500.00	1,439.86

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2900	ASSETS NOT CAPITALIZED	0.00	3,594.08	0.00	3,594.08	8,000.00	4,405.92
3100	TRAVEL	0.00	2,138.66	0.00	2,138.66	3,000.00	861.34
3150	CONFERENCE FEES AND SCHOOLS	0.00	505.00	0.00	505.00	1,550.00	1,045.00
3200	COMMUNICATIONS	551.12	6,225.11	894.89	7,120.00	7,700.00	580.00
3300	UTILITIES	955.61	9,815.84	1,134.63	10,950.47	20,000.00	9,049.53
3350	Water Utilities	25.19	241.11	0.00	241.11	400.00	158.89
3500	REPAIRS AND MAINTENANCE	5,032.87	10,697.04	0.00	10,697.04	14,375.00	3,677.96
3800	DATA PROCESSING SERVICES	54.62	509.68	290.32	800.00	800.00	0.00
3805	Subscription Fees	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	67.00	1,433.00	1,500.00	1,500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	160.85	1,811.57	604.86	2,416.43	2,450.00	33.57
3950	DUES AND SUBSCRIPTIONS	0.00	4,617.86	0.00	4,617.86	5,800.00	1,182.14
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	4,806.75	57,114.84	5,760.65	62,875.49	63,900.00	1,024.51
4400	SERVICE & MAINTENANCE CONTRACTS	51.45	3,474.90	47.70	3,522.60	4,000.00	477.40
4500	INSURANCE AND BONDING	0.00	6,572.67	0.00	6,572.67	10,000.00	3,427.33
4990	OTHER CONTRACTED SERVICES	0.00	2,702.00	0.00	2,702.00	7,000.00	4,298.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	89,007.03	344,411.74	433,418.77	441,859.00	8,440.23
5700	CAPITAL OUTLAY - LAND IMPR -	35,673.70	35,673.70	0.00	35,673.70	85,000.00	49,326.30
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	1,460.00	246,631.00	248,091.00	248,200.00	109.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		99,371.25	813,010.59	639,785.23	1,452,795.82	1,737,759.00	284,963.18
6301 GOLF SHOP EXPENDITURES							
1000	SALARIES AND WAGES	23,555.46	241,614.64	0.00	241,614.64	315,000.00	73,385.36
1003	LONGEVITY PAY	0.00	3,615.00	0.00	3,615.00	3,700.00	85.00
1009	FICA EXPENSE	1,814.66	18,910.11	0.00	18,910.11	24,500.00	5,589.89
1010	RETIREMENT EXPENSE	1,870.54	20,854.68	0.00	20,854.68	25,000.00	4,145.32
1011	HEALTH INSURANCE EXPENSE	3,526.51	35,265.10	0.00	35,265.10	43,000.00	7,734.90
1012	FLEX & PR TIME ADMIN FEES	0.00	0.00	0.00	0.00	1,800.00	1,800.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	6,302.70	0.00	6,302.70	6,800.00	497.30
1014	WORKER'S COMPENSATION	0.00	1,090.94	0.00	1,090.94	1,500.00	409.06
1017	401K EXPENSE	746.54	8,153.34	0.00	8,153.34	9,800.00	1,646.66
2100	DEPARTMENT SUPPLIES	171.89	7,715.84	486.32	8,202.16	10,500.00	2,297.84
2101	Grill Supplies	329.65	3,305.68	2,334.32	5,640.00	7,500.00	1,860.00
2156	RANGE SUPPLIES	24.74	5,193.31	0.00	5,193.31	7,000.00	1,806.69
2200	FOOD AND PROVISIONS	0.00	144.99	0.00	144.99	400.00	255.01
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	77.50	0.00	77.50	1,000.00	922.50
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	150.96	0.00	150.96	1,000.00	849.04
2700	GOLF INVENTORY FOR RESALE	4,582.91	33,868.10	15,127.80	48,995.90	55,000.00	6,004.10
2705	Golf Special Orders - Purchases	137.78	6,567.95	2,100.00	8,667.95	10,000.00	1,332.05
2710	CONCESSION INVENTORY RESALE	3,193.09	25,474.31	11,913.89	37,388.20	39,000.00	1,611.80
2715	Food purchased not in inventory	2,412.03	13,182.67	1,187.31	14,369.98	17,500.00	3,130.02
2900	ASSETS NOT CAPITALIZED	915.00	1,118.05	985.00	2,103.05	2,500.00	396.95
3100	TRAVEL	0.00	20.18	0.00	20.18	500.00	479.82
3150	CONFERENCE FEES AND SCHOOLS	0.00	185.00	0.00	185.00	1,000.00	815.00
3200	COMMUNICATIONS	741.51	8,208.83	2,066.17	10,275.00	11,200.00	925.00
3300	UTILITIES	1,218.19	11,688.70	380.61	12,069.31	18,000.00	5,930.69

⑤ Install new gas lines at new Golf maintenance Facility - Piedmont Natural Gas

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3350	Water Utilities	25.19	241.13	0.00	241.13	350.00	108.87
3400	PRINTING	0.00	128.00	0.00	128.00	400.00	272.00
3500	REPAIRS AND MAINTENANCE	0.00	4,028.39	0.00	4,028.39	5,000.00	971.61
3700	MARKETING / ADVERTISING	60.40	604.00	120.80	724.80	10,000.00	9,275.20
3800	DATA PROCESSING SERVICES	640.71	7,155.89	2,844.11	10,000.00	10,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	123.00	540.00	1,460.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	200.45	2,168.35	1,023.22	3,191.57	3,200.00	8.43
3950	DUES AND SUBSCRIPTIONS	0.00	1,474.00	0.00	1,474.00	2,500.00	1,026.00
3955	Permit Fees	0.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	2,211.36	17,936.79	3,950.31	21,887.10	25,000.00	3,112.90
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00
4300	EQUIPMENT RENTAL	158.04	1,736.01	327.14	2,063.15	2,500.00	436.85
4310	GOLF CART RENTALS	5,327.28	51,939.42	4,791.60	66,731.02	69,200.00	2,468.98
4311	SALES AND USE TAX PAID	1,671.51	16,908.90	0.00	16,908.90	19,000.00	2,091.10
4400	SERVICE & MAINTENANCE CONTRACTS	535.68	12,229.56	3,329.28	15,558.84	17,000.00	1,441.16
4500	INSURANCE AND BONDING	14.37	8,712.56	0.00	8,712.56	10,000.00	1,287.44
4990	OTHER CONTRACTED SERVICES	1,912.64	60,425.26	725.00	61,150.26	65,500.00	4,349.74
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	59,080.00	0.00	59,080.00	60,000.00	920.00
	Account Total:	58,121.13	708,236.84	55,152.88	763,389.72	916,300.00	152,910.28
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	0.00	117,933.19	0.00	117,933.19	158,800.00	40,866.81
7200	DEBT INTEREST PAYMENTS	0.00	9,213.22	0.00	9,213.22	13,000.00	3,786.78
	Account Total:	0.00	127,146.41	0.00	127,146.41	171,800.00	44,653.59
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	172,082.66	0.00	172,082.66	177,985.00	5,902.34
	Account Total:	0.00	172,082.66	0.00	172,082.66	177,985.00	5,902.34
	Account Group Total:	572,489.00	5,690,231.94	2,127,541.36	7,817,773.30	9,283,685.00	1,465,911.70
	Fund Total:	572,489.00	5,690,231.94	2,127,541.36	7,817,773.30	9,283,685.00	1,465,911.70

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Statement of Revenue Budget vs Actuals
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11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	9.18	55.24	40.00	-15.24	138 %
3981 TRANSFER FROM GENERAL FUND	0.00	120,097.66	126,000.00	5,902.34	95 %
Account Group Total:	9.18	120,152.90	126,040.00	5,887.10	95 %
Fund Total:	9.18	120,152.90	126,040.00	5,887.10	95 %

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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	-201.66	56,349.71	0.00	56,349.71	126,040.00	69,690.29
	Account Total:	-201.66	56,349.71	0.00	56,349.71	126,040.00	69,690.29
	Account Group Total:	-201.66	56,349.71	0.00	56,349.71	126,040.00	69,690.29
	Fund Total:	-201.66	56,349.71	0.00	56,349.71	126,040.00	69,690.29

*JV to
adjust actual
debt interest
payment*

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 23

30 WATER AND SEWER

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	110.26	4,168.71	3,400.00	-768.71	123 %
3710 UTILITY CHARGE - WATER	74,712.67	772,005.82	958,000.00	185,994.18	81 %
3720 UTILITY CHARGE - SEWER	481,240.46	2,231,325.51	2,600,000.00	368,674.49	86 %
3741 Meter Fee	600.00	3,400.00	500.00	-2,900.00	680 %
3742 System Development Fees to be transferred	3,300.00	15,100.00	0.00	-15,100.00	** %
3743 System Admin / Installation fee	100.00	950.00	100.00	-850.00	950 %
3745 Connection Fees - Water and Sewer	650.00	7,751.50	10,000.00	2,248.50	78 %
3750 NONPAYMENT / RECONNECTION FEES	2,300.00	16,684.40	20,000.00	3,315.60	83 %
3755 Return Check Fees	50.00	475.00	200.00	-275.00	238 %
3760 LATE FEES	1,550.00	17,970.00	20,000.00	2,030.00	90 %
3765 CREDIT CARD ADMINISTRATION FEES	72.39	663.89	600.00	-63.89	111 %
3831 INVESTMENT EARNINGS	32,398.98	228,327.55	238,000.00	9,672.45	96 %
3839 MISCELLANEOUS REVENUES	0.00	135.13	200.00	64.87	68 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,375.56	118,375.56	118,500.00	124.44	100 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	0.00	1,000,000.00	1,000,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	3,643,585.00	3,643,585.00	0 %
Account Group Total:	715,460.32	3,417,333.07	8,613,085.00	5,195,751.93	40 %
Fund Total:	715,460.32	3,417,333.07	8,613,085.00	5,195,751.93	40 %

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	54,847.82	597,139.35	0.00	597,139.35	800,000.00	202,860.65
1003	LONGEVITY PAY	0.00	13,633.00	0.00	13,633.00	15,500.00	1,867.00
1009	FICA EXPENSE	4,134.83	46,672.68	0.00	46,672.68	63,000.00	16,327.32
1010	RETIREMENT EXPENSE	6,664.00	74,208.65	0.00	74,208.65	100,000.00	25,791.35
1011	HEALTH INSURANCE EXPENSE	10,127.49	98,544.26	0.00	98,544.26	144,000.00	45,455.74
1012	FLEX & PR TIME ADMIN FEES	12.00	264.17	232.83	497.00	1,600.00	1,103.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,366.99	13,611.34	0.00	13,611.34	21,600.00	7,988.66
1014	WORKER'S COMPENSATION	0.00	7,500.23	0.00	7,500.23	9,000.00	1,499.77
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	2,698.41	28,784.45	0.00	28,784.45	40,000.00	11,215.55
1019	PROFESSIONAL SERVICES	0.00	8,587.50	8,912.50	17,500.00	17,500.00	0.00
2100	DEPARTMENT SUPPLIES	2,235.63	27,131.74	387.37	27,519.11	30,000.00	2,480.89
2105	WATER METERS	0.00	29,985.00	0.00	29,985.00	30,000.00	15.00
2200	FOOD AND PROVISIONS	28.98	656.67	0.00	656.67	1,000.00	343.33
2400	CONSTRUCTION & REPAIR SUPPLIES	7,877.16	30,392.63	8,948.05	39,340.68	39,000.00	-340.68
2500	VEHICLE SUPPLIES	172.05	3,660.89	0.00	3,660.89	7,500.00	3,839.11
2520	FUELS - GAS & OIL	1,372.43	22,983.63	42,016.37	65,000.00	65,000.00	0.00
2550	EQUIPMENT SUPPLIES	1,105.88	8,866.61	0.00	8,866.61	13,500.00	4,633.39
2600	OFFICE SUPPLIES	14.00	797.80	0.00	797.80	2,000.00	1,202.20
2750	PURCHASE OF WATER	22,585.27	236,078.22	70,032.05	306,110.28	375,000.00	68,889.72
2755	Water Transmission Fees	437.89	25,824.85	0.00	25,824.85	27,500.00	1,675.15
2900	ASSETS NOT CAPITALIZED	4,634.59	16,692.68	102.70	16,795.38	29,800.00	13,004.62
3100	TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150	CONFERENCE FEES AND SCHOOLS	20.00	3,749.45	0.00	3,749.45	7,500.00	3,750.55
3200	COMMUNICATIONS	2,211.08	20,755.22	4,644.78	25,400.00	35,000.00	9,600.00
3300	UTILITIES	787.95	12,954.11	386.60	13,340.71	16,000.00	2,659.29
3350	Water Utilities	13.74	144.04	0.00	144.04	500.00	355.96
3400	PRINTING	402.76	3,652.93	847.07	4,500.00	7,000.00	2,500.00
3500	REPAIRS AND MAINTENANCE	202.42	23,676.17	22,700.00	46,376.17	60,000.00	13,623.83
3700	MARKETING / ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,413.37	14,108.41	7,350.96	21,459.37	21,000.00	-459.37
3900	DRUG TESTING & BACKGROUND CHECKS	123.00	498.00	812.00	1,300.00	1,300.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	103.00	103.00	0.00	103.00	4,000.00	3,897.00
3950	DUES AND SUBSCRIPTIONS	50.00	4,614.55	236.54	4,851.09	6,000.00	1,148.91
3955	Permit Fees	0.00	3,235.00	0.00	3,235.00	5,000.00	1,765.00
3960	BANK AND MERCHANT FEES	1,319.29	13,127.45	224.40	13,351.85	20,000.00	6,648.15
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	1,500.00	1,500.00
4300	EQUIPMENT RENTAL	252.25	3,244.62	982.61	4,227.23	15,000.00	10,772.77
4400	SERVICE & MAINTENANCE CONTRACTS	2,694.80	40,147.02	9,643.70	49,790.72	50,000.00	209.28
4401	NC811 Fees	105.85	1,254.30	1,411.45	2,665.75	3,000.00	334.25
4500	INSURANCE AND BONDING	0.00	24,913.08	0.00	24,913.08	30,000.00	5,086.92
4950	LAB TESTING	391.80	4,532.09	4,467.91	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	47,919.12	459,040.15	0.00	459,040.15	791,500.00	332,459.85
4990	OTHER CONTRACTED SERVICES	571.39	137,222.91	533,107.03	670,329.94	670,380.00	50.06
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	3,820.00	17,280.00	21,100.00	22,000.00	900.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	60,371.88	0.00	60,371.88	60,000.00	-371.88
5500	CAPITAL OUTLAY EQUIPMENT	13,713.05	123,975.84	15,786.95	139,762.79	158,500.00	18,737.21
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	53,033.77	0.00	53,033.77	400,000.00	346,966.23
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	1,245,170.00	1,263,220.10	0.00	1,263,220.10	3,550,000.00	2,286,779.90

- ① Down payment on metal building at Water Sewer Facility, Metal Buildings of the Carolinas
- ② Riverdale Expansion Project Payment - City of High Point

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14:11:22

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 23

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6800	OPERATING PAYMENTS TO REGIONAL	0.00	45,332.18	0.00	45,332.18	48,000.00	2,667.82
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	118,375.56	0.00	118,375.56	119,000.00	624.44
6810	Payments for Odor Control Project	5,783.69	18,665.39	0.00	18,665.39	23,000.00	4,334.61
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	37,502.49	0.00	37,502.49	50,005.00	12,502.51
7200	DEBT INTEREST PAYMENTS	0.00	4,764.70	0.00	4,764.70	6,300.00	1,535.30
9600	TRANSFERS TO OTHER FUNDS	0.00	462,616.00	0.00	462,616.00	582,100.00	119,484.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Account Total:		1,443,563.93	4,254,656.76	751,513.88	5,006,170.64	8,613,085.00	3,606,914.36
Account Group Total:		1,443,563.93	4,254,656.76	751,513.88	5,006,170.64	8,613,085.00	3,606,914.36
Fund Total:		1,443,563.93	4,254,656.76	751,513.88	5,006,170.64	8,613,085.00	3,606,914.36

05/09/23
14:11:51

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 23

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Report ID: B110

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	1,880.64	14,972.75	100.00	-14,872.75	*** %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	32,100.00	32,100.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	86,300.00	86,300.00	0 %
Account Group Total:	1,880.64	47,072.75	118,500.00	71,427.25	40 %
Fund Total:	1,880.64	47,072.75	118,500.00	71,427.25	40 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 23

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Report ID: B100B

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	① 118,375.56	118,375.56	0.00	118,375.56	118,500.00	124.44
	Account Total:	118,375.56	118,375.56	0.00	118,375.56	118,500.00	124.44
	Account Group Total:	118,375.56	118,375.56	0.00	118,375.56	118,500.00	124.44
	Fund Total:	118,375.56	118,375.56	0.00	118,375.56	118,500.00	124.44

① Transfer from Randleman Capital reserve to WIS fund to pay both debt payments to PTRWA

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TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 23

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Report ID: B110

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	180.92	1,020.55	10.00	-1,010.55	*** %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	430,516.00	550,000.00	119,484.00	78 %
3992 NET POSITION APPROPRIATED	0.00	0.00	449,990.00	449,990.00	0 %
Account Group Total:	180.92	431,536.55	1,000,000.00	568,463.45	43 %
Fund Total:	180.92	431,536.55	1,000,000.00	568,463.45	43 %
Grand Total:	1,038,994.68	10,729,554.20	19,141,310.00	8,411,755.80	56 %

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TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 4 / 23

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Report ID: B100B

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
	Account Total:	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
	Fund Total:	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00
	Grand Total:	2,134,226.83	10,119,613.97	2,879,055.24	12,998,669.21	19,141,310.00	6,142,640.79

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koance



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf report for April 2023

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Attached is the report for golf operations for April 2023.

Total revenues for the month of April 2023 were \$127,841 and operating expenditures were \$121,819. There were Capital Outlay expenditures in April for Golf Maintenance totaling \$35,674. Gas lines were installed at the new Golf Maintenance facility. Thus there was a net loss of \$29,652 for the month. In April 2022, there was a loss of \$28,140.

For the month of April 2023 there were 3,283 rounds played compared to 3,394 rounds played in April 2022.

April 2023 had 8 bad weather days and no closed days.

The grill had a profit of \$828 for April 2023; in April 2022, had a loss of \$354. For the current fiscal year-to-date the grill has a net loss of \$4,539; in 2022 (year to date), there was a net loss of \$11,087.

April 2023 was a decent month for golf. There were more bad weather days and less rounds played, which resulted in less revenue compared to April 2022. However, golf club house rentals continue to increase.

ATTACHMENTS: Golf report for April 2023

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

FYE 6/30/23

	<u>April 2023</u>	<u>April 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Golf Course Operating Revenues	127,841	136,293	(8,452)	-6.20%	916,965	875,273	41,692	4.76%
Golf Course Maintenance Expenditures (before capital outlay)	63,698	74,021	(10,323)	-13.95%	686,870	563,196	123,674	21.96%
Golf Course Golf Shop Expenditures (before capital outlay)	58,121	65,208	(7,087)	-10.87%	648,157	491,436	157,721	32.09%
Net exp < or > rev before Capital Outlay	6,022	(2,936)	8,958	-305.1%	(419,062)	(179,359)	(239,703)	
Capital Outlay	35,674	25,204	10,470		185,221	63,411	(121,810)	
Net expenditures < or > revenues	<u>(29,652)</u>	<u>(28,140)</u>	<u>(1,512)</u>	-5.37%	<u>(604,283)</u>	<u>(242,769)</u>	<u>(361,514)</u>	-148.91%
Golf Rounds Played (not including complimentary play)	3,283	3,394			16,341	23,668		
Bad Weather Days (1)	8	4			57	73		
Days closed for aerification, covered greens	0	0			9	6		
Golf course employees paid during the month:								
Full-time positions	11	11						
Part-time hours	755	1015						

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

**Revenues
FYE 6/30/23**

	<u>April 2023</u>	<u>April 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Greens	65,432	71,228	(5,796)	-8.14%	472,411	446,537	25,874	5.79%
Golf Now Booking Fees	181	-	181	100.00%	442	-	442	100.00%
Cart Rentals	34,413	37,314	(2,901)	-7.8%	249,629	244,548	5,081	2.08%
Pull Carts	45	16	29	181.63%	262	205	57	27.83%
Driving Range	7,300	7,644	(344)	-4.50%	41,619	48,920	(7,301)	-14.92%
Sales - Golf Shop Inventory	7,871	7,612	259	3.40%	61,055	56,679	4,377	7.72%
Sales - Golf Shop Concessions	11,199	12,478	(1,279)	-10.25%	83,043	78,385	4,658	5.94%
Golf Clubhouse Rental Fees and golf clubs	<u>1,400</u>	<u>840</u>	<u>560</u>	66.67%	<u>8,505</u>	<u>4,180</u>	<u>4,325</u>	103.47%
a.	<u><u>127,841</u></u>	<u><u>136,293</u></u>	<u><u>(9,292)</u></u>	-6.82%	<u><u>916,965</u></u>	<u><u>875,273</u></u>	<u><u>37,512</u></u>	4.29%

Variances:

- a. Less rounds played April 2023 than in April 2022

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

	<u>April 2023</u>	<u>April 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	a. 43,300	57,513	(14,214)	-24.71%	475,461	439,641	35,820	8.15%
Supplies & Materials	8,759	8,979	(219)	-2.44%	104,916	100,726	4,190	4.16%
Contractual Services	4,858	5,509	(650)	-11.81%	69,864	67,952	1,913	2.81%
Other Operating Expenditures (utilities, communications, etc)	<u>6,780</u>	<u>2,020</u>	<u>4,760</u>	235.58%	<u>36,629</u>	<u>28,899</u>	<u>7,730</u>	26.75%
Total Exp before Capital Outlay	b. <u>63,698</u>	<u>74,021</u>	<u>(10,323)</u>	-13.95%	<u>686,870</u>	<u>637,217</u>	<u>49,653</u>	7.79%
Capital Outlay	<u>35,674</u>	<u>25,204</u>	<u>10,469</u>		<u>126,141</u>	<u>65,762</u>	<u>60,378</u>	91.81%
	<u><u>99,371</u></u>	<u><u>99,225</u></u>	<u><u>146</u></u>	0.15%	<u><u>813,011</u></u>	<u><u>702,979</u></u>	<u><u>110,031</u></u>	15.65%

Variances:

- a. April 2022 had 3 pay periods
- b. gas lines installed at new Golf Maintenance facility

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

	<u>April 2023</u>	<u>April 2022</u>	<u>Variance</u>	<u>% Variance</u>	<u>YTD FYE 6/30/23</u>	<u>YTD FYE 6/30/22</u>	<u>Variance</u>	<u>% Variance</u>
Salaries & Employee Benefits	a. 31,514	40,955	(9,442)	-23.05%	335,807	313,211	22,595	7.21%
Supplies & Materials	11,767	11,027	740	6.71%	96,799	96,099	700	0.73%
Contractual Services	9,620	8,611	1,008	11.71%	161,952	97,446	64,506	66.20%
Other Operating Expenditures (utilities, communications, etc)	<u>5,221</u>	<u>4,614</u>	<u>607</u>	13.16%	<u>54,599</u>	<u>49,886</u>	<u>4,713</u>	9.45%
Total Exp before Capital Outlay	<u>58,121</u>	<u>65,208</u>	<u>(7,086)</u>	-10.87%	<u>649,157</u>	<u>556,643</u>	<u>92,514</u>	16.82%
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>		<u>59,080</u>	<u>22,853</u>	<u>36,227</u>	
	<u>58,121</u>	<u>65,208</u>	<u>(7,086)</u>	-10.87%	<u>708,237</u>	<u>579,496</u>	<u>128,741</u>	22.22%

Variances:

- a. April 2022 had 3 pay periods

**Grill Operations
FYE 6/30/23**

		April <u>2023</u>	YTD <u>FYE 6/30/23</u>	April <u>2022</u>	YTD <u>FYE 6/30/22</u>
Golf Shop Grill Revenues		11,199	83,043	12,478	78,385
Golf Shop Rental Revenue	a.	975	5,795	450	2,145
		<u>12,174</u>	<u>88,838</u>	<u>12,928</u>	<u>80,530</u>
 Expenditures:					
Wages	b.	3,639	38,797	5,132	36,725
FICA		280	3,069	392	2,817
Benefits		1,493	15,482	1,763	15,393
Grill supplies		330	2,976	1,007	2,868
Food & beverage purchases		5,605	33,052	4,987	33,814
		<u>11,346</u>	<u>93,377</u>	<u>13,282</u>	<u>91,617</u>
		<u>828</u>	<u>(4,539)</u>	<u>(354)</u>	<u>(11,087)</u>

Variances:

- a. Golf Shop rental continues to increase
- b. April 2022 had 3 payroll periods

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #17

AGENDA ITEM #: II-H

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

This amendment will add budget to contract for surveying and creating a base map for the project area at the park related to the PARTF and AFP grants, as well as moving the pump station.

This amendment will also move funds within the Golf Shop department to add budget to salaries for more part-time hours; this will come out of the marketing budget.

ATTACHMENTS: Budget Amendment #17

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #17

BUDGETARY IMPACT: \$14,000 in expenditures and \$8,000 appropriated fund balance; \$6,000 from marketing budget

SUGGESTED MOTION: Approve Budget Amendment #17

FOLLOW UP ACTION NEEDED:

**FYE 6/30/23
BUDGET AMENDMENT #17**

			<u>Debit</u>	<u>Credit</u>
Fund 10:				
a.	Other Contracted Services	10-6200-4990	4,000.00	
	Appropriated Fund Balance	10-3991		4,000.00
	Add budget for surveying at Jamestown Park - for PARTF & AFP grants			
b.	Salaries	10-6301-1000	6,000.00	
	Marketing	10-6301-3700		6,000.00
	To move funds			
 Fund 30:				
	Other Contracted Services	30-7100-4990	4,000.00	
	Appropriated Fund Balance	30-3992		4,000.00
	Add budget for surveying at Jamestown Park - for moving pump station			

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation recognizing Public Works Week 2023

AGENDA ITEM #: IV

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Adminsitration

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

SUMMARY:

National Public Works Week is May 21st-27th. The theme this year is "Connecting the World Through Public Works." The theme showcases the ways that public works connects us all through infrastructure and enhances the quality of life for the community members that Public Works professionals serve.

ATTACHMENTS: Proclamation National Public Works 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
National Public Works Week
May 21st-27th, 2023

WHEREAS, public works services provided in our community are an integral part of citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, streets, highways, public buildings, and solid waste collection; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials and personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, LYNN MONTGOMERY, Mayor of the Town of Jamestown, do hereby proclaim the week of May 21st-27th, 2023 as "**NATIONAL PUBLIC WORKS WEEK**" in the Town of Jamestown.

AND urge all citizens to acquaint themselves with the issues involved in providing our public works and to recognize the contribution which the public works professionals make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Jamestown this the 16th day of May, 2023.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

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

AGENDA ITEM #: V

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

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

SUMMARY:

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

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

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A



RESOLUTION HONORING JAMES "JIM" PENDRY

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

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

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

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

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

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

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

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

Adopted this the 16th day of May, 2023.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Recommended Budget for FY23-24

AGENDA ITEM #: VI-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 30 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman / Faith Wilson

SUMMARY:

Staff will present the recommended budget for the FY23-24.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION: Continue public hearing to June 20th Town Council meeting.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of the Pay Classification Plan

AGENDA ITEM #: VI-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

The Town Council's Strategic Plan Goal #1.5 directs staff to perform a Pay Classification Study to ensure that the Town is safeguarding one of its key assets - its staff - by ensuring that the Town remains competitive in the marketplace as an employer. Historically, the Town has completed pay classifications on a 5-year interval. The Town engaged with the MAPS Group to assist with the completion of a review of its pay scales and a review of its personnel manual to ensure competitiveness in our marketplace and compliance with personnel law changes at the Federal and State levels.

At the April 18, 2023, Town Council meeting, the Council heard from Cheryl Brown of the MAPS Group who presented the Pay Classification Study. The staff respectfully request that the Council consider adoption of the study as presented. Moving forward, the Town will begin to use this study as a guide for employee compensation.

ATTACHMENTS: Pay Classification materials and Summary

RECOMMENDATION/ACTION NEEDED: Adoption of the Pay Classification Study

BUDGETARY IMPACT: TBD

SUGGESTED MOTION: Move to adopt the Pay Classification Study as presented.

FOLLOW UP ACTION NEEDED: N/A

SUMMARY REPORT

SUMMARY REPORT TOWN OF JAMESTOWN

Following are narrative thumbnail sketches of jobs by department with the departments in alphabetical order. Each sketch contains a synopsis of duties, recommended class title and recommended salary grade. It is important to note that recommended salary grades reflect a new pay plan and the ranges differ from the existing plan.

Administration

Because the Town Manager role is not classified, we have provided a separate letter with a salary range recommendation.

One employee currently serves in the role of Assistant Town Manager/Town Clerk. The employee performs all of the statutory responsibilities of a municipal clerk, including preparation and preservation of official records including minutes, proclamations, resolutions and ordinances, and safe keeping of the Town seal; attends all Town Council, Planning Board, Board of Adjustment, Parks and Recreation Committee, and advisory board meetings; takes minutes and prepares and disseminates minutes of various council, board and committee meetings; tracks Council appointments and terms; coordinates committee appointments and application process; coordinates the preparation of the agenda with the Town Manager and assists in developing agenda items, background materials and presentations; coordinates updates and codification of the Code of Ordinances; performs administrative duties for the Town Manager and Council members; prepares and composes replies and follow-up information related to Council actions; fulfills public records requests; maintains contracts, resolutions, proclamations, etc.; serves as liaison between the Town Manager and Town Council with the public with respect to such matters as complaints, requests and suggestions; prepares rooms and coordinates set up and catering for various meetings and related matters; prepares and posts meeting notices and advertisements; prepares and posts Town Council information on the website; represents the Town at a variety of meetings; and performs special projects as needed. In the role of Assistant Town Manager, the incumbent serves in the role of Town Manager in his absence; serves as a sounding board and provides advice and guidance to the Manager; undertakes assignment of additional, significantly more complex duties; attends almost all meetings with the Town Manager; meets with the Mayor prior to Council meetings to brief her on the agenda and discuss avenues to accomplish what needs to be accomplished; meets with members of Town Council to answer questions and provide information; assists the Town Manager with amendments and changes to Town policies; assists the Town Manager and other staff with updates to updates to the Town's Strategic Plan and works with all on the completion of the Plan's goals; supervises the Human Resources Analyst position; works on large initiatives, performs special projects as requested by the Manager, and manages other areas as assigned by the Manager; meets with citizens to resolve concerns; represents the Town in various settings and with various intergovernmental groups; coordinates and prepares special research reports on a wide variety of functions and issues for the Town; assists with the creation, submission, and monitoring of the Administration Division budget; and collaborates with other Town staff on the Town Website and upgrades and changes. The role requires strong knowledge of municipal laws and regulations regarding meeting advertisements, preservation of official records, Town services, office technology, and general municipal government operations. Recommend retaining the classification of Assistant Town Manager/Town Clerk with assignment to salary grade 24.

One employee currently serves in the role of Human Resources Analyst. This is a relatively new position for the organization and a result of the retirement and division of responsibilities of the retired employee. The HR Analyst is responsible for on-boarding employees by assisting them with completion of forms, answering questions about benefits, and enrolling them in the HR/payroll software; completing E-Verify and NC New Hires enrollment; enrolling employees and beneficiaries in insurance and retirement programs; and submitting paperwork for drug testing and background checks. The employee also off-boards employees and terminates all benefits, provides appropriate documentation to providers, provides the terminated employee with COBRA paperwork, and completes final payroll for the terminated employee. The employee coordinates the recruitment process and updates the website with new job postings, removes old postings, compiles applications, coordinates interviews, and sends offer/rejection letters. The employee is responsible for completing bi-weekly payroll including reconciling timesheets; entering data; backing up payroll and printing required reports; completing the reconciliation spreadsheet to reconcile with bank transactions/journal entries/benefits payments; completing all federal and state tax deposits, flex benefit transactions, 401(k) and 457 transactions and other benefits made bi-weekly or monthly; completing quarterly/annual reports for payroll (941, NC5, W2, etc.); updates spreadsheets for Finance, as needed, for budgeting and auditing purposes; and reimbursing retired employees under age 65 for insurance. The employee also maintains all personnel files and updates employee information in the HR/payroll software; handles Workers' Compensation claims, contact with medical vendors, and assists with OSHA reporting; serves as the Town liaison to the temporary worker service provider, receives timecards for the temporary workers, and ensures payment is made by the Town; maintains and assists employees with questions or help needed with TCP, key fobs, phones, ID badges, etc.; serves as liaison with Safe-T-Works for random screenings; updates the Town phone system for holidays or weather closings; and coordinates monthly (or as needed) employee meetings including programming, refreshments, set-up and clean-up. Recommend retaining the classification of Human Resources Analyst with assignment to salary grade 15.

Finance

The Finance Director reports to the Town Manager and plans, organizes, directs and manages the functions of accounting, operating and capital budgeting, cash and investment management, financial planning, financial reporting, auditing, ARPA administration, grants administration, purchasing and pre-auditing of contracts, and utility billing and collection. The employee establishes goals, guidelines, and procedures for the various functions within the department; coordinates and makes decisions on hiring, discipline, and termination of employees; oversees projects involving multiple Town departments and financial institutions; participates in the planning of capital projects; oversees debt management, investment management, and the design and monitoring of long term financing; provides considerable assistance to the Town Manager in the development and administration of the operating and capital budgets, budget forecasting, revenue estimates, fee schedules, expenditures, etc.; performs significant financial reporting and develops a variety of fiscal policies, procedures and processes to ensure the integrity of the financial system and effective internal control; The employee also advises the Town Manager and Council on a variety of management and fiscal issues and coordinates the annual independent audit. The role requires strong professional knowledge of public finance, budget administration, financial technology packages and spreadsheets for analysis and the application of significant judgment and decision-making. Recommend retaining the classification of Finance Director with assignment to salary grade 24.

The department has one employee serving in the role of Deputy Finance Director. The employee performs professional level general accounting and financial analysis work and is responsible for

assisting with the day-to-day efficient operation and administration of the Finance Department. The employee performs bank reconciliations and monitors bank accounts; reviews cash receipts, online payments, JV entries, and accounts receivable journals and performs month-end closing and oversight to ensure receivables are hitting the bank account and general ledger (GL) correctly; prepares monthly reports for Council; reviews and prepares budgeting and accounting reports for maintaining expenditure control; assists the Finance Director with the preparation of the annual budget and works with department heads on the development of budget estimates and reviews information for completeness, accuracy, and conformance with Town procedures and regulations; assists with developing the long range capital improvement plan and replacement schedule; and assists in the preparation of the annual audit and the CAFR. The employee also prepares purchase orders and preaudits, reviews and approves invoices to be paid, reviews paid vouchers, signs checks, and prepares credit card reconciliation and payment; prepares requests for proposals and reviews contracts for compliance with Town policies; researches purchasing statutes and ensures the Town is compliant with its bidding procedures and other aspects of municipal purchasing; reports monthly sales tax to NCDOR for golf course; maintains reports for sales tax on construction projects; prepares a variety of accounting schedules and reports for the Local Government Commission, Powell Bill reporting, etc.; and prepares and makes journal entries in the GL. The employee also assists with preparing payroll and transmitting payments to insurance and retirement providers and reviewing payroll before it's processed and assists, as needed, in the utility functions and other customer service functions. The employee is responsible for acquiring knowledge of changing accounting standards and assisting other Town staff with grant preparation and monitoring. The employee also serves as the Finance Director in the Director's absence. Recommend a slight modification in the classification title to Assistant Finance Director with assignment to salary grade 20.

One employee currently serves in the role of Utility Billing Manager. The employee is very new to the role so it is expected that her duties, responsibilities and degree of independence will continue to evolve. The employee is responsible for daily supervision of the utility billing, revenue collections, and customer service functions and for other office management duties. The employee plans, delegates, monitors, and evaluates the work of two customer service employees; coordinates with employees and other Town staff and departments on work flow, data maintenance and management, and integration of services to the customers; verifies new utility customer entry and scans documents to utility accounts; handles administrative and correspondence functions for the unit that involve more complex issues as well as customer complaint escalation; makes final decisions on utility service cut-offs and fees for delinquent payments; approves leak adjustments and oversees pool credit adjustments; handles collection of past due accounts through contacting the customer, online collections and/or debt set-off; manages the government assistance program; ensures staff is available for customer service and Town utility billing the revenue collection functions; and manages the online payment site and assists customers with online payments/issues. The employee also provides backup for staff with the morning electronic payments process and the daily deposit; assistance to customer service, when needed; and the utility billing process. The employee prepares and monitors meter reading reports; assists the Public Services Department in preparing data for the annual water quality report; prepares annual grease trap inspections reports and billing; oversees backflow prevention letters; and oversees daily receipts from the golf course. The employee performs required end of the month and year end reporting as directed by the Finance Director. Office management duties include maintaining office supplies; serving as the point person for network support; setting up system access for new employees and updating existing employees; performing Town website maintenance; auditing and preparing vendor invoices managing the copier/scanner service contract, maintenance and supplies; and serving as the point person for the cleaning crews and

other vendors. Recommend retaining the classification of Utility Billing Manager with assignment to salary grade 15.

Two employees currently serve in the job classification of Accounting Technician II. Both of the employees perform front office/customer service duties based on availability to include answering the phones and assisting walk-in customers along with collecting utility payments, answering questions for customers, explaining Town services, accepting utility applications and payments and ensuring all relevant information is present, opening the vault and retrieving cash drawers for the day's work, and sorting and distributing mail as well as processing outgoing mail and delivering to the post office.

One of the employees is more focused in accounts payable and utility billing along with performing some duties in accounts receivable and other areas. The employee opens the mail and matches invoices with pre-audits and purchase orders, ensures the product has been received, and prepares the information for supervisor review; performs daily claim entry once approval is given; drives to the golf course and picks up the prior day's deposit; processes invoices and prints checks; processes positive pay; updates the Duke Energy spreadsheet for review by Finance staff; and posts deposits and rental fees from clubhouse rentals. Utility billing responsibilities include maintaining the accounts, generating and processing billing, and preparing and reconciling a variety of reports. The employee monitors the billing cycle and ensures that all records are submitted within established deadlines; creates a meter reading thumb drive and transmits it to Public Services staff for reading and imports readings to be used for billing; generates and proofs reports of meter readings to determine if readings fall within patterns and expectations and if not, requests re-reads; makes leak adjustments within established guidelines; applies late fees; provides the cut-off list to field personnel to execute; enters new accounts and closes out accounts; prepares bills to be mailed by another staff person; works with High Point and Greensboro on shared accounts due to the unique water and sewer relationship between the entities; ensures any online utility payments that come in overnight are posted correctly, balances the spreadsheets of payments for the Finance Director and researches discrepancies; and adds grease trap billing, where appropriate, to the regular monthly bills once a year.

The second employee is more focused in accounts receivable along with performing some duties in accounts payable and other areas. The employee checks the mail and door drop every morning for payments and processes all payments received for the previous day's business at Town Hall; prepares the bank deposit, balances the cash drawer and closes the daily sales batch and researches discrepancies; receives from the golf course an email with the golf course sales and receivables from the previous day's business, verifies credit card sales, and processes the daily cash batch for the golf course; and verifies bank deposits for Town Hall and the golf course and makes the deposit. The employee also works with Public Services staff to have service turned on or off and obtains meter readings for the particular point in time and enters readings; assists the Planning Department by directing and collecting fees for clearance certificates; and monitors the 811 website, prints work orders, and dispatches Technicians to mark and enter the results. The employee processes ACH payments to vendors while the other Accounting Technician prepares the AP checks; prepares AP checks for mailing, mails checks, and files invoices; submits claims for insurance on vehicles and equipment when necessary; and maintains the asset binder and adds/deletes assets as appropriate, to include getting the bill of sale, photos, and requesting insurance coverage from the NCLM. On a monthly basis the employee sets up Excel reports for the golf course in preparation for the Finance report; calculates gas and diesel fuel use per department; calculates the cost of leaf truck fuel costs; performs water service disconnect for non-payment; creates a file for residents using ACH to send to the bank; and applies ACH payments to the proper accounts. The employee also assists with printing and assembly of budgets binders

and the CAFR; boxes and rotates yearly financial records; maintains the Town's scrapbooks; edits the bi-monthly Jamestown newsletter; and works with Public Services to create and send backflow testing letters.

Recommend retaining the classification of Accounting Technician II for both employees with assignment to salary grade 10.

Golf Course

One employee currently serves in the job classification of Golf and Recreation Director and is responsible for managing the Town's golf course clubhouse and supervising the staff that work there, including Assistant Golf Pros, Golf Shop Clerks, Clubhouse Café Manager, and approximately 23 part-time staff such as starters, cart rangers, etc. The employee assesses and evaluates golf course needs and has daily communication with the Golf Course Maintenance Superintendent related to scheduling of events like tournaments going on at the course; plans the work schedules of the staff and supervises all employees working out of the clubhouse; hires and trains new staff for the clubhouse; supervises the daily projects for the clubhouse and course events; prepares and monitors the golf course budget and supply needs for the operation, including snack items, clubs, clothing, gloves, balls, and other items sold in the pro shop, and purchases supplies according to Town policies and procedures; markets and promotes the golf course to patrons; organizes and runs tournaments; implements and monitors the handicap system; and conducts individual and group instruction. The employee supervises the daily operations such as golf shop and snack bar sales, clubhouse rentals, driving range operations, cart fleet operations, and clubhouse maintenance; places orders and stocks products for the golf shop inventory; organizes the daily tee sheet; enforces rules and regulations; responds to complaints; and provides excellent customer service to the patrons to ensure the best possible golf experience. Recommend the new classification of Golf Professional with assignment to salary grade 12. The pay grade assignment is significantly lower than the previous pay grade assignment because the previous pay grade assignment was based on the employee supervising the clubhouse and grill staff as well as the golf course maintenance function and staff and the parks and recreation function and staff. These additional responsibilities have been removed from the incumbent's realm of responsibility.

One employee at the golf course currently is classified as Assistant Golf Professional and assists the head golf professional with the day-to-day operations of the course. The employee typically opens the shop on the days that she works and begins the day by opening the safe containing the prior day's revenues and the cash drawer to be used for the current day. The employee ensures that the correct amount of cash for the day's business is present in the cash drawer and then counts cash and credit card revenues, prepares the deposit, and prepares necessary reports to send to the Finance Department. The employee receives inventory shipments in the mornings from the food vendors and checks the orders to ensure the vendor sent the proper orders in the proper quantities and refrigerates the inventory that needs to remain chilled. The employee also orders beverages for the pro shop as well as the clubhouse café and regularly shops to replenish snacks and dry goods and enters invoice information into the financial system. The employee is responsible for teaching golf lessons; running golf tournaments/outings; and hiring and training part-time staff and approving time records. The employee checks in golfers and provides needed information; answers the phone; schedules clubhouse rentals; takes food orders; and sells snacks, beverages, range balls, and merchandise. Recommend the new classification of Assistant Golf Professional II with assignment to salary grade 9.

One employee at the golf course currently works 30 hours per week and is classified as Golf Shop Clerk. The employee assists with golf course operations by checking in customers, collecting fees, booking tee times, scheduling clubhouse rentals, stocking items for sale, taking food and beverage orders, answering the phone, helping with the grill and turn orders, taking payments for purchases made in the pro shop, and providing excellent customer service to patrons. The employee also gives golf lessons; serves as the First Tee Site Director and Head Coach for the chapter at Jamestown Park and makes sure classes are covered, that the program runs smoothly, and provides quality coaching; assists with maintaining the club's USGA handicap system; manages the work of the part-time staff during a shift; and may make aesthetic improvements around the driving range and short games areas of the clubhouse as well as keeping the area around the clubhouse clean. The employee may prepare deposits and the accompanying reports for the Finance Department. The employee's current classification of Golf Shop Clerk is no longer reflective of increased responsibilities of moving into a 30-hour per week role. However, responsibilities for ordering inventory and supplies, managing the inventory, working in the financial system, and other administrative-type responsibilities do not elevate the role to that of Assistant Golf Professional. Therefore, recommend the new classification of Assistant Golf Professional I with assignment to salary grade 7.

One employee at the golf course clubhouse serves as the Clubhouse Café Manager. The employee is responsible for daily operations of the grill, including food preparation, stocking and ordering supplies (food, beverage, plates, napkins, utensils, cleaning supplies, etc.); following Town purchasing policies and procedures; cleaning all equipment and the food preparation area; waiting on customers at the counter and in the café; preparing for special events; preparing catering orders; setting up rooms for events and breaking them down after events; and completing daily reports and preparing monies for deposit. The employee must follow all regulations imposed by the health department and practice safe food handling and preparation. The employee must also be proficient in the use and handling of food preparation equipment to limit accidents, burns, etc. The employee's job requires extensive interaction with the public and vendors/suppliers. Recommend retaining the classification of Clubhouse Café Manager with assignment to salary grade 9.

Gold Course Maintenance

One employee currently serves in the job classification of Golf Maintenance Superintendent. The employee is responsible for the maintenance and upkeep of the golf course and supervises the entire operation of the maintenance center, facility complex and equipment repair shop. The employee supervises the Assistant Golf Maintenance Superintendent, the Turf Equipment Mechanic, and numerous Groundskeepers. The employee hires, trains, schedules, and develops staff; monitors the scheduling of all maintenance operations and directs the work of the staff; ensures all human resources, payroll, administrative and reporting requirements set by the Town are completed timely and accurately; supervises the ordering of materials and supplies; and records daily maintenance activities. The employee also implements and oversees the golf course operations safety program; develops and monitors all regulatory compliance programs to include hazardous communications, GHS safety data sheets, and all other associated rules and regulations; develops programs and directs the application of fertilizers and plant protecting pesticides and monitors the record keeping of the applications and adjusts programs as required; oversees all mixing of chemicals; and obtains and maintains a pesticide applicators license. The employee also develops and monitors the annual maintenance operating budget and takes corrective action to ensure financial expectations are met; develops the annual capital equipment and project budgets; provides appropriate information and recommendations to the Town Manager and management team about needed facility maintenance, construction, changes,

materials, supplies, services, and equipment not provided for and approved within the business plan and/or budget; monitors compliance with the Town's purchasing policies and procedures; and manages all components and repairs of the irrigation system to include supply, pump station, central and field controllers, piping and valves, and sprinkler heads. The employee regularly interacts with the public and receives feedback on course conditions and other matters related to the course. Recommend a slight modification in the classification title to Golf Course Maintenance Superintendent with assignment to salary grade 18.

One employee currently serves in the role of Assistant Golf Maintenance Superintendent. The employee is responsible for assisting the Superintendent with assigning and overseeing the work performed by the Groundskeepers in maintaining the course; assisting the Superintendent with personnel management and budget forecasting; recommending corrective action and/or discipline of employees to the Superintendent and providing input into employee performance evaluations; helping ensure that employees complete assigned tasks in an effective, efficient and safe manner and meet deadlines; working alongside the Groundskeepers and performing all of the same type of work tasks, as needed; and performing more complex assignments such as spraying chemicals and fertilizers and diagnosing problems and making repairs to the irrigation system. The employee confers with the Superintendent about the prioritization of daily work assignments and helps prepare a schedule of operations and a schedule of pesticides and fertilizers to be applied to the turf; aids in proper calibration and record keeping for all fertilizer and pesticide applications; aids in the development and implementation of an agronomic plan for ultra-dwarf Bermuda greens and 419 tees; records employee work and other information in the task tracker application utilized by the maintenance shop; communicates with Pro Shop staff to determine the work flow for the day; helps ensure equipment is repaired and preventive maintenance schedules are followed; answers questions and provides guidance to employees in the field on work and repairs to be performed; and addressing problems and conflicts between team members when they occur. The employee regularly observes course conditions and determines if corrective action needs to be taken and recommends such to the Superintendent. The employee also serves in the role of Golf Maintenance Superintendent in the Superintendent's absence. On the employee's assigned weekend to work, he makes decisions for the crew assignments and course conditions. The employee regularly interacts with the public and receives feedback on course conditions and other matters related to the course. Recommend a slight modification in the classification title to Assistant Golf Course Maintenance Superintendent with assignment to salary grade 14.

One employee currently serves in the role of Turf Equipment Mechanic. The employee is responsible for managing the maintenance shop and taking care of 50+ pieces of equipment, some of it being very specialized and/or large. The employee diagnoses and repairs mechanical, electrical, and hydraulic issues on all equipment and maintains/diagnoses problems with reel mower cutting units. The employee performs preventive maintenance on all equipment; welds, cuts, grinds, and fabricates equipment and parts; grinds reels of mower units to a very high standard and takes precise measurements so that reels stay accurate; checks quality of cut and height of cut daily; rebuilds or replaces reels and roller bearings within specifications; maintain reel and bed knife grinders; and diagnosing quality of cut issues out on the course and taking appropriate action regarding equipment needs; establishes and maintains safety procedures for using the equipment; and communicates and reports to the Superintendent any needs or problems relating to course equipment. Shop management includes maintaining a clean, organized and safe work area; tracking and maintaining sufficient inventory; following Town finance and purchasing policies and procedures; purchasing and receiving parts/supplies from vendors and working with vendors/suppliers to get the best pricing; keeping up with the equipment shop budget; managing a system for detailed preventive maintenance and service records;

advising on upcoming small and large equipment purchase needs and recommending replacement capital improvement purchases; and assisting other staff on the course, when needed. Recommend retaining the classification of Turf Equipment Mechanic with assignment to salary grade 13.

At the time of the study there were four employees serving in either the Groundskeeper I, II, or III classification. The Groundskeeper I level is the entry level classification and employees may perform any or all of the following including mowing; weed eating or hand pulling weeds; clearing debris from greens and tee boxes using a blower or by hand; picking up trash from the course and emptying trash bins; raking sand traps with the raking machine and/or rake; resetting tee boxes; sanding tee boxes and the driving range; putting out mulch and pine needles throughout the course and performing other landscaping duties; checking and cleaning bathrooms; hauling tree limbs and logs to a wood chipper; refilling cans and equipment with fuel; rolling out covers during winter then collecting and storing; and operating a variety of hand and power tools.

The Groundskeeper II level performs all of the same types of job tasks as the Groundskeeper I level and in addition is required to have a broad scope of knowledge of golf course maintenance operations and be able to operate all pieces of motorized equipment used in the work, in particular the variety and size of mowers used to mow the tees, fairways, and greens, including reel mowers. Groundskeeper IIs may also serve as the crew leader for assigned weekend. Groundskeeper IIs may also put out seed, lime, and fertilizer; spray Roundup; assists with repairs to irrigation lines, pumps, and valves; make minor, small repairs to equipment and attach implements to tractors; and possess the experience and ability to notice matters dealing with golf course property, such as downed trees, and relay the information to supervisors.

The Groundskeeper III level performs all of the same types of job tasks performed by the Groundskeepers Is and IIs. In addition, the Groundskeeper III is required to have comprehensive knowledge of golf course maintenance operations and serves as the crew supervisor overseeing and evaluating the work of the other Groundskeepers on weekend shifts, in the absence of the Superintendent and Assistant Superintendent, or based on the type and complexity of a particular work assignment. The employee assures the other employees are starting and finishing in a timely manner during the absence of the supervisors. The Groundskeeper III level also changes cup locations on the greens; waters hot spots; rolls and top dresses the greens; observes for disease; and has thorough knowledge of the application of pesticides and herbicides.

Recommend retaining the classification series of Groundskeeper I, II, and III with assignment to salary grades 6, 8, and 10, respectively.

Parks and Recreation

The Parks and Recreation Department is responsible for providing and maintaining recreational and athletic opportunities for the residents of Jamestown and neighboring communities, offering athletic fields and courts for play, plenty of open green space for walking and biking, ample outdoor shelters and picnic tables for gatherings, and an amphitheater for enjoying a variety of outdoor events and performances.

The Parks and Recreation Superintendent reports to the Town Manager, manages a staff of two full-time employees, and performs a wide variety of supervisory, administrative and professional work in the management of parks and recreation for the Town. The Superintendent manages projects, field scheduling and use, soccer tournaments, and special events at Jamestown Park, Wrenn Miller Park, and the Soccer Complex, including walking trails, shelters, bathrooms,

playgrounds, concession areas, and athletic fields and courts. The work includes planning and coordinating community events, concerts, etc., hiring bands and food trucks, and ensuring sufficient numbers of Police Officers and portable toilets are present for the events. Work involves planning work operations, assigning work to department staff, and ensuring they perform the work as directed and in a safe manner; preparing and administering the departmental budget; making presentations at Town Council meetings and Parks and Recreation Board meetings; projecting departmental needs, including the need for vehicles and equipment; obtaining quotes for supplies, tools, equipment and other materials needed for construction projects and working with the Finance Department to obtain purchase orders and make purchases; scheduling the upkeep and maintenance of a variety of structures within the parks; developing new and modifying existing policies and procedures; working with town staff to apply for and secure grant funding and ensuring funds are spent as required; and monitoring the work of contractors. The Superintendent also assists departmental staff, as needed, with general maintenance and improvements to athletic fields and facilities at the parks and soccer complex, including but not limited to prepping and lining athletic fields; making repairs to facilities, irrigation systems, and playground equipment; operating, maintaining and repairing equipment used in the work; and landscaping and applying fertilizers, pesticides, etc. Work involves significant public contact with contractors, vendors, non-profit sports groups, and other municipalities, and with park patrons to ensure they are aware of and follow park policies and rules, responding to complaints and concerns. Recommend the new classification of Parks and Recreation Director with assignment to salary grade 18.

Two employees serve in the classification of Groundskeeper I. The employees are responsible for performing grounds maintenance, mowing and semi-skilled landscaping tasks at the parks and soccer complex; trimming trees and removing dead trees; maintaining the athletic turf fields and preparing the fields for competition, including striping fields; assisting the superintendent with irrigation repairs; applying Roundup where needed; inspecting playground equipment and repairing, if within their capabilities; and operating a variety of equipment used in the performance of work, including mowers, weed eaters, blowers, tractors, trucks, chainsaws, skid steers, and various power and hand tools. The employees are also expected to maintain equipment, including changing oil, servicing, and repairing, when able. Work also includes inspecting and cleaning the park, park facilities, grounds and bathrooms; making building and shelters repairs and minor plumbing repairs to bathroom facilities; reporting any issues or concerns to the superintendent; answering questions from and interacting with park patrons; and assisting with special Town events, particularly concerts and festivals at the parks and soccer tournaments. Recommend the new classification of Parks Maintenance Technician with assignment to salary grade 8.

Planning and Development

The Planning Department is responsible for providing guidance and regulation of the growth, preservation and development of the Town of Jamestown through development plan review; enforcement of the Town's planning ordinances and codes; and providing technical expertise to the citizens, elected officials, developers, and other Town departments. The Department currently consists of positions, the Town Planner and a Planning Technician.

The Town Planner performs professional management, technical and administrative work overseeing all land development activities including planning, zoning administration, subdivision and plat review, floodplain administration, watershed management, nuisance and minimum housing code enforcement, and GIS mapping. Work involves both long and short-range planning; preparing and administering the departmental budget; serving as staff support for planning related

boards and commissions such as the Planning Board and Board of Adjustment as well as other boards and committees; serving as the Town representative on the High Point Metropolitan Planning Organization; serving on the Town's Technical Review Committee; administering the plan review process; reviewing, approving and answering questions related to Development Clearance Certificates; floodplain management; assisting developers with land development issues; interpreting, enforcing and providing assistance to the public on zoning and other ordinances; updating, revising and interpreting planning documents including the Land Development Ordinance, Comprehensive Plan, Bicycle and Pedestrian Plan, Parks and Recreation Master Plan and other similar documents; rewriting ordinances, when necessary, and drafting Town Code amendments and zoning text and map amendments; overseeing various public input processes; preparing reports as needed and required; making presentations; representing the Town in intergovernmental activities, at meetings and on committees; researching, writing and administering grants for the Town; and other special projects, as assigned. The employee also works in ArcGIS to update Town limits and zoning, water, sewer, and infrastructure changes; designs flyers, posters, logos, and social media banners for the Town; and updates the website with relevant information. Work involves significant public contact and coordination with other departments, developers, boards and commissions, requiring skill in facilitating public and intergovernmental processes. Recommend the new classification of Planning and Development Director with assignment to salary grade 20.

One employee serves in the role of Planning Technician. The employee is very new to the role so it is expected that his duties, responsibilities and degree of independence will continue to grow. At the time of the study the employee is primarily responsible for reviewing and approving or denying applications for residential and commercial new construction, known as Development Clearance Certificates (DCC), based upon the application of Town codes, ordinances, etc., seeking guidance from other Town staff when questions arise. Additionally, the employee performs research in codes and ordinances on topics such as lot conformance, land use, easements, signage, fencing, home businesses, etc., and makes permitting decisions based upon the information supplied by the applicant. If the request is denied, the employee helps the applicant understand additional information or changes needed so that the application can be accurate, complete and fall within the Town's regulations, thus enhancing the likelihood of approval. If the request is approved, the employee issues the DCC. The employee also researches external records such as accessing Guilford County GIS to obtain deed numbers, tax parcels, etc., to ensure all information on the DCC is correct before it is issued and will be providing zoning verification letters to confirm zoning of parcels and requirements of the zoning to realtors and developers. The employee responds to requests from citizens, business owners, governmental entities and others to provide information and answer questions. The employee attends meetings of Town Council and the various Planning related boards and commissions and assists in the preparation and presentation of materials for those meetings. Recommend retaining the classification of Planning Technician with assignment to salary grade 10.

Public Services Department

The Public Services Department currently provides a variety of services to the Town, including water distribution, wastewater collection, building maintenance, street maintenance, stormwater, sanitation collection (trash, recyclables, bulk trash, limbs, leaves, etc.), and fleet and equipment maintenance. The department also utilizes temporary staff provided through a placement agency to supplement staffing, particularly when vacancies occur. The work of the department is very collaborative in that employees frequently work with other Town departments to assist with unexpected needs and large Town events.

The Public Services Director reports to the Town Manager and plans, organizes and directs the work of employees and contractors engaged in providing the Town's public works services as described above. While not part of his official titles, the Director also functions in the role of Town Engineer, designing or hiring consultants to design various projects and providing engineering oversight to most Town projects as needed, across all departments. The Director is responsible for establishing priorities, goals and deadlines for the various functional areas; short and long-range planning; implementing and administering new programs, policies, rules and regulations; preparation of a proposed budget and administration of the approved budget; overseeing purchasing, hiring and staff management; overseeing several reports that are required to meet state and federal regulations; developing technical specifications for projects, equipment and vehicles; managing major public works related capital construction and renovation projects and coordinating with consulting engineers; preparing and assembling bid packages for construction and repair projects and participating in bid and construction meetings; inspecting construction and repair projects for compliance with town specifications and contracts; and ensuring that safe, effective and efficient practices are utilized by employees. The Director represents the Town to a wide variety of citizens, contractors, engineers, and state and federal regulatory officials and is expected to work collaboratively to resolve issues. The Director provides technical advice, assistance and recommendations to the Town Manager on a variety of topics, including policies and ordinances related to public works and infrastructure maintenance and expansion needs; and attends Town Council meetings and makes presentations on behalf of the department and serves as the technical resource. Recommend retaining the classification of Public Services Director with assignment to salary grade 24.

The Public Services Superintendent reports to the Public Services Director and performs technical, administrative, and managerial work directing the daily operations of the department, including water distribution and wastewater collection systems maintenance, street and sidewalk maintenance, stormwater system maintenance, building maintenance, sign installation and maintenance, fleet and equipment maintenance, sanitation collection (including routing and equipment maintenance), and management of safety programs. The Superintendent schedules the work of departmental employees to meet the needs of the Town, keeping the projects on schedule, and quickly pivoting as those needs change; coordinating daily, monthly, seasonal and annual tasks tied to various permits and planning; supervises, trains, coaches, evaluates and motivates staff; monitors the work of employees in the field and ensures work is performed safely and within guidelines established by Town policy and OSHA regulations; ensures the location of gas, telephone, power, television, water and sewer lines prior to excavation work; and may participate in the work. The Superintendent collaborates with contractors on construction and maintenance projects and in emergency situations; maintains positive working relationships with vendors and suppliers; responds to citizen requests and concerns; investigates complaints and determines proper resolution; and completes required records and reports for the Director and state and federal agencies. The Superintendent works closely with the Public Services Director to discuss project status; get assistance with mapping needs; seek guidance on human resources issues; forecast equipment replacement needs and costs at budget time; and communicate needs to the Director and other Town staff related to funding and project scheduling. Recommend retaining the classification of Public Services Superintendent with assignment to salary grade 20.

One employee in the department serves in the role of Project Coordinator. This is a relatively new role within the organization established to assume more responsibility for project conception, inspection and compliance with Town specifications and construction contracts, particularly as it relates to new development. The employee assists in scoping projects and determining project needs so that it can be designed, bid and built in the most cost-efficient manner possible and communicates regularly with Town staff, designers, bidders/contractors and review agencies.

The employee reviews engineering and construction plans in conjunction with other Town staff and members of the development community; oversees installation and maintenance of projects within the Town to ensure conformance to contract requirements; conducts inspections during the installation and maintenance of water, sewer, street and sidewalk utilities in the Town; evaluates completed projects and repairs to ensure all work is performed according to Town standards and regulations; and ensures regulatory compliance of the work performed by contractors and Town staff. The employee assists the Superintendent with overseeing the planning, coordination, assignment and inspection of workers in the field; responds to citizen complaints, concerns and questions; provides input into the development and monitoring of the operating and capital budgets; performs supervisory responsibilities in the absence of the Superintendent; provides training and mentoring to Public Services field personnel; reviews the work performed by other employees in the field and ensures they are performing the work assigned to them in a safe and effective manner; serves as the Operator Responsible in Charge (ORC) for the water distribution and sewer collection systems and cross-connection control; and may perform equipment operation and other work in the field in support of Town crews, when needed. Recommend retaining the classification of Project Coordinator with assignment to salary grade 15.

One employee currently serves in the job classification of Water Specialist II. The employee is called upon to assist in all maintenance and repair operations of the department, but has three main areas of work for which he is responsible. First, the employee is responsible for water sampling associated with the water distribution system. The employee travels to numerous sites in Town to obtain water samples and record readings; performs daily disinfectant residual testing; schedules, coordinates with the laboratory and collects bacteriological, lead, copper, disinfectant by-product, and asbestos samples; performs water quality flushing; takes samples to the laboratory for analysis; logs activities on a daily, weekly and monthly basis; and prepares the monthly operating report for the samples he collects. Second, the employee also reads water meters using automated radio read and manual reading methods, where necessary; diagnoses equipment and programming malfunctions; works with staff on troubleshooting; replaces metering/reading devices; and assists citizens with usage questions. Third, the employee diagnoses problems with Town vehicles and equipment and performs routine to complex maintenance and mechanical work on gasoline and diesel automobiles, heavy equipment and small engines used by the Town; performs preventive maintenance and annual service on vehicles and equipment; ensures all repairs are completed in an efficient, safe and effective manner; provides technical advice and recommendations to the Public Services Superintendent on fleet maintenance work; and collects quotes and coordinates outside repairs and warranty work with local vendors. The employee also schedules state and DOT safety inspections for Town equipment. Recommend new the classification of Public Services Specialist with assignment to salary grade 13.

One employee currently serves in the job classification of Sanitation Equipment Operator. The employee is responsible for collecting household waste, yard waste and bulking items, and inspecting the trucks daily to ensure safety, fluid levels, and proper operation. The employee also performs minor maintenance on the vehicles, including changing the tires. The employee currently operates trash trucks that require Sanitation Technicians to manually load the trash into the truck. However, the Town will begin using an automated truck in April that will load trash totes placed at the curbside by residents and this truck will be absent Sanitation Technicians to assist. Trucks currently used for household waste collection will begin use for recycling collection, which will be loaded by the Technicians. The employee also operates the knuckle boom dump truck used to collect and transport large piles of yard waste and bulky items. Once trucks are full, the employee transports the waste collected to the landfill, obtains the weight ticket, and turns it in at the end of the month for financial reconciliation. The employee is expected to operate all

sanitation vehicles in street and pedestrian traffic, in tight spaces, and in other places that require a higher level of skill and competency. The employee makes judgements about what can be collected according to landfill regulations; uses mirrors, cameras and safe driving techniques to help ensure the safety of the Sanitation Technicians riding the back of the truck; occasionally park the truck and help the Technicians collect waste and yard waste, particularly larger, heavier items; keeps the exterior and interior of the sanitation trucks clean; and assists in other areas of the work of the department after his main duties are completed. Recommend retaining the classification of Sanitation Equipment Operator with assignment to salary grade 11.

Two employees currently serve in the job classification of Equipment Operator I. The employees perform the same type of labor and trades duties within the department as other employees, assisting in the construction, maintenance, and repair of water and sewer lines, streets, sidewalks, facilities and grounds; details of these positions are provided in the following paragraph. Additionally, the employees are expected to have a working knowledge of and be competent in operating all pieces of equipment used by the Town and may be called upon to operate the equipment at any time on a variety of projects. The employees consistently operate pickup trucks with trailers, tractors, leaf vac truck, bucket truck and mowers, and may be called upon to operate a sanitation truck or knuckle boom truck if the regular operator is absent or the volume necessitates, as well as fill in as an operator on other pieces of excavating and ground moving equipment such as backhoes, dump trucks, skid steers, etc. The employees also may perform minor maintenance on the equipment used in the work. The equipment operation work is distinguished from higher level Equipment Operator positions by the requirement to regularly operate the larger and more complex pieces of equipment used in the work and having to manipulate the controls of these complex, heavy pieces of equipment in street and pedestrian traffic, around underground and overhead utilities and in other tight spaces requiring care and skill. Additionally, the employees perform grease trap inspections for the Town and complete the necessary paperwork and maintain the sewer outfall lines within and on the outskirts of Town to ensure accessibility. The employee must be cognizant of motorized traffic and pedestrians, guardrails, utility poles, signs, hills, ditches, holes, and other obstacles that may be present during the performance of duties. Recommend retaining the classification of Equipment Operator I with assignment to salary grade 9.

One employee currently serves in the job classification of Public Services Maintenance Technician II. The employee performs skilled work in the maintenance and repair of streets, sidewalks, street signs, water distribution and wastewater collection systems, buildings and grounds. Work includes cutting streets, spreading and grading asphalt; breaking up and removing concrete and constructing and smoothing new concrete sidewalks; cleaning storm drains, ditches and catch basins; maintaining and repairing water and sewer lines; making taps; viewing and unstopping sewer lines; installing, repairing and replacing fire hydrants; installing, maintaining and repairing street signs; traffic control; and seeding and strawing areas once work is completed. The employee also assists in mowing, trimming, weed-eating, leaf blowing/removal, and other grounds maintenance activities. The employee also troubleshoots electrical, HVAC and plumbing problems and repairs these, if able. Work may include replacing plumbing fixtures, pipes and replacing damaged lines; replacing fixtures, outlets, lights, ballasts, some wiring and lights on poles; replacing filters on HVAC units and unstopping drains; and performing minor carpentry work. In addition, the employee assists the Water Specialist II with welding involved in the minor maintenance and repair of vehicles and equipment and collects water samples during the employee's absence from work. The employee also diagnoses, repairs, and/or replaces water meters for the Town. The position requires operation of equipment such as saws, drills, jack hammers, tampers, rollers, service trucks, skid steer, loaders, air compression driven equipment, jetter, chipper, lawn mower, weed eater, blower, and other hand tools. Employees may

occasionally operate the backhoe, track hoe, tractor, and garbage trucks and may pull trailers. Recommend retaining the classification of Public Services Maintenance Technician II with assignment to salary grade 7.

One employee currently serves in the job classification of Public Services Maintenance Technician I. The employee performs a variety of routine unskilled to semi-skilled tasks related to the maintenance and repair of streets, sidewalks, street signs, water distribution and wastewater collection systems, buildings and grounds. The employee works as part of a crew alongside more senior staff to assist with maintaining and repairing water and sewer lines, streets, sidewalks, and storm drains; making water and sewer taps; digging holes; repairing and replacing water meters and 2meter boxes and reading meters; repairing and replacing fire hydrants; unstopping sewer lines to help prevent overflows and blockages; patching and resurfacing streets; directing traffic; riding the back of the garbage and yard waste trucks and collecting trash, yard waste and leaves; removing leaves from Town property and other designated facilities; mowing, trimming, weed-eating, and other grounds maintenance activities; installing and repairing street signs; hanging banners and lights during various seasons of the year and setting up and taking down for special events; performing minor equipment maintenance; and assisting in other areas of the department where the need arises. The employee also works independently to locate lines; paint Town assets such as fire hydrants and buildings; perform checks on lift stations to record run times and ensure they are operating properly; assess accessibility to outfalls; and ride the streets of Town and remove trash and debris. The employee operates a variety of equipment including pickup truck, loader, leaf vacuum, jetter, chipper, lawn mower, weed eater, blower, chainsaw, pitch fork, shovel, rake, and other hand tools. The employees may also answer questions from citizens when performing work. Recommend retaining the classification of Public Services Maintenance Technician I with assignment to salary grade 5.

PAY PLAN RECOMMENDATIONS

PAY PLAN IMPLEMENTATION

Overview

We conducted a market survey of minimum and maximum salaries for the selected jobs. Range percentages (the difference between the minimum and maximum of the range) varied as follows:

Archdale	30-60%
Clemmons	55%
Elon	50%
Gibsonville	52.4%
Greensboro	66%
High Point	56-71%
Lexington	varies
Thomasville	70%
Winston-Salem	50%
Forsyth County	70%
Guilford County	varies
Average	59.77%
Jamestown Current	60%
Jamestown Recommended	60%

The salary ranges in the recommended pay table are approximately 60% from hiring to maximum salary. While several surrounding jurisdictions have a 50% spread from hiring to maximum, we believe a reduction from the current 60% spread to a 50% or 55% spread is too large of a change. Grades 5% apart have been established. An open range salary schedule has been recommended to provide flexibility in providing in-range salary increases. These ranges provide for employee advancement as a result of increased value to the Town because of increased experience, and as an incentive and reward for increased performance. When annual market adjustments (cost of living adjustments) are made to pay ranges to account for inflation and local labor market changes, the whole table should reflect the adjustment, thus maintaining competitive entry rates of pay. A linked spreadsheet has been provided to the Town to facilitate this process.

Compression. Normally, given the seniority of Town employees, one would expect to find half of the Town's employees below Midpoint and half above Midpoint. This is essentially the case in the recommended implementation options. There is a high concentration of employees near the beginning of their assigned paygrade because of the 34 employees studied, 15 have been hired since 2020. By carefully moving employees through the pay ranges, as it has done, the Town has been able to minimize the disadvantages of pay compression. In organizations with pay compression problems, long-term high-performing employees are making the same or nearly the same as short term employees, often causing morale problems and leading to turnover. Secondly, when organizations have a highly qualified employee to hire, it is very difficult to go above the entry salary because long term employees are very close to entry.

Recommended Implementation Strategy

The new salary schedule proposed for the Town reflects adjustments to the minimum, midpoint and maximum salaries by 4%.

Having knowledge of the Town's excellent history of granting cost of living adjustments to mirror adjustments in its salary schedule, and as a result, anticipating that a cost of living adjustment of approximately 4% will be granted for FY2024, we recommend the following be considered the desired implementation strategy:

Employee salaries are adjusted to at least the Minimum Rate of the new range. In addition, employees are moved into the range based on .75% per year of service in their current position.

Initial cost to implement	\$15,498 for a full year
Cost as a percentage of payroll	0.76.%

Employees should be placed in the new pay ranges at the beginning of the fiscal year and receive any associated change in pay. The full cost to implement the study will need to be included in the FY2024 budget.

Additionally, it is also recommended that the Town maintain its practice of granting a cost of living adjustment for its employees. At the time any cost of living adjustment may be granted, it is strongly recommended that the Town adjust the pay ranges accordingly to take into account movement of pay ranges at other jurisdictions that were used for study comparisons. It is important to continue to adjust the pay ranges each year to account for market changes and to stay competitive with surrounding jurisdictions.

Because the recommendations are based on jobs, not people, we also recommend that the Town Manager have the authority to withhold or delay increases for any individual employee where there are documented disciplinary actions indicating that the employee is not fulfilling job requirements.

Important Notes:

1. The costs identified above reflect the annual implementation cost.
2. The costs reflected above represent salary cost only and do not reflect the cost of benefits associated with salaries.
3. Effective July 1, 2024, many of the same organizations we surveyed will adjust their ranges with market adjustments/cost of living adjustments. This means that if the Town does not continue to adjust its ranges each year, the ranges will fall behind the Town's competition.

Salary Schedule
2023-2024

GRADE	MINIMUM	MID POINT	MAXIMUM	GRADE
4	34,203	44,464	54,725	4
5	35,913	46,687	57,461	5
6	37,709	49,022	60,334	6
7	39,594	51,472	63,350	7
8	41,574	54,046	66,518	8
9	43,653	56,749	69,845	9
10	45,836	59,587	73,338	10
11	48,128	62,567	77,005	11
12	50,534	65,694	80,854	12
13	53,061	68,980	84,898	13
14	55,714	72,428	89,142	14
15	58,500	76,050	93,600	15
16	61,425	79,853	98,280	16
17	64,496	83,845	103,194	17
18	67,721	88,038	108,354	18
19	71,107	92,439	113,771	19
20	74,662	97,061	119,459	20
21	78,395	101,914	125,432	21
22	82,315	107,010	131,704	22
23	86,431	112,361	138,290	23
24	90,753	117,979	145,205	24
25	95,291	123,879	152,466	25
26	100,056	130,073	160,090	26
27	105,059	136,577	168,094	27
28	110,312	143,406	176,499	28
29	115,828	150,577	185,325	29
30	121,619	158,105	194,590	30
31	127,700	166,010	204,320	31
32	134,085	174,311	214,536	32
33	140,789	183,026	225,262	33
34	147,828	192,177	236,525	34
35	155,219	201,785	248,350	35

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Adoption of the Bicycle and Pedestrian Plan

AGENDA ITEM #: VI-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 20 min

DEPARTMENT: Planning

CONTACT PERSON: Anna Hawryluk, Town Planner

SUMMARY:

The Jamestown Comprehensive Bicycle and Pedestrian Plan was created using grant funding received in September 2021 from NCDOT. This Plan identifies potential infrastructure projects, partnerships, policies, and programs that will make bicycling and walking in Jamestown more welcoming to people of all ages and abilities. The plan includes bicycle and pedestrian network recommendations, catalyst projects, and an action plan for implementation. The recommendations are based on an analysis of current conditions, steering committee input, and robust public engagement - including 102 completed surveys, 2 pop-up outreach events, and 2 public open houses. Additionally, the final draft plan was available online for comment. The adoption of this plan helps prioritize bicycle and pedestrian needs, identifying essential gaps in the transportation network, and identifies catalyst projects that can be "game changers" for mobility in Jamestown.

The full plan including the appendix as well as comments received from NCDOT can be found at:
<https://www.jamestown-nc.gov/JamestownBikePedestrian>

ATTACHMENTS: Jamestown Bicycle and Pedestrian Plan

RECOMMENDATION/ACTION NEEDED: Adoption of the Jamestown Bicycle and Pedestrian Plan

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the Jamestown Bicycle and Pedestrian Plan

FOLLOW UP ACTION NEEDED: None

JAMESTOWN COMPREHENSIVE BICYCLE & PEDESTRIAN PLAN

Adoption Date: TBD



ACKNOWLEDGMENTS

JAMESTOWN, NC

Where history and possibility meet.

TOWN COUNCIL

Lynn Montgomery, Mayor
Martha Stafford Wolfe, Mayor Pro Tem
John Capes, Member
Rebecca Mann Rayborn, Member
Lawrence Straughn, Member

STEERING COMMITTEE

Mark Bingham, Resident
Wes Cashwell, Business Owner
Josie Cothran, Resident
Brant Comez, Resident
Alison Greeson, Resident
Dan McDaniel, Resident
Wid Painter, Resident
Jeff Sebens, Resident
Lynn Montgomery, Resident & Mayor

TOWN STAFF

Anna Hawryluk, Town Planner
Paul Blanchard, Public Services Director
Matthew Johnson, Town Manager

Anna Hawryluk, Jamestown Planner
Paul Blanchard, Jamestown Public Services Director
Mitchell Johnson, Guilford Technical Community College
John Hanes, High Point Metropolitan Planning Organization (MPO)
Alex Rotenberry, NC Department of Transportation (NCDOT)
Stephen Robinson, NCDOT

Supported By



Integrated Mobility Division
N.C. DEPARTMENT OF TRANSPORTATION

Prepared By

TOOLE
DESIGN

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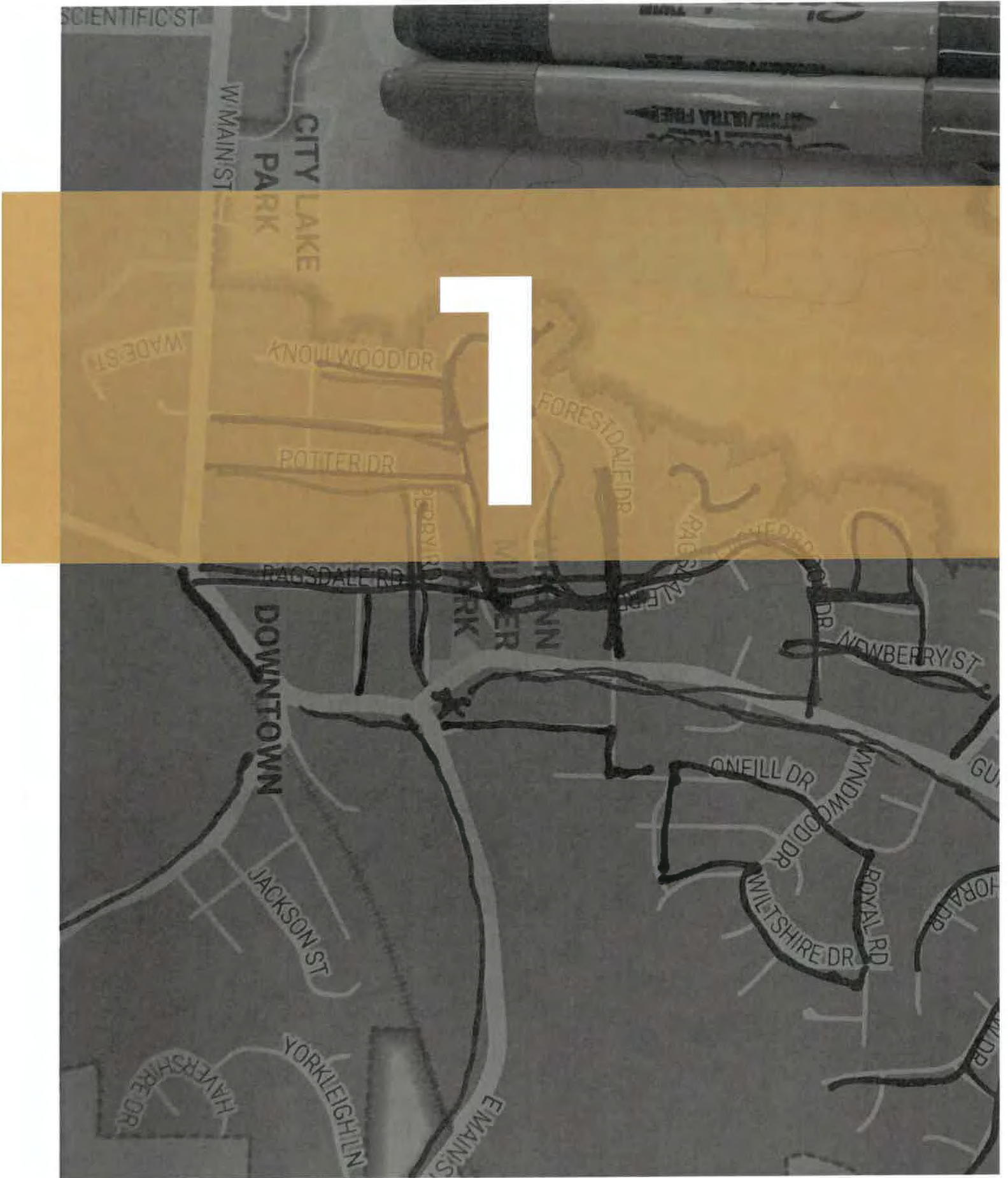
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DISCLAIMER

Information contained in this document is for planning purposes and should not be used for final design of any project. All results, recommendations, concept drawings, cost opinions, and commentary contained herein are based on limited data and information and on existing conditions that are subject to change. Further analysis and engineering design are necessary prior to implementing any of the recommendations contained herein. Geographic and mapping information presented in this document is for informational purposes only, and is not suitable for legal, engineering, or surveying purposes. Mapping products presented herein are based on information collected at the time of preparation. Toole Design Group, LLC makes no warranties, expressed or implied, concerning the accuracy, completeness, or suitability of the underlying source data used in this analysis, or recommendations and conclusions derived therefrom.





EXECUTIVE SUMMARY

The *Jamestown Comprehensive Bicycle and Pedestrian Plan* takes a holistic approach to addressing the community's desire to bicycle and walk to recreate, exercise, run daily errands, and socialize with friends and neighbors. This Plan sets the foundation for Jamestown to pursue future bicycle and pedestrian infrastructure projects through capital improvements, grants, and collaboration with the North Carolina Department of Transportation as well as other regional partners. All aspects of the Plan were developed based on insight and feedback gleaned from the local community. Thank you to everyone who contributed to this Plan!

PURPOSE

This Plan identifies potential infrastructure projects, partnerships, policies, and programs that will make bicycling and walking in Jamestown more welcoming to people of all ages and abilities. The Plan includes bicycle and pedestrian network recommendations, six catalyst projects, and an action plan for implementation. The recommendations are based on an analysis of current conditions and robust public engagement. The *Jamestown Comprehensive Bicycle and Pedestrian Plan* received technical assistance through the North Carolina Department of Transportation (NCDOT) Bicycle and Pedestrian Planning Grant.

GUIDING PRINCIPLES

As the graphic below illustrates, all aspects of this Plan are grounded in achieving the vision statement created early on in the planning process.



VISION

The Town of Jamestown is an active community that encourages walking and bicycling through its connected and safe network of streets and paths. High-quality walking and bicycling routes are woven through the town to connect people of all ages and abilities to places where they live, play, study, and work.

GOALS

The goals below reflect the values of the Jamestown community. All Plan recommendations provide actionable steps for carrying out one or more goals.



QUALITY

Maintain and improve existing facilities as the network expands



SAFETY

Reduce risks for people who walk and bicycle



CONNECTIVITY

Create a network that connects destinations



ACCESSIBILITY

Provide access for people of all ages and abilities



COMMUNITY

Foster people-oriented streets



MOMENTUM

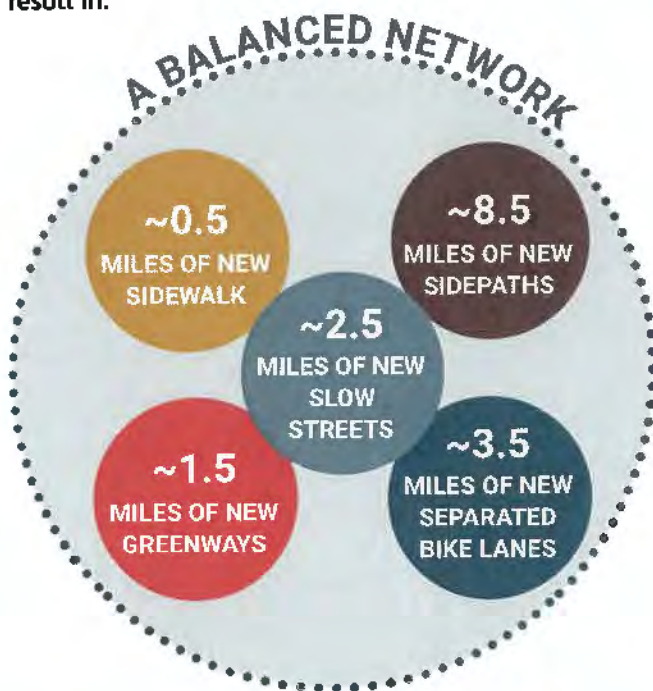
Create a culture that encourages walking and biking

IMPACT

Jamestown has a strong commitment to active living as demonstrated by its capital improvements, development requirements, advisory boards, and strategic partnerships. This plan is yet another demonstration of the Town's efforts to contribute to the livability of its transportation network.

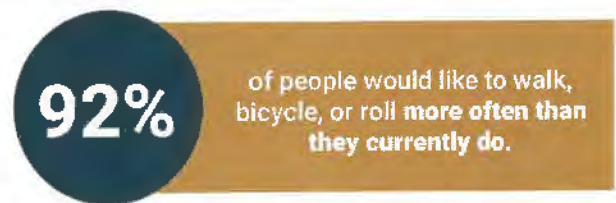
Over 10.5 miles of streets within Jamestown and its Extraterritorial Jurisdiction (ETJ), the area beyond Town limits but subject to Town zoning, currently have sidewalks on at least one side of the street. An additional ~1.6 miles of sidewalk have been funded and should be constructed in the near future. There are, however, no dedicated bicycle facilities in Jamestown. This Plan provides the groundwork to build out a connected and continuous network of high-comfort pedestrian and bicycle facilities to connect people to the places they need and want to go.

The Plan identifies 27 infrastructure projects along with numerous recommendations for partnerships, policies, and programs. When fully implemented, this Plan will result in:



DATA-DRIVEN & VETTED BY THE PUBLIC

The recommendations in this Plan are based on analysis of current conditions, an understanding of best practices, and continuous public engagement that included in-person and on-demand activities. Throughout the planning process, the community was enthusiastic about expanding Jamestown’s bicycle and pedestrian network.



Scenes from the second open house meeting

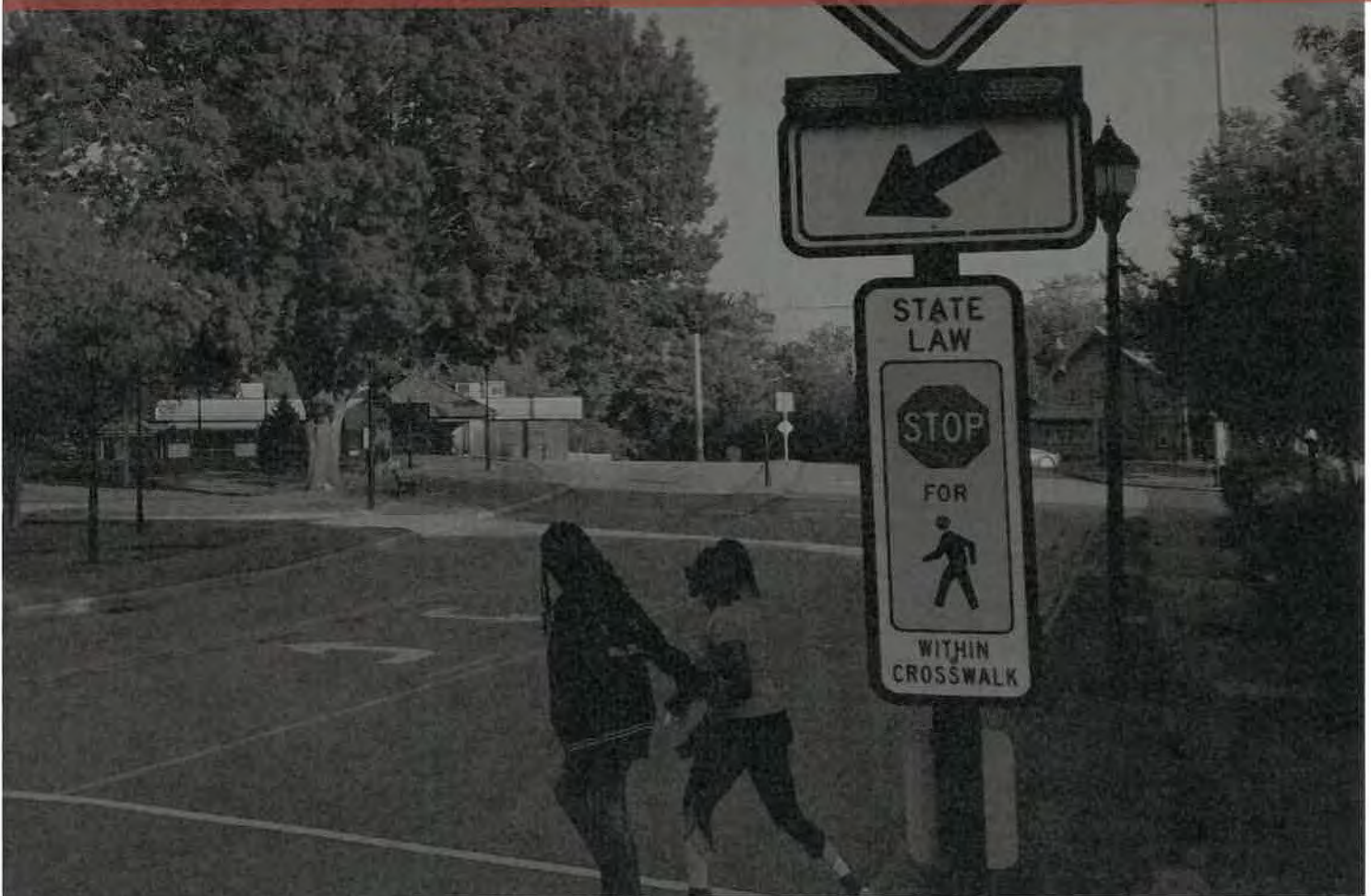
The public helped create prioritization criteria. These criteria stemmed from the project goals and were used to rank the 27 proposed infrastructure projects from high to low priority using a data-driven process. The public also reviewed six catalyst projects that were identified as having the potential to kick-start this Plan or to significantly impact bicycle and pedestrian mobility in Jamestown. Additional recommendations include policies, partnerships, and programs that the Town should pursue as part of a comprehensive approach to making it safer and more convenient for people to walk and bike throughout Jamestown. The public reviewed a draft of this document before the final Plan was adopted by Town Council.

2



PURPOSE

The Town of Jamestown is building on its mission to be more bikeable and walkable for people of all ages and abilities by developing the *Jamestown Comprehensive Bicycle and Pedestrian Plan*. This Plan updates the Town's *2010 Comprehensive Pedestrian Plan* and is Jamestown's first plan with a specific emphasis on bicycling. The Plan provides a vision for developing a connected network so people can bicycle and walk throughout the community and reach their destination safely and comfortably, all while enjoying their journey.



CONTEXT

Jamestown is a historic community nestled between the cities of High Point and Greensboro, North Carolina. With just over 4,400 residents living within almost 3 square miles, Jamestown boasts small town charm while being minutes from the bustling Triad region. Jamestown has an active downtown within a short walking distance from several neighborhoods. Residents enjoy using sidewalks, parks, and the street network for walking and cycling to shops and restaurants.

VISION

The guiding vision for this Plan was crafted through robust community engagement and reflects the values of Jamestown residents, business owners, and visitors. The goals, prioritization criteria, performance measures, and recommendations all align with carrying out the vision.



The Town of Jamestown is an active community that encourages walking and bicycling through its connected and safe network of streets and paths. High-quality walking and bicycling routes are woven through the town to connect people of all ages and abilities to places where they live, play, study, and work.

Jamestown has a vision for a safe, welcoming, and accessible pedestrian and bicycle system. Enhancing connections from downtown to the surrounding neighborhoods is an important goal, including filling sidewalk gaps and expanding the bicycle and pedestrian network. Jamestown has some existing

greenway trails, but there is strong support from the community to build upon the trail system and enhance the bicycling options around town. In addition to building new bicycle and pedestrian facilities, it is critical to identify opportunities to make improvements to existing facilities and prioritize safety as the system grows.

GOALS

The Plan focuses on goals and recommendations that reflect the values of the community. Five goals were identified through extensive conversations with community members, organizations, and Town leaders:



QUALITY

Maintain and improve existing facilities as the network expands



SAFETY

Reduce risks for people who walk and bicycle



CONNECTIVITY

Create a network that connects destinations



ACCESSIBILITY

Provide access for people of all ages and abilities



COMMUNITY

Foster people-oriented streets



MOMENTUM

Create a culture that encourages walking and biking

BACKGROUND

The Town of Jamestown completed and adopted a pedestrian plan in 2010. Since that time, the Town has diligently implemented or obtained funding for over half of the suggested projects, making significant strides in building out the pedestrian infrastructure network. However, this 11-year-old plan no longer meets the needs of the Town and does not offer the most up-to-date bicycle and pedestrian policies. It is time to define Jamestown's current needs in an updated plan to shape future bicycle and pedestrian infrastructure projects.

In September 2021, Jamestown received a Bicycle and Pedestrian Planning Grant from the North Carolina Department of Transportation (NCDOT). Over the course of 11 months, Jamestown worked closely with the community to develop a bicycle and pedestrian plan. The Plan provides a road map for the Town to pursue projects that will enhance the experiences of people bicycling and walking in Jamestown.

WHAT IS A BICYCLE AND PEDESTRIAN NETWORK?

In this Plan, a bicycle and pedestrian network refers to a transportation network of connected sidewalks, trails, and bikeways that support people walking, bicycling, or rolling with wheelchairs or mobility devices.

IMPORTANCE

This Plan provides an opportunity to build upon Jamestown's strengths and capitalize on upcoming opportunities.



A pedestrian crosses East Main Street

OPPORTUNITIES

Downtown's Proximity to Residential Neighborhoods

Jamestown's vibrant downtown is adjacent to residential neighborhoods. The sidewalk network connects residents to downtown shops, restaurants, the elementary school, and parks. This Plan will aid Jamestown in expanding this network, identify areas to improve safety and connectivity to amenities.

Allocating Street Space for People

With the Jamestown Bypass scheduled for completion in 2023, through traffic will have a faster, more efficient way to move through the region. This will likely mean less vehicle traffic in downtown, especially on Main Street. Jamestown has an opportunity to reimagine Main Street and allocate more street space for people who bike and walk.

Create Momentum for Walking and Bicycling

Recreation is an important element of the Jamestown community. Residents and neighbors often walk and bicycle together on designated routes and stay active by meeting weekly for group outings starting at various local businesses and civic spaces. The Plan aims to create a culture of biking and walking in Jamestown by making it safer for people of all ages and abilities to get around without a car either for recreation or utilitarian purposes.

Economic Development

A safe and connected bicycle and pedestrian network supports vibrant street activity and strong community ties. The economic benefits of investing in mobility are well documented. Investments in bicycle and pedestrian infrastructure can generate sales for local businesses, especially if Jamestown uses wayfinding and marketing to brand itself as a destination with active transportation amenities.

BENEFITS OF BIKING & WALKING

Choosing to bike and walk can benefit individual users and the local community alike. When Jamestown invests in its bicycle and pedestrian network, the investment contributes to the community's economic, physical, social, and environmental well-being.

Improve Connectivity

- Almost all of Jamestown falls within a two-mile radius of the downtown core. This means that many of the Town's neighborhoods and centers for shopping, employment, education, and recreation are within a reasonable biking and walking distance of one another. Pedestrian and bicycle infrastructure can make these destinations accessible without a car.

Reduce Green House Gas Emissions

- Creating streets that promote walking and bicycling has the power to shift travel behavior from driving to greener options, which not only reduces traffic, but improves air quality and reduces emissions.
 - » According to a 2020 report from the Environmental Protection Agency, transportation accounts for the largest share of greenhouse gas emissions (27%).¹

Improve Health Outcomes

- Biking and walking have a variety of benefits to physical and mental health that can lower the risk of chronic illness, lower health care costs, and improve quality of life.
 - » Adults in neighborhoods that have infrastructure supporting walking and biking report 50+ more minutes of physical activity per week compared to adults in neighborhoods without supportive infrastructure.²

Support Users of All Ages and Abilities

- For older adults, biking and walking not only promotes physical health, but helps people remain mobile and independent as they age.³
 - » Bicycling is a low impact activity, meaning it places less stress on joints than other aerobic activities.

Promote Equity and Safety

- While some people choose to ride a bicycle or walk for trips, many people may not have access to or may not be able to afford other forms of transportation. Creating a connected and safe biking and walking network is an important element of an equitable transportation system.
 - » Smart Growth America's 2021 Dangerous by Design report found that dangerous street design disproportionately impacts people of color (especially Native and Black Americans), older adults, and people with lower incomes.⁴

Economic Vitality

- Places that have bikeable and walkable downtowns and communities are more likely to have lively, populated streets that are great for businesses. When you build places that are enjoyable to access by bicycle or on foot, it encourages more interaction at storefronts and attracts more potential buyers.⁵

LIMITATIONS

It is important to note several limitations that impacted the creation of this Plan. They are listed below:

- The COVID-19 Pandemic persisted throughout the planning process and impacted public involvement as members of the project team and steering committee were unable to attend certain events. Concerns related to COVID-19 may have prevented stakeholders from attending in-person events.
- The geographic units the U.S. Census has assigned to Jamestown are relatively large and make it difficult to determine meaningful results from analysis of demographic characteristics.
- Despite a multi-faceted approach to public involvement, results from the public survey showed that survey respondents were not demographically representative of Jamestown at large.
- The \$50,000 budget for this plan required the project team to be very efficient and strategic in the amount of time and labor allocated to each component. A higher level of funding could have supported more outreach events, more nuanced analysis, and/or more detailed recommendations.
- The Jamestown Bypass was still under construction during the planning process. Changes to traffic patterns once the Bypass is open could influence many of the recommendations in this plan.

GLOSSARY

Below are terms used in this Plan that may be less familiar to the general public or may have a specific meaning when used to discuss bicycle and pedestrian planning and design.

ACCESSIBILITY

The degree of access for people of all ages and abilities through a variety of modes of travel.

BICYCLE RODEO

Bicycle rodeos are events that involve instructional activities to help people learn to ride a bicycle or become a more confident rider.



CHICANE

Design elements that create horizontal deflection for motorists by creating curves or bends in the roadway.



CONFLICT MARKINGS

These pavement markings indicate areas where conflicts between different roadway users may occur, such as roadway crossings or bus stops.



CONNECTIVITY

The degree to which sidewalks, bicycle facilities, and streets are interconnected and easily accessible to one another by direct routes.

CURB EXTENSIONS

Also known as "bulb-outs," curb extensions help to slow traffic by narrowing the roadway. At intersections, curb extensions slow turning vehicles and reduce crossing distances for pedestrians and bicyclists. Curb extensions also provide space for landscaping, public art, and street furniture.

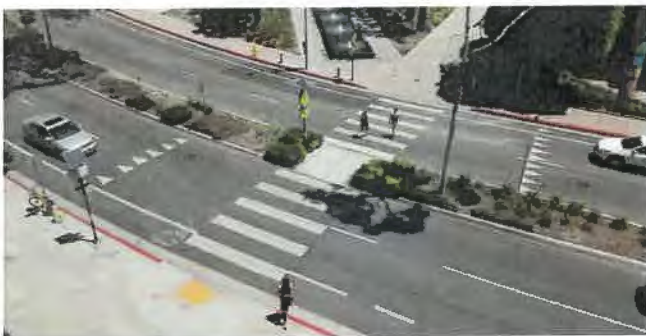


FEASIBILITY

The degree to which a project or program can be constructed or implemented and the level of impact, including but not limited to environmental, financial, and private property.

MID-BLOCK CROSSINGS

Crosswalks located at the middle of a block can help to reduce the distance a person must walk to cross the street, and provide better access along corridors with few intersections or crosswalks. Special design features such as curb extensions or flashing signs may be necessary as motorists are often less aware of pedestrians crossing at mid-block locations than at intersections.



MOBILITY

The ability to move from one place to another using different means of travel (e.g., walking, biking, driving).

MULTIMODAL

Of or characterized by the use of more than one type of transportation, particularly pedestrians, bicyclists, and users of public transit, in addition to personal vehicles.

RECTANGULAR RAPID FLASH BEACON (RRFB)

A RRFB is a device composed of two flashing lights that are activated by a push of a button. The device is typically mounted together with a warning sign at a crossing location. Content of the sign may vary depending on location (e.g., school or trail crossing). The lights flash with a very bright intensity and a fast rapid rate.



SEPARATED BIKE LANES

Separated bike lanes use vertical elements such as concrete curbs, planters, and flex-posts to physically separate people riding bikes from vehicle traffic to improve safety.



SHARED LANE MARKING

These markings provide bicyclists guidance on proper positioning when sharing the lane with mixed traffic. Shared lane markings are only appropriate on low-volume, low-speed roads. Also known as sharrows.



SIDEPATH

Sidepaths are similar to greenways, but are located adjacent or parallel to a roadway.



TRAFFIC CALMING

Traffic calming aims to slow the speeds of motorists to a "desired speed" (i.e., usually 20 mph or less for residential streets and 25 to 35 mph for collectors and minor arterials). The greatest benefit of traffic calming is increased safety and comfort for all users on and crossing the street.

TRAFFIC GARDEN

Traffic gardens are similar to a miniature street network and include typical roadway elements for children to learn how to ride a bike in a safe, protected space that mimics the real world.



Chapter 2 References

- 1) <https://www.epa.gov/greenvehicles/fast-facts-transportation-greenhouse-gas-emissions>
- 2) <https://health.gov/our-work/nutrition-physical-activity/physical-activity-guidelines/current-guidelines/scientific-report>
- 3) <https://www.nia.nih.gov/health/real-life-benefits-exercise-and-physical-activity>
- 4) <https://smartgrowthamerica.org/dangerous-by-design/>
- 5) <https://www.tandfonline.com/doi/full/10.1080/01944363.2019.1638816>

3



CURRENT CONDITIONS

The current conditions analysis was conducted to understand bicycling and walking in Jamestown today, and to identify opportunities to make active transportation in Jamestown more safe, convenient, and comfortable. The analysis considered community characteristics including demographics, geophysical features, and infrastructure as well as review of existing plans, policies, and programs. The current conditions analysis highlights the results from geospatial analysis and in-person site visits to identify gaps, barriers, and needs for people biking and walking in Jamestown.



OVERVIEW

The Town of Jamestown is a small community located in the Piedmont region of North Carolina. Jamestown's downtown core is rich with historic character and small-town charm while the outer areas of the Town have a suburban look and feel. The people of Jamestown have shown excitement about bicycling and outdoor recreation and the Town is dedicated to expanding options to get around by bike or on foot. There is a wealth of natural resources, greenway trails, and parks to support this community value. Jamestown is home to many older adults and is a family-oriented town.

DEMOGRAPHICS

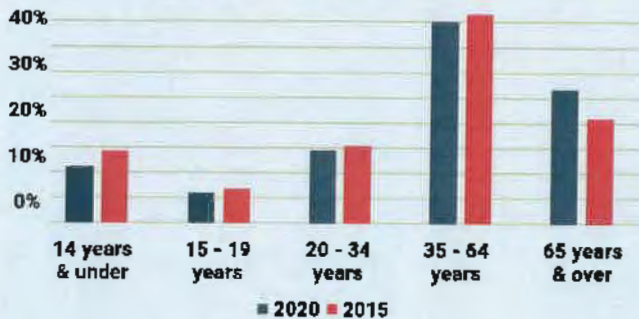
The demographics analysis was conducted using the 2020 and 2015 American Community Survey (ACS) 5-year data. This data shows that the population of Jamestown in 2020 was 4,298. The median age was 46.5 years, compared with the median age of Guilford

County, which was 37.4 years. Most residents within Jamestown (82.2%) identified as White, which is higher than Guilford County (54.1%) and the state of North Carolina as a whole (67.6%).

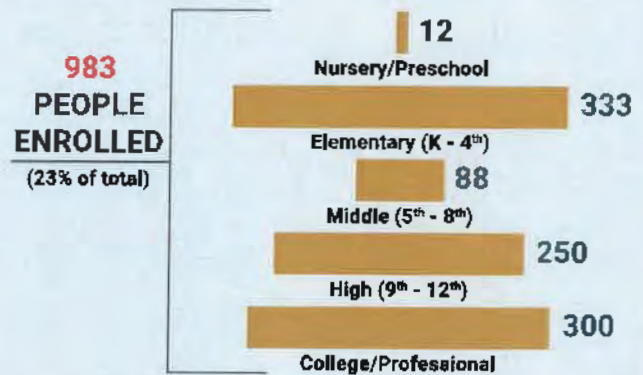
As an AARP Livable Community, Jamestown receives technical assistance to pursue strategies to help people age-in-place. Jamestown is also a North Carolina Certified Retirement Community, meaning retirees have access to age-specific amenities and services. During the time of this analysis, about 27% of the town's population was 65 years or older and this age category has grown over the last five years. Meanwhile, the percentage of the population of children, teens, and young adults has declined. The ACS provides additional demographic information for Jamestown:

- 17% of the Town's population identified as having a disability
- 989 people were enrolled in school, which is 23% of the total population
- 44.2% of the population has a bachelor's degree or higher

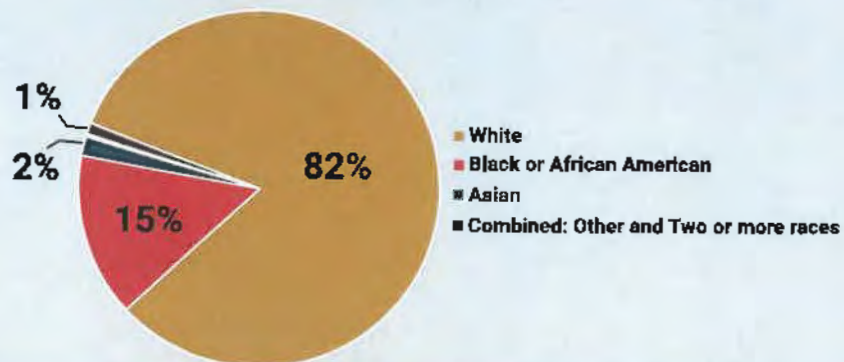
AGE GROUP AS PERCENT OF TOTAL



POPULATION ENROLLED IN SCHOOL (2020)



POPULATION BY RACE (2020)



Jamestown demographics (American Community Survey)

COMMUTING CHARACTERISTICS

As of the 2020 ACS, the average commute time to work in Jamestown was 16 minutes. Most people report driving alone to get to work (88%), very few carpool (4%), and 8% work from home. Most households have access to at least one car, but 1.6% of the Jamestown population lives in a no-car household. This is lower than the percentage of people in Guilford County without household car access (6.4%).

The *Envision Jamestown Comprehensive Plan* identified that the majority of Jamestown residents work within Guilford County (86%), with clusters of employment concentrating within Jamestown and in Greensboro, the area surrounding the Piedmont-Triad Regional Airport, High Point, and Winston-Salem. Commute patterns are aligned with the distribution of these employment clusters.

COMMUNITY DESTINATIONS

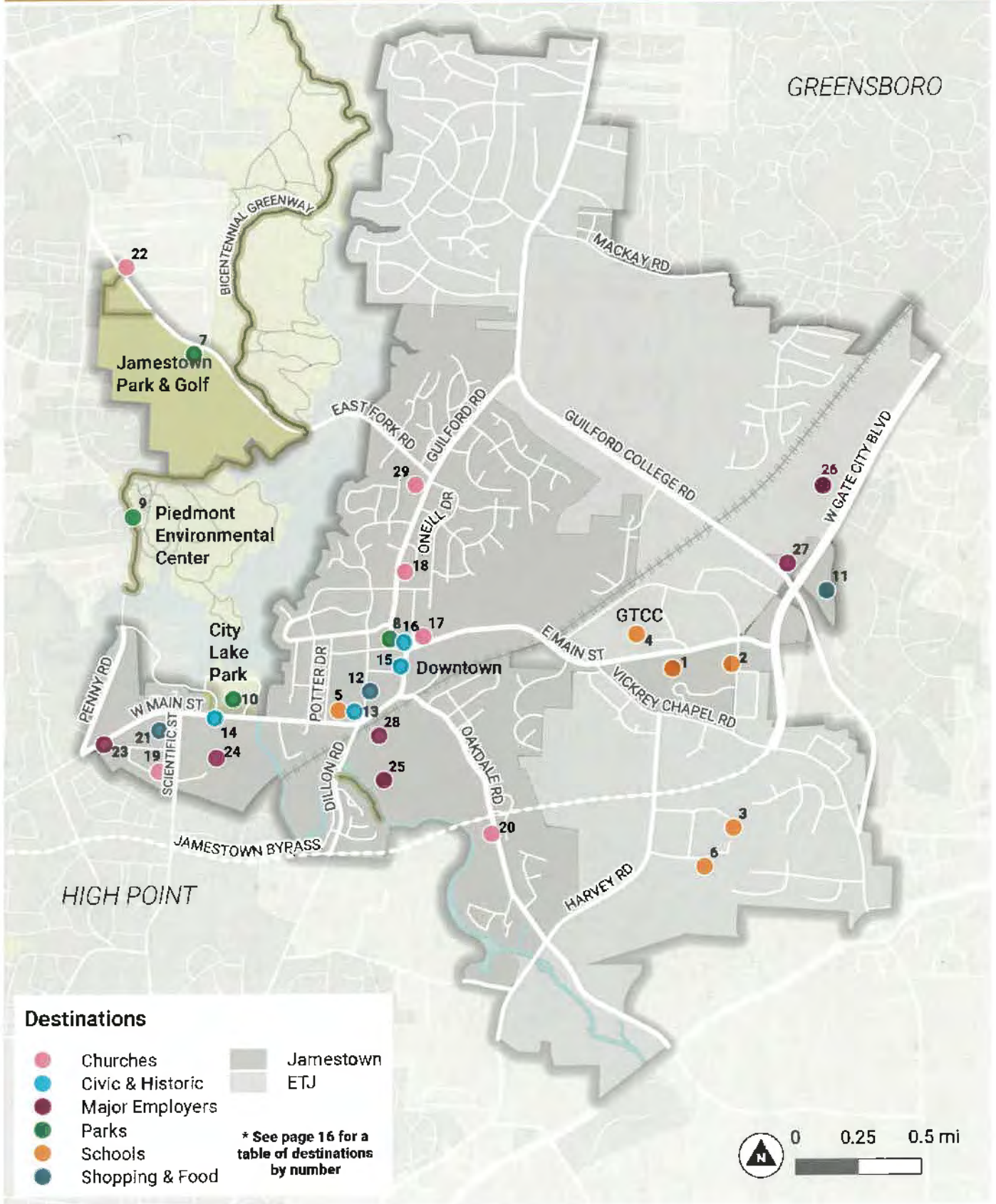
Jamestown has a wealth of civic institutions, restaurants, and recreational areas within the Town. The *Envision Jamestown Comprehensive Plan* was completed in 2021 and identified the top cultural, historic, and natural resources reported by community members. These historic assets can be found throughout the Town, but many are clustered along Main Street in the downtown core.

Table 1 and Map 1 highlight key destinations in Jamestown, some of which were previously identified through the comprehensive planning process. These destinations represent places for education, gathering, eating, and connecting to nature, as well as important civic and historic sites. Clustered destinations along East and West Main Streets and in the downtown area offer opportunities for residents and visitors to reach these locations with relatively short trips that may not require a car.

Table 1. Community Destinations

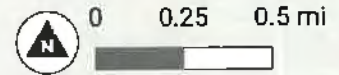
#	DESTINATION
1	Lucy Ragsdale Senior High School
2	Millis Road Elementary School
3	Jamestown Middle School
4	Guilford Technical Community College
5	Jamestown Elementary School
6	Haynes- Inman Education Center
7	Jamestown Park Golf Course
8	Wrenn Miller Park
9	Piedmont Environmental Center
10	High Point City Lake Park
11	Grandover Village
12	Food Lion Shopping Center
13	Jamestown Public Library
14	Mendenhall Homeplace
15	Post Office
16	Town Hall
17	Jamestown United Methodist Church
18	First Baptist Church of Jamestown
19	Shiloh Rock Baptist Church
20	Church of the Living Lamb
21	Jamestown Shopping Center
22	Korean United Methodist Church
23	Flowers Bakery
24	Shannon Gray Rehab Center
25	Teknor Apex
26	Alberdingk Boley Inc
27	Sheetz
28	Hood Container
29	Jamestown Friends Meeting

Map 1. Community Destinations



Destinations

- Churches
 - Civic & Historic
 - Major Employers
 - Parks
 - Schools
 - Shopping & Food
 - Jamestown
 - ETJ
- * See page 16 for a table of destinations by number

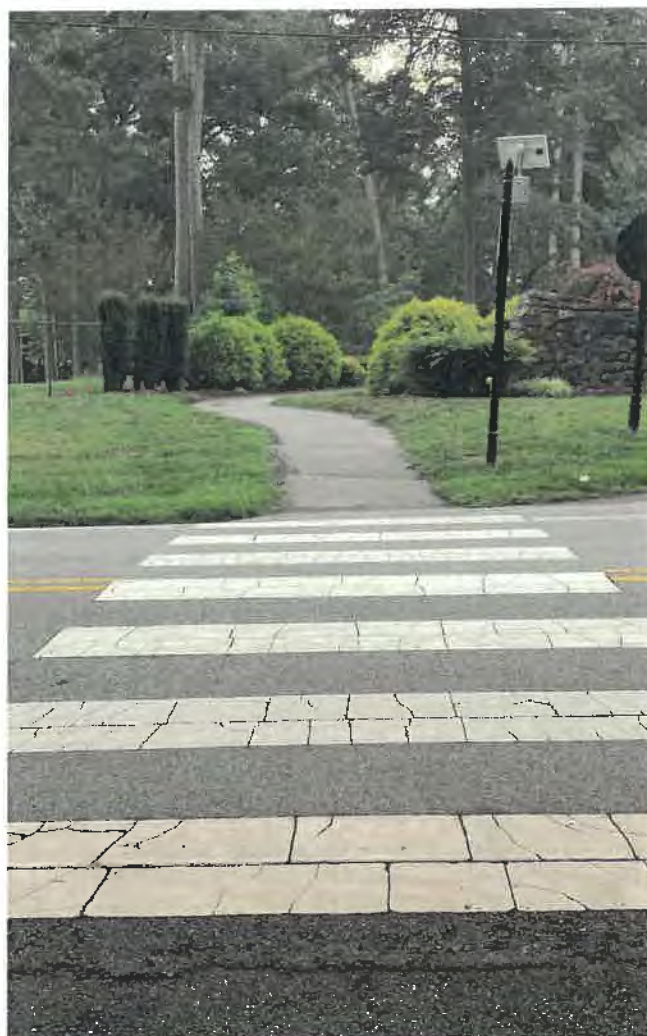


WALKING & BIKING IN JAMESTOWN TODAY

STREET CHARACTERISTICS

Jamestown's transportation network is shaped by the rural character of the surrounding area and suburban growth in recent decades. Primary thoroughfares within Jamestown are West and East Main Street, Guilford Road, Penny Road, East Fork Road, Dillon Road, Oakdale Road, Vickrey Chapel Road, and Guilford College Road. East Main Street and Guilford Road form a small street grid composing the downtown area, but extending out from the downtown in all directions, streets follow a typical suburban form. Streets in these areas, particularly north of downtown, are primarily small loops and cul-de-sacs connecting to higher speed arterials.

There are just over 25 miles of streets in Jamestown, approximately nine of which are maintained by NCDOT. The NCDOT roads are mostly higher speed, typically 35-45 mph streets, as well as those located in the extrajurisdictional jurisdiction (ETJ). There are 16 miles of locally maintained streets in Jamestown, which primarily have a 25 mph speed limit.



Bicentennial Greenway crossing on East Fork Road

Table 2. Street Characteristics of Primary Thoroughfares

ROAD	LANE WIDTH	CURB/GUTTER	SHOULDER	AADT	SPEED LIMIT
W Main St	11ft	Yes	No	11,000	35 mph
E Main St	11ft	Yes	No	6,300	35 mph
Guilford Rd	13ft	Yes	No	8,100	35 mph
Penny Rd	10ft	No	No	7,400	35 mph
East Fork Rd	10ft	No	No	5,200	35-40 mph
Dillon Rd	10ft	Yes	No	4,900	35 mph
Oakdale Rd	14ft	Yes	No	3,300	35 mph
Vickrey Chapel Rd	10ft	No (West of Abbots Loop Rd) Yes (East of Abbots Loop Rd)	No	4,300	35 mph
Guilford College Rd	13ft	Yes	No	8,200	45 mph

BICYCLE & PEDESTRIAN NETWORK

Existing Infrastructure

Today, there is very little dedicated bicycle infrastructure within Jamestown. Two signed bicycle routes (NC 2 and NC 3) bisect town, but both follow high speed corridors along East Fork Road and Guilford Road. Neither route offers dedicated infrastructure for bicyclists; users are expected to share the roadway with vehicles. Bicyclists who are not confident enough to share the road in mixed traffic with vehicles often use the sidewalk, but this creates conflicts with pedestrians. This issue was noted by a range of people throughout the planning process. Across from East Fork Road, Jamestown has access to the Bicentennial Greenway, which when complete will provide an almost 20-mile off-street path between High Point and Greensboro. Greenway access with parking and connections to multiple natural surface trails is available from Jamestown Park and Golf on East Fork Road and the Piedmont Environmental Center on Penny Road.

Jamestown has an extensive sidewalk network that primarily runs along East and West Main Street, Dillion Road, Guilford Road, and Guilford College Road. The recent connection of a pedestrian bridge over Arnold Koonce City Lake also connects existing sidewalks on East Fork Road to the Bicentennial Greenway. These sidewalks provide access to High Point City Lake Park, schools along East Main Street, and destinations surrounding downtown. Brick sidewalks, which are primarily found in and around downtown, also contribute to the area's historic, small-town feel. Jamestown has two established walking loops from Wrenn Miller Park, with 1 mile and 3.1 mile options.

Despite these existing assets, gaps persist in Jamestown's sidewalk network. Penny Road, Oakdale Road, and the eastern portion of East Main Street all currently lack sidewalks. Funding for construction of

sidewalks on Penny Road and Oakdale Road is already secured and, when built, will help fill in the gaps.

In general, comfortable pedestrian access is limited across the Town where sidewalks are only present on one side of the street. While 20% of streets in Jamestown have a sidewalk, only 1% have sidewalks on both sides. This forces pedestrians to walk in the road or make multiple crossings to reach a destination that is on a specific side of the street. Map 2 on the following page shows existing multimodal network with pedestrian, bicycle, and transit infrastructure clearly defined.

Connections to Transit

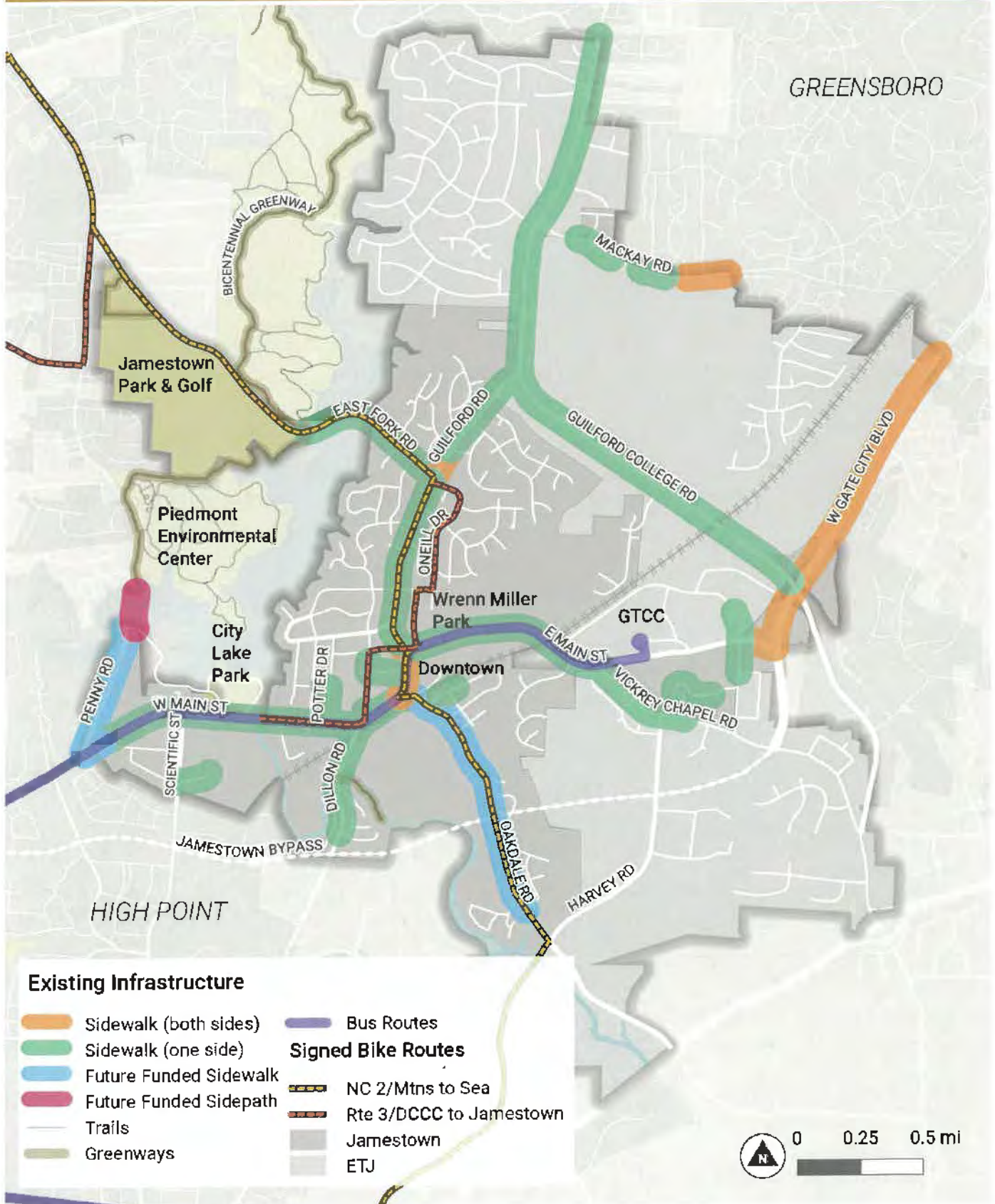
The High Point Transit System (HPTS) Route 25 connects Downtown Highpoint to Guilford Technical Community College (GTCC) through Jamestown and runs hourly Monday through Friday. The route has 16 stops along East and West Main Street, but only two stops at locations with sidewalks on both sides of the street. Sidewalk access is especially important for making safe, comfortable connections to public transit. The most recent *City of High Point Short Range Transit Plan (2015)* emphasizes that all transit users are pedestrians at one point and that complete sidewalk networks near transit stops are critical to a successful transit system.

Previously Planned Infrastructure

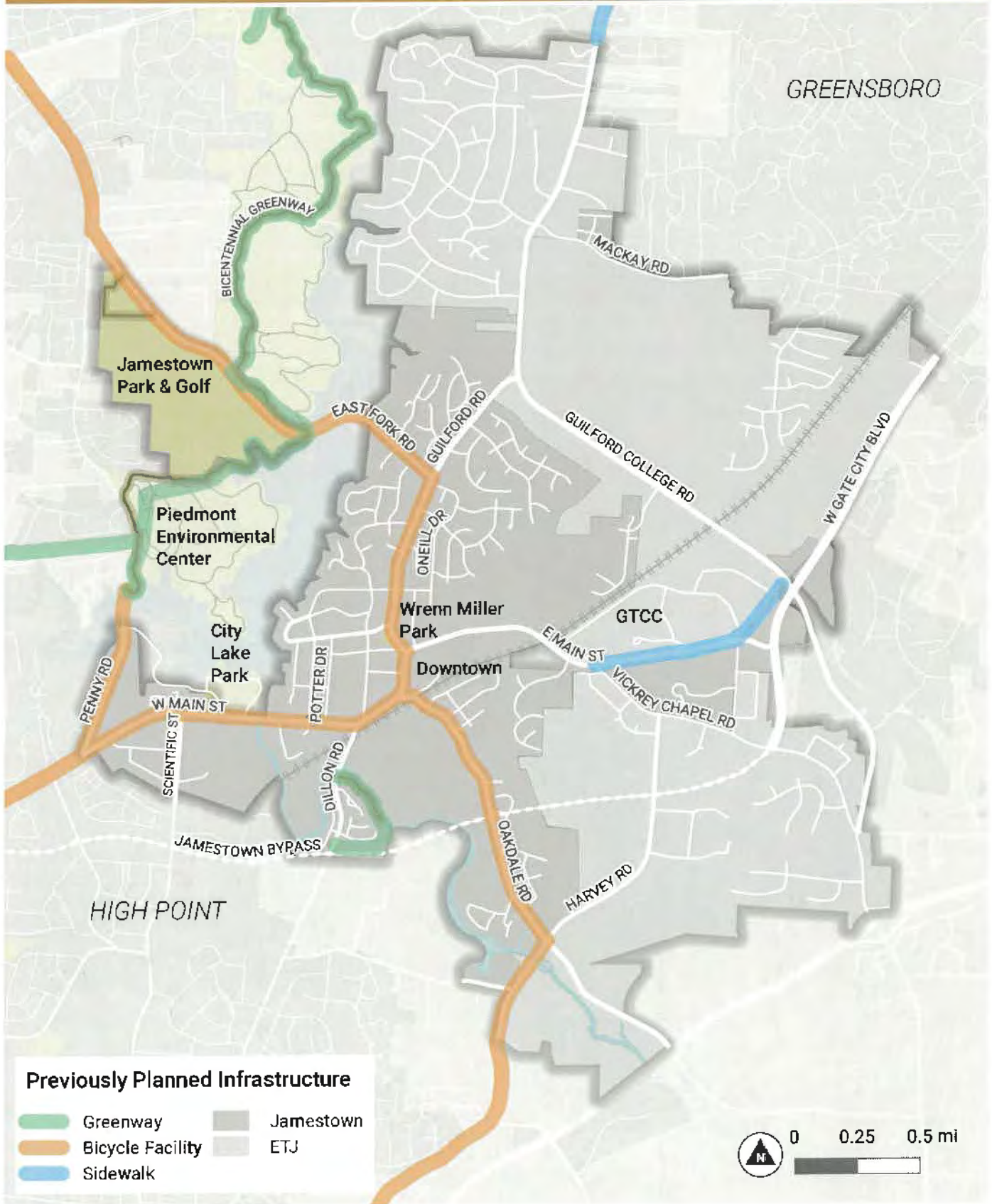
Map 3 on page 21 highlights previously planned bicycle and pedestrian projects. The map compiles recommendations from the *2019 High Point Metropolitan Planning Organization (MPO) Regional Bike Plan* as well as proposed sidewalk projects from the Town of Jamestown. Projects include:

- Sidewalks
- Dedicated bicycle facilities
- A shared use path behind the Riverwalk neighborhood connecting to Dillon Road, and
- The Bicentennial Greenway, which has since been completed.

Map 2. Existing Multimodal Infrastructure



Map 3. Previously Planned Bicycle and Pedestrian Infrastructure



BARRIERS AND NEEDS ANALYSIS

High speed roads, railroad crossings, crashes, and a lack of connectivity due to dead end streets or infrastructure gaps all act as barriers for people walking and bicycling throughout Jamestown. These barriers are highlighted in Map 4 on the following page.

Key findings of this gaps, barriers, and needs analysis include:

- Within town limits, 27% of residential parcels are more than a quarter mile away from an existing sidewalk.
- Many neighborhood routes with slower speed limits in Jamestown are roads with dead ends. This reduces connectivity of the active transportation network.
- Roads that provide the most access across Jamestown are typically higher speed roads (35-45 mph) that are not as comfortable for people biking and walking.
- There are bicycle and pedestrian crash hot spots distributed throughout the Town, including the downtown core and near Jamestown Park & Golf.
- Railroad crossings are particularly challenging for people bicycling and using wheeled devices due to the risk of wheels getting stuck in the train tracks.
- There is an opportunity to enhance wayfinding signage to improve the experience for people exploring Jamestown by bike or foot.

- The southwest area of Jamestown near Oakdale Road has a high equity index, indicating that adding bicycle and pedestrian infrastructure and connections in this area would serve key populations in Jamestown.
- South of the railroad tracks, Oakdale Road has no sidewalks and is only accessible to other existing sidewalks by crossing the railroad tracks to Main Street. However a new sidewalk on Oakdale Road is planned and has funding.

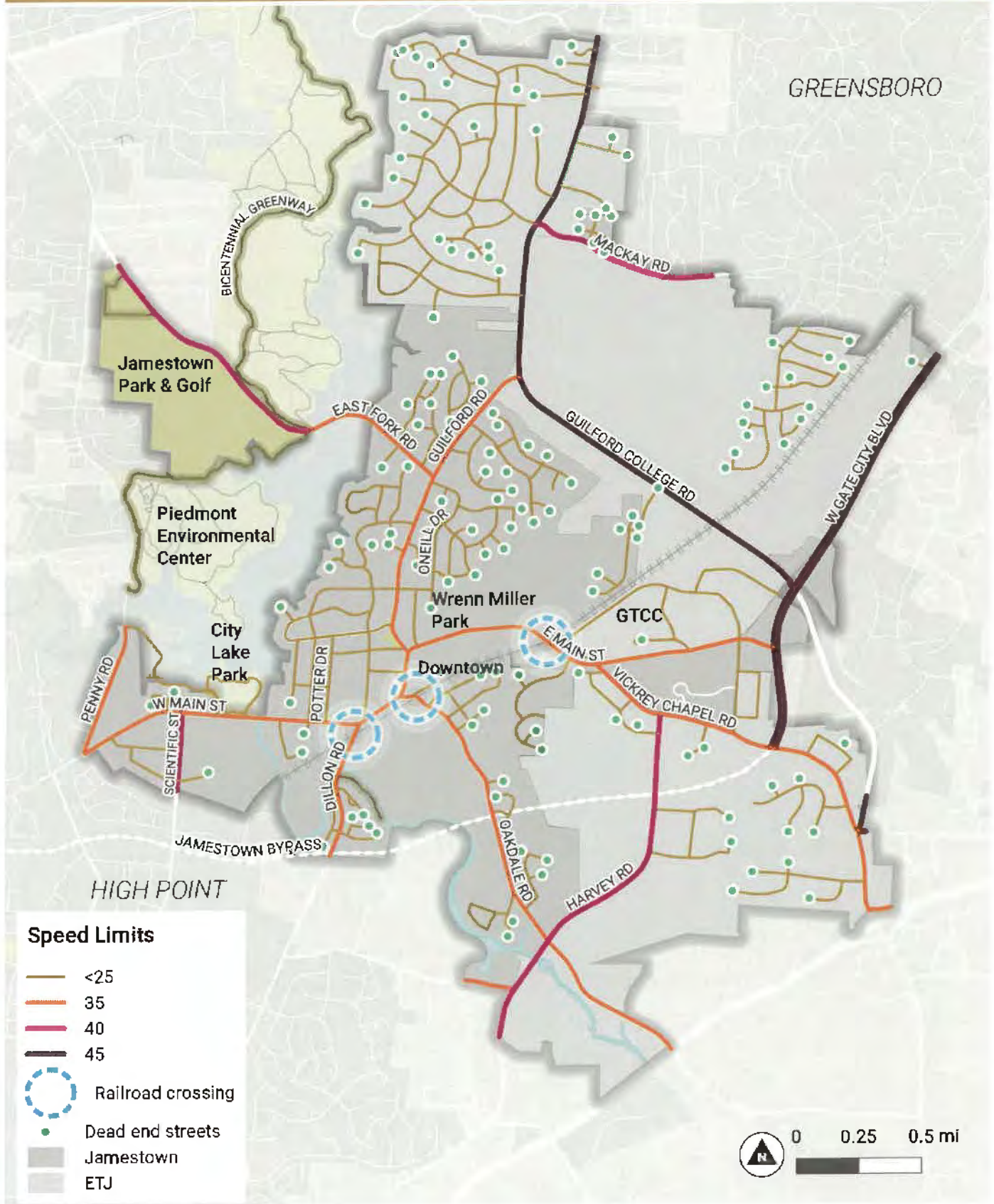
BIKE AND PEDESTRIAN CRASH ANALYSIS

Safety is a significant barrier for people biking and walking. Bicycle, pedestrian, and vehicle crash data from 2011-2020 was reviewed as part of a crash hot spot analysis (Map 5). There are crash hot spots distributed throughout the Town, including the downtown core and near Jamestown Park & Golf. Because Jamestown only has a population of around 4,200, historical crash data only tells part of the story of roadway safety in the area. Crash data does not reflect near misses or crashes that were not reported. It also does not account for varying perceptions of safety for people of different ages and abilities, such as young children, older adults, and people using mobility devices. Road safety should be considered comprehensively to capture the varied human experiences of biking and walking in Jamestown and the Plan will highlight opportunities to enhance safety for all users.

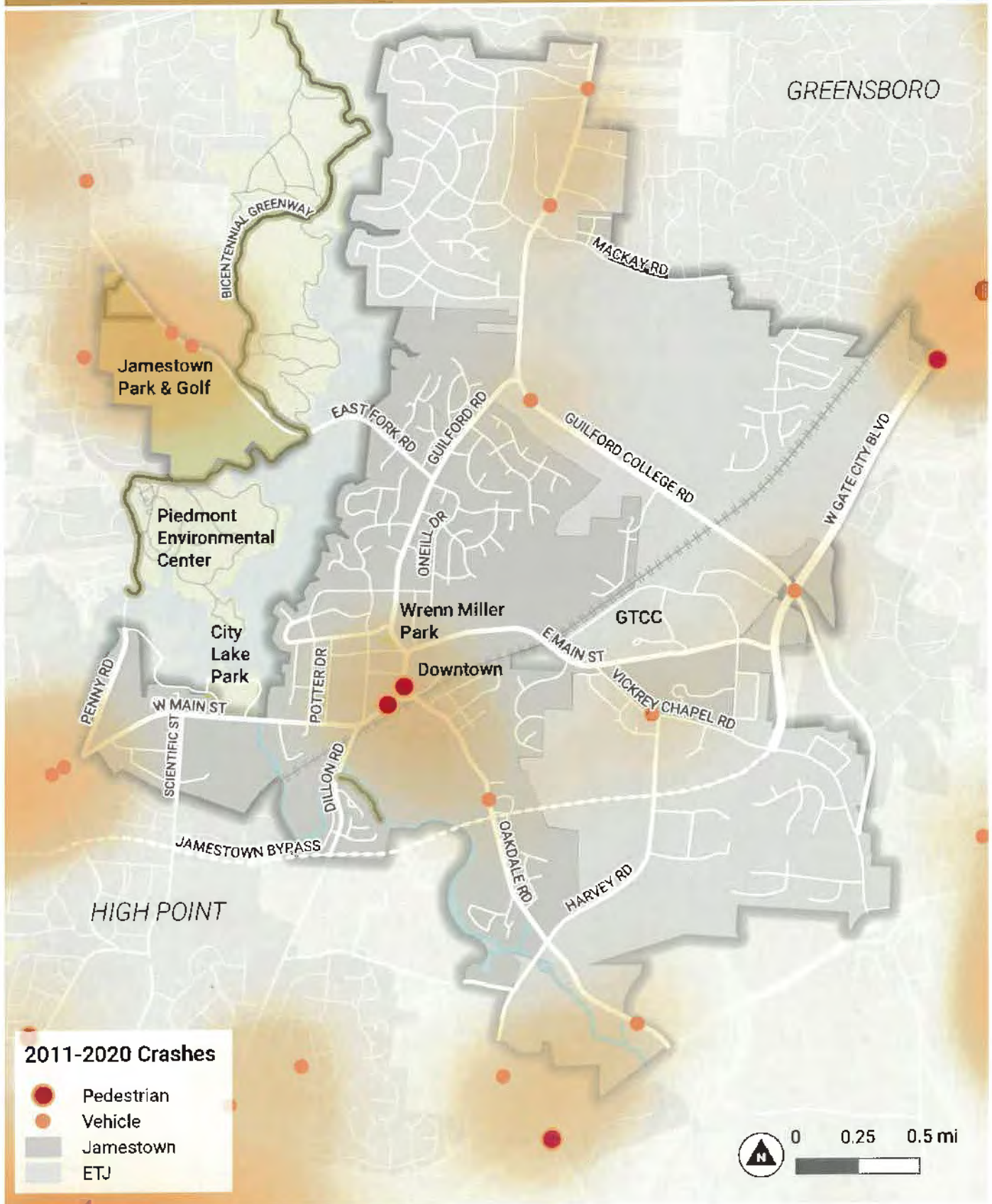


At-grade high speed rail crossing on Oakdale Road

Map 4. Potential Barriers to Walking and Biking



Map 5. Bicycle and Pedestrian Crash Analysis



WAYFINDING

What is Wayfinding?

Comprehensive and innovative signage, map, and route marking systems (collectively “wayfinding”) help to make transportation networks more accessible, desirable, and memorable. Wayfinding branding offers an opportunity to create a unique theme and identity for signage and other trail support facilities throughout the Town. Wayfinding signage and pavement markings can help users choose routes, be assured they are using the correct facility, and feel confident in accessing desired destinations.

Existing Wayfinding

To be welcoming to residents and visitors alike, a bicycle and pedestrian network must be legible. Aside from standard roadway signs, there is minimal wayfinding signage in Jamestown. Some wayfinding signage, such as welcome banners on light poles, can be found in downtown and help contribute to a sense of place by highlighting community assets. Gateway monument signs are present on East Main Street at Vickrey Chapel Road, West Main Street near Robbins Avenue, and Guilford Road at Guilford College Road. Town limit signs are present on other roads that lead

into town. There are a limited number of wayfinding signs placed throughout Jamestown that provide direction to major destinations. Instead, signs are typically located in close proximity to the destination, which makes it more difficult for visitors to confidently explore Jamestown by bike or on foot. Likewise, signs that direct pedestrians and bicyclists to the Bicentennial Greenway are placed only in proximity to greenway crossings.

As Jamestown develops and expands its bicycle and pedestrian infrastructure network, it is important to consider how wayfinding signs could be used as a tool to enhance awareness of this network and direct people biking and walking towards community destinations, low-stress routes, and regional trails. The Jamestown Bypass will also affect how people access downtown and will present opportunities to rethink gateway signage.

BARRIERS RELATED TO RAIL

A railroad owned by the Norfolk Southern Corporation bisects Jamestown, separating downtown from nearby neighborhoods and employment centers. The railroad, which carries high-speed trains traveling at and above 80 mph, presents a barrier to the overall flow of traffic through downtown and is a major barrier to



Wayfinding signage throughout Jamestown

establishing a comfortable multimodal network. The railroad poses unique challenges for bicyclists and people who use other wheeled devices due to the risk of wheels becoming stuck in the tracks. However, the railroad is part of the broader multimodal network with Amtrak stops in nearby High Point where passengers can connect to Jamestown via HPTS bus routes.

EQUITABLE ACCESS TO THE NETWORK

Everyone deserves to move throughout their community with ease and dignity. Based on demographic data and existing and proposed bicycle and pedestrian facilities, equitable access to the network was analyzed for the select populations described in Table 3. Map 6 on the following page shows the result of the equity analysis. A higher equity index, represented with the darker color, reflects a higher proportion of select populations in that area.

RESIDENTIAL SIDEWALK ACCESS

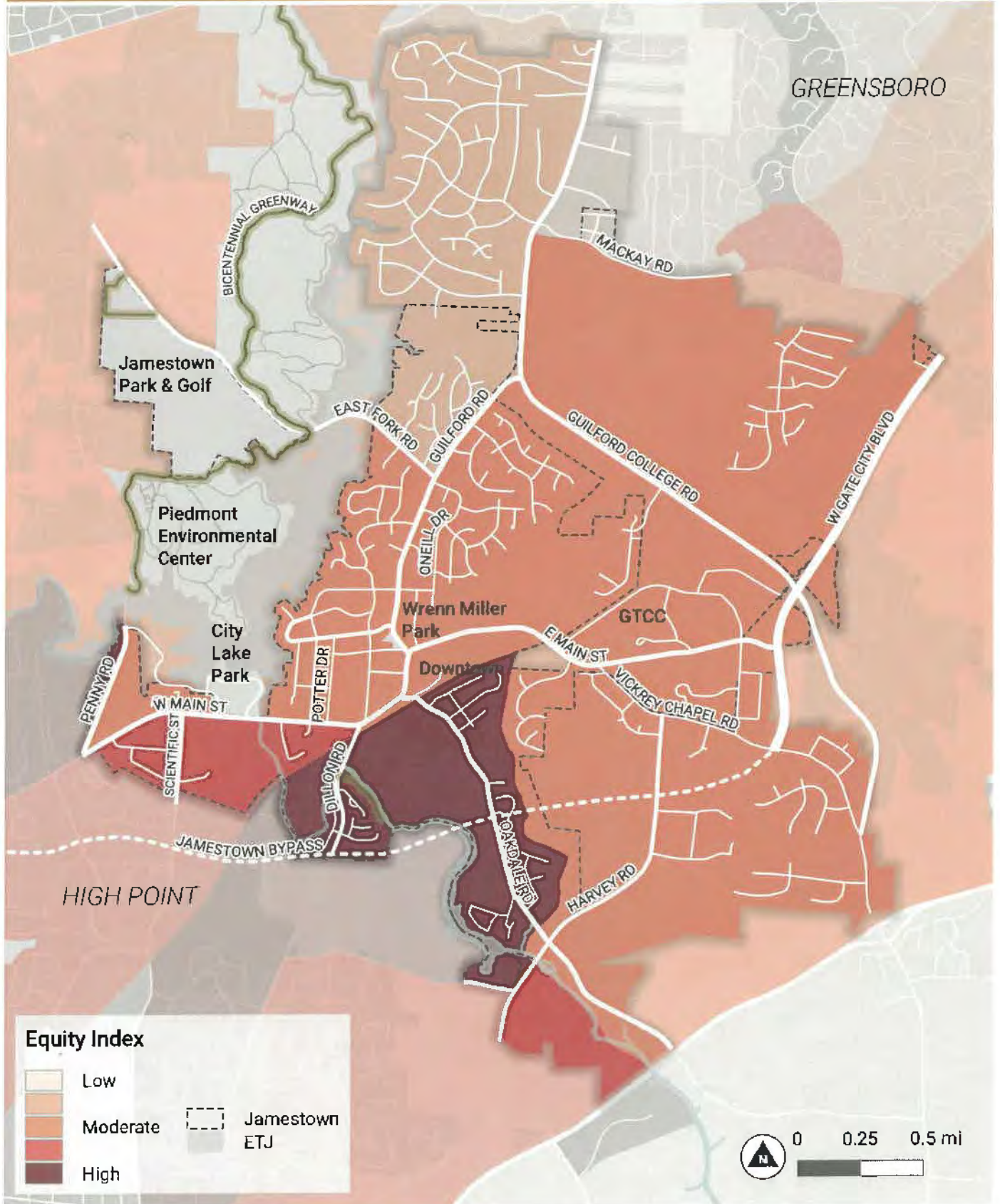
Sidewalks in Jamestown connect people to schools, parks and destinations, and add to the charming historic aesthetic of downtown. Map 7 on page 28 shows that even with sidewalks present on major streets, many residential parcels are further than a quarter mile from an existing sidewalk. In relation to all residential parcels, 27% within Town limits and 80% within the ETJ lack access to a sidewalk within a quarter mile.

The burden of limited sidewalk access is not evenly distributed throughout town. South of the railroad tracks, Oakdale Road has no sidewalks and is only accessible to other existing sidewalks by crossing the railroad tracks to Main Street. Other key gaps exist along Penny Road and on the edges of town where winding residential streets make it difficult to access sidewalks on Guilford Road and West Main Street.

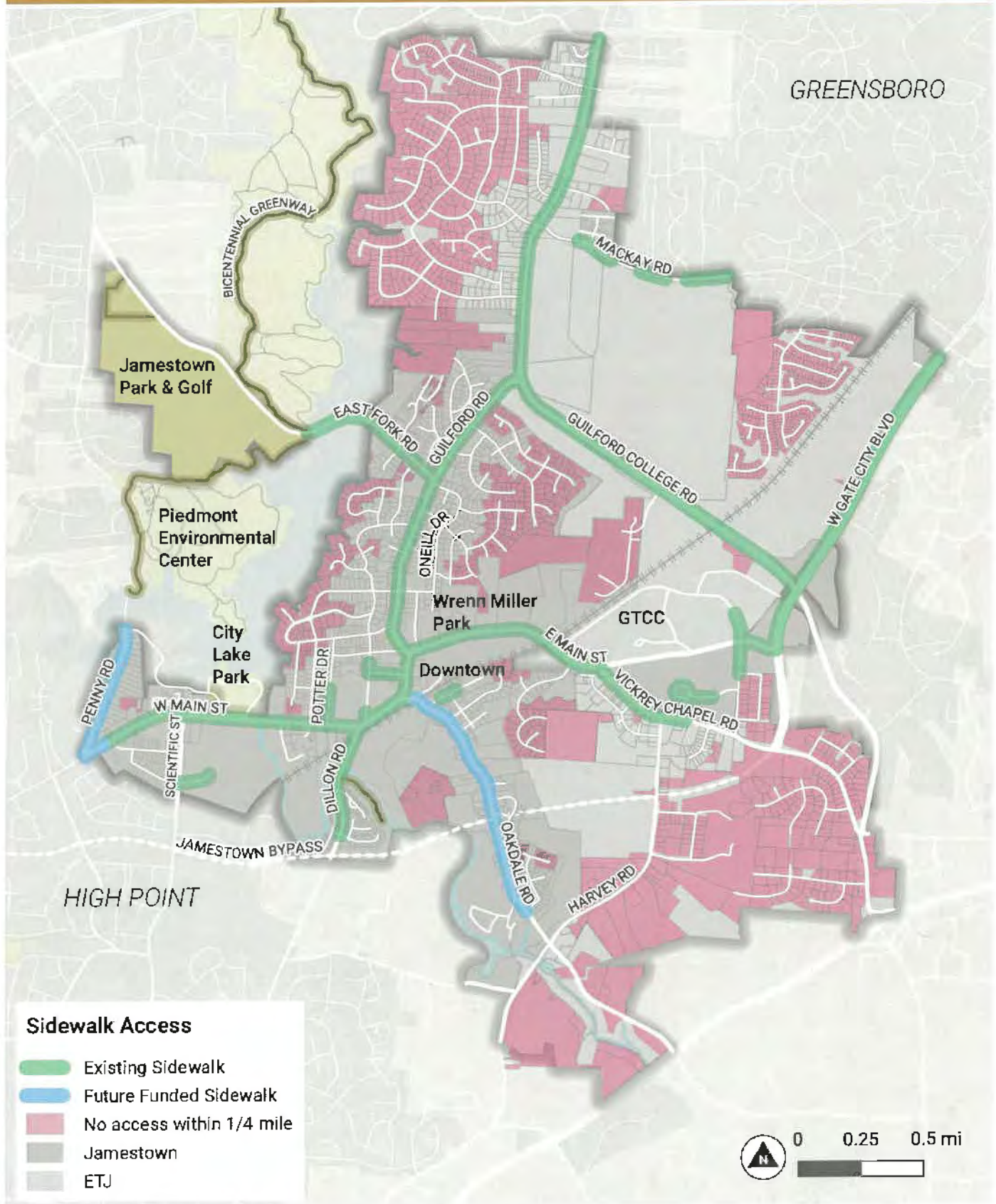
Table 3. Equity Index Descriptions

SELECT POPULATIONS	DESCRIPTION
Children	<ul style="list-style-type: none"> A safe and accessible bicycle and pedestrian network provides children with alternative routes to school or other destinations in Jamestown. Biking and walking benefits youth by providing opportunities for physical activity and to better connect with their surrounding community. Areas with higher proportions of households with people under 18 scored higher on the equity index.
Older adults	<ul style="list-style-type: none"> The presence of alternative, affordable transportation options reduces isolation and economic hardship and increases quality of life for older adults. Furthermore, across the country older adults comprise the fastest growing group of bicyclists. Areas with a higher proportion of households with people 65 and older scored higher on the equity index.
People with lower incomes	<ul style="list-style-type: none"> The high costs of personal vehicles place a disproportionate burden on households with low incomes. More affordable transportation options can foster self-sustainability, promote independence, and allow for spending on other household essentials. Areas with lower median incomes scored higher on the equity index.
Black Indigenous and People of Color (BIPOC)	<ul style="list-style-type: none"> Communities of color have historically experienced less investment and transportation resources than predominantly white communities. This means residents of these communities often have fewer options to get where they need to go. For the purpose of this analysis, people of color are defined as people who identify as non-white, one or more race, and/or Hispanic/Latino. Areas with higher proportions of Black, Indigenous, People of Color (BIPOC) residents scored higher on the equity index.
People who don't own cars or do not drive	<ul style="list-style-type: none"> A safe and accessible bicycle and pedestrian network can connect people without access to a vehicle to employment and education opportunities and key community destinations. Areas with a higher percentage of zero car households scored higher on the equity index.

Map 6. Equity Analysis



Map 7. Residential Sidewalk Access



PLAN, POLICY, AND PROGRAM REVIEW

OVERVIEW

The *Jamestown Comprehensive Bicycle and Pedestrian Plan* builds on and supports existing planning efforts in Jamestown and the High Point region. Far from starting from scratch, the Plan is designed to continue and complement previous plans, policies, and programs. This analysis summarizes a complete review of previous planning documents relating to transportation, land use, parks, and the infrastructure in Jamestown. Policies and programs that impact biking and walking in Jamestown are also examined. The contextual understanding that this review provides will guide the development of the Plan and ensure that its recommendations are relevant, realistic, and in-touch with community needs.

PLANS

Jamestown Strategic Plan (adopted 2021, updated annually)

This plan represents the Town’s mission and serves as a roadmap for staff and Town Council over the next three to five years. The plan includes a series of outcome statements that are the foundation of the Town’s mission statement as well as short- and long-range goals to support these outcomes. Notably, the plan calls for seeking opportunities for grant funding for pedestrian and parks/recreation facilities and updating the Comprehensive Pedestrian Plan.

Comprehensive Parks + Recreation Master Plan (2021)

This guiding document is designed to influence the decisions of Town staff and elected officials regarding improvements to the parks and recreation system. The plan includes a comprehensive review of community context, demographics, and current inventory, as well as the results of community engagement. The plan concludes with a master plan for Jamestown Park and a 10-year action and implementation plan.

Table 4. Reviewed Plans with Key Emphasis Areas

YEAR	TITLE	AGENCY	BICYCLE PLANNING	PEDESTRIAN PLANNING	TRANSIT	LAND USE PLANNING	PARKS AND RECREATION
2022	Jamestown Strategic Plan	Town of Jamestown	X	X		X	X
2021	Comprehensive Parks + Recreation Master Plan	Town of Jamestown					X
2021	Envision Jamestown Comprehensive Plan	Town of Jamestown				X	
2019	High Point MPO Regional Bike Plan	High Point MPO	X				
2015	City of High Point Short Range Transit Plan	HPTS			X		
2015	High Point MPO 2045 Metropolitan Transportation Plan	High Point MPO	X	X	X		
2010	Comprehensive Pedestrian Plan	Town of Jamestown		X			
2010	Deep River Trail Plan	Town of Jamestown		X			X

Envision Jamestown Comprehensive Plan (2021)

This plan sets a vision for Jamestown to be a community whose history and character are the foundations of its future. The primary goal of the plan is to maintain Jamestown's small-town charm while providing for sustainable growth. The planning process built on extensive community engagement including a wide-reaching survey with 580 participants.

High Point MPO Regional Bike Plan (2019)

This plan identifies opportunities and constraints for bicycling in the High Point region. The plan vision states that, "The High Point region will improve its bicycle network to create safe, comfortable, and accessible bicycle connections within, and between, communities."

City of High Point Short Range Transit Plan (2015)

This is a five-year operating plan for public transportation and ride-sharing programs in the region. The High Point Transit Service (HPTS) mission is to provide a safe, reliable, economical, and customer-oriented public service that meets the mobility needs of the residents and visitors of the City of High Point.

The plan emphasizes that all transit users are pedestrians at one point in their trip, and that underlying pedestrian infrastructure is foundational to the operation of transit service. Connected, well-maintained sidewalks enable passengers to safely get on and off a bus and connect with destinations along a route without having to walk in the street.

High Point MPO 2045 Metropolitan Transportation Plan (2015)

This is the official multimodal plan for the region's transportation system. It integrates short-term goals across modes, including air, freight, vehicle, pedestrian, bicycle, and transit. It also emphasizes links between modes and continuity to transportation systems outside the MPO area.

Town of Jamestown Comprehensive Pedestrian Plan (2010)

This plan sets a vision for 2030 for the Town of Jamestown to have a pedestrian transportation system that is safe, welcoming, and accessible with greenway connectivity to nearby Greensboro and High Point. This vision also includes trail and sidewalk circuits connecting downtown shops and stores with nearby destinations and natural areas, as well as all major roads and bridges having safe bicycle and pedestrian access. Based on analysis of existing conditions, the plan identifies the most critical projects needed to enhance walkability in Jamestown for personal health, quality of life, and community enhancement.

Town of Jamestown Deep River Trail Plan (2010)

This document presents a plan for a blueway paddle trail and a pedestrian-only greenway trail along both sides of the Deep River from City Lake Park to the Oakdale Mill dam. The plan calls for collaboration between the Town of Jamestown and the City of High Point. The proposed greenway alignment uses a City of High Point sewer right-of-way. The plan also identifies regional trail connections along the Deep River.

POLICIES

Town of Jamestown Land Development Ordinance (adopted 2009, updated regularly)

This ordinance regulates several aspects of the built environment that impact biking and walking either directly (e.g., sidewalk requirements) or indirectly (e.g., zoning). The Land Development Ordinance is a critical tool for building out the sidewalk network as it requires developers to construct sidewalk segments and install other streetscape elements such as lighting. The ordinance lacks significant reference to bicycle facilities.

Jamestown Technical Standards

These standards provide detailed guidance for streetscape elements including roadway width, corner radii, curb and gutter design, bicycle racks, transit amenities, driveway spacing, driveway aprons (transitions from driveway to street), sidewalk construction, and landscape buffers (strips). Lane width and corner radii are stipulated for locally- and privately-owned streets with curb and gutter. Standard lane widths vary from 11 feet to 18 feet depending on classification. Corner radii is 30 feet for all but industrial streets. In several instances, the technical standards differ from design criteria included in the Land Development Ordinance.

Town of Jamestown Uniform Park Rules and Regulations (adopted 2014)

These rules govern use of and conduct in Town parks. While bicycles are allowed on designated paths and trails, other wheeled devices such as scooters, skateboards, and roller skates/blades are prohibited. Except for Segways, motor vehicles are prohibited from trails and paths. Electric bicycles (e-bikes) are not mentioned.

PROGRAMS

AARP Livable Communities Program (member since 2021)

With support from AARP, Jamestown regularly hosts events aimed at empowering older adults to be actively engaged in the community and to feel comfortable aging-in-place. The Town's AARP Livability Team is a committee of residents appointed by Town Council.

Streetscape Sponsorship Program (adopted 2020)

This program allows donors to place memorial benches, tree planters, and trash receptacles at approved sites along Jamestown streets. Prices for the streetscape elements are based on 50% donor and 50% Town matching funds. Once an element is added to a street, it is considered Town property and maintained by the Town. The program includes a brief application form for interested citizens to complete and be reviewed by the Town of Jamestown Public Services Staff and the Town Council.

High Point MPO 2020-2029 Metropolitan Transportation Improvement Program (adopted 2020)

This program is a subcomponent of the High Point MPO Metropolitan Transportation Plan and identifies pedestrian and bicycle projects to be implemented throughout the region. Projects in Jamestown include the Jamestown Bypass, sidewalks on Penny Road and E. Main Street, and a pedestrian bridge along E. Fork Road over the Deep River.

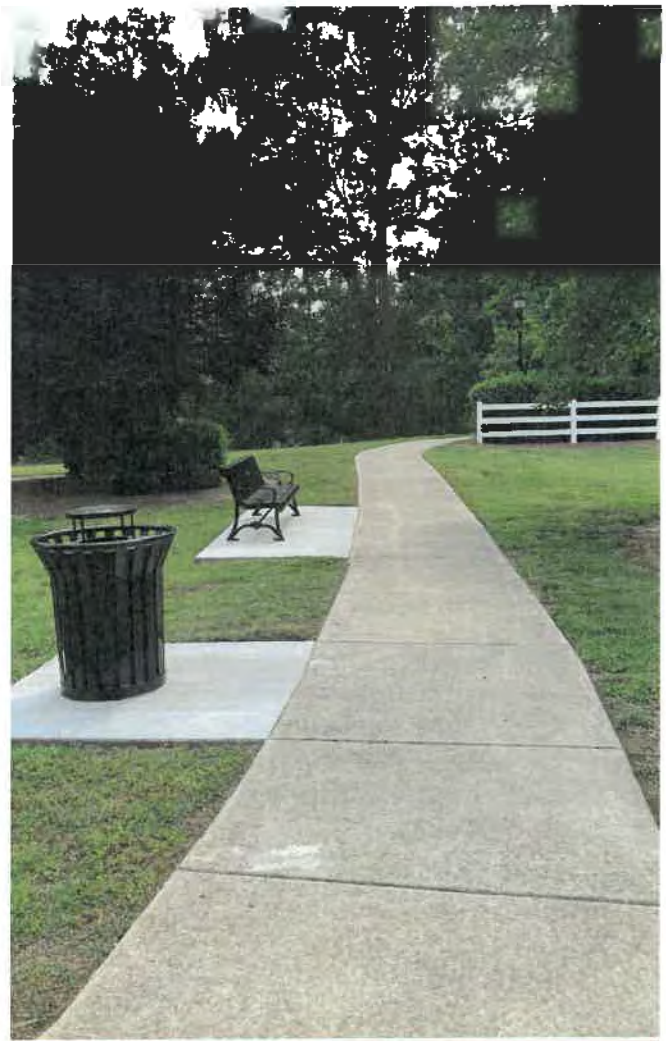
Self-Organized Programs

There are several informal programs carried out by community members and community anchors, such as churches, that relate to biking and walking. As noted in the first steering committee meeting, residents often create self-organized groups for walking, running, and bicycling. Though interrupted by the COVID-19 Pandemic, the Hamil Kerr Challenge Foundation for Parkinson's typically hosts an annual Bike, Run, Walk Fundraiser that routes through Jamestown, beginning and ending at City Lake Park.

THEMES

Jamestown and the surrounding region have a strong planning history that will lay the foundation for recommendations in the *Jamestown Comprehensive Bicycle and Pedestrian Plan*. While these documents represent different agencies and jurisdictions and span over a decade of planning work, there are several overarching themes that emerged:

- Developing a bicycle and pedestrian plan has been a long-standing goal of the Town.
- Dedicated space for people biking and walking is vital as Jamestown grows.
- Bicycle and pedestrian planning must be integrated into greater multimodal networks.
- Access to nature is one of Jamestown's greatest assets.
- Downtown development and the construction of the Jamestown Bypass offer opportunities to reimagine Main Street.
- A complete bicycle and pedestrian network should provide safe, comfortable access to destinations in Jamestown without the need for a car.
- The Town proactively seeks to partner with private businesses and individuals to enhance the public realm.
- The Town's Land Development Ordinance is a critical tool for expanding the sidewalk network.
- Throughout much of Jamestown, land use and building policies are aimed at creating an engaging pedestrian realm with buildings oriented toward the street and safe and connected facilities for pedestrians.
- The Town is committed to helping seniors age-in-place.
- Existing policies lack requirements for bicycle facilities and could be more inclusive of additional forms of mobility such as wheeled devices.



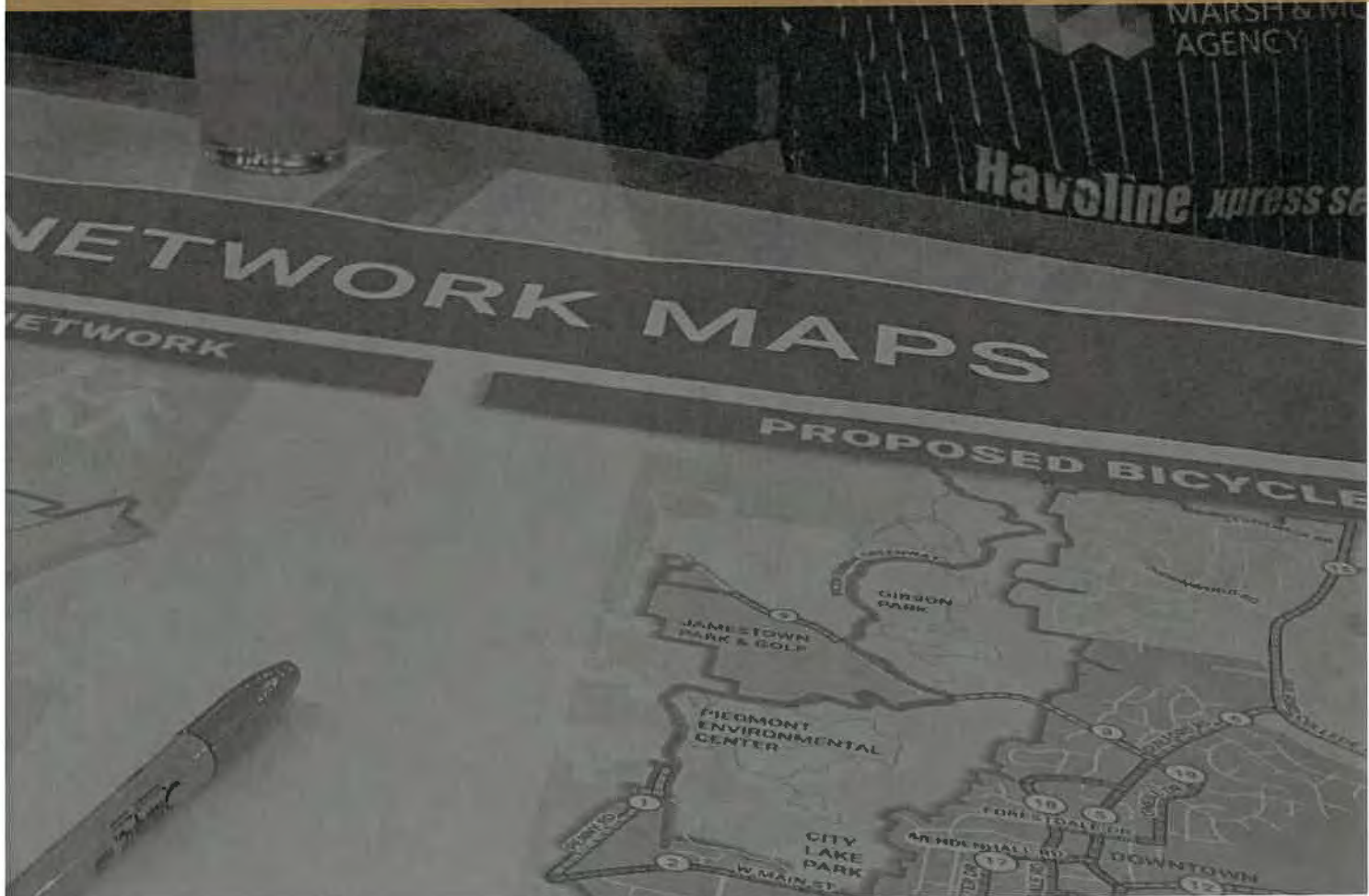
Amenities like the bench and waste receptacle in the photo make Jamestown's sidewalk more comfortable and inviting.



PUBLIC INVOLVEMENT

Public involvement for *Jamestown's Comprehensive Bicycle and Pedestrian Plan* was strategic, goal-driven, and adaptable to meet the needs of the community throughout the project. Engagement was conducted in the form of steering committee meetings, public outreach events, and online engagement including a public survey.

The feedback received through these public involvement events, meetings, and strategies was consolidated and analyzed to guide the development of the Plan. As elements of the Plan were developed, draft content was presented to the public for additional feedback before being finalized in the Plan.



GOALS

The public involvement process was anchored in the following goals:

Provide an Open and Transparent Process

- Share information openly and often with steering committee and the public.
- Present updates and new findings through a variety of outlets to reach a higher number of people.

Listen First

- Gather input, engage in conversation, and record ideas, concerns, and dreams of Jamestown's bicycle and pedestrian network.
- Use input and the vision and goals determined by the community to guide development of the Plan.

Create Inclusive Opportunities

- Host and facilitate a variety of public involvement opportunities to meet people where they are and record their responses.
- Utilize in-person and virtual engagement that is scheduled after work hours and during weekends.
- Provide recordings of meetings and online and paper surveys for people to access outside of meeting times.

Encourage Walking and Biking in Jamestown

- Incorporate educational components at engagement events.
- Provide opportunities for people to learn about the ways that walking and biking can benefit their community and themselves.

Give Proper Notice of Activities

- Provide adequate notice for scheduled events and activities, ensuring that staff and community members have time to prepare for and attend events.

Be Nimble in the Face of Uncertainty

- Remain flexible in scheduling in-person, virtual, or combination events in response to COVID-19 pandemic guidelines.
- Ensure that outreach is conducted efficiently, authentically, and meaningfully while maximizing the health and safety of community members and the project team.

OUTREACH

Community members, local leadership, and Jamestown staff were engaged creatively and effectively. This process utilized three public engagement approaches: a steering committee, public events, and online engagement materials. As shown on the following page, engagement approaches were scheduled to allow for feedback to be collected across several platforms and analysis to be reviewed multiple times during plan development.



Engagement occurred where people gather including the Music in the Park summer concert series at Wrenn Miller Park, which draws hundreds of attendees

INCORPORATING COMMUNITY FEEDBACK

<p>STEERING COMMITTEE #1</p> <ul style="list-style-type: none"> • March 30, 2022 at Jamestown Civic Center • Major activities: Visioning, goal setting, reviewing current conditions analysis, and network brainstorming 	<p>OPEN HOUSE #1</p> <ul style="list-style-type: none"> • April 25, 2022 at Jamestown Civic Center • Major activities: Visioning, goal setting, reviewing current conditions analysis, network brainstorming, and public survey • 22 people in attendance 	<p>PUBLIC SURVEY</p> <ul style="list-style-type: none"> • April 25 - June 10, 2022 • Focus: visioning, goal setting, behavior, current conditions • Online with paper copies at events • 102 Survey responses collected
<p>STEERING COMMITTEE #2</p> <ul style="list-style-type: none"> • May 19, 2022 at Jamestown Civic Center and via Zoom • Major activities: Reviewing open house and initial survey results, refining vision and goals, drafting preliminary network, and reviewing proposed facility types 	<p>POP-UP AT MUSIC IN THE PARK</p> <ul style="list-style-type: none"> • June 3, 2022 at Wrenn Miller Park • Major activities: Network brainstorming • 66 paper surveys completed 	<p>STEERING COMMITTEE #3</p> <ul style="list-style-type: none"> • July 21, 2022 at Jamestown Civic Center and via Zoom • Major activities: Reviewing full survey results, prioritization criteria, draft pedestrian and bicycle network maps, catalyst projects, final plan template, and preliminary implementation strategies
<p>OPEN HOUSE #2</p> <ul style="list-style-type: none"> • July 28, 2022 at Potent Potables • Major activities: Reviewing project updates and critiquing pedestrian and bicycle network maps, catalyst projects, and prioritization criteria weights • 33 people in attendance 	<p>STEERING COMMITTEE #4</p> <ul style="list-style-type: none"> • August 9, 2022 at Jamestown Civic Center and via Zoom • Major activities: Reviewing and refining final plan draft 	<p>DRAFT PLAN REVIEW</p> <ul style="list-style-type: none"> • August 12 - 26, 2022 • The draft plan was available for review and public comment via the project website



Scenes from the Open House meetings

STEERING COMMITTEE

The committee provided oversight and guidance in the development of this Plan. Jamestown Town Council appointed 15 people, including a range of local residents and leaders, to serve on the committee (Table 5). This group guided engagement strategies, verified current conditions, and reviewed all aspects of the Plan.

All four meetings were held at the Jamestown Civic Center. After the first meeting, subsequent meetings used a hybrid format to provide options for members to attend in-person or online. Recordings and follow up surveys were provided to help members who were unable to attend to stay informed and share input.

Table 5. Steering Committee Members

NAME:	REPRESENTING:
Mark Bingham	Jamestown Resident
Wes Cashwell	Jamestown Business Owner
Josie Cothran	Jamestown Resident
Brant Gomez	Jamestown Resident
Alison Greeson	Jamestown Resident
Dan McDaniel	Jamestown Resident
Wid Painter	Jamestown Resident
Jeff Sebens	Jamestown Resident
Lynn Montgomery	Jamestown Mayor
Anna Hawryluk	Jamestown Town Planner
Paul Blanchard	Jamestown Public Services Director
Mitchell Johnson	Guilford Technical Community College, Vice President of Operations and Facilities
John Hanes	Hight Point MPO, Transportation Planner
Alex Rotenberry	NCDOT Integrated Mobility Division, Multimodal Regional Planner
Stephen Robinson	NCDOT Division 7, Planning Engineer

IN-PERSON EVENTS

A mixture of events were held during the planning process to make it easier for different people to attend and share their thoughts about biking and walking in Jamestown. Public events served to create a two-way conversation: to inform the community about the planning process and to gather information about existing conditions and community opinions.

OPEN HOUSE MEETINGS

Two open house meetings were held; one in April and the other in July. Open house meeting locations were determined in collaboration with Jamestown staff, and sites were selected with consideration of ease of access by community members. At each open house, people learned about the plan process and provided input. Interests and concerns that emerged from public comments at these meetings shaped the strategic direction of the plan.

The March open house meeting was held at the Jamestown Civic Center and focused on visioning, goal setting, and network brainstorming. The second open house was held at Potent Potables in July. This casual and public environment allowed residents including community leaders, running club members, and business owners to attend. The second meeting focused on the proposed network, catalyst projects, prioritization criteria, and implementation.

Open House #1 Outcomes

Feedback at Open House #1 identified clear themes that were important to the Jamestown community:

- Safety is paramount
- Cul-de-sacs and the limited connections over the Lake and the railroad cause bottlenecks throughout town
- A crosswalk is not enough
- Aesthetics matter
- Walking & biking are social activities
- Momentum for cycling is growing

Open House #2 Outcomes

- Increased awareness of the Plan among community members
- Safety remains a top priority and factor driving support of proposed projects
- Support for separate facilities for pedestrians and bicyclists where possible
- Excitement for increased connectivity within and to Jamestown
- Support for Neighborhood Slow Streets as a demonstration project
- Refinement of project prioritization scoring

POP-UP EVENTS

"Pop-up" events are informal forms of public engagement that capitalize on places or events where people already gather.

Tabling at Music in the Park

Music in the Park is a summer concert series held once a month in downtown Jamestown at Wrenn Miller Park. The series features live music and food trucks and draws several hundred attendees each month. A pop-up event was hosted at Music in the Park in June to share information about the project, brainstorm bicycle

and pedestrian network ideas, and promote the public survey. Over 60 people completed paper copies of the survey and online responses also increased noticeably after the event.

Temporary Demonstration Event

On Wednesday, October 5th, Town staff and community members temporarily installed elements of the proposed Slow Street Network on three streets surrounding Jamestown Elementary School using stencils, chalk, and tape. The demonstration project was 'live' from 3:30-6:00 p.m. and provided an opportunity to test out a handful of the recommended changes to Potter Drive, Perry Road, and Ragsdale Road including wayfinding signage, shared lane markings, curb extensions, and stop bars. NCDOT provided free helmets and helmet safety information. Approximately 30 people participated in the event.

In particular, the event revealed the need for traffic calming on Ragsdale Road from Perry Road to Main Street. The shared lane markings proved to be effective for guiding bicyclists into proper positioning on the roadway. The event also showed that strategic application of curb extensions with vertical elements would be beneficial to slow vehicles at intersections.



Scenes from the Demonstration Event

ONLINE ENGAGEMENT

Online tools allowed for another layer of engagement by allowing people to share their experiences and preferences without needing to attend meetings.

PROJECT WEBPAGE

At the beginning of the engagement process, the project team developed content for Jamestown staff to populate a page on the Town website for the Plan. The webpage served as a platform to announce upcoming meetings and events and identify project milestones. The project team regularly provided content updates, such as meeting information and materials that can be downloaded and printed. The project webpage was a resource for those not able to attend meetings and/or those that have comments that were not shared during a formal meeting.

SOCIAL MEDIA CAMPAIGN

A social media campaign for this project was established. The project team partnered with Town staff to maximize the use of applicable accounts such as Facebook, Instagram, and Twitter, which advertised outreach opportunities and built general momentum around initiatives focused on bicycling and walking.

PUBLIC SURVEY

A public survey distributed both online and in-person provided a tool to gain an understanding of the existing gaps and barriers to walking and biking in Jamestown along with opportunities to connect to local destinations. Focus areas for the survey were demographics, bicycle and pedestrian behavior, and perceptions of biking and walking in the community. All responses were critical to shaping the proposed networks, programs, and policies. The survey was open to the public from April 25 through June 10, 2022. The survey was publicized at public outreach events, at steering committee meetings, mailed in water bill remarks, and on the Town of Jamestown website and social media pages. In total, 102 participants completed the survey. Survey results are summarized below and the full survey results are located in the Appendix.

SURVEY RESULTS

DEMOGRAPHICS

Compared with the overall demographics of Jamestown from the U.S. Census Bureau's American Community Survey (ACS), the people that took the survey were older, more educated, and higher-earning individuals. Additionally, very few members of Jamestown's sizable Black community completed the survey.

Comparison

- Compared with the demographics, survey respondents had higher rates of people aged 45-64
 - » 45 to 54 Years: ACS: 11.6%. Survey: 24%
 - » 55 to 64 Years: ACS: 13.2%. Survey: 28%
- In terms of gender, the survey responses were representative of the Jamestown population.
 - » Male: ACS: 47%, Survey: 42%
 - » Female: ACS: 53%, Survey: 54%
 - » 4% of respondents preferred not to say
- People with education beyond high school were highly represented in the survey results.
 - » Education beyond high school: ACS: 77.2%. Survey: 82%
- Higher household incomes were represented more frequently in the survey than they were in Jamestown's ACS data.
 - » Household Income above \$100,000: ACS: 37.2%. Survey: 48%
- Regarding race, the survey responses were representative of Jamestown's population for all races except for Black or African American.
 - » White: ACS: 82.2%, Survey: 84.8%
 - » Black or African American: ACS: 14.8%, Survey: 2.9%
 - » Native American Indian or Alaskan Native: ACS: 0%, Survey: 1.9%
 - » Asian: ACS: 1.8%, Survey: 1%
 - » Other: ACS: .3%, Survey: 1%
 - » Two or more races: ACS: 1%, Survey: 1%
 - » 7.6% of people who took the survey preferred not to state their race.

KEY THEMES

Survey results were analyzed in tandem with feedback and themes identified during the first open house event. Key findings are outlined below:

Safety

- Safety is paramount!
- A crosswalk is not enough
- Accessibility is key

Culture

- Biking and walking are social activities and a part of Jamestown's culture
- Aesthetics matter
- Momentum for bicycling is growing

Connectivity

- Neighborhood connections feel the most safe
- A network of on-and-off-street facilities is desired
- Cul-de-sacs and the limited connections over the Lake and the railroad cause bottlenecks throughout town

#1 GOAL

Reduce risks for people who bike and walk

WHAT IS KEEPING PEOPLE FROM WALKING, BIKING, OR ROLLING?

- Feeling unsafe around traffic and unsafe drivers (69.6% and 49%)
- Difficult to cross major roads (47.1%)
- Gaps in sidewalks (24.5%)

MOST IMPORTANT TRIPS TO SUPPORT



92%

of people would like to walk, bicycle, or roll more often than they currently do.

51%

of people ride a bicycle at least a few times a month for recreation or transportation

80%

of people walk at least a few times a week for recreation or transportation

TOP 5 LOCATIONS FOR NEW OR ADDITIONAL BICYCLE AND PEDESTRIAN FACILITIES

MAIN STREET
OAKDALE ROAD
GUILFORD ROAD
EAST FORK ROAD
PENNY ROAD

TOP 5 UNSAFE OR STRESSFUL LOCATIONS THAT NEED IMPROVEMENT

GUILFORD ROAD
MAIN STREET
EAST FORK ROAD
OAKDALE ROAD
PENNY ROAD

WHERE ARE PEOPLE COMFORTABLE WALKING OR BIKING IN THE ROADWAY?

NEIGHBORHOOD STREETS
(53%)

NO STREETS
(10%)

5





PROPOSED NETWORK

The network is a critical component for future mobility investments and should serve as a guide for pursuing future bicycle and pedestrian infrastructure investments that expand access and increase safety for Jamestown residents and visitors. This chapter identifies the importance of a network, summarizes analysis that informed network development, prioritizes all the recommended projects within the network, and presents conceptual designs for six catalyst projects.



WHAT IS A NETWORK?

A successful bicycle and pedestrian network...

- Is a seamless, connected system of places to walk and bike.
- Allows people to safely and comfortably get to where they want and need to go.
- Is not on every street! A bicycle and pedestrian network is a selection of streets best suited for walking and biking.
- Builds upon existing and proposed bicycle and pedestrian infrastructure projects.

WHY A NETWORK?

The network outlined in this chapter builds upon the existing infrastructure to make key connections, fill gaps, and create a seamlessly connected bike and pedestrian network. Compared to implementing isolated projects, taking a network- or system-

approach is more powerful for increasing mobility and accessibility, and is a more strategic investment for the Town.

The proposed network will better connect Jamestown residents and visitors with places they need and want to go in a safe, welcoming, and convenient way.

LAYERS OF ANALYSIS

Analysis of current conditions (Chapter 3) and feedback from public involvement (Chapter 4) heavily informed the network development process. Together, these analyses provided a multifaceted lens through which the proposed network for Jamestown was created. The resulting network emphasizes community values and priorities by promoting safety, connecting destinations, and providing multimodal access throughout the community. The high-comfort bikeways and sidewalks encourage users of all ages and abilities to get around town by walking or rolling and enhance transportation and recreation opportunities throughout Jamestown.



A newly constructed sidewalk on Potter Drive is the latest addition to Jamestown's growing pedestrian network.

PRIORITIZATION CRITERIA

The following criteria for prioritizing projects were developed based on feedback from the online survey and first open house, and were vetted by the steering committee:

- Safety Concerns
- Multimodal Access
- Destinations Served
- Network Connectivity
- Community Support

These characteristics are valued by the community and drove the network development process. In addition, they serve as the foundation for scoring projects and prioritizing immediate, near-term, medium-term, and long-term projects.

WEIGHTED SCORING

To further reflect the values of the community and the feedback received during the planning process, each of the prioritization criteria were assigned weights as shown below in Table 6.

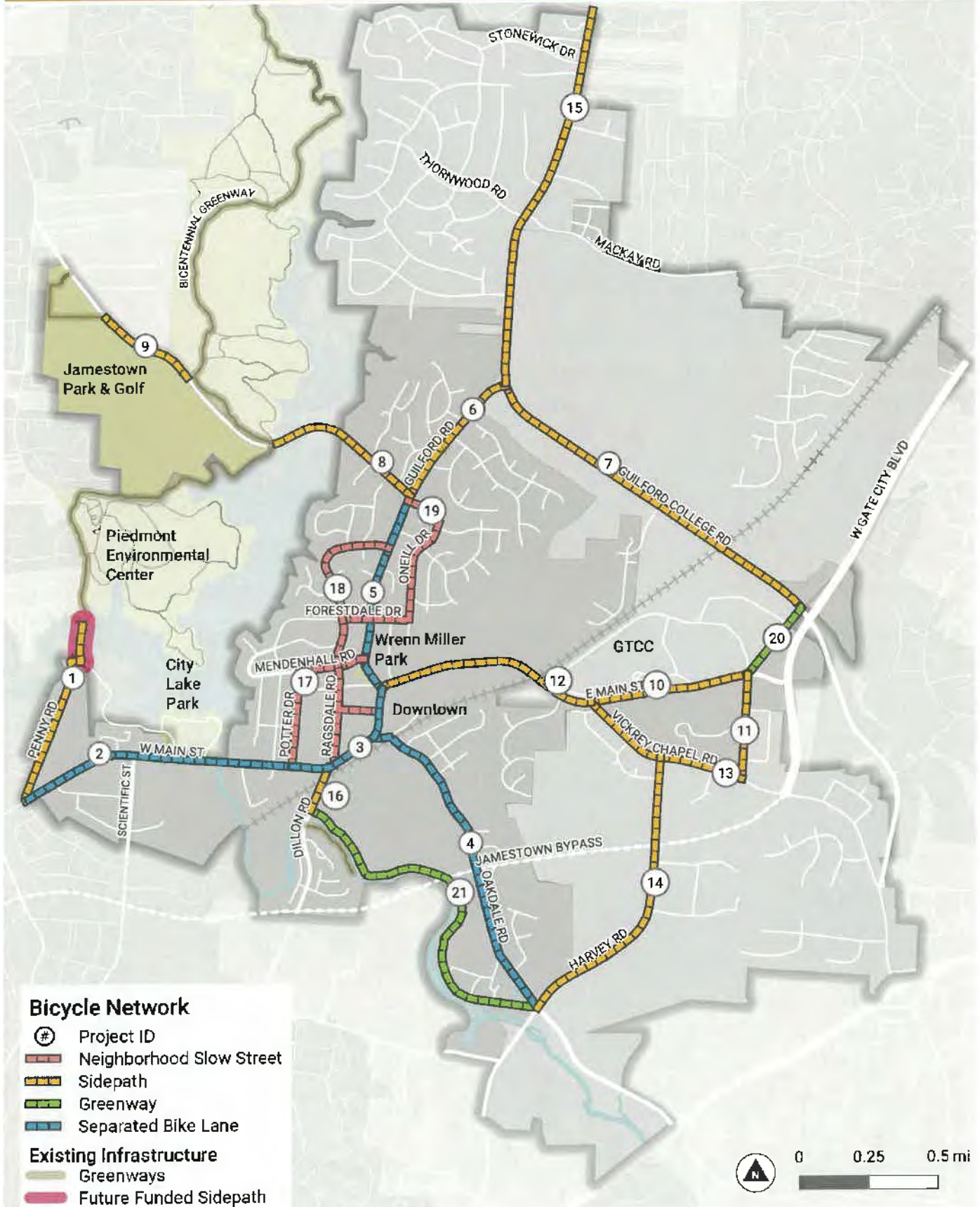
PROPOSED NETWORK

The maps on page 45 and 46 depict how the proposed bicycle and pedestrian network builds upon existing infrastructure. Project identification numbers are included on the map and correspond with Table 7 on page 53, which shows the final, weighted prioritization score for each project.

Table 6. Prioritization Scoring Methodology

CRITERION	DESCRIPTION	ASSOCIATED GOALS	POINTS	WEIGHT
Safety Concerns	Is this project along a route with a bicycle- or pedestrian-related crash or in an area where people feel unsafe? (based on 2011-2020 crash data and public feedback)	<ul style="list-style-type: none"> • Safety • Accessibility 	<ul style="list-style-type: none"> • No: 0 • Yes: 10 	30%
Multimodal Access	Does this project provide new infrastructure for bicyclists and/or pedestrians?	<ul style="list-style-type: none"> • Accessibility • Momentum 	<ul style="list-style-type: none"> • Bicyclists only: 5 • Pedestrians only: 5 • Both: 10 	25%
Destinations Served	How many community destinations does this project serve?	<ul style="list-style-type: none"> • Connectivity • Community 	<ul style="list-style-type: none"> • No destinations: 0 • 1-2 destinations: 5 • 3 or more destinations: 10 	15%
Network Connectivity	Does this project connect to existing multimodal facilities?	<ul style="list-style-type: none"> • Quality • Safety • Connectivity 	<ul style="list-style-type: none"> • No connections: 0 • Connects to transit: 5 • Connects to existing sidewalk or greenway: 5 • Connects to transit AND existing sidewalk or greenway: 10 	15%
Community Support	How much do local officials and the public support a project along this route? (based on feedback from open houses and the survey)	<ul style="list-style-type: none"> • Community • Momentum 	<ul style="list-style-type: none"> • Low support: 0 • Moderate support: 5 • High support: 10 	15%

Map 8. Proposed Bicycle Network



NETWORK COMPONENTS

A successful bicycle and pedestrian network must include various types of infrastructure so users can experience a continuous level of comfort even as conditions such as right-of-way width, traffic, and land use change. The following pages present the types of facilities or infrastructure elements recommended for Jamestown. The Appendix includes additional guidance.

CORRIDORS

Greenway

Greenways are paths that can be used by people walking or biking. They can be found in both rural and urban areas and generally not run adjacent or parallel to a roadway. Because greenways are physically separated



Asphalt greenway

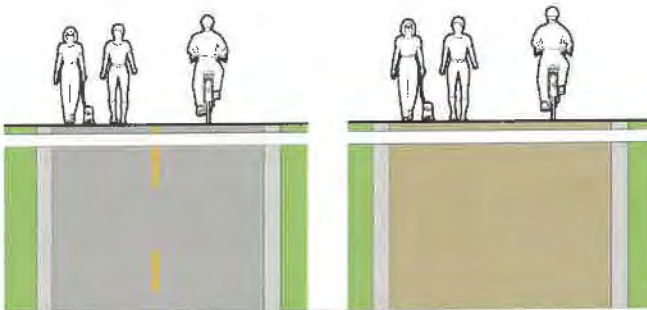
from the roadway, they can offer users an experience to reconnect with nature. Tread material is often asphalt or concrete (especially in flood prone areas). Natural surfaces such as crushed granite or bare earth may be used, but reduce accessibility. Most greenways are 10-14 feet wide with a 1-2 foot shoulder. A striped centerline can help delineate space in high-use areas and a concrete band can help the edge of the tread from deteriorating.

Sidepath

Sidepaths are similar to greenways, but are located adjacent or parallel to a roadway. The width and composition of the setback from the road influences the level of comfort of the sidepath. Driveway crossing treatments are critical for this kind of facility. Sidepaths can be constructed from asphalt or concrete and may include a striped centerline depending on volume of users. Most sidepaths are 10-14 feet wide. In constrained areas, 8-foot widths are acceptable for short segments.



Concrete sidepath with landscape strip



Greenway: sample cross-sections (paved & natural)



Sidepath: sample cross-section

Neighborhood Slow Street

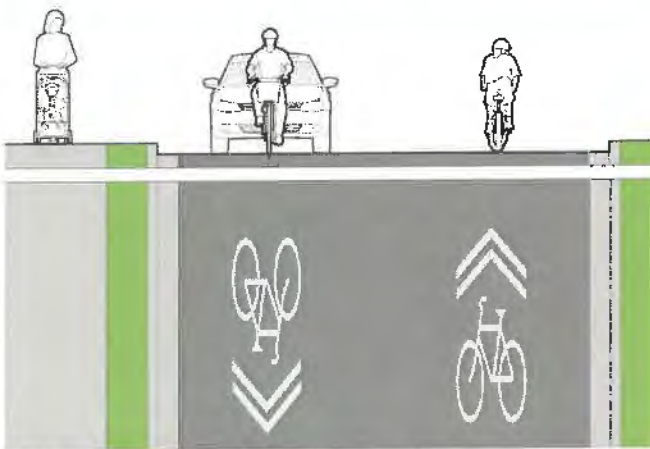
This facility type is based on the understanding that many of Jamestown's neighborhood streets are places where residents already feel comfortable sharing the road with vehicles while walking or biking. In total, the proposed Slow Street Network seeks to:

- Formalize routes through neighborhoods on low-volume, low-speed streets that connect to destinations
- Use branding and strategic retrofit projects to reinforce these streets as spaces where all modes are equally valued

Neighborhood slow streets include shared lane markings and wayfinding for branding and route guidance as well as directional signage for community destinations. Where appropriate, slow streets should also include intersection treatments such as stop bars and traffic calming elements such as curb extensions, chicanes, or speed humps.



Neighborhood slow street (no pavement markings)



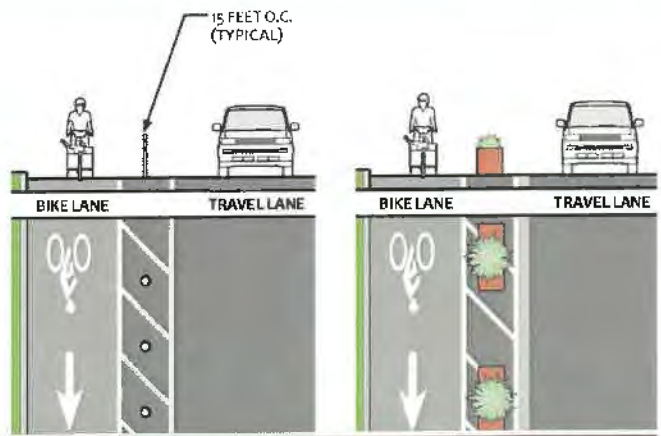
Neighborhood slow street: sample cross section

Separated Bike Lane

Separated bike lanes are facilities for bicyclists that provide physical separation from vehicles. Physical separation can range from a painted buffer with a vertical element such as a flex post or pre-cast concrete curb to a landscaped buffer. Separated bike lanes may be two-way with a striped centerline or directional with bicycle traffic moving in the same direction of vehicle traffic. Directional separated bike lanes are typically 5-6 feet wide (4 feet minimum). Two-way separated bike lanes are typically 12 feet wide (9 feet minimum) so bicyclists can pass each other comfortably, but may narrow to 8 feet wide for short distances in constrained situations. Buffers that provide physical separation should vary based on context. A 2-foot wide buffer is the preferred minimum, but 3 feet is required for a door zone if the bike lane abuts on-street parking.



Sidewalk-level two-way separated bike lane



Separated bike lane: sample cross sections

High-Capacity Sidewalk

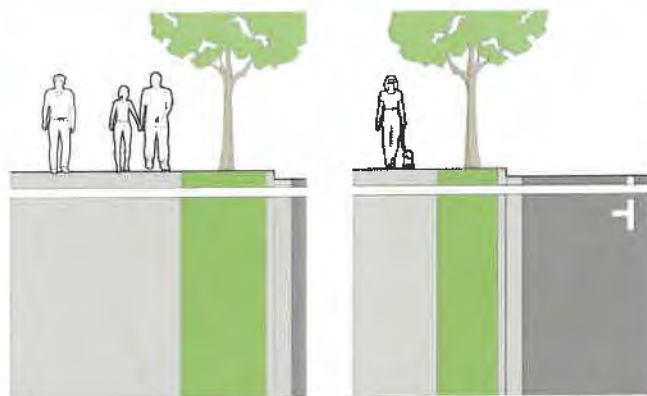
High-capacity sidewalks are wide sidewalks that accommodate higher levels of pedestrian activity and provide space for people to easily pass one another. They can often accommodate outdoor dining, street trees, and/or a street furniture zone. A high-capacity sidewalk is typically 8 feet wide or greater. Current Town standards require sidewalks on commercial streets to be 7 feet wide minimum.

Standard Sidewalk

Standard sidewalks are physically separated from the roadway by a curb and/or landscape strip. Standard sidewalks are not as wide as high-capacity sidewalks, but they should still be accessible and free of obstacles for people of all ages and people using mobility devices or pushing strollers. The width of a standard sidewalk in Jamestown is 5 feet wide, which is the same as NCDOT's standard sidewalk width. They can be made of brick or concrete.



High-capacity sidewalk with street trees

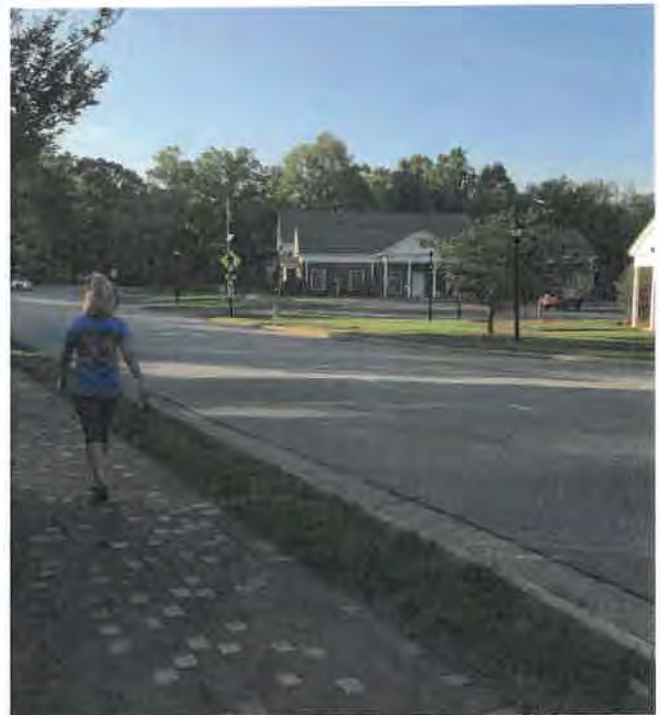


Sidewalk: sample cross sections (high-capacity on the left & standard on the right)

SIDEWALK CONSIDERATIONS

Depending on the location, it may be more appropriate to have a high-capacity sidewalk or a standard sidewalk. There are various considerations to make when determining appropriate sidewalk width:

- How much foot traffic is this area currently experiencing? For areas like downtown, there is high pedestrian traffic but tighter roadway capacity. Creating wider sidewalks can help accommodate foot traffic while still fitting within the roadway geometry.
- Do we anticipate future increases in foot traffic? Is there new development coming? Is a bike path project being constructed? Changes in Jamestown could lead to changes in foot traffic.
- Can we reallocate existing road space to support people walking? Redesigning the roadway can be a way to redefine Jamestown's values. Allocating more space for people walking and rolling highlights the importance of having safe, connected, and accessible streets.



Brick sidewalks are common in and near downtown

CROSSINGS

Mid-Block Crossings

Mid-block crossings help pedestrians cross the road in areas where intersections are spaced too far apart to be convenient. Mid-block crossings are commonly constructed near schools, museums, transit stops, parks, and other areas that generate pedestrian traffic. NCDOT standards require mid-block crossings to be placed at least 300 feet from unsignalized intersections and 400 feet from signalized intersections.

Intersections

Most crashes and near misses occur at intersections because it is where people using different modes of travel cross paths. Crosswalk length, signal phasing and timing, signage, accessibility, and visibility are key considerations at intersections to support safe crossings.

Railroad Crossings

Considerations about access and design to support pedestrians and bicyclists at railroad crossings include:

- Provide separated facilities for people walking or biking, access routes, and accessible ramps (where appropriate) at rail crossings
- Pedestrian and bicyclist crossings and rail tracks should be as close to 90 degrees as possible to reduce crossing hazards
- Ensure adequate sight distances for users as they approach the crossing

- Install signs to warn bicyclists and pedestrians of the approaching crossing. Consider the use of detectable warning surfaces to place on pedestrian and bicycle facilities
- Ensure any gaps around the tracks are a maximum of 2.5 inches on non-freight rail track and 3 inches on freight rail track

PRIORITIZATION RESULTS

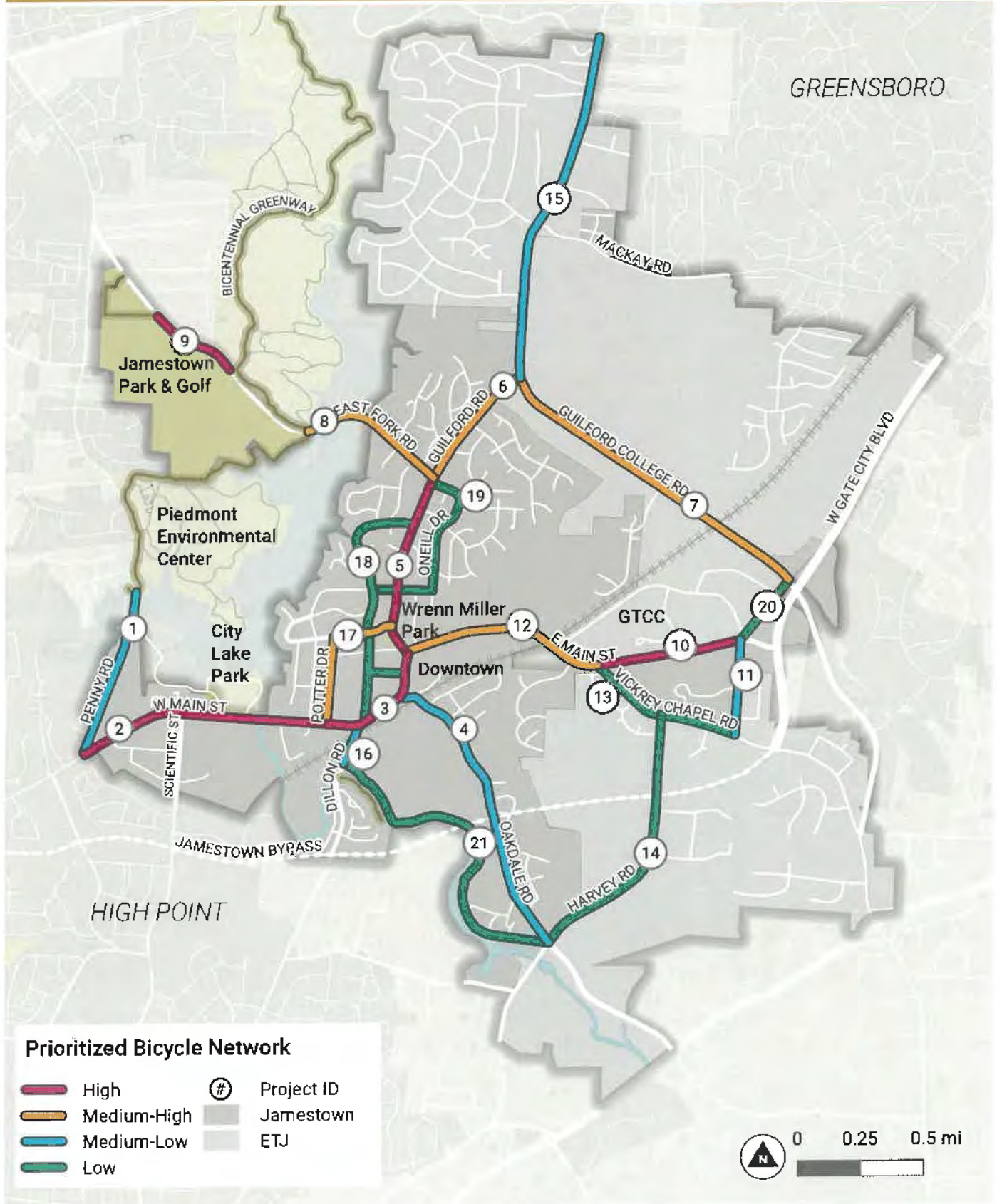
The following pages include maps and a corresponding table of the prioritization results to guide implementation. While not every project may receive a high score, each project on the proposed network aligns with the prioritization criteria and is a critical piece of increasing connectivity and safety for pedestrians and bicyclists in Jamestown. Projects that score lower but fill essential gaps in the network may be considered for implementation sooner or in conjunction with adjacent projects. Additionally, while scores have been established, these are for planning purposes only. It is understood that there will be "projects of opportunity," and that projects should be implemented when opportunities arise or when funding is available.

Detailed prioritization scoring results are available in the Appendix.



Bike routes that traverse at-grade railroad crossings should cross at a 90 degree angle.

Map 10. Prioritized Bicycle Network



Map 11. Prioritized Pedestrian Network

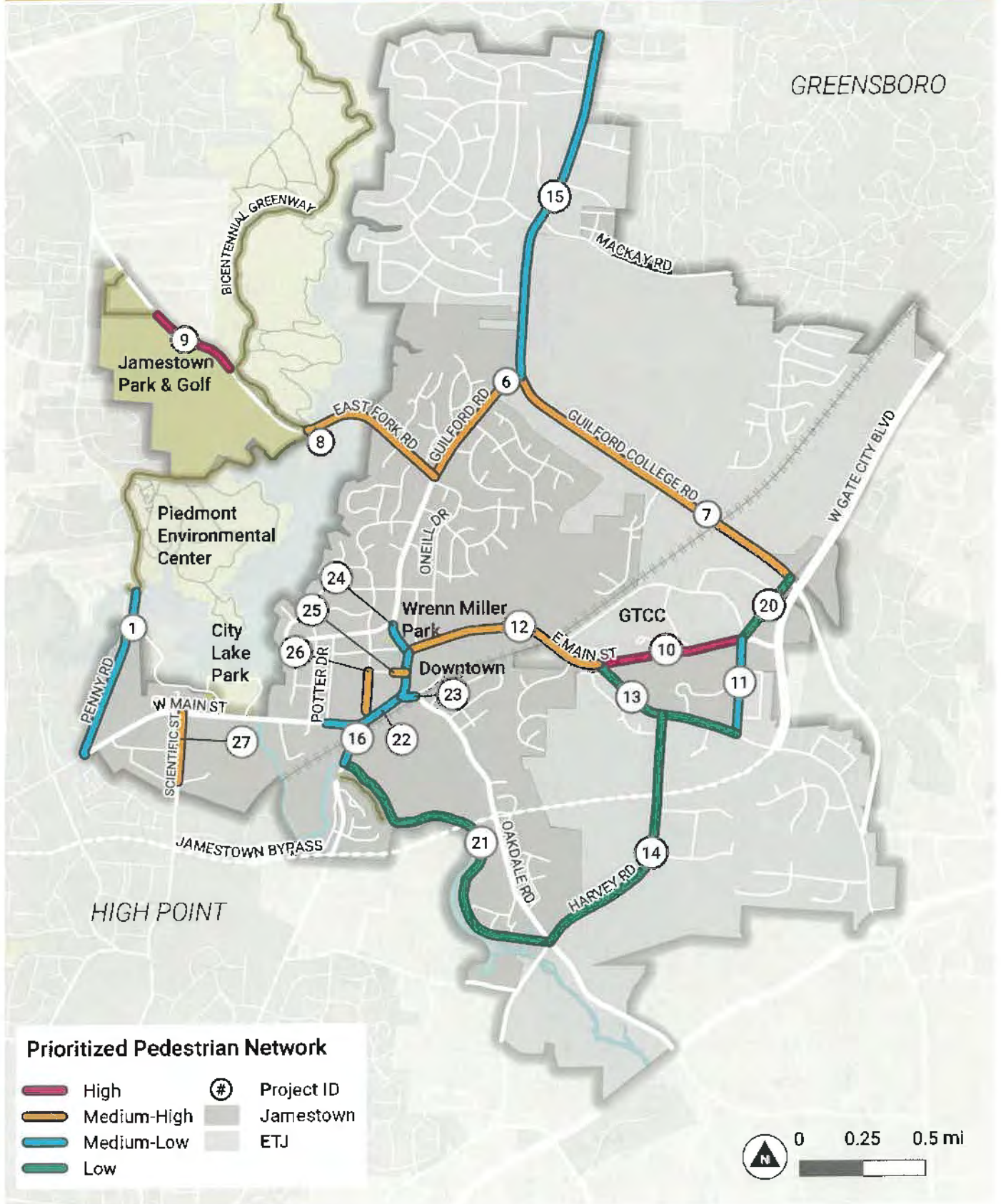


Table 7. Prioritization Scoring Results

ID	LOCATION	EXTENTS	FACILITY	IMPLEMENTATION	SCORE
<i>High Priority</i>					
9	E Fork Rd	Bicentennial Greenway to Charles P Turner Sports Complex	Sidepath	New Construction	48.5
5	Guilford Rd	E Main St to E Fork Rd	Separated Bike Lane	New Construction	48
2	W Main St	Penny Rd to Dillon Rd	Separated Bike Lane	New Construction	48
3	W and E Main St	Dillon Rd to Guilford Rd	Separated Bike Lane	New Construction	48
10	E Main St	Vickrey Chapel Rd to Millis Rd	Sidepath	New Construction	47
<i>Medium-High Priority</i>					
25	Gannaway St	Gannaway St to E Main St	Standard Sidewalk	New Construction	42.25
17	Potter Dr and Mendenhall Rd	W Main St to Guilford Rd	Neighborhood Slow Street	Restripe	41.75
6	Guilford Rd	E Fork Rd to Guilford College Rd	Sidepath	Retrofit	36.5
7	Guilford College Rd	Guilford Rd to Stanford Rd	Sidepath	Retrofit	36.5
8	E Fork Rd	Guilford Rd to Bicentennial Greenway	Sidepath	Retrofit	36.5
27	Scientific Street	W Main St to Shannon Gray Ct	Standard Sidewalk	New Construction	36.5
12	E Main St	Guilford Rd to Vickrey Chapel Rd	Sidepath	Retrofit	35
26	Ragsdale Rd	W Main St to Gannaway St	Standard Sidewalk	New Construction	35
<i>Medium-Low Priority</i>					
15	Guilford College Rd	Guilford Rd to Stone Gables Ct	Sidepath	Retrofit	30.75
24	Guilford Rd	E Main St to Mendenhall Rd	High Capacity Sidewalk	Retrofit	30.25
1	Penny Rd	W Main St to the Bicentennial Greenway	Sidepath	New Construction	29.75
11	Millis Rd	E Main St to Vickrey Chapel Rd	Sidepath	New Construction	29.75
4	Oakdale Rd	W Main St to Harvey Rd	Separated Bike Lane	New Construction	29.25
16	Dillon Rd	W Main St to the Deep River	Sidepath	Retrofit	29.25
22	W and E Main St	Potter Dr to Oakdale Rd	High Capacity Sidewalk	Retrofit	28.75
23	E Main St	Oakdale Rd to Guilford Rd	High Capacity Sidewalk	Retrofit	28.75

Table 7. Prioritization Scoring Results Continued

ID	LOCATION	EXTENTS	FACILITY	IMPLEMENTATION	SCORE
<i>Low Priority</i>					
13	Vickrey Chapel Rd	E Main St to Millis Rd	Sidepath	Retrofit + New Construction	24
14	Harvey Rd	Oakdale Rd to Vickrey Chapel Rd	Sidepath	New Construction	24
20	Old roadbed/ Stanford Rd	E Main St to Guilford College Rd	Greenway	New Construction	24
21	Along the Deep River	Dillon Rd to Oakdale Rd	Greenway	New Construction	24
19	O'Neill Dr and Forestdale Dr	Ragsdale Rd to Guilford Rd	Neighborhood Slow Street	Restripe	17.25
18	Cloverbrook Dr	Ragsdale Rd to Guilford Rd	Neighborhood Slow Street	Restripe	11.5

CATALYST PROJECTS

The catalyst projects shown on the following pages are starter concepts for a variety of multimodal facilities that, if implemented, will jump start the proposed bicycle and pedestrian network or be a "game changer" for mobility in Jamestown. These projects can also lay the groundwork for future mobility investments. Projects were identified through public engagement, consideration of risk factors for nonmotorized users, opportunities for placemaking, and filling critical network gaps. Some catalyst projects are also on the list of prioritized projects. These projects are planning-level concepts and require varying degrees of additional planning and design to implement.

TYPES OF PROJECTS

Corridors

- Ragsdale Road Sidewalk
- Potter Drive & Mendenhall Road Slow Streets
- Guilford Road Bike Lanes & Sidepath

Crossings

- Main Street Roundabout
- E. Fork Rd Bicentennial Greenway Crossing
- Guilford Tech Community College & CJ Greene Education Center/Ragsdale High School Crossing

PROBABLE COST

Planning-level cost estimates were calculated using the NCDOT Bicycle and Pedestrian Project Estimator Tool. Several assumptions are built into the estimates, including:

- Costs are based on 2019 prices and rounded to the nearest \$5,000
- The minimum cost per component is \$5,000
- Relocation is assumed for 10% of utilities within the project area
- ROW acquisition costs are based on surrounding development patterns

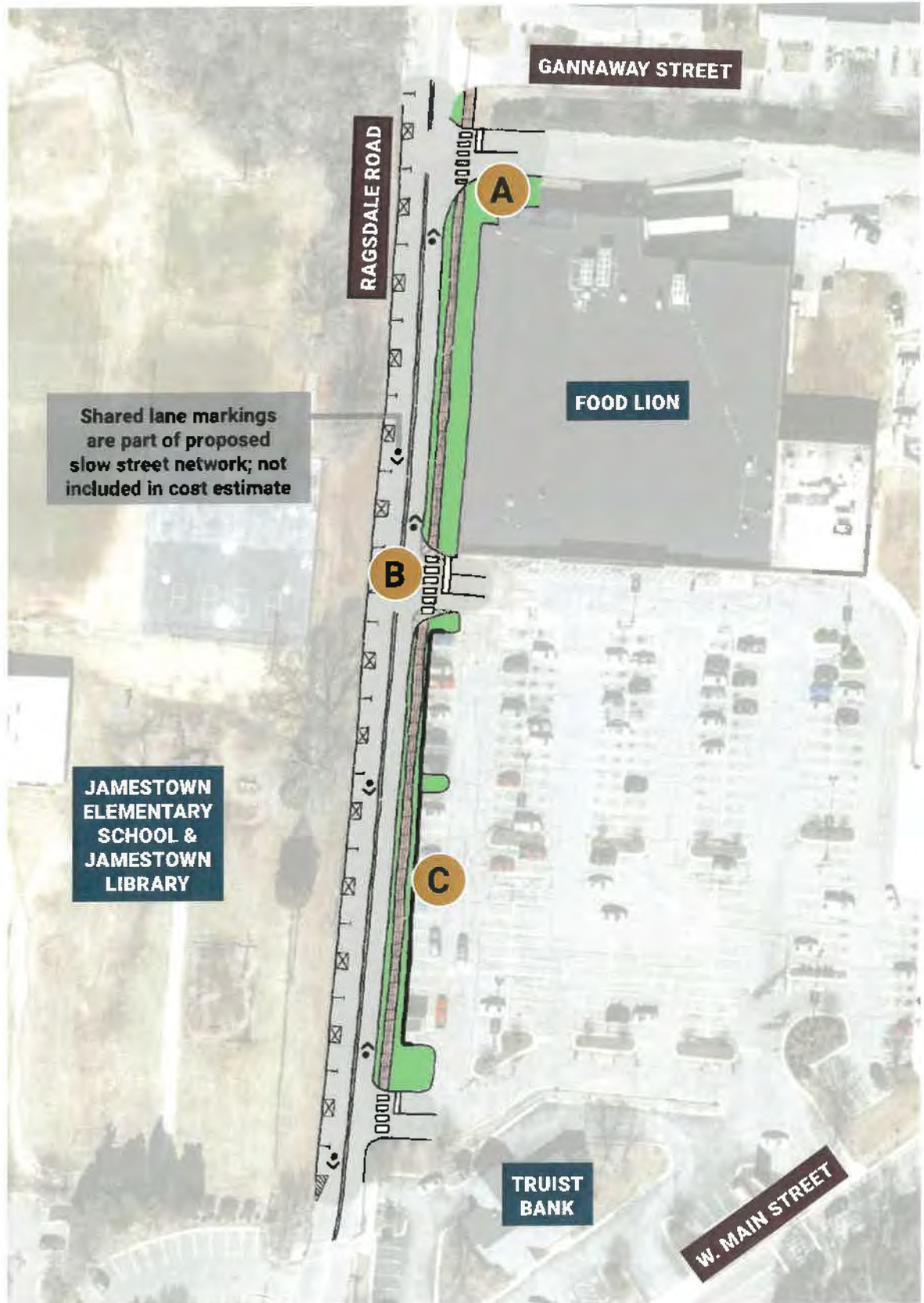
While the Estimator Tool identifies cost for major features, other accessory elements are not accounted for and will likely increase the total cost of a project. These items include, but are not limited to:

- Decorative paving materials (e.g., brick or stamped colored concrete)
- Street trees
 - » Planting new trees or preservation of existing street trees

For projects that included components outside the scope of the Estimator Tool, additional costs were included to supplement the results from the Estimator Tool. More detailed costs should be calculated at the time of design based on individual project criteria and constraint.

RAGSDALE ROAD SIDEWALK

This project fills a critical gap in Jamestown's sidewalk network. Currently, sidewalk exists on Ragsdale Road from Gannaway Street south to the service entrance behind Food Lion and from W. Main Street north to the Truist Bank parking lot. Completing this 640 feet long sidewalk project will provide direct access to a key destination (Food Lion) and connect Main Street to nearby residential areas. The project will contribute to the slow street network that is also recommended for Ragsdale Road.



Key Design Features

A

HIGH VISIBILITY CROSSWALKS

High visibility crosswalks at intersections and commercial driveways help pedestrians be more visible to turning vehicles



B

CURB EXTENSIONS

Striped and/or painted curb extensions help slow down turning vehicles



C

RETAINING WALL

A retaining wall at the edge of the parking lot will likely be needed to create enough flat space for an ADA accessible sidewalk between the edge of the roadway and the parking lot



Considerations

- Brick sidewalk will match with the adjacent sidewalk segments.
- Stop bars can help instruct vehicles where to stop and look for crossing pedestrians.
- A 2-foot landscape strip should be maintained between the curb and sidewalk for utilities.
- Limited utility relocation is anticipated.
- A handrail will likely be needed along the retaining wall near the service entrance to Food Lion.
- Narrowing the commercial driveway width with painted curb extensions may not be possible. Partnership with Food Lion is necessary.
- The shallow setback of the Food Lion from the roadway makes it difficult for drivers exiting the parking lot to see pedestrians traveling south toward Main Street.

Costs & Implementation

This project will require new construction. This project should be implemented as a single phase. Implementation of the Slow Street network on Ragsdale Road is shown for contextual purposes but should be implemented separately.

Partnerships

- Local businesses (Food Lion, Truist Bank)

Funding sources

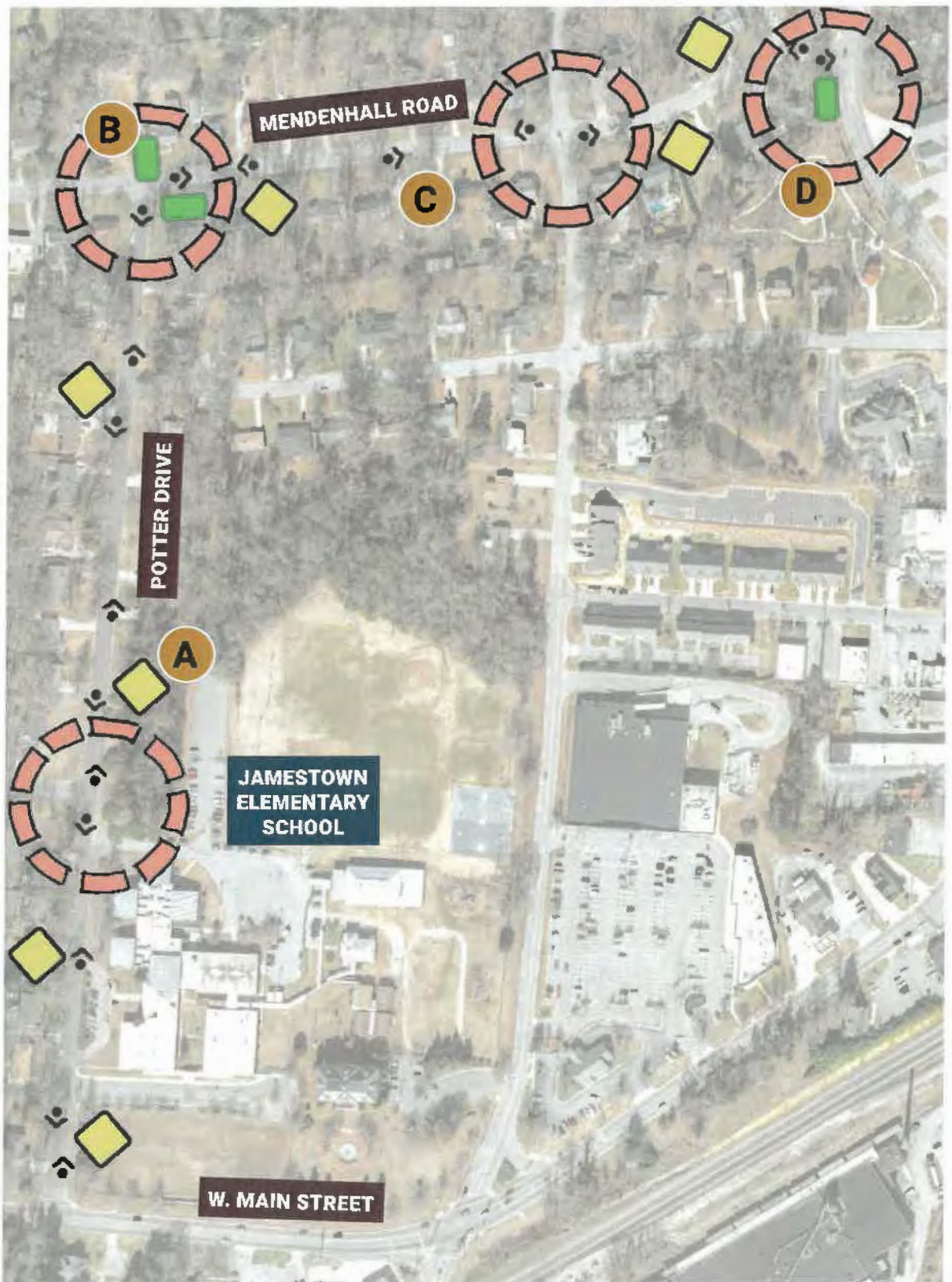
- Powell Bill
- Capital improvement budget

Table 9. Ragsdale Road Sidewalk Project Probable Cost

ITEM	TOTAL
Design	\$85,000
ROW Acquisition	\$5,000
Utility Relocation	\$10,000
Construction	\$170,000
Total Cost	\$270,000

POTTER DRIVE & MENDENHALL ROAD SLOW STREETS

Potter Drive and Mendenhall Road are a key piece of the proposed neighborhood slow street network as they provide pedestrians and bicyclists a calm alternative to Main Street and Guilford Road. Jamestown Elementary School is located on Potter Drive, and these adjustments to the roadway will reduce risks for children walking and biking to school.



Key Design Features

A SLOW STREET NETWORK BRANDING



A branding sign will formalize the slow street network



B WAYFINDING



Wayfinding signs for major destinations

C SHARED LANE MARKINGS



Shared lane markings instruct bicyclists where to ride and make it clear vehicles and bicycles are sharing the roadway



D TRAFFIC CONTROL & CALMING



Elements for controlling and calming traffic on the slow street network include stop bars, curb extensions, chicanes, street art, and crosswalks (when sidewalks are present)



Considerations

- Educational materials and media coverage will help increase awareness and understanding of slow streets
- The Town should work with Jamestown Elementary to review pick-up and drop-off procedures
- Town Council should consider reducing the speed limit on slow streets to 20 mph
- Public engagement can occur via a street art program to create artistic crosswalks, curb extensions, and chicanes

Costs & Implementation

This project should be implemented as a retrofit project. If the Town wishes to include sidewalk as part of the slow street, that infrastructure will require new construction.

Partnerships

- Jamestown Elementary School
- Property owners
- Guilford County Sheriff's Department

Funding sources

- Powell Bill
- Capital improvement budget
- Safe Routes to School

Table 10. Slow Street Probable Cost

ITEM	COST	UNIT
Custom Signs	\$500	Each
Shared Lane Markings	\$20,000	Lump Sum
Painted Curb Extensions	\$500-1,500	Each
Permanent Curb Extensions	\$20,000	Each

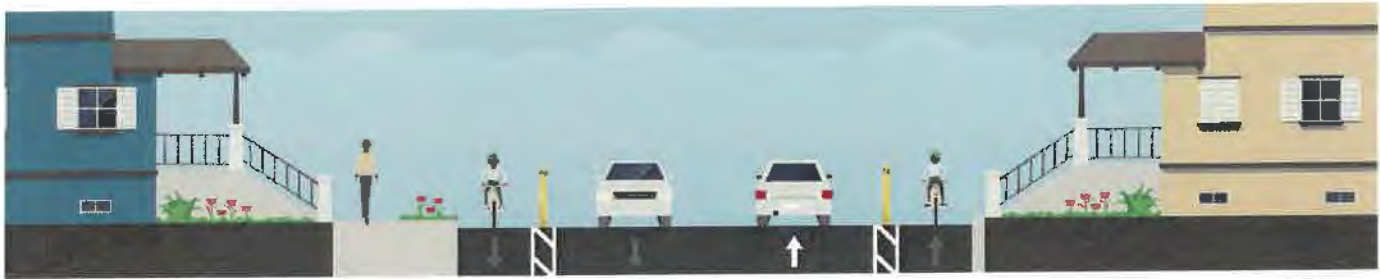
GUILFORD ROAD BIKE LANES & SIDEPATH

Guilford Road is a key connection from downtown and Wrenn Miller Park to many nearby neighborhoods. The flat topography and residential land use makes Guilford Road a popular street for walking, however there are no dedicated bicycle facilities.

This project proposes the construction of directional separated bike lanes from E. Main Street to E. Fork Road and a sidepath from E. Fork Road to Guilford College Road. The approximately 0.75 miles of directional separated bike lanes are possible by restriping the roadway to remove the two-way center turn lane and repurposing the existing pavement. These bike lanes will complement the existing sidewalk to provide facilities for all users. Where the width of the road narrows north of E. Fork Road, the existing sidewalk should be converted into a 12-foot wide sidepath approximately a half a mile long.



Cross Section: Main Street to E. Fork Road (view facing north)



Key Design Features

A

SEPARATED DIRECTIONAL BIKE LANES

Separated bike lanes provide a horizontal buffer and vertical separation from vehicles



B

INTERSECTION TREATMENTS

Traffic calming will help slow turning vehicles and conflict markings will help draw attention to pedestrians and bicyclists



C

WAYFINDING

Directional signage will guide people to downtown, Wrenn Miller Park, and Jamestown Park & Golf



D

SIDEPATH

The sidepath will provide a high-comfort option for pedestrians and bicyclists who are not confident enough to ride in mixed traffic



Considerations

- Guilford Road is part of the NCDOT system
- Changes to the E. Fork Road intersection are for transition between facilities and to improve sightlines
- Driveways and space for mail and solid waste services require a break in vertical delineation of the bike lanes
- Enforcement such as signs that display vehicle speeds could complement infrastructure changes
- The project may impact informal uses on Guilford Road such as contractor parking

Costs & Implementation

Implementation of the separated bike lanes can be accomplished by NCDOT via simple restriping. The Town will need to work with NCDOT to select a desire buffer for the bicycle lane. This section could be the first phase. The sidepath will require retrofit of the existing sidewalk, and could be phase two. The Town can pay for customized vertical delineators.

Partnerships

- NCDOT

Funding sources

- NCDOT STIP

Table 11. Guilford Road Bike Lanes & Sidepath Probable Cost

ITEM	TOTAL
Design	\$55,000
ROW Acquisition	\$10,000
Utility Relocation	\$50,000
Construction	\$1,805,000
Total Cost	\$1,920,000

MAIN STREET ROUNDABOUT

With the Jamestown Bypass opening up in the near future, Jamestown has a unique opportunity to reimagine Main Street as a people-oriented space that caters to people wanting to visit downtown rather than passersby and truck traffic. The proposed roundabout creates a major placemaking feature, addresses sightline issues with left turns onto Guilford Road, and supports high-comfort crossings for pedestrians and bicyclists. This project would require substantial amounts of additional planning and design including traffic analysis once the Bypass is complete.



Key Design Features

A

LANDSCAPED CENTER ISLAND WITH MOUNTABLE APRON

The center island of the roundabout is large enough for landscaping and/or public art. A mountable apron allows fire trucks to navigate over the edge of center island if necessary.



B

BIKE RAMPS

Ramps on Guilford Road allow bicyclists to move from street-level bike lanes to sidewalk-level mixing zones where they share space with pedestrians.



D

SPLITTER ISLANDS

Splitter islands shorten crossing distances and simplify turning movements near the roundabout.

E

TWO-WAY SEPARATED BIKE LANES

A two-way bike lane on Main Street simplifies crossings for bicyclists at the roundabout.



C

MIXING ZONES

Hardscape materials can denote zones where pedestrians and bicyclists are likely to cross each other's paths.

Considerations

- Main Street and Guilford Road are part of the NCDOT system
- The roundabout design requires removing Main Street from the NCDOT truck route system
- Closing Perry Road will impact emergency response time by creating a dead-end street
- The design alters ingress/egress for Black Powder, Guilford & Main, and one of the Town Hall parking lots
- The proposed cross section for Main Street may not be possible if roadway narrowing is not feasible

Costs & Implementation

Implementation of the roundabout will require major retrofit of the intersection. Extension of the facilities shown on E. Main Street and Guilford Road require implementation through other projects.

Partnerships

- NCDOT
- High Point MPO
- Local businesses & residents

Funding sources

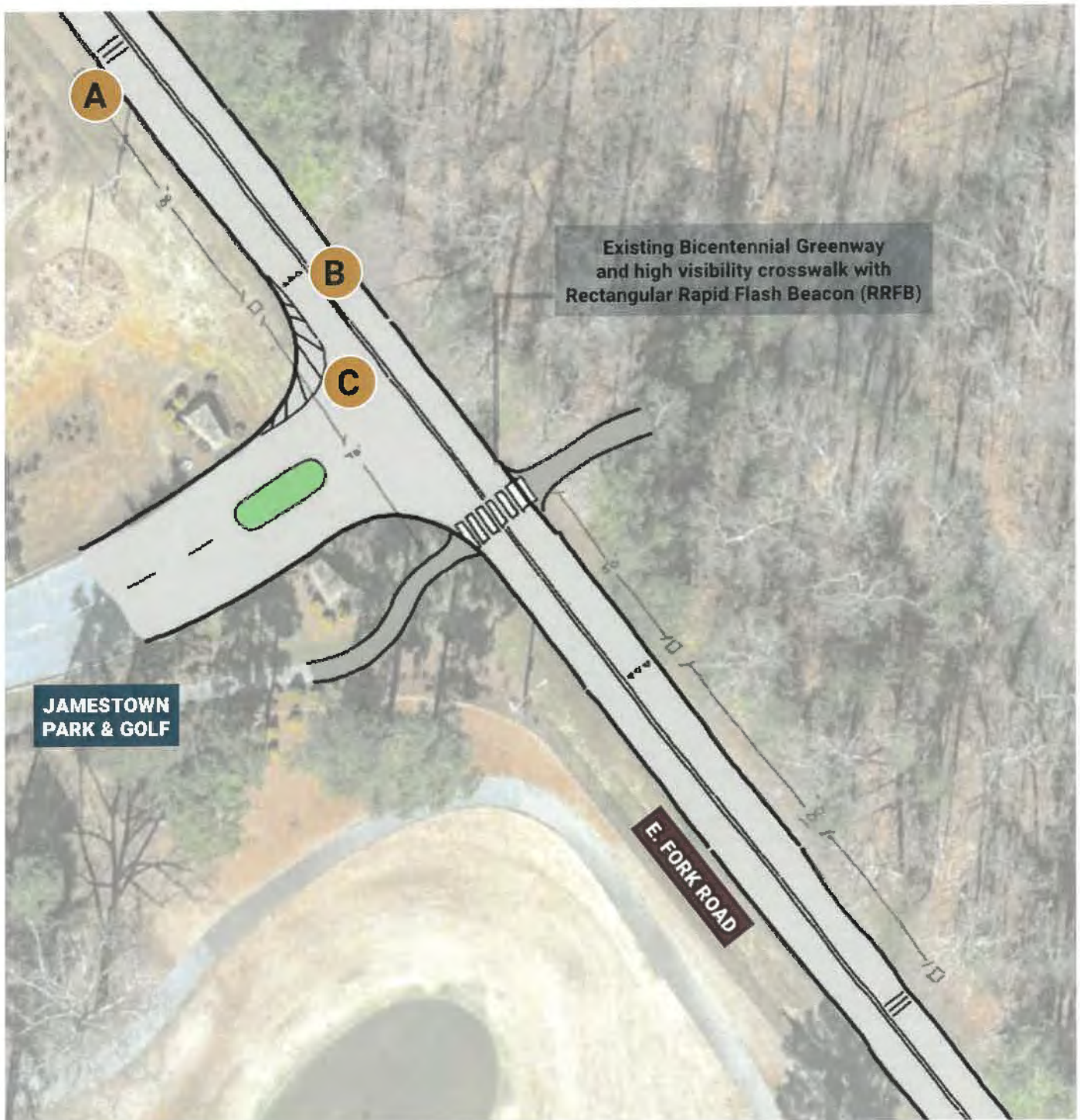
- NCDOT STIP
- Powell Bill Funds

Table 12. Main Street Roundabout Probable Cost

ITEM	TOTAL
Design	\$500,000
ROW Acquisition	\$5,000
Utility Relocation	\$15,000
Construction	\$1495,000
Total Cost	\$2,015,000

E. FORK ROAD BICENTENNIAL GREENWAY CROSSING

E. Fork Road is the gateway to two of the most beloved assets in Jamestown - the Bicentennial Greenway and Jamestown Park and Golf. However, the street is also one of the few connections over High Point Lake and lacks any traffic controls to slow or stop vehicular traffic that often travels above the 40 mph speed limit. Numerous stakeholders expressed concern about roadway safety on E. Fork Road and reported regular incidents of vehicles running off the roadway around sharp curves. This project seeks to make the existing crossing of the greenway safer by providing advanced warning to motorists of the upcoming crossing and clearly marking where to yield.



Key Design Features

A

ADVANCE WARNING ELEMENTS

Rumble strips and an advance warning sign that flashes in tandem with the existing RRFB should be placed so that motorists sufficient time to slow down and yield



B

YIELD MARKINGS & SIGNAGE

Yield markings and associated signage (R1-5) makes it clear where vehicles should yield to pedestrians and bicyclists. Optional placards may be added to indicate it is state law requires motorists to yield to people in a crosswalk.



C

CURB EXTENSION

Adding a curb extension to Jamestown Park & Golf entrance will help slow turning vehicles and provide better placement of the yield markings for the greenway crossing. Yield markings lose effectiveness when placed too far away from a crossing (30-50 feet is ideal).



Considerations

- E. Fork Road is part of the NCDOT system
- The existing advanced warning signs should be moved closer to the crossing (~150feet away from the crossing rather than 350feet away) and retrofit with lights
- Lowering the speed limit could help encourage slower vehicle speeds
- Enforcement of the speed limit on E. Fork Road could help establish this crossing as a place to reduce speeds
- The same treatments should be considered for implementation at the other greenway crossing further south on E. Fork Road

Costs & Implementation

This project can be implemented through simple restriping, however NCDOT may require additional documentation regarding the rumble strips.

Partnerships

- NCDOT
- City of High Point

Funding sources

- NCDOT STIP
- Capital improvement budget

Table 13. E. Fork Road Bicentennial Greenway Crossing Probable Cost

ITEM	TOTAL
Design	\$10,000
ROW Acquisition	\$5,000
Utility Relocation	\$5,000
Construction	\$45,000
Total Cost	\$65,000

GUILFORD TECH COMMUNITY COLLEGE & CJ GREENE EDUCATION CENTER/RAGSDALE HIGH SCHOOL CROSSING

This project includes a protected mid-block crossing on E. Main St to connect GTCC to the combined campus of CJ Greene Education Center and Ragsdale High School. Along with sidewalk and sidepath connections the existing sidewalk campus systems, these facilities will enhance the safety and comfort for students who walk between the campuses. As part of a separate project, the sidepath should be continued along E. Main Street to connect to the larger multimodal network. This crossing also provide access for people to cross the street to access the HPTS bus stop at GTCC.



Key Design Features

A

PEDESTRIAN REFUGE ISLAND

A landscaped refuge island will shorten the crossing distance and provide an opportunity for gateway treatments as vehicles enter town



B

RRFB

A Rectangular Rapid Flash Beacon (RRFB) is push-activated and heightens visibility of people crossing the roadway



C

ADVANCE WARNING ELEMENTS

Yield lines, yield signs, and an advance warning sign that flashes in tandem with the RRFB should be placed far enough in advance to give motorists sufficient time to slow down and yield to people crossing the street



Considerations

- E. Main Street is part of the NCDOT system
- This spot meets NCDOT mid-block crossing siting requirements
- The landscape island can be lengthened
- This catalyst project includes the crossing and tie-in to existing infrastructure. The sidepath should be constructed to facilitate future extension east and west along Main Street when funding allows.

Costs & Implementation

Implementation requires new construction for the refuge island and segments of sidepath and sidewalk to connect to existing sidewalks.

Partnerships

- NCDOT
- GTCC
- CJ Greene Education Center

Funding sources

- NCDOT STIP
- Safe Routes to School

Table 14. GTCC & CJ Greene/Ragsdale High Crossing Probable Cost

ITEM	TOTAL
Design	\$120,000
ROW Acquisition	\$15,000
Utility Relocation	\$15,000
Construction	\$165,000
Total Cost	\$315,000

A photograph of a residential street with a large white number 6 overlaid on a dark blue semi-transparent rectangle. The street is paved with asphalt and has a concrete curb on the right side. A dark mulch bed runs along the curb. In the background, there are trees and parked cars.

6

IMPLEMENTATION

The Jamestown Comprehensive Bicycle and Pedestrian Plan outlines a strategy the Town can implement to create a safe and connected bicycle and pedestrian network. However, this Plan is only the beginning; conversations around how to create a safe and connected network for biking and walking must continue and lead to action.



OVERVIEW

The action steps outlined in this chapter will help support the Town's vision to create an active community that encourages walking and bicycling.

VISION

The Town of Jamestown is an active community that encourages walking and bicycling through its connected and safe network of streets and paths. High-quality walking and bicycling routes are woven through the town to connect people of all ages and abilities to places where they live, play, study, and work.

Collaboration and partnerships will be key to advancing the bicycle and pedestrian projects in this document. Partnerships, programs, and policies complement bicycle and pedestrian infrastructure investments to form a truly bike- and walk-friendly environment, and they are essential in moving projects from planning to implementation. Applicable partners, programs, and policies that Town staff can work with or utilize to encourage, educate, and enforce bicycling and walking are outlined below. Design guidelines and additional resources to aid in implementation are included in the Appendix.

PARTNERS

Strategic partnerships will aid in implementing projects, programs, and policies to meet the goals of the Plan. Partners should be identified across the private, public, and non-profit sectors and span a variety of industries.

TOWN OF JAMESTOWN

A variety of key departments within the Town of Jamestown will be important for coordinating and advancing recommendations. Depending on each

project's characteristics, it may be important to engage the following departments:

- Planning and Zoning
- Parks and Recreation
- Public Safety
- Public Services

N.C. DEPARTMENT OF TRANSPORTATION (NCDOT)

Partnership and coordination with NCDOT will be vital for implementing the recommended changes along many of the primary roadways through town including Main Street. NCDOT also distributes funding through a variety of Federal programs.

HIGH POINT METROPOLITAN PLANNING ORGANIZATION (MPO)

The High Point MPO includes the Town of Jamestown and is a key regional partner. The MPO can help foster connectivity between Jamestown and neighboring municipalities. In addition to distributing funding, Jamestown must work the MPO to include transportation projects in the NCDOT State Transportation Improvement Program (STIP).

CITY OF HIGH POINT

High Point is a strategic neighboring connection because of its proximity to Jamestown's boundaries. There is an opportunity to work with High Point for connections through City Lake Park.

JAMESTOWN AARP LIVABILITY TEAM

This local AARP committee is selected by Town Council. With Jamestown's large population of older adults and status as a North Carolina Certified Retirement Community, it is essential to incorporate the voices of older adults in the planning process.

LOCAL BUSINESSES

Engagement with local businesses, such as bike shops and running shoe stores, will be beneficial for

implementing specific bicycle and pedestrian programs and policies. Often, these local businesses also have strong connections to community organizations and informal groups.

COMMUNITY ORGANIZATIONS

Engagement with community organizations that emphasize values such as active living, bicycling, walking, and outdoor recreation will be beneficial in implementing specific bicycle and pedestrian programs and policies. Examples of key community organizations could include: Mary Perry Ragsdale Family YMCA, local churches, the Jamestown Youth League, and local run clubs and bicycle groups.

GUILFORD COUNTY SCHOOL DISTRICT

Engagement with local schools is valuable for project and program advancement, especially around values such as creating safe routes to school and developing bicycle and pedestrian facilities that are welcoming to people of all ages. For example, Jamestown Elementary is located next to the downtown core and should be considered a key community partner in shaping Jamestown's bicycle and pedestrian network.

GUILFORD TECHNICAL COMMUNITY COLLEGE (GTCC)

The only grade separated crossing of Guilford College Road is in the GTCC campus. Connections through campus are critical to building out Jamestown's bicycle and pedestrian network. Though GTCC is open to the public, the university does have certain rules that govern behavior on campus such as not allowing dogs. These rules need to be clearly communicated to recreational walkers, joggers, and bicyclists.

HIGH POINT TRANSIT SYSTEM (HPTS)

HPTS is an important partner for strengthening sidewalk and bike facility connections to and from transit stops including street crossings, and improving transit stops.

NORFOLK SOUTHERN CORPORATION

The Norfolk Southern Corporation owns the railroad through Jamestown and operates high-speed rail cars on the railroad. Establishing a good working relationship with Norfolk Southern will be critical to adding bicycle and pedestrian treatments across the tracks.



Tunnel under Guilford College Road on GTCC campus



Railroad crossing on Oakdale Road

PROGRAMS

Programs can encourage more people to walk and ride a bicycle; educate the broader community about road safety and available active transportation options; and enforce traffic laws to improve safety for all road users.

Table 15. Relevant Programs

PROGRAMS	RELEVANCE	PARTNERS
AARP Livable Communities Program	To create a pedestrian and bicyclist system that works for people of all ages and abilities, it is important to include older adults in the planning process. When older adults are actively engaged, it helps ensure Jamestown is a safe and comfortable town to age in place. Jamestown's current AARP Livable Communities Program advisory group could help collaboratively host walking and bicycling events that are inclusive of older adults.	Jamestown AARP Livability Team, Town of Jamestown, Local Businesses
Streetscape Sponsorship Program	This existing Town of Jamestown program can help make small-scale infrastructure improvements that enhance people's experience walking and biking in Jamestown by engaging with local businesses and community organizations.	Local Businesses, Community Organizations, Town of Jamestown, GTCC, Guilford County School District.
Self-Organized Programs	Local businesses, community members, and community anchor organizations (e.g. churches) already do host programs and initiatives that support walking and biking in Jamestown. Self-Organized programs can increase momentum and complement initiatives put forth by the Town of Jamestown.	Local Businesses, Community Organizations, Town of Jamestown, GTCC, Guilford County School District
Safe Routes to School	The Safe Routes to School program engages school-aged children through promotional and educational programs and events related to road safety. This program can help the Town engage youth in community conversations about walking and biking, especially when highlighting safety, and making Jamestown a great place to bike and walk, regardless of a person's age.	Guilford County School District, Community Organizations, Local Businesses, Town of Jamestown
Walking Routes	Promoting the existing walking routes in Town and building upon them to include new walking and biking routes around Jamestown neighborhoods and key Town corridors can enhance awareness of existing and planned infrastructure for people walking and biking.	Local Businesses, Community Organizations, NCDOT, Town of Jamestown
Local Pedestrian and Bike Educational Campaigns	Educational campaigns can share important information about rules of the road and safety for people traveling to, through, and around Jamestown.	NCDOT, GTCC, Guilford County School District, Community Organizations, Local Businesses
Watch for Me NC	Enhancing pedestrian and bicycle safety and awareness for people using all modes of travel can help create a safe and inclusive roadway network. Watch for Me NC is a comprehensive and multimedia statewide pedestrian and bicycle safety and awareness campaign geared toward safety, education, and enforcement.	NCDOT, High Point MPO, Community Organizations, Town of Jamestown
Temporary Street Closure Events	These events close select roads from car traffic, providing more space for people riding bikes and walking. These events can serve as a powerful tool to help a community envision different uses for the street, enhance safety, and promote social connection.	Town of Jamestown, Local Businesses, NCDOT

Table 15. Relevant Programs Continued

PROGRAMS	RELEVANCE	PARTNERS
Bicycle Rodeos and Traffic Garden Demonstrations	Bicycle rodeos are events that involve instructional activities to help people learn to ride a bicycle or become a more confident rider. Traffic Gardens, which are often temporarily installed as part of a bicycle rodeo, create a miniature street network with typical roadway elements for children to learn how to ride a bike in a safe, protected space that mimics the real world.	Guilford County School District, GTCC, NCDOT, Town of Jamestown, Community Organizations

POLICIES

Through the its code of ordinances, Jamestown can grow strategically. Policies provide a framework for recommendations and design guidelines that can help guide future development to support biking and walking.

Table 16. Relevant Policies

POLICY	RELEVANCE	PARTNERS
Town of Jamestown Land Development Ordinance	The Town's existing Land Development Ordinance (LDO) serves as a tool to shape the built environment and future growth. The Town has established a suite of policies and regulations that will help connect sidewalk gaps, enhance pedestrian and bike infrastructure, and calm roadway speeds. The development requirements outlined in the Ordinance support Jamestown's larger goal of improving people's walking and biking experience.	Town of Jamestown, Local Businesses, HPTS
Jamestown Technical Standards	These existing standards provide guidance on a variety of street and roadway elements for the Town and developers. Aligning these technical standards with the Town's goals to support walking and biking will shape how people experience walking and biking through Jamestown.	Town of Jamestown, Local Businesses, HPTS
Town of Jamestown Uniform Park Rules and Regulations	These existing rules govern use of and conduct in Town parks, outlining which wheeled devices are allowed on designated paths and trails; they impact user safety, comfort, and awareness on paths and trails.	Town of Jamestown, Local Businesses, HPTS
Regional pedestrian and bicyclist infrastructure connections	Strategic connections to and through Jamestown can help build regional infrastructure connections and expand the destinations accessible for people walking and riding a bike.	City of High Point, NCDOT, High Point MPO

FUNDING

There are a variety of funding sources that Jamestown can explore to finance bicycle and pedestrian projects..

Table 17. Potential Funding Sources

FUNDING SOURCE	DESCRIPTION	TYPE
AARP Community Challenge Grant	This grant funds “quick-action” and longer term projects to help communities build places that are welcoming and livable for people of all ages. Grant awards can range from several hundred dollars to tens of thousands of dollars, depending on the scale of the project. No match is required.	Non-Profit
BlueCross BlueShield of North Carolina Foundation	The BlueCross BlueShield of North Carolina Foundation is a private, charitable foundation with a focus on improving the health and well-being of North Carolinians. The Foundation’s Healthy Communities grant focus area may be of particular interest to Jamestown. The organization periodically announces grant opportunities as they arise; There is not an established grant cycle. Grants range from funding smaller, quick-action initiatives to larger, long-term projects.	Other
Community Development Block Grant- Neighborhood Revitalization (CDBG-NR)	This program’s goal is to contribute to neighborhood development and revitalization by investing in people-focused infrastructure projects (e.g. sidewalk projects, pedestrian infrastructure, curbs, greenways, and street redesign). Greenways that are part of a community’s economic development plans may qualify for funding under this program. In addition, recreational areas that serve to improve the quality of life in lower-income areas may also qualify. This program is administered by the NC Department of Commerce and offers funding up to \$750,000.	Federal
Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310 of the FAST Act)	The program aims to improve mobility for people of all ages and abilities by removing barriers to transportation service and expanding mobility options. Traditional projects include: funding the purchase of wheelchair lifts, ramps, and transit-related IT systems. Nontraditional activities include: travel training; building accessible paths to a bus stop, including curb-cuts, sidewalks, and other accessible features; improved wayfinding; and mobility management programs.	Federal
Healthy Streets Grant Program	This program allocates \$100 million a year to fund projects that mitigate urban heat islands, improve air quality, and reduce stormwater runoff, especially in low income communities and communities of color. Project examples include deploying cool and porous pavements, expanding tree canopy coverage, and conducting assessments on equity, urban heat island areas, and elevated areas of air pollution. Maximum grant award is \$15M.	Federal
Highway Safety Improvement Program (HSIP)	This program funds safety projects on all public roads, with a goal to significantly reduce traffic fatalities and serious injuries. Program examples include educational programs as well as traffic calming and speed reduction projects. \$15.6B is allocated to this program (~\$3.8B annually). Federal cost share requirements: 90% Federal/10% non-federal.	Federal
Land & Water Conservation Fund	The Land and Water Conservation Fund (LWCF) is a federal program supporting the protection of federal public lands and waters and voluntary conservation on private land. The fund supports projects that preserve ecosystems and improve access to the outdoors, such as improving access to trails, parks, rivers, and lakes and creating community green spaces.	Federal
Multimodal Planning Grant Program	The MMPG is administered by NCDOT’s Integrated Mobility Division. The program aims to encourage cities and towns to develop or update their comprehensive multimodal, pedestrian, and bicycle plans.	State

Table 16. Potential Funding Sources Continued

FUNDING SOURCE	DESCRIPTION	TYPE
Park and Recreation Trust Fund (PARTF)	The North Carolina Parks and Recreation Trust Fund (PARTF) awards matching grants to local governments to acquire land for public parks, build or renovate recreational facilities, and improve public access to parks. The goal of the program is to improve the quality of life in their communities. This program provides a 1:1 match for new construction or retrofit of recreational facilities located on a single site. The maximum award is \$500,000.	State
PeopleForBikes Community Grant Program	This program provides funding for projects that support bicycling in communities across the U.S. Examples of projects include bike paths, lanes, and trails; bike parks; repair stations; and bike advocacy campaigns. Grants of up to \$10,000 are available on a periodic basis.	Non-Profit
Railroad Crossing Elimination Grant Program	This Federal program funds projects that improves highway-railway crossings, improving the safety and mobility of people and goods. Eligible project examples include track relocations, grade separation closures, installation of signals and signs to improve safety, and more.	Federal
Reconnecting Communities Pilot Program – Planning Grants and Capital Construction Grants	This pilot program (new funding source as of 2022) is funded with \$1 billion over the next 5 years, and its aim is to support projects that remove, retrofit, or mitigate highways that have divided communities and created barriers to mobility and opportunity. Eligible grant projects could include various planning studies, construction costs, technical assistance, and public engagement related to these initiatives.	Federal
Recreational Trails Program (RTP)	The Recreational Trails Program funding is directed to the construction and maintenance of recreational trails and trail support facilities. Examples of projects include acquiring land for trails, enhancing existing recreational bike trails, creating new hiking paths and greenways, and more.	Federal
Safe Streets and Roads for All	This program sets aside \$1B a year to fund state and local “vision zero” plans and other road safety improvements. The ultimate goal of this program is to reduce crashes and fatalities on public roads, especially for people walking and bicycling. Funding can be used for both developing comprehensive road safety plans and financing construction and implementation costs.	Federal
State Street-Aid (Powell Bill) Program	This NCDOT program provides 100% funding for resurfacing local roads as well as planning and constructing pedestrian and bicycle facilities. Funds can be used as match for certain grants.	State
State Transportation Improvement Program (STIP)	The STIP includes all of the transportation projects that will be scheduled, funded, and constructed across the state over a minimum four-year time period. Projects must occur along a state-owned road to receive funding.	State
Surface Transportation Block Grant Program (STBG Program)	Through FHWA and NCDOT, this program uses federal funds to improve and maintain federal-aid highway, bridge and tunnel projects on public roads, pedestrian and bicycle infrastructure, transit capital projects, and public bus terminals and facilities. Projects could incorporate improvements to major routes that enhance access, reduce crash rates, and/or relieve traffic congestion.	Federal
Transportation Alternatives Program (TAP)	This program is a set-aside of STBG Program funding for transportation alternatives projects, such as pedestrian and bicycle facility projects, safe routes to school programs, and recreational trail projects. There is funding available for both non-infrastructure and infrastructure projects.	Federal

PERFORMANCE MEASURES

Performance measures gauge improvement or success towards achieving a goal. Table 18 below outlines how Jamestown’s goals for their pedestrian and bicycle network plan align with the project prioritization criteria.

Table 18. Performance Measures

GOAL	PRIORITIZATION CRITERIA	PERFORMANCE MEASURES
Safety Reduce safety concerns for people who bike and walk	<ul style="list-style-type: none"> • Safety Concerns • Network Development 	<ul style="list-style-type: none"> • Bicycle and pedestrian crash rate (fatal and serious injuries) • Number of traffic tickets • Vehicle speeds (posted vs measured) • Number of high-visibility crossings
Connectivity Create a network that connects destinations	<ul style="list-style-type: none"> • Network Development • Destinations Served 	<ul style="list-style-type: none"> • Miles of continuous bicycle facilities • Miles of continuous sidewalk • Percent of residential parcels within a 5-minute walk (0.25 miles) of a sidewalk, sidepath, or greenway • Percent of residential parcels within a 10-minute bicycle ride (0.5 miles) of a high-comfort bicycle facility
Accessibility Provide access for people of all ages and abilities	<ul style="list-style-type: none"> • Safety Concerns • Destinations Served • Multimodal Access 	<ul style="list-style-type: none"> • Pedestrian and bicyclist counts • Percent of ADA compliant bicycle routes and sidewalks • Percent of high equity priority parcels within a 5-minute walk (0.25 mile) of sidewalk • Percent of high equity priority parcels within 1/2 mile of a bikeway, trail, or transit
Community Foster people-oriented streets	<ul style="list-style-type: none"> • Community Support • Destinations Served 	<ul style="list-style-type: none"> • Amount of bicycle parking infrastructure • Amount of seating along pedestrian and bicycle routes • Miles of street trees along bicycle and pedestrian network • Implementation of a wayfinding plan and style guide
Quality Maintain and improve existing facilities as the network expands	<ul style="list-style-type: none"> • Network Development 	<ul style="list-style-type: none"> • Bicycle and pedestrian friendly ordinances/policies • Number of high-comfort bicycle facilities • Number of outstanding maintenance requests
Momentum Create a culture of walking and biking	<ul style="list-style-type: none"> • Community Support • Multimodal Access 	<ul style="list-style-type: none"> • Budget line dedicated to bicycle and pedestrian projects • Number of bicycle and pedestrian education programs in schools • Number of students walking or bicycling to school • Number of members in community walking, running, and bicycling clubs • Pedestrian and bicyclist counts

PROJECT IMPLEMENTATION

Implementing the *Jamestown Comprehensive Bicycle and Pedestrian Plan* will require the continued partnership and collaboration across multiple agencies, stakeholder groups, and organizations, and strategic use of resources.

PHASING FOR INFRASTRUCTURE PROJECTS

The list below provides a general overview of steps that should be considered as Jamestown advances projects. These phases often overlap and may repeat, depending on the type of project, number of partnering organizations, and project complexity. Design elements may not be applicable for some projects, such as programmatic or policy-based projects.

1. Identify and Coordinate with Partners

The Town should continue to prioritize relationship building across organizations and agencies. Early coordination with jurisdictional and permitting agencies and key stakeholders can help the Town advance projects.

2. Create a Design Concept

A conceptual design for a project can aid project conversations by providing a concept for partners and coordinating entities to react to and provide feedback on, seek funding, and solicit feedback from the community.

3. Identify Funding Resources

The Town should identify funding sources and various revenue streams that can fund construction or project costs.

4. Pilot: Demonstration Installations and Interim Projects

Conducting a pilot or installing a temporary design intervention can be a valuable tool to test ideas, gain support, gather data, and address pressing issues. Temporary or interim installations could be installed for several weeks to multiple years until permanent construction takes place.

It is recommended that demonstration projects stay in place for at least 30 days to allow people to adjust to the proposed design. Evaluating the demonstration or interim project through data collection and community and partner feedback is essential. Results of the temporary installation can inform long-term project decisions and design elements.

5. Inventory

Collect data before the project begins and after implementation. The data gathered will provide key information for subsequent project phases, needs for further improvements, or similar projects in other areas.

6. Detailed Design

Develop construction documents after funding sources are identified. These documents are necessary for permitting and to guide the construction process.

ACTION PLAN

The action plan provides a list of concrete recommendations throughout the *Jamestown Comprehensive Bicycle and Pedestrian Plan*. Each action is categorized by immediate, near-term, mid-term, or long-term, depending on the ease of implementation, project sequencing, and level of need. Recommended actions vary from education, encouragement, and enforcement to changes to the roadway and Town policies. The action plan also outlines potential partner organizations and how the action aligns with the Plan goals.

Table 19. Action Plan

RECOMMENDED ACTION	POTENTIAL PARTNERS	GOALS ACHIEVED
<i>Immediate Term (0-1 Year)</i>		
Determine baseline data for the recommended performance measures (Table 18 on page 75).	<ul style="list-style-type: none"> High Point MPO NCDOT Guilford County School District 	<ul style="list-style-type: none"> Safety Connectivity Accessibility Community Quality Momentum
Create a Bicycle and Pedestrian Advisory subcommittee within the existing Parks and Recreation Committee	<ul style="list-style-type: none"> High Point MPO Jamestown AARP Livability Team Guilford County School District 	<ul style="list-style-type: none"> Momentum
Enforce the requirement for a 5-foot wide pedestrian access easement between newly constructed cul-de-sacs		<ul style="list-style-type: none"> Connectivity Quality
Amend the LDO to include design standards for bikeways including sidepaths, greenways, and separated bicycle lanes (directional and two-way). Design should align with the latest version of the AASHTO Guide for the Development of Bicycle Facilities.		
<ul style="list-style-type: none"> The minimum width for a sidepath shall be 10 feet wide. Standard widths for separated bicycle lanes shall be: 5 feet wide for directional facilities and 12 feet wide for two-way facilities. A 2-foot wide buffer with vertical delineation is a recommended standard for bike lanes (3 feet when adjacent to on-street parking). Narrower widths may be warranted in constrained situations. 		<ul style="list-style-type: none"> Safety Connectivity Quality
Amend the LDO to require developers to:		
<ul style="list-style-type: none"> Build out segments of the proposed pedestrian and bicycle network while developing their property, and Build sidepaths and/or separated bike lanes along major thoroughfares. 	<ul style="list-style-type: none"> NCDOT 	<ul style="list-style-type: none"> Safety Connectivity Community Quality
Amend the LDO to reduce the maximum design speed for neighborhood streets from 30 mph to 25 mph		<ul style="list-style-type: none"> Safety

Table 19. Action Plan Continued

RECOMMENDED ACTION	POTENTIAL PARTNERS	GOALS ACHIEVED
Amend the LDO to stipulate sidewalk material by location. Brick sidewalks are recommended for Main Street from Penny Road to Lydia's Haunted Bridge, the first block of all side streets along Main Street from Dillon Road to Teague Drive, and Historic Districts.		<ul style="list-style-type: none"> • Community • Momentum
Update language in the Town of Jamestown Uniform Park Rules and Regulations to include language about electric bicycles (e-bikes).	<ul style="list-style-type: none"> • Community Organizations 	<ul style="list-style-type: none"> • Momentum
Update the Streetscape Sponsorship Program to include bicycle parking as one of the approved streetscape features that residents can donate to the Town.	<ul style="list-style-type: none"> • Local businesses • Community Organizations 	<ul style="list-style-type: none"> • Community • Quality • Momentum
<i>Near Term (1-3 Years)</i>		
Train public works staff to incorporate on-street striping projects during regular maintenance cycles	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Connectivity • Quality
Remove truck route designation from Main Street following opening of the Jamestown Bypass	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Community • Quality
Establish a Safe Routes to School pilot program at Jamestown Elementary	<ul style="list-style-type: none"> • Guilford County School District • NCDOT 	<ul style="list-style-type: none"> • Safety • Accessibility • Community • Momentum
Sponsor a Main Street Corridor Study	<ul style="list-style-type: none"> • NCDOT • High Point MPO 	<ul style="list-style-type: none"> • Community • Momentum
Start an encouragement program in schools to increase the number of students walking and biking to school (e.g. golden sneaker award for the class with the highest percentage of walkers and bikers; small prizes for students)	<ul style="list-style-type: none"> • Guilford County School District 	<ul style="list-style-type: none"> • Momentum
Engage local bike shops and running stores for bike and walk specific programs and policies. (e.g., Ask a local run club to sponsor or promote walking programs or events.)	<ul style="list-style-type: none"> • Local Businesses • Community Organizations 	<ul style="list-style-type: none"> • Momentum
Host events promoting bicycling and walking (e.g., Open Streets, bike safety workshop, traffic garden, bicycle race, walking or running race, school walking clubs/walking school buses); make these annual or biannual events moving forward	<ul style="list-style-type: none"> • NCDOT • High Point MPO • City of High Point • Jamestown AARP Livability Team • Local Businesses • Community Organizations • Guilford County School District • GTCC • HPTS 	<ul style="list-style-type: none"> • Community • Momentum

Table 19. Action Plan Continued

RECOMMENDED ACTION	POTENTIAL PARTNERS	GOALS ACHIEVED
Promote local run, walk, and bike clubs or groups on the Town's event calendar, newsletter, and social media pages	<ul style="list-style-type: none"> • Community Organizations • Guilford County School District 	<ul style="list-style-type: none"> • Community • Momentum
Join the "Watch for Me NC" program	<ul style="list-style-type: none"> • Guilford County School District • GTCC • Mary Perry Ragsdale YMCA • Community Organizations 	<ul style="list-style-type: none"> • Safety • Momentum
Make a plan for annual bicycle- and pedestrian-related crash analysis	<ul style="list-style-type: none"> • NCDOT • City of High Point 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Quality
Advance at least one catalyst project	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
Advance at least one project from the proposed bicycle and pedestrian network	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
Create a dedicated budget line item to fund pedestrian and bicycle facility projects and programs	<ul style="list-style-type: none"> • NCDOT • High Point MPO 	<ul style="list-style-type: none"> • Quality • Momentum
Work with High Point to identify strategic pedestrian and bicycle connections between municipalities.	<ul style="list-style-type: none"> • High Point MPO • City of High Point 	<ul style="list-style-type: none"> • Safety • Connectivity
Amend the LDO to include soil volume requirements for street trees.		<ul style="list-style-type: none"> • Community
<i>Mid-Term (3-5 Years)</i>		
Expand Safe Routes to School pilot program to other schools throughout the Town	<ul style="list-style-type: none"> • NCDOT • Guilford County School District 	<ul style="list-style-type: none"> • Safety • Accessibility • Community • Momentum

Table 19. Action Plan Continued

RECOMMENDED ACTION	POTENTIAL PARTNERS	GOALS ACHIEVED
Establish the Slow Street Network program with branding sign and design standards for approved traffic calming elements	<ul style="list-style-type: none"> • NCDOT • Community Organizations 	<ul style="list-style-type: none"> • Safety • Community • Quality • Momentum
Collect participation numbers in annual Walk, Bike & Roll to School Day events to demonstrate demand for walking and biking infrastructure	<ul style="list-style-type: none"> • NCDOT • Guilford County School District 	<ul style="list-style-type: none"> • Momentum
Develop a walking tour or formalize preferred walking loops around Jamestown to historic landmarks, such as comfortable neighborhood routes and along key corridors (e.g. Main Street)	<ul style="list-style-type: none"> • Jamestown AARP Livability Team • Local Businesses • Community Organizations 	<ul style="list-style-type: none"> • Safety • Community • Momentum
Create a unified wayfinding strategy for Jamestown	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Connectivity • Quality
Incorporate pedestrian and bicycle safety into school curriculum	<ul style="list-style-type: none"> • Guilford County School District 	<ul style="list-style-type: none"> • Safety • Momentum
Advance at least two projects from the proposed bicycle and pedestrian network	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
Advance at least two catalyst projects	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
Update the Jamestown Technical Standards to require tighter corner radii (e.g., 20 feet or 25 feet rather than the standard 30-foot radii) on non-industrial streets	<ul style="list-style-type: none"> • NCDOT 	<ul style="list-style-type: none"> • Safety
<i>Long-Term (5+ Years)</i>		
Leverage participation numbers in annual Walk, Bike & Roll to School Day events to advocate for targeted and systemic projects to promote walking and bicycling	<ul style="list-style-type: none"> • NCDOT • High Point MPO 	<ul style="list-style-type: none"> • Safety • Accessibility • Community • Momentum
Enhance regional walking and bicycling facility connections	<ul style="list-style-type: none"> • High Point MPO • City of High Point 	<ul style="list-style-type: none"> • Connectivity • Accessibility

Table 19. Action Plan Continued

RECOMMENDED ACTION	POTENTIAL PARTNERS	GOALS ACHIEVED
Advance at least one project from the proposed bicycle and pedestrian network annually moving forward	<ul style="list-style-type: none"> • NCDOT • Jamestown AARP Livability Team • Local Businesses 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Momentum
Create an open space plan that builds on the 2021 Envision Jamestown Comprehensive Plan and the 2021 Parks and Recreation Master Plan, and addresses greenways and streetscape greening	<ul style="list-style-type: none"> • Community Organizations • Guilford County School District • GTCC 	<ul style="list-style-type: none"> • Community • Momentum
Update this Plan! An update approximately every five years and no greater than every ten years is standard. Depending on timing, implementation of projects, and development in and around Jamestown, it may be appropriate to create an abbreviated plan update document before fully revising this Plan.	<ul style="list-style-type: none"> • NCDOT • High Point MPO • Jamestown AARP Livability Team • Community Organizations • GTCC • HPTS 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
<i>Ongoing</i>		
Evaluate Plan progress in meeting performance measures annually	<ul style="list-style-type: none"> • NCDOT • High Point MPO 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum
Continue to develop partnerships for programming	<ul style="list-style-type: none"> • NCDOT • High Point MPO • City of High Point • Jamestown AARP Livability Team • Local Businesses • Community Organizations • Guilford County School District • GTCC • HPTS 	<ul style="list-style-type: none"> • Safety • Connectivity • Accessibility • Community • Quality • Momentum

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Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of appointment of Parks and Rec. Committee Member **AGENDA ITEM #:** VII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Administration

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

SUMMARY:

There is currently a vacancy on the Parks and Recreation Committee. Meria Ashburn and Lamar Lee have both applied to be considered for the position. Ashburn was appointed to serve as an Alternate at the March 21st Council meeting, and Lee was appointed to serve as an Alternate at the April 18th Council meeting. This will be a two-year appointment with the term ending in May 2025.

Staff recommends that Council appoint Ashburn or Lee to serve as a full-time Member on the Parks and Recreation Committee.

ATTACHMENTS: Maria Ashburn Application & Lamar Lee Application

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council appoint Ashburn or Lee to serve as a Parks and Rec. Member.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to appoint Ashburn or Lee to serve as a Parks and Recreation Committee Member.

FOLLOW UP ACTION NEEDED: N/A

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

			Date:	1/31/23	
Last Name:	Ashburn	First Name:	Maria	Middle Initial:	J
Birthdate:	7-19-80				
Email:	Maria.JAshburn@gmail.com		Home Phone:		
Daytime Phone:		Cell Phone:	803-622-1553		
Home Address:	101 Cloverbrook Court				
Live in Jamestown Town Limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Current Occupation/Title	Stay at home Mom				
Employer/Business Name					
Business Address (with zip code):					
Supervisor's Name:					
Education: <input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:					
Degree and Subject of Study:	Master's in Elementary Education ^{BA} Media Arts				
School Name/Years Attended:	USC - Columbia - Undergrad & Grad				
Applying for Board/Commission (enter one):					
Why are you interested in serving on that Board/Commission?	I am invested in making Jamestown's parks and recreation areas inviting spaces that promote health, safety, and preservation.				
What Board or Commission are you currently serving?	Parks & Rec Advisory Committee/Board				
	Term Expiration Date:				
Are you willing to serve on any other Board/Commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:	As needed				
Are you interested in serving in any other community volunteer activities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please list:	As needed				

Interests/Skills/Areas of Expertise/ Professional Organizations: I have worked with children of various ages in both School and church settings. I am on the Jamestown Friends of the Library Board and in the Jamestown Modern Book Club.

List two professional references below: 803-518

1.	Name:	Christina Nawrocki	Daytime Phone:	6448
	Address:	2810 Shop Road, Columbia, SC 29209		
	Relationship:	Former Manager @ Veritiv in Columbia, SC		
2.	Name:	Arleigh West	Daytime Phone:	803-206-4112
	Address:	1245 Bookman Road Elgin, SC 29045		
	Relationship:	Former co-worker / Technology + Learning Coach		

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? Yes No

If yes, explain.

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? Yes No

If yes, explain.

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

Signature of Applicant: Maria J. Ashburn Date: 1/31/23
(Please print and sign.) Maria J. Ashburn

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: www.jamestown-nc.gov

Email: kmcbride@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

Note: Applications will be kept on file for two years from the date of application.



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

		Date:	3-13-2023
Last Name:	Lee	First Name:	Lamar
		Middle Initial:	
Birthdate:	10-28-1990		
Email:	lamar1914@gmail.com	Home Phone:	
Daytime Phone:		Cell Phone:	336-420-9485
Home Address:	704 Ragsdale Road Jamestown, NC 27282		
Live in Jamestown Town Limits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Current Occupation/Title	Playground Safety Manager		
Employer/Business Name	National Recreation and Park Association		
Business Address (with zip code):	22377 Belmont Ridge Rd, Ashburn, VA 20148		
Supervisor's Name:	Julie Boland		
Education:	<input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	MPA		
School Name/Years Attended:	Elon University (2008-2012) / UNCG- Grad (2014-2017)		
Applying for Board/Commission (enter one):	Parks and Recreation Committee		
Why are you interested in serving on that Board/Commission?	I have over a decade of experience working in Parks and Recreation in special events, facility, management, and administration. I would love the opportunity to support the town however I can.		
What Board or Commission are you currently serving?	The Greensboro Downtown Parks Inc.- General Board Member		
	Term Expiration Date:	2025	
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	any		
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	any		

Interests/Skills/Areas of Expertise/ Professional Organizations: I enjoy spending time with my family by visiting local attractions and events. I've worked with the City of Burlington, High Point, and Howard County (Maryland) Parks and Recreation depts, so I value utilizing the facilities within my community and participating in community programs.

List two professional references below:			
1.	Name:	Colten Marble	Daytime Phone: 336-883-3487
	Address:		
	Relationship:	Previous Supervisor- City of High Point (Special Facilities Manager)	
2.	Name:	Josh Tucker	Daytime Phone: 336-883-3498
	Address:		
	Relationship:	Previous Co-worker- City of High Point (City Lake Park Manager)	
AFFIRMATION OF ELIGIBILITY			
Has any formal charge of professional misconduct, criminal misdemeanor, or felony ever been filed against you in any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, explain.			
I understand this application is public record, and I certify the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree any misstatement or conduct will be cause for my removal from any board or commission.			
Signature of Applicant: <i>(Please print and sign.)</i>		Lamar Lee	Date: 3/13/2023

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

Town of Jamestown, Attn: Town Clerk PO BOX 848 Jamestown, NC 27282

Website: www.jamestown-nc.gov

Email: kmcbride@jamestown-nc.gov Fax: 336-886-3804 Telephone: 336-454-1138

Note: Applications will be kept on file for two years from the date of application.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of Financing of Golf Equipment

AGENDA ITEM #: VII-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

We sent out a Request for Proposal to 3 local banks for financing of 5 mowers for the golf course. These mowers are due to arrive during the FY23-24 . We have received one proposal for the financing so far. These are due by Friday May 12th. We will evaluate the proposals and bring to Council for approval at the meeting on May 16.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Request for Proposal (RFP) Audit services

AGENDA ITEM #: VII-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

The Town has sent out a Request for Proposal (RFP) for Audit services for a three year contract term starting with fiscal year 22-23 to seven local audit firms in addition to advertising the RFP on the NC Finance listserv. To date, two of the seven audit firms have responded back with "not accepting proposals at this time". We are hopeful that the Town will receive a response to the RFP from at least two audit firms. The final day to submit a response is Monday, May 15, 2023. We would like to make a decision on Monday, May 15, 2023 with a recommendation to Council on May 16, 2023.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: approval of a three year audit contract and allow Finance Officer to enter into contract

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: VIII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: May 16, 2023

ESTIMATED TIME FOR DISCUSSION: 5 min.

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report attached.

ATTACHMENTS: Manager's Report

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

- I. Several major projects are currently underway or completed.
 - A. Golf Maintenance Building – Now under roof and dry-in has begun. (Council Strategic Plan Goal 5.6). Estimated completion date is July 2023.
 - B. Town Hall renovations – Renovations are currently underway. (Goal 5.5)
 - C. Golf Course bathrooms – Demolition is complete and construction is underway. (Goal 5.10)
- II. The Town kicked off the Music in the Park summer concert series on Friday, May 5th. Our next event will be Friday, June 2nd and will feature “The Originals Band”. Comprised of some of the original members of the “Part Time Party Time Band”, the “Originals” will be bringing an evening of your favorite Carolina Beach Music classics, country hits, top pop, funk, dance music & more!! We will also feature a great selection of food and beverage vendors. We encourage you to check our events page on our Facebook site for complete details. Link:
<https://www.facebook.com/JamestownNC/events>
- III. The High Point Arts Council will be using Wrenn Miller Park on Friday, June 23rd for one of their outdoor concert series performances featuring “Spindle 45”, which will be playing rock and pop tunes. There will be food and beverage vendors available. This will be an abbreviated show compared to the Town’s Music in the Park events. This show will begin at 6PM and end at 7:30PM. More info is available at the High Point Arts Council Facebook site. Link:
<https://www.facebook.com/HighPointArtsCouncil>

Key Dates:

June 20, 2023 – Regularly Scheduled Town Council meeting – 6 PM – Civic Center