



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council

June 16, 2020

6:30 pm in the Civic Center

Agenda

I. Call to Order-

- A. Pledge of Allegiance
- B. Moment of Silence
- C. Approval of Agenda

II. Consent Agenda-

- A. Approval of minutes from the May 13, 2020 Special Meeting
- B. Approval of minutes from the May 19, 2020 Regular Meeting
- C. Approval of minutes from the May 27, 2020 Special Meeting
- D. Approval & Sealing of the Closed Session minutes from the May 27th Special Meeting
- E. Analysis of financial position of the Town of Jamestown
- F. Analysis of financial position of the Jamestown Park & Golf Course
- G. Budget Amendment #19
- H. Budget Amendment #20
- I. Update on Sidewalk Projects

III. Public Comment

IV. Old Business-

A. Public Hearings

- I. Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts- Matthew Johnson, Assistant Manager/Director of Planning
 - a. Consideration of approval/denial of text amendment
 - b. Consideration of approval of Consistency/Inconsistency Statement
- II. Public Hearing to consider an amendment to the Town Code of Ordinances: Chapter 52: Operation of Water and Wastewater System- Kenny Cole, Town Manager
- III. Public Hearing to consider the Proposed Budget and CIP FY 2020/2021- Kenny Cole, Town Manager & Judy Gallman, Finance Director

- B. Consideration of increased minimum wages for Town Employees and addition/corrections to positions in pay grade classification- Kenny Cole, Town Manager

V. New Business-

- A. Presentation on the Town of Jamestown's Comprehensive Plan Update- Vagn Hansen, Benchmark Planning
- B. Presentation of Jamestown Park and Golf Course Master Plan- Nick Lowe, McAdams Company
- C. Consideration of condemnation of the property located at 301 Lee Street- Matthew Johnson, Assistant Town Manager/Director of Planning

VI. Manager/Committee Reports-

- A. Manager Report-
- B. Council Member Committee Reports

VII. Public Comment

VIII. Other Business

IX. Adjournment

Working Agenda for the June 16th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:30 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the May 13, 2020 Special Meeting B. Approval of minutes from the May 19, 2020 Regular Meeting C. Approval of minutes from the May 27, 2020 Special Meeting D. Approval & Sealing of the Closed Session minutes from the May 27, 2020 Special Meeting E. Analysis of financial position of the Town of Jamestown F. Analysis of financial position of the Jamestown Park & Golf Course G. Budget Amendment #19 H. Budget Amendment #20 I. Update on Sidewalk Projects		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:40 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:10 pm	IV. Old Business		
7:10 pm	A. Public Hearing		
7:10 pm	I. Public Hearing to consider a text amendment to the LDO to add a new zoning district PUD to Article 8 "Zoning Districts"	Call on M. Johnson	Johnson to present his staff report on the text amendment to the LDO to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts" Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the text amendment. Please state your name and address and adhere to the 3 minute time limit. There will be a total of 30 minutes for the public to address Council. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the text amendment to the LDO to add "Planned Unit Development" to Article 8 "Zoning Districts." Council Member makes a second to the motion. Roll Call Vote. Council Member makes a motion that the text amendment is consistent/inconsistent with the Land Development Ordinance (LDO). Council Member makes a second to the motion. Then vote.
7:55 pm	II. Public Hearing to consider an amendment to the Town Code of Ordinances Ch. 52: Operation of Water & Wastewater System	Call on K. Cole	Cole to give Council an overview of the amendment to the Town Code of Ordinances Chapter 52: Operation of Water & Wastewater System. Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the amendment to the Code of Ordinances. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council Member makes a motion to approve/deny the amendment to the Town Code of Ordinances Chapter 52: Operation of Water & Wastewater System. Council Member makes a second to the motion. Roll Call Vote.
8:05 pm	III. Public Hearing to consider the Proposed Budget and CIP FY 2020/2021	Call on J. Gallman	Gallman to present an overview of the Proposed Budget and CIP FY 2020/2021. Mayor Montgomery to open the public hearing to anyone that would like to speak in favor or opposition of the Proposed Budget and CIP FY 2020/2021. Please state your name and address and adhere to the 3 minute time limit. Mayor Montgomery to close the public hearing and open the floor to Council for discussion. Council to give Gallman direction on any changes they would like to be made. Mayor Montgomery to remind everyone that a Special Town Council meeting will be held on June 23 rd at 6:30 pm in the Civic Center to consider the approval of the Budget and CIP FY 2020/2021.
8:30 pm	B. Consideration of increased minimum wages for Town Employees and addition/corrections to positions in pay grade classification	Call on K. Cole	Cole to give Council an overview of the proposed increased minimum wages for town employees and the addition/corrections to positions in the current pay grade classification. Council Member makes a motion to approve/deny the proposed changes to the wages for town employees. Council Member makes a second to the motion. Then vote.

8:40 pm	V. New Business		
8:40 pm	A. Presentation on the Town of Jamestown's Comp Plan Update	Call on Vagn Hansen	Vagn Hansen to present an overview of the ongoing update to the Town of Jamestown's Comprehensive Plan on behalf of Benchmark Planning.
8:50 pm	B. Presentation of Jamestown Park & Golf Course Master Plan	Call on Nick Lowe	Nick Lowe to present an update on the Jamestown Park & Golf Course Master Plan on behalf of McAdams Company.
9:00 pm	C. Consideration of condemnation of the property located at 301 Lee Street	Call on M. Johnson	Johnson and Koonce will give Council an overview of the condemnation of the property located at 301 Lee Street. They will also give Council a recommendation on how to proceed.
9:10 pm	VI. Member/Committee Reports		
9:10 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Council
9:15 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give an update on any Committees they serve on.
9:20 pm	VII. Other Business		
9:25 pm	VIII. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 13, 2020 Special Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the May 13th Special Town Council meeting.

ATTACHMENTS: Minutes from the May 13, 2020 Special Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes for the May 13th Special Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Special Meeting of the Town Council
May 13, 2020
10:00 am in the Civic Center
Closed to public in accordance with social distancing restrictions due to Covid-19
Minutes & General Account**

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

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

- Pledge of Allegiance- Mayor Montgomery led Council in the Pledge of Allegiance.

Closed Session Per General Statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager- Council Member Capes made a motion to go into closed session per general statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

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

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

The meeting ended at 12:08 pm.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 19, 2020 Regular Meeting

AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the May 19th Regular Town Council meeting

ATTACHMENTS: Minutes from the May 19, 2020 Town Council meeting

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Regular Meeting of the Town Council
May 19, 2020
6:30 pm in the Council Chambers
Virtual Meeting (in accordance with social distancing restrictions due to Covid-19)
Minutes & General Account**

Council Member Physically Present: Council Member Straughn

Council Members Virtually Present via Zoom: Mayor Montgomery, Council Members Wolfe, Rayborn, & Capes

Staff Physically Present: Kenny Cole, Katie Weiner, & Beth Koonce, Town Attorney

Staff Virtually Present via Zoom: Matthew Johnson, Judy Gallman, & Paul Blanchard

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.
- Approval of Agenda- Mayor Montgomery asked if anyone would like to change, add, or delete any items on the agenda.

Council Member Wolfe requested to add the "Approval and Sealing of the Closed Session minutes from the May 13, 2020 Special Meeting" to the Consent Agenda.

Cole requested to pull item "II-E. Resolution requested by Sedgefield Women's Club concerning overcrowding in schools and future development" from the Consent Agenda. Cole also requested to add item "II-K. Cash Advances" to the Consent Agenda. He requested to add item "II-L. Acceptance of Bench Donation" to the Consent Agenda. Cole requested to pull item "IV-E. Consideration of new lease agreement for the Jamestown Public Library" from the Agenda. He also requested to add item "V-F. Consideration of approval of Audit Contract."

Council Member Wolfe and Mayor Montgomery discussed the resolution requested by Sedgefield Women's Club. Mayor Montgomery stated that the resolution could be placed on the agenda for the June 16th Regular Town Council meeting.

Council Member Wolfe made a motion to approve the agenda for the May 19th Regular Town Council meeting as amended. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Consent Agenda- The consent agenda included the following items:

- Approval of minutes from the April 21, 2020 Regular meeting
- Proclamation Public Works Week
- Proclamation Peace Officers Memorial Day and Police Week
- Proclamation Memorial Day 2020
- Analysis of financial position of the Town of Jamestown
- Analysis of the financial position of the Jamestown Park & Golf Course

- Budget Amendment #18
- Update on Sidewalk Projects
- Reappointment of Steve Monroe as an ETJ Member on the Planning Board
- Approval of Cash Advances
- Acceptance of Bench Donation
- Approval and Sealing of the Closed Session minutes from the May 13, 2020 Special Town Council Meeting

Council Member Wolfe made a motion to approve the Consent Agenda as amended. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

(Proclamation Public Works Week, Proclamation Peace Officers Memorial Day and Police Week, Proclamation Memorial Day 2020, Budget Amendment #18)

Public Comment- Weiner read the public comments that had been submitted to her prior to the meeting. The public comments were as follows:

- Robert Coon, 200 Hidden Ridge Drive- I think the PUD ordinance can be a useful tool to manage the development of large tracts of land in Jamestown, especially the Johnson Farm. It should be as strong and tightly written as possible to help promote high quality development. To that end, I've reviewed several similar ordinances from small to mid-sized towns across North Carolina. A few had clauses that could be beneficial additions to the Jamestown ordinance. One concern with a development the size of the Johnson Farm is that it is huge. No disrespect to the Town staff but managing the zoning process for a project this size would tax the staff of a much larger city. Due to the long-term impact that the development of the Farm will have, it's important that the Town provide the resources needed to ensure we get the end result that we all want. Please include a provision that would allow the planning board to hire a certified engineer and/or planning consultant to provide expertise and additional perspective. Having an outside, experienced perspective should help us get a development agreement we're all comfortable with. Another concern people have is what the "mix" is in a mixed-use development. Two provisions worth considering: outline what the maximum percentage each type of land use can be in a PUD. For example, detached single-family residential is unlimited, but commercial, office, and retail maxes out at 15% of the overall development. Also require a minimum of percentage of the overall development be used for recreation and/or usable open space. A concern that has been raised about the development plan is having apartments right up against Guilford College Road. The ordinance should outline perimeter setback requirements, which could help alleviate the issue. While the newest proposal has a nod toward smaller, light commercial or retail operations, the ordinance should outline permissible nonresidential uses within a PUD. One thing I learned while reading the various ordinances is that many are much more detailed than Jamestown's LDO. The more specific the Jamestown PUD ordinance is, the better control the Town can have over the end results. I hope that you will seriously consider adding some variation of all these clauses to the proposed PUD ordinance for Jamestown. Should you want samples of these clauses from other NC towns, I will be glad to provide them.
- Bob Battista, 109 Channel Cove Court- A couple months ago I, along with another town resident, spoke at a Council meeting about our concerns with the garbage bags always being torn apart by crows and strewn through our neighborhoods carried with the wind. Today I called the Town

Hall for an update and was told that there was no money appropriated for garbage cans, as the expense including equipment would be too costly. In 2013, residents voted for a cost increase from \$7 to \$10 per month to add recycling pickup once per week with cans provided. This small increase was the result of outsourcing this service. Is it possible to outsource the trash pickup as well for an additional monthly fee? I'm confident that the majority of our residents would be in favor of this in order to remove the blight to our communities every trash day. I also think most would agree to a single trash day instead of twice a week to minimize the cost. Since we added recycling pickup one time per week, we are still getting trash pickup twice a week though the majority of waste now goes to recycling. I know the Town Council's monthly meeting is tonight (though virtually rather than in person). Please address my concerns and comments and let me know your thoughts. This situation has gone on far too long and we need to find a way to resolve it, as most all of our surrounding communities have.

Old Business-

- Public Hearings-

- **Public Hearing to consider a text amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts"**- Johnson requested that Council continue the public hearing to the June 16th Regular Town Council meeting without further advertisement.

Council Member Wolfe made a motion to continue the public hearing to the June 16th Regular Town Council meeting at 6:30 pm in the Civic Center without further advertisement. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- **Public Hearing to consider an amendment to the Town Code of Ordinances: Chapter 52: Operation of Water and Wastewater System-** Mayor Montgomery opened the public hearing.

Cole requested that Council continue the public hearing to the June 16th Regular Town Council meeting without further advertisement.

Council Member Wolfe made a motion to continue the public hearing to the June 16th Regular Town Council meeting at 6:30 pm in the Civic Center without further advertisement. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

New Business-

- Discussion of 2020 Bond Referendum Request from Guilford Technical Community College (GTCC) - Dr. Tony Clarke, the new President of GTCC, presented information on a bond referendum. He noted that the school was seeking support from different municipalities throughout Guilford County. He spoke about the positive economic impact that GTCC has on the County. Dr. Clarke gave an overview of the College's priorities in regard to their capital improvement plan. He said that GTCC was requesting a bond referendum for a total of \$86 million in the November 2020 election. He stated that GTCC had taken care of the facilities that had been funded by the County in the past. He noted that the money would provide new facilities to train the workforce and attract employers to the area. He added that it would increase the amount of jobs in the area and that they estimated a 22% annual return on an \$86

million investment. He highlighted the specific campus improvements that the funding would support. Dr. Clarke stated that he was seeking the Town Council's support for the 2020 Bond Referendum. He noted that informal support or a resolution of support would be much appreciated. He added that he would be happy to come back and report any updates after he presented again to the Guilford County Board of Commissioners. He thanked Council for having him.

Council Member Capes thanked Dr. Clarke for presenting on the issue and welcomed him to Jamestown.

Council Member Wolfe said that she would like to wait and see what happened with the Guilford County School bond before taking a stance on the issue.

Mayor Montgomery thanked Dr. Clarke for participating in the meeting.

- Consideration of increased minimum wages for Town Employees- Cole stated that Council Member Rayborn had requested that the Town Manager increase the minimum wage for full-time employees to \$15 an hour at the April 21st Town Council meeting. He added that Council Member Straughn had further requested that staff adjust pay grades for employees accordingly to prevent compression of salaries. Cole said that staff had created a methodology to treat each employee fairly by utilizing a sliding scale. He noted that Archdale and Greensboro had used a similar process for their employees. Cole stated that the proposed assignment of grades to classes was included in their packets. He added that the total cost to the Town to implement the changes would be \$32,500. Cole stated that if the change were only applied to non-exempt employees that it would cost \$24,500.

Council Member Rayborn stated that Council had received the information about the actual cost a few hours ago. She said that she would like to have more time to consider the issue. She added that her initial intent was to focus on the employees making the lowest amount of money and bring their wages up to \$15 an hour. She added that she would be more in favor of implementing the change for non-exempt employees.

Council Member Capes agreed that he would like to have more time to consider the numbers.

Council Member Straughn asked if the cost included fringe benefits. Cole stated that it did not and added that he would discuss the cost of the fringe benefits with Gallman. He said that he could provide that information to Council before their next Regular Town Council meeting.

Council Member Wolfe agreed that she would like to have more information before making a decision.

Council Member Wolfe made a motion to continue the discussion on increasing the minimum wages for Town employees to the June 16th Regular meeting. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Presentation of Recommended 2020/2021 Budget and CIP- Gallman gave an overview of the Recommended 2020/2021 Budget and CIP. She noted that the proposed property tax rate would be raised from 0.468 per \$100 valuation to 0.493 per \$100 valuation. She stated that the

change was not due to the Town trying to fund services. She said that Pinecroft Sedgefield Fire District (PSFD) was seeking a 2.5 cent tax increase for County-wide fire services. She noted that if the increase was approved by Guilford County that the cost would be passed through the Town as it would be combined with the Jamestown property tax. She added that she would not know for sure if the tax increase would occur until Guilford County approved their budget.

Gallman said that there was no change in water rates included in the budget. She stated that staff was proposing a 14% decrease in sewer rates as a result of the completion of a project at the Eastside Wastewater Treatment Plant. She added that it was possible that it could decrease again in the next fiscal year.

Gallman stated that there was a lot of uncertainty in regard to the revenues for the upcoming year. She added that staff had decreased the revenue budget by 25%. She said that some fund balance would have to be used to fund some of the capital projects that were included in the budget. Gallman also gave Council a breakdown of the expenditures included in the budget. She gave an overview of the capital improvement projects that had been proposed for the upcoming year.

Council Member Wolfe stated that she would like to remove the proposed motor vehicle tax from the budget. The tax would be used to fund paving projects in Town, but she did not feel that it should be included in the upcoming fiscal year. She was concerned about the downturn the economy had taken as a result of the Coronavirus. Council Members Capes, Straughn, and Rayborn agreed with her.

Cole stated that there was a lot of uncertainty about how much funding the Town would receive from the Powell Bill. Mayor Montgomery asked Cole how much money the Town could potentially lose. Cole stated that it was possible that the Town could lose about \$100,000. Gallman added that the motor vehicle tax was estimated to generate about \$110,000 which would allow the paving projects to move forward.

Council Member Wolfe stated that she was still not in favor of including the motor vehicle tax in the upcoming fiscal year. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Wolfe said that she was in favor of leaving the new planning position within the budget. However, she requested that the Town Manager freeze the hiring of the position until Council was notified. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Wolfe spoke about the proposed renovation to the Civic Center and Town Hall. She said that she was in favor of creating the human resources office. She was opposed to any other proposed renovation to the Civic Center or Town Hall unless it was maintenance. Council Members Capes, Straughn, and Rayborn agreed with her.

Council Member Straughn stated that he did not believe that the seal coating of the parking lot at the soccer field should be included in the budget for the upcoming fiscal year. Council Member Wolfe said that she believed the seal coating should be moved out a year. Council Members Capes and Rayborn agreed.

Council discussed the increased minimum wages for Town employees. Mayor Montgomery suggested that the proposed change be left within the budget until after Council made a decision on the issue at their Regular June meeting. Gallman stated that she would leave it in the budget and send Council a breakdown of the cost.

- Request to set a date for a Special Town Council meeting for the purpose of adopting the 2020/2021 Budget- Mayor Montgomery stated that a meeting date needed to be set for a Special Town Council meeting for the adoption of the budget. She noted that the date needed to be after the Guilford County Commissioners met on June 18th.

Council Member Wolfe made a motion to set a date for a Special Town Council meeting for June 23rd at 6:30 pm in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of audit contract with Dixon Hughes Goodman, LLP- Gallman stated that in fiscal year 2017/2018 that the Town had selected Dixon Hughes Goodman, LLP to be the auditor for the next three years. She noted that June 30, 2020 would be the third year that they had completed the auditing services. She said that they needed to conduct a single audit as a result of the federal and state grants that the Town would receive for East Fork and East Main Street sidewalk projects. Gallman stated that the total cost for the single audit was \$6,550. Gallman requested that Council approve the 2019/2020 audit contract, which would include the single audit, for a total fee of \$28,750.

Council Member Capes made a motion to approve the audit contract with Dixon Hughes Goodman, LLP. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole stated that the owner of the Oakdale Cotton Mill had contacted him by email. He said that the grass had been mowed on the property, but he had not heard anything further from the owner.

Blanchard gave Council a brief update on the sidewalk projects. He noted that the contractor was continuing to install curb on the East Main Street Sidewalk. He said that the main outstanding items for the East Fork Pedestrian Bridge were the guardrails and handrails.

Cole stated that he would be meeting with staff to discuss plans to reopen Town Hall. He noted that the Golf Course had been operating on a regular schedule and things were going really well. He also gave Council an overview of the outstanding water bill accounts and added that staff had been working with citizens to set up payment plans.

- Council Member Committee Reports-
 - Council Member Wolfe stated that she had participated in a virtual TAC meeting on April 28th. She said that they had confirmed that all new projects were on hold. She added that NCDOT was planning to furlough thousands of employees due to a loss of revenue. She said that it was a very bleak situation for NCDOT. She also added that the Comprehensive Plan Steering Committee had extended the deadline for their survey.

- Council Member Capes said that the Parks and Rec Steering Committee met to discuss two potential master plans for the Jamestown Park and Golf Course. He stated that the Committee Members had discussed the pros and cons of both plans .He encouraged citizens to watch the meeting on the Town’s YouTube page.

Other Business- Council Member Rayborn asked staff about how they were handling the payments to vendors for the cancelled Music in the Park events. Johnson stated that staff had requested that the vendors keep the deposits and rebook the Town for Music in the Park events that were scheduled around the same time next year.

Council Member Wolfe stated that the League of Municipalities had suggested that Towns reach out to their state legislators to explain their needs for economic recovery. She requested that the Town Manager reach out to the League and draft a resolution that the Council could approve to send to Raleigh.

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

The meeting ended at 7:58 pm.

Mayor

Town Clerk

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the May 27, 2020 Special Meeting

AGENDA ITEM #: II-C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the May 27th Special Town Council meeting

ATTACHMENTS: Minutes from the May 27, 2020 Special Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes for the May 27th Special Town Council meeting

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

DRAFT

**Special Meeting of the Town Council
May 27, 2020
9:00 am in the Civic Center
Closed to public in accordance with social distancing restrictions due to Covid-19
Minutes & General Account**

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

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

- Pledge of Allegiance- Mayor Montgomery led Council in the Pledge of Allegiance.

Closed Session Per General Statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager-Council Member Rayborn made a motion to go into closed session per general statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

Council Member Rayborn made a motion to go back into open session. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn made a motion to continue the meeting to June 3, 2020 at 9:00 am in the Civic Center. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

**Special meeting of the Town Council
June 3, 2020 continued from May 27, 2020
9:00 am in the Civic Center
Closed to public in accordance with social distancing restrictions due to Covid-19
Minutes & General Account**

Council Members Present: Mayor Montgomery, Council Members Rayborn, Straughn, Capes, and Wolfe

Staff Members Present: Kenny Cole, Town Manager present for part of the meeting.

Council Member Wolfe made a motion to open the Special Meeting which had been continued from May 27, 2020. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.

Council Member Wolfe made a motion to go into closed session per general statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

-----Closed Session-----

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

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

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

The meeting ended at 11:10 am.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval & Sealing of Closed Session minutes from the May 27th

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The Town Council met for a Special meeting on May 27th. They went into Closed Session per General Statutes 143-318.11(a)(6) to discuss the annual performance evaluation of the Town Manager. The meeting was then continued to June 3rd for the Town Council to continue their discussion on the performance evaluation of the Town Manager.

Staff recommends the approval and sealing of the closed session minutes from the May 27th Special Town Council meeting.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the Consent Agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the Consent Agenda.

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis as of May 31, 2020

AGENDA ITEM #: II-E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached 3-page summary details the cash and debt balances of the Town as of May 31, 2020, as well as revenues and expenditures of each annual fund. Percentage of budget expended is shown for both revenues and expenditures. Capital project fund project-to-date amounts are also presented. (The revenues, expenditures, and budgets for these capital project funds are shown for the life of the projects).

The detail budget to actual report is also attached for May 2020 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

As we have expected, investment interest has substantially decreased over the last couple of months. In May there was also a small loss of value on some investments with the NC Capital Management Trust. We should fall short of the budget for the year, but still have received in total a good return on investments.

We received the knuckleboom truck that we have had on order since last fall and completed the financing documents for this purchase.

We did some minor repair projects, had tree and stump removed at Wrenn Miller Park, and work was done on the new entrance sign.

E. Main Street and E. Fork sidewalk construction is still underway. Payments were made on construction administration on both projects. Payments on the E Main and E Fork sidewalk projects were made to the contractor. Reimbursement has been requested from Dept of Transportation.

ATTACHMENTS: 3 Page Summary & Budget to Actual Report for May 2020

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Town of Jamestown
 Financial Summary Report
 Cash Balances
 as of May 31, 2020

Petty Cash	\$	1,350
Operating Cash		1,392,093
Certificates of Deposit		3,018,620
Money Market Accounts - operating		510,417
North Carolina Capital Management Trust		<u>9,380,487</u>
	\$	<u><u>14,302,967</u></u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	776,254
Cash reserved by Powell Bill for street improvements		263,669
General Capital Reserve Fund		108,034
East Fork Sidewalk Capital Project		14,127
Lydia Multi-use Greenway Capital Project		4,132
Oakdale Sidewalk Phase III		112,980
Water Sewer Capital Reserve Fund		<u>1,494,397</u>
	\$	<u><u>2,773,593</u></u>

Cash by Fund:

General	\$	3,077,105
General Capital Reserve Fund		108,034
East Fork Sidewalk Capital Project		14,127
Lydia Multi-use Greenway Capital Project		4,132
Oakdale Sidewalk Phase III		112,980
Water/Sewer		8,715,938
Randleman Reservoir		776,254
Water/Sewer Capital Reserve Fund		<u>1,494,397</u>
	\$	<u><u>14,302,967</u></u>

Cash by Bank:

NCCMT	\$	9,380,487
Pinnacle Bank		3,392,266
First Bank		1,528,864
		<u>14,301,617</u>
	\$	<u><u>14,301,617</u></u>

**Town of Jamestown
 Financial Summary Report
 Debt Balances
 as of May 31, 2020**

Installment Purchase Debt:	Balance at 5/31/2020	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 112,052	12/1/2023	2023/2024
Leaf truck, financed in 2017	114,549	12/1/2023	2023/2024
Knuckleboom truck, financed in 2020	145,680	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>500,013</u>	11/3/2027	2027/2028
	<u>\$ 872,294</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 374,983</u>	11/3/2027	2027/2028

Town of Jamestown
 Financial Summary Report
 Total Revenues & Expenditures by Fund
 as of May 31, 2020

	<u>General Fund (#10)</u>	<u>General Capital Reserve Fund (#11)</u>	<u>Water/Sewer Fund (#30)</u>	<u>Randleman Reservoir Fund (#60)</u>	<u>Water/Sewer Capital Reserve Fund (#61)</u>
Current Year Revenues (and transfers)	4,314,422	100,849	3,663,185	38,309	395,270
% of budget received	74%	101%	81%	31%	98%
% of budget, excluding appropriated fund balance, received	85%	101%	89%	93%	98%
Expenditures (and transfers)	4,294,271	79,771	2,761,375	122,237	-
% of budget expended	74%	80%	61%	99%	0%
	<u>Fund (#16)</u>	<u>Fund (#17)</u>	<u>Fund (#18)</u>		
	<u>East Fork Capital Project</u>	<u>Lydia (E Main) Capital Project</u>	<u>Oakdale Ph III Capital Project</u>		
Life to Date Revenues & Other Financing Sources	1,401,808 @	610,360 @	207,632		
% of budget received	79%	35%	31%		
Life to Date Expenditures	1,400,873	410,557	94,653		
% of budget expended	79%	23%	14%		

@ Reimbursement requested and accrued, but not yet received

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3100 AD VALOREM TAXES	5,890.59	2,096,679.89	2,006,500.00	-90,179.89	104 %
3101 Interest on Ad Valorem Taxes	368.29	2,419.34	3,000.00	580.66	81 %
3102 Tax and Tag revenue	16,276.14	154,437.50	193,000.00	38,562.50	80 %
3103 Interest on Tax and Tag Revenues	115.06	1,307.77	1,250.00	-57.77	105 %
3230 SALES AND USE TAX	53,598.84	480,480.54	650,000.00	169,519.46	74 %
3250 Solid Waste Disposal Tax	854.99	3,336.89	2,500.00	-836.89	133 %
3256 ELECTRICITY SALES TAX	0.00	113,764.62	200,000.00	86,235.38	57 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	18,103.84	45,000.00	26,896.16	40 %
3258 PIPED NATURAL GAS SALES TAX	0.00	5,263.85	16,000.00	10,736.15	33 %
3261 VIDEO PROGRAMMING TAX	0.00	21,527.10	40,000.00	18,472.90	54 %
3310 FEDERAL GRANTS	0.00	0.00	138,000.00	138,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	49,981.00	55,500.00	5,519.00	90 %
3313 Local Grants	0.00	0.00	10,000.00	10,000.00	0 %
3316 POWELL BILL	0.00	110,893.59	108,000.00	-2,893.59	103 %
3322 ALCOHOLIC BEVERAGES TAX	18,993.49	18,993.49	18,000.00	-993.49	106 %
3325 ABC DISTRIBUTION	12,500.00	50,000.00	50,000.00	0.00	100 %
3341 Telecommunications Planning Fees	3,500.00	11,000.00	7,500.00	-3,500.00	147 %
3343 REVIEW FEES	2,433.00	7,029.00	7,500.00	471.00	94 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	100.00	235.00	200.00	-35.00	118 %
3346 CELL TOWER RENTAL FEES	5,777.46	76,893.03	80,000.00	3,106.97	96 %
3348 REFUSE COLLECTION FEES	13,570.00	150,130.00	168,000.00	17,870.00	89 %
3600 GREEN FEES	31,008.89	322,122.56	472,000.00	149,877.44	68 %
3610 MECHANICAL CART RENTALS	14,924.00	161,924.00	248,000.00	86,076.00	65 %
3620 PULL CART RENTALS	20.00	186.00	300.00	114.00	62 %
3650 DRIVING RANGE	3,017.00	29,541.00	45,800.00	16,259.00	65 %
3660 GOLF SHOP CONCESSIONS SALES	3,878.30	59,306.98	82,000.00	22,693.02	72 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	2,000.00	2,000.00	0 %
3665 Golf Special Orders - Sales	1,405.15	4,741.88	5,000.00	258.12	95 %
3675 Golf Clubhouse Rental Fees	0.00	8,085.00	11,600.00	3,515.00	70 %
3831 INVESTMENT EARNINGS	-63.91	63,700.92	75,000.00	11,299.08	85 %
3833 CONTRIBUTIONS AND DONATIONS	0.00	2,050.00	0.00	-2,050.00	** %
3834 CIVIC CENTER RENTAL FEES	0.00	695.00	1,000.00	305.00	70 %
3835 SALES OF FIXED ASSETS	0.00	123.00	0.00	-123.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	3,381.83	31,611.98	46,000.00	14,388.02	69 %
3837 SHELTER RENTALS	-600.00	1,800.00	3,000.00	1,200.00	60 %
3838 Building lease revenue	0.00	4,101.00	4,120.00	19.00	100 %
3839 MISCELLANEOUS REVENUES	1.66	756.74	500.00	-256.74	151 %
3840 Rental Golf Sets	15.00	1,535.00	1,200.00	-335.00	128 %
3841 Ball Field Rentals	0.00	5,847.95	7,200.00	1,352.05	81 %
3910 Insurance Recoveries	0.00	18,365.68	17,478.18	-887.50	105 %
3920 Issuance of installment purchase financing	145,680.00	145,680.00	145,680.00	0.00	100 %
3983 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	19,791.52	79,771.04	80,000.00	228.96	100 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	760,768.50	760,768.50	0 %
Account Group Total:	356,437.30	4,314,422.18	5,808,696.68	1,494,274.50	74 %
Fund Total:	356,437.30	4,314,422.18	5,808,696.68	1,494,274.50	74 %

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	1,553.50	44,958.55	11,107.60	56,066.15	78,000.00	21,933.85
	2100 DEPARTMENT SUPPLIES	0.00	1,594.53	0.00	1,594.53	1,600.00	5.47
	2200 FOOD AND PROVISIONS	0.00	1,099.23	0.00	1,099.23	1,200.00	100.77
	2600 OFFICE SUPPLIES	0.00	80.98	0.00	80.98	200.00	119.02
	2900 ASSETS NOT CAPITALIZED	0.00	698.16	0.00	698.16	700.00	1.84
	3100 TRAVEL	0.00	0.00	0.00	0.00	600.00	600.00
	3150 CONFERENCE FEES AND SCHOOLS	0.00	1,345.00	0.00	1,345.00	1,570.00	225.00
	3200 COMMUNICATIONS	0.00	240.00	0.00	240.00	240.50	0.50
	3700 ADVERTISING	0.00	166.50	0.00	166.50	500.00	333.50
	3800 DATA PROCESSING SERVICES	48.05	667.40	128.80	796.20	800.00	3.80
	3950 DUES AND SUBSCRIPTIONS	0.00	1,956.00	0.00	1,956.00	2,400.00	444.00
	3955 Permit Fees	0.00	800.00	0.00	800.00	800.00	0.00
	3970 ELECTIONS	2,594.34	2,594.34	0.00	2,594.34	5,000.00	2,405.66
	3980 MISCELLANEOUS EXPENSE	0.00	102.98	0.00	102.98	109.00	6.02
	4300 EQUIPMENT RENTAL	0.00	290.00	0.00	290.00	600.00	310.00
	4912 Sheriff off-duty for non-profit	0.00	742.08	0.00	742.08	2,126.50	1,384.42
	4990 OTHER CONTRACTED SERVICES	0.00	800.00	0.00	800.00	800.00	0.00
	6900 Non-profit Grants	0.00	0.00	0.00	0.00	0.00	0.00
	6910 LIBRARY GRANT	0.00	111,981.00	0.00	111,981.00	117,500.00	5,519.00
	6920 HISTORIC JAMESTOWN GRANT	0.00	0.00	0.00	0.00	10,500.00	10,500.00
	6930 YMCA GRANT	0.00	20,254.00	0.00	20,254.00	20,254.00	0.00
	6945 JYL Grant	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Account Total:	9,195.89	195,370.75	11,236.40	206,607.15	252,500.00	45,892.85
4200	ADMINISTRATION EXPENDITURES						
	1000 SALARIES AND WAGES	29,641.00	234,020.00	0.00	234,020.00	256,500.00	22,480.00
	1003 LONGEVITY PAY	0.00	3,938.00	0.00	3,938.00	4,000.00	62.00
	1009 FICA EXPENSE	2,175.05	17,391.24	0.00	17,391.24	20,000.00	2,608.76
	1010 RETIREMENT EXPENSE	2,580.54	20,989.41	0.00	20,989.41	23,200.00	2,210.59
	1011 HEALTH INSURANCE EXPENSE	2,088.99	22,978.81	0.00	22,978.81	25,200.00	2,221.19
	1012 FLEX ADMINISTRATION FEES	12.00	217.56	0.00	217.56	200.00	-17.56
	1013 RETIREE HEALTH INSURANCE EXPENSE	777.62	7,037.45	0.00	7,037.45	10,800.00	3,762.55
	1014 WORKER'S COMPENSATION	0.00	618.30	0.00	618.30	900.00	281.70
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
	1016 Wellness Program Expenditures	36.00	396.00	0.00	396.00	500.00	104.00
	1017 401K EXPENSE	1,260.81	10,086.48	0.00	10,086.48	11,300.00	1,213.52
	1019 PROFESSIONAL SERVICES	0.00	11,100.00	0.00	11,100.00	11,100.00	0.00
	2100 DEPARTMENT SUPPLIES	126.36	908.37	0.00	908.37	1,700.00	791.63
	2200 FOOD AND PROVISIONS	0.00	399.82	0.00	399.82	750.00	350.18
	2600 OFFICE SUPPLIES	0.00	548.62	0.00	548.62	2,500.00	1,951.38
	2900 ASSETS NOT CAPITALIZED	0.00	2,925.35	500.00	3,425.35	3,500.00	74.65
	3100 TRAVEL	0.00	1,612.42	0.00	1,612.42	4,000.00	2,387.58
	3150 CONFERENCE FEES AND SCHOOLS	0.00	3,375.00	0.00	3,375.00	8,000.00	4,625.00
	3200 COMMUNICATIONS	662.68	5,724.55	987.21	6,711.76	8,760.00	2,048.24
	3400 PRINTING	0.00	233.50	0.00	233.50	500.00	266.50
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
	3800 DATA PROCESSING SERVICES	788.36	8,512.46	6,465.58	14,978.04	15,000.00	21.96
	3950 DUES AND SUBSCRIPTIONS	755.00	7,922.61	0.00	7,922.61	9,000.00	1,077.39

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3960	BANK AND MERCHANT FEES	0.00	900.96	0.00	900.96	1,000.00	99.04
3980	MISCELLANEOUS EXPENSE	0.00	357.57	0.00	357.57	500.00	142.43
4300	EQUIPMENT RENTAL	0.00	2,085.01	390.72	2,475.73	3,000.00	524.27
4400	SERVICE & MAINTENANCE CONTRACTS	6.23	8,517.16	302.36	8,819.52	11,000.00	2,180.48
4500	INSURANCE AND BONDING	0.00	750.00	0.00	750.00	1,000.00	250.00
4990	OTHER CONTRACTED SERVICES	554.65	21,654.71	113.94	21,768.65	26,000.00	4,231.35
6820	First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Account Total:		41,465.29	395,201.36	11,759.81	406,961.17	465,460.00	58,498.83
4900 PLANNING DEPARTMENT EXPENDITURES							
1000	SALARIES AND WAGES	10,377.00	82,949.50	0.00	82,949.50	90,000.00	7,050.50
1003	LONGEVITY PAY	0.00	2,248.00	0.00	2,248.00	2,250.00	2.00
1009	FICA EXPENSE	736.77	5,930.92	0.00	5,930.92	7,000.00	1,069.08
1010	RETIREMENT EXPENSE	934.98	7,676.38	0.00	7,676.38	8,500.00	823.62
1011	HEALTH INSURANCE EXPENSE	696.33	7,659.63	0.00	7,659.63	8,400.00	740.37
1012	FLEX ADMINISTRATION FEES	6.00	108.78	1.22	110.00	110.00	0.00
1014	WORKER'S COMPENSATION	0.00	123.66	0.00	123.66	200.00	76.34
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
1016	Wellness Program Expenditures	12.00	132.00	0.00	132.00	144.00	12.00
1017	401K EXPENSE	466.92	3,735.36	0.00	3,735.36	4,100.00	364.64
2100	DEPARTMENT SUPPLIES	286.95	700.23	0.00	700.23	850.00	149.77
2200	FOOD AND PROVISIONS	0.00	215.43	0.00	215.43	750.00	534.57
2500	VEHICLE SUPPLIES	0.00	49.00	0.00	49.00	300.00	251.00
2520	FUELS - GAS & OIL	0.00	235.14	0.00	235.14	500.00	264.86
2600	OFFICE SUPPLIES	0.00	531.28	0.00	531.28	1,000.00	468.72
2900	ASSETS NOT CAPITALIZED	0.00	1,499.50	0.00	1,499.50	1,500.00	0.50
3100	TRAVEL	0.00	735.88	0.00	735.88	2,000.00	1,264.12
3150	CONFERENCE FEES AND SCHOOLS	0.00	1,638.75	0.00	1,638.75	2,500.00	861.25
3200	COMMUNICATIONS	140.00	1,746.93	329.06	2,075.99	2,600.00	524.01
3400	PRINTING	0.00	291.00	0.00	291.00	1,000.00	709.00
3500	REPAIRS AND MAINTENANCE	0.00	145.00	0.00	145.00	250.00	105.00
3700	ADVERTISING	99.00	827.25	0.00	827.25	3,000.00	2,172.75
3800	DATA PROCESSING SERVICES	280.96	3,033.85	466.15	3,500.00	3,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	200.00	0.00
3950	DUES AND SUBSCRIPTIONS	139.93	1,977.93	104.00	2,081.93	2,000.00	-81.93
3980	MISCELLANEOUS EXPENSE	0.00	19.50	0.00	19.50	356.00	336.50
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	400.00	400.00
4500	INSURANCE AND BONDING	0.00	239.48	0.00	239.48	300.00	60.52
4990	OTHER CONTRACTED SERVICES	14,588.67	48,184.59	31,492.61	79,677.20	78,900.00	-777.20
4991	Telecommunications Contracted	0.00	7,500.00	0.00	7,500.00	7,500.00	0.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	500.00	500.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	500.00	500.00
Account Total:		28,765.51	180,134.97	33,593.04	213,728.01	232,310.00	18,581.99

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5000 BUILDING & GROUNDS EXPENDITURES							
2100	DEPARTMENT SUPPLIES	526.65	5,621.53	538.76	6,160.29	7,000.00	839.71
2140	SEED and SOD	0.00	420.00	0.00	420.00	500.00	80.00
2141	CHEMICALS	0.00	220.00	0.00	220.00	500.00	280.00
2142	FERTILIZER AND LIME	0.00	477.25	0.00	477.25	500.00	22.75
2144	MULCH & PINE NEEDLES	0.00	1,593.60	1,416.40	3,010.00	3,100.00	90.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	704.21	0.00	704.21	3,500.00	2,795.79
2900	ASSETS NOT CAPITALIZED	0.00	3,869.87	0.00	3,869.87	13,500.00	9,630.13
3200	COMMUNICATIONS	150.07	1,612.76	309.30	1,922.06	2,000.00	77.94
3300	UTILITIES	1,756.45	20,125.19	1,231.57	21,356.76	28,000.00	6,643.24
3350	Water Utilities	0.00	354.80	0.00	354.80	400.00	45.20
3500	REPAIRS AND MAINTENANCE	556.00	6,651.45	0.00	6,651.45	17,500.00	10,848.55
3940	LANDFILL FEES/DUMPSTER P/U	0.00	304.70	0.00	304.70	500.00	195.30
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	96.01	0.00	96.01	165.00	68.99
4400	SERVICE & MAINTENANCE CONTRACTS	2,275.00	27,776.63	2,530.50	30,307.13	32,000.00	1,692.87
4500	INSURANCE AND BONDING	0.00	19,956.96	0.00	19,956.96	24,400.00	4,443.04
4990	OTHER CONTRACTED SERVICES	350.00	6,789.91	0.00	6,789.91	15,000.00	8,210.09
5700	CAPITAL OUTLAY - LAND IMPR -	11,488.50	19,759.06	9,751.56	29,510.62	43,000.00	13,489.38
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	17,306.00	0.00	17,306.00	40,000.00	22,694.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,335.00	3,335.00
Account Total:		17,102.67	133,639.93	15,778.09	149,418.02	235,400.00	85,981.98
5100 PUBLIC SAFETY EXPENDITURES							
4910	SHERIFF CONTRACT	0.00	286,423.86	0.00	286,423.86	389,500.00	103,076.14
4911	Sheriff Off Duty - Town events	0.00	2,447.52	0.00	2,447.52	2,500.00	52.48
4920	ANIMAL CONTROL CONTRACT	0.00	8,427.00	0.00	8,427.00	11,250.00	2,823.00
Account Total:		0.00	297,298.38	0.00	297,298.38	403,250.00	105,951.62
5300 FIRE EXPENSES							
3956	Fire Inspection Fees	4,037.50	9,866.00	0.00	9,866.00	13,000.00	3,134.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEFIELD FIRE CONTRACT	141,298.46	565,193.84	0.00	565,193.84	565,194.00	0.16
5500	CAPITAL OUTLAY EQUIPMENT	0.00	5,264.91	0.00	5,264.91	12,000.00	6,735.09
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		145,335.96	580,324.75	0.00	580,324.75	591,394.00	11,069.25
5600 STREET MAINTENANCE EXPENDITURES							
2100	DEPARTMENT SUPPLIES	0.00	606.11	0.00	606.11	6,000.00	5,393.89
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	186.73	0.00	186.73	6,000.00	5,813.27
2500	VEHICLE SUPPLIES	0.00	1,865.14	1,200.00	3,065.14	5,000.00	1,934.86
2520	FUELS - GAS & OIL	0.00	2,104.27	0.00	2,104.27	3,000.00	895.73
2900	ASSETS NOT CAPITALIZED	0.00	13,514.98	16,005.00	29,519.98	42,000.00	12,480.02
3300	UTILITIES	6,539.12	72,227.72	0.00	72,227.72	115,000.00	42,772.28
3500	REPAIRS AND MAINTENANCE	0.00	6,099.90	0.00	6,099.90	10,000.00	3,900.10
3700	ADVERTISING	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	157.50	0.00	157.50	2,000.00	1,842.50
3955	Permit Fees	0.00	860.00	0.00	860.00	1,055.00	195.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	0.00	957.93	0.00	957.93	1,200.00	242.07
4980	STORMWATER FEES	0.00	5,605.00	0.00	5,605.00	5,605.00	0.00

① Entrance sign; seal + stripe parking lot at Town Hall;
repair sidewalk behind Town Hall

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
4990	OTHER CONTRACTED SERVICES	3,195.00	30,501.00	9,959.00	40,460.00	44,174.00	3,714.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	145,680.00	146,070.00	0.00	146,070.00	147,000.00	930.00
5500	CAPITAL OUTLAY EQUIPMENT	0.00	6,311.00	0.00	6,311.00	6,350.00	39.00
5700	CAPITAL OUTLAY - LAND IMPR -	-320.00	1,920.00	8,080.00	10,000.00	234,900.00	224,900.00
	Account Total:	155,094.12	288,987.28	35,244.00	324,231.28	631,384.00	307,152.72
<p>5700 POWELL BILL <i>Knuckleboom truck</i></p>							
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	148,952.33	11,984.15	160,936.48	194,000.00	33,063.52
	Account Total:	0.00	148,952.33	11,984.15	160,936.48	197,000.00	36,063.52
5800 SANITATION EXPENDITURES							
1000	SALARIES AND WAGES	10,968.01	84,103.69	0.00	84,103.69	98,000.00	13,896.31
1003	LONGEVITY PAY	0.00	1,069.00	0.00	1,069.00	1,100.00	31.00
1009	FICA EXPENSE	806.87	6,278.29	0.00	6,278.29	7,500.00	1,221.71
1010	RETIREMENT EXPENSE	990.46	7,698.79	0.00	7,698.79	9,300.00	1,601.21
1011	HEALTH INSURANCE EXPENSE	2,088.99	22,282.56	0.00	22,282.56	25,200.00	2,917.44
1012	FLEX ADMINISTRATION FEES	12.00	138.78	261.22	400.00	400.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	6,899.24	0.00	6,899.24	10,800.00	3,900.76
1014	WORKER'S COMPENSATION	0.00	6,678.25	0.00	6,678.25	9,700.00	3,021.75
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	2,550.00	2,550.00
1016	Wellness Program Expenditures	36.00	360.00	0.00	360.00	432.00	72.00
1017	401K EXPENSE	493.59	3,868.59	0.00	3,868.59	4,300.00	431.41
2100	DEPARTMENT SUPPLIES	0.00	1,560.56	0.00	1,560.56	13,200.00	11,639.44
2200	FOOD AND PROVISIONS	0.00	31.50	0.00	31.50	100.00	68.50
2500	VEHICLE SUPPLIES	1,945.78	6,210.49	0.00	6,210.49	8,500.00	2,289.51
2520	FUELS - GAS & OIL	680.55	10,764.22	7,214.80	17,979.02	20,000.00	2,020.98
3200	COMMUNICATIONS	63.01	655.10	79.90	735.00	1,000.00	265.00
3400	PRINTING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3500	REPAIRS AND MAINTENANCE	0.00	4,693.04	0.00	4,693.04	5,000.00	306.96
3700	ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	560.00	0.00	560.00	500.00	-60.00
3940	LANDFILL FEES/DUMPSTER P/U	6,235.50	43,776.45	16,223.55	60,000.00	60,000.00	0.00
3945	Recycle Fees	8,022.00	89,022.00	8,178.00	97,200.00	97,200.00	0.00
3980	MISCELLANEOUS EXPENSE	0.00	79.00	0.00	79.00	68.00	-11.00
4500	INSURANCE AND BONDING	0.00	1,436.90	0.00	1,436.90	1,800.00	363.10
9700	CONTINGENCY	0.00	0.00	0.00	0.00	3,950.00	3,950.00
	Account Total:	32,342.76	298,166.45	31,957.47	330,123.92	381,800.00	51,676.08
6200 RECREATION EXPENDITURES							
1000	SALARIES AND WAGES	10,956.20	87,982.34	0.00	87,982.34	100,000.00	12,017.66
1003	LONGEVITY PAY	0.00	1,714.00	0.00	1,714.00	2,100.00	386.00
1009	FICA EXPENSE	829.66	6,804.16	0.00	6,804.16	8,000.00	1,195.84
1010	RETIREMENT EXPENSE	887.58	7,254.66	0.00	7,254.66	8,400.00	1,145.34
1011	HEALTH INSURANCE EXPENSE	1,392.66	15,312.65	0.00	15,312.65	16,800.00	1,487.35
1012	FLEX ADMINISTRATION FEES	6.00	108.78	91.22	200.00	200.00	0.00
1014	WORKER'S COMPENSATION	0.00	2,782.37	0.00	2,782.37	4,500.00	1,717.63
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	400.00	400.00
1016	Wellness Program Expenditures	24.00	263.89	0.00	263.89	288.00	24.11
1017	401K EXPENSE	442.20	3,529.60	0.00	3,529.60	4,000.00	470.40
2100	DEPARTMENT SUPPLIES	94.30	7,181.59	0.00	7,181.59	8,000.00	818.41

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2140	SEED and SOD	0.00	502.00	0.00	502.00	1,500.00	998.00
2141	CHEMICALS	0.00	1,064.98	2,567.50	3,632.48	4,000.00	367.52
2142	FERTILIZER AND LIME	0.00	3,543.50	0.00	3,543.50	4,000.00	456.50
2143	IRRIGATION SUPPLIES	28.80	108.53	0.00	108.53	800.00	691.47
2144	MULCH & PINE NEEDLES	0.00	2,268.90	2,148.60	4,417.50	7,000.00	2,582.50
2145	TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2200	FOOD AND PROVISIONS	0.00	25.00	0.00	25.00	50.00	25.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	2,592.29	0.00	2,592.29	6,100.00	3,507.71
2500	VEHICLE SUPPLIES	0.00	309.05	0.00	309.05	500.00	190.95
2520	FUELS - GAS & OIL	0.00	1,195.11	0.00	1,195.11	5,000.00	3,804.89
2550	EQUIPMENT SUPPLIES	386.71	4,141.20	0.00	4,141.20	4,500.00	358.80
2600	OFFICE SUPPLIES	0.00	66.46	0.00	66.46	300.00	233.54
2900	ASSETS NOT CAPITALIZED	0.00	5,451.73	0.00	5,451.73	6,000.00	548.27
3100	TRAVEL	0.00	580.45	0.00	580.45	800.00	219.55
3150	CONFERENCE FEES AND SCHOOLS	0.00	115.00	0.00	115.00	1,000.00	885.00
3200	COMMUNICATIONS	78.38	1,098.13	364.38	1,462.51	2,000.00	537.49
3300	UTILITIES	778.34	10,746.03	0.00	10,746.03	14,500.00	3,753.97
3350	Water Utilities	0.00	204.17	0.00	204.17	650.00	445.83
3400	PRINTING	0.00	192.00	0.00	192.00	250.00	58.00
3500	REPAIRS AND MAINTENANCE	0.00	88.60	0.00	88.60	2,500.00	2,411.40
3710	Sponsorship expenditures	0.00	38.50	0.00	38.50	100.00	61.50
3800	DATA PROCESSING SERVICES	21.69	299.54	57.46	357.00	360.00	3.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	108.00	392.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	483.74	0.00	483.74	750.00	266.26
3950	DUES AND SUBSCRIPTIONS	0.00	175.00	0.00	175.00	500.00	325.00
3980	MISCELLANEOUS EXPENSE	0.00	158.00	0.00	158.00	212.00	54.00
3981	Special Events	0.00	8,988.03	0.00	8,988.03	13,000.00	4,011.97
4300	EQUIPMENT RENTAL	320.42	3,817.74	284.59	4,102.33	4,055.00	-47.33
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	1,926.68	450.00	2,376.68	2,700.00	323.32
4500	INSURANCE AND BONDING	0.00	1,596.56	0.00	1,596.56	2,000.00	403.44
4990	OTHER CONTRACTED SERVICES	4,900.00	36,553.73	10,423.60	46,977.33	48,986.18	2,008.85
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	9,800.00	9,800.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	7,450.00	0.00	7,450.00	7,450.00	0.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	535.00	535.00
Account Total:		21,326.94	228,822.69	16,779.35	245,602.04	306,586.18	60,984.14
<i>cut trees + remove stump at Wrenn Miller park</i>							
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	31,131.11	277,755.19	0.00	277,755.19	318,000.00	40,244.81
1003	LONGEVITY PAY	0.00	6,354.00	0.00	6,354.00	6,400.00	46.00
1009	FICA EXPENSE	2,306.66	20,997.67	0.00	20,997.67	24,500.00	3,502.33
1010	RETIREMENT EXPENSE	2,748.79	24,188.93	0.00	24,188.93	27,500.00	3,311.07
1011	HEALTH INSURANCE EXPENSE	3,481.65	43,527.15	0.00	43,527.15	50,400.00	6,872.85
1012	FLEX ADMINISTRATION FEES	6.00	108.78	191.22	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	2,624.18	0.00	2,624.18	10,800.00	8,175.82
1014	WORKER'S COMPENSATION	0.00	3,664.73	0.00	3,664.73	8,000.00	4,335.27
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	60.00	744.11	0.00	744.11	864.00	119.89
1017	401K EXPENSE	1,371.84	11,782.10	0.00	11,782.10	13,400.00	1,617.90
2100	DEPARTMENT SUPPLIES	408.86	6,866.74	0.00	6,866.74	8,500.00	1,633.26
2140	SEED and SOD	0.00	961.32	0.00	961.32	3,500.00	2,538.68
2141	CHEMICALS	3,498.67	37,404.72	0.00	37,404.72	38,500.00	1,095.28

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2142	FERTILIZER AND LIME	6,465.08	16,536.10	0.00	16,536.10	29,500.00	12,963.90
2143	IRRIGATION SUPPLIES	94.18	2,890.44	0.00	2,890.44	7,000.00	4,109.56
2145	TOPSOIL (Sand)	0.00	4,278.74	1,000.00	5,278.74	11,500.00	6,221.26
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	138.37	0.00	138.37	200.00	61.63
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	736.30	1,500.00	2,236.30	5,000.00	2,763.70
2500	VEHICLE SUPPLIES	0.00	206.10	0.00	206.10	1,500.00	1,293.90
2520	FUELS - GAS & OIL	837.06	13,342.39	8,757.27	22,099.66	22,000.00	-99.66
2550	EQUIPMENT SUPPLIES	1,727.17	14,283.56	0.00	14,283.56	17,500.00	3,216.44
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	2,845.00	0.00	2,845.00	4,000.00	1,155.00
3100	TRAVEL	0.00	616.95	0.00	616.95	1,000.00	383.05
3150	CONFERENCE FEES AND SCHOOLS	0.00	1,090.00	0.00	1,090.00	1,500.00	410.00
3200	COMMUNICATIONS	269.15	3,566.27	968.13	4,534.40	5,700.00	1,165.60
3300	UTILITIES	1,155.70	15,114.43	786.98	15,901.41	19,000.00	3,098.59
3350	Water Utilities	0.00	204.17	0.00	204.17	650.00	445.83
3500	REPAIRS AND MAINTENANCE	0.00	386.93	5,050.00	5,436.93	6,500.00	1,063.07
3700	ADVERTISING	0.00	0.00	0.00	0.00	500.00	500.00
3800	DATA PROCESSING SERVICES	43.38	672.44	527.56	1,200.00	1,200.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	55.00	678.00	522.00	1,200.00	1,200.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	140.09	2,191.29	48.21	2,239.50	5,000.00	2,760.50
3950	DUES AND SUBSCRIPTIONS	0.00	1,085.39	0.00	1,085.39	2,200.00	1,114.61
3980	MISCELLANEOUS EXPENSE	0.00	129.52	0.00	129.52	500.00	370.48
4300	EQUIPMENT RENTAL	4,792.38	53,878.97	6,984.31	60,863.28	60,000.00	-863.28
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	950.00	950.00	4,000.00	3,050.00
4500	INSURANCE AND BONDING	0.00	9,940.34	0.00	9,940.34	12,000.00	2,059.66
4950	LAB TESTING	45.00	45.00	0.00	45.00	400.00	355.00
4990	OTHER CONTRACTED SERVICES	-225.00	1,078.70	0.00	1,078.70	5,000.00	3,921.30
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	25,000.00	25,000.00	50,000.00	25,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	2,200.00	20,996.00	23,196.00	33,500.00	10,304.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,136.00	1,136.00
Account Total:		60,782.35	585,115.02	73,281.68	658,396.70	823,650.00	165,253.30
			<i>insurance reimb</i>				
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	17,398.45	178,193.75	0.00	178,193.75	206,000.00	27,806.25
1003	LONGEVITY PAY	0.00	1,872.00	0.00	1,872.00	1,900.00	28.00
1009	FICA EXPENSE	1,337.95	13,860.09	0.00	13,860.09	16,000.00	2,139.91
1010	RETIREMENT EXPENSE	1,297.20	10,748.76	0.00	10,748.76	12,000.00	1,251.24
1011	HEALTH INSURANCE EXPENSE	2,088.99	22,978.89	0.00	22,978.89	25,200.00	2,221.11
1012	FLEX ADMINISTRATION FEES	0.00	0.00	55.00	55.00	55.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	2,445.84	0.00	2,445.84	10,800.00	8,354.16
1014	WORKER'S COMPENSATION	0.00	1,236.69	0.00	1,236.69	2,000.00	763.31
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1016	Wellness Program Expenditures	36.00	396.00	0.00	396.00	432.00	36.00
1017	401K EXPENSE	647.88	5,183.04	0.00	5,183.04	5,700.00	516.96
2100	DEPARTMENT SUPPLIES	164.65	5,909.62	916.63	6,826.25	9,500.00	2,673.75
2101	Grill Supplies	0.00	1,663.18	3,802.89	5,466.07	7,500.00	2,033.93
2156	RANGE SUPPLIES	0.00	2,625.00	0.00	2,625.00	5,000.00	2,375.00
2160	TOURNAMENT SUPPLIES and PRIZES	0.00	0.00	0.00	0.00	100.00	100.00
2200	FOOD AND PROVISIONS	0.00	52.50	0.00	52.50	350.00	297.50
2400	CONSTRUCTION & REPAIR SUPPLIES	297.25	810.92	0.00	810.92	1,000.00	189.08

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10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	13.99	0.00	13.99	500.00	486.01
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	276.51	0.00	276.51	1,000.00	723.49
2700	GOLF INVENTORY FOR RESALE	0.00	25,266.86	2,276.39	28,143.25	38,000.00	9,856.75
2705	Golf Special Orders - Purchases	602.48	3,295.83	750.00	4,045.83	6,000.00	1,954.17
2710	CONCESSION INVENTORY RESALE	592.13	19,352.15	10,907.51	30,259.66	49,000.00	18,740.34
2715	Food purchased not in inventory	0.00	7,079.88	5,838.59	12,918.47	22,000.00	9,081.53
2900	ASSETS NOT CAPITALIZED	0.00	987.58	0.00	987.58	2,500.00	1,512.42
3100	TRAVEL	0.00	115.00	0.00	115.00	500.00	385.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	440.00	0.00	440.00	1,000.00	560.00
3200	COMMUNICATIONS	768.15	8,626.25	1,935.86	10,562.11	11,000.00	437.89
3300	UTILITIES	791.49	11,352.73	1,093.71	12,446.44	13,500.00	1,053.56
3350	Water Utilities	0.00	204.18	0.00	204.18	500.00	295.82
3400	PRINTING	0.00	49.00	0.00	49.00	500.00	451.00
3500	REPAIRS AND MAINTENANCE	4,750.00	5,439.58	0.00	5,439.58	9,000.00	3,560.42
3700	ADVERTISING	60.40	759.40	60.60	820.00	10,000.00	9,180.00
3800	DATA PROCESSING SERVICES	560.67	5,933.27	1,359.73	7,293.00	7,500.00	207.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	552.00	1,448.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	135.09	1,515.77	0.00	1,515.77	3,600.00	2,084.23
3950	DUES AND SUBSCRIPTIONS	0.00	554.00	0.00	554.00	800.00	246.00
3955	Permit Fees	0.00	220.00	0.00	220.00	200.00	-20.00
3960	BANK AND MERCHANT FEES	15.30	10,824.85	5,675.15	16,500.00	22,000.00	5,500.00
3980	MISCELLANEOUS EXPENSE	0.00	186.33	0.00	186.33	250.00	63.67
4300	EQUIPMENT RENTAL	146.81	1,473.93	1,128.71	2,602.64	2,500.00	-102.64
4310	GOLF CART RENTALS	0.00	58,600.08	5,327.28	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	0.00	10,985.89	0.00	10,985.89	20,000.00	9,014.11
4400	SERVICE & MAINTENANCE CONTRACTS	400.00	12,173.80	607.68	12,781.48	16,000.00	3,218.52
4500	INSURANCE AND BONDING	0.00	9,930.84	0.00	9,930.84	12,000.00	2,069.16
4990	OTHER CONTRACTED SERVICES	250.00	2,637.26	1,500.00	4,137.26	4,000.00	-137.26
5700	CAPITAL OUTLAY - LAND IMPR -	23,760.00	23,760.00	0.00	23,760.00	24,000.00	240.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,068.00	1,068.00
	Account Total:	56,100.89	471,183.24	44,683.73	515,866.97	651,255.00	135,388.03
							<i>Seal + stripe parking lot at Golf course</i>
8000	Debt Service						
7100	DEBT PRINCIPAL PAYMENTS	16,665.84	136,127.85	0.00	136,127.85	177,000.00	40,872.15
7200	DEBT INTEREST PAYMENTS	3,125.68	18,201.05	0.00	18,201.05	24,200.00	5,998.95
	Account Total:	19,791.52	154,328.90	0.00	154,328.90	201,200.00	46,871.10
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	1,941.19	336,744.51	0.00	336,744.51	435,507.50	98,762.99
	Account Total:	1,941.19	336,744.51	0.00	336,744.51	435,507.50	98,762.99
	Account Group Total:	589,245.09	4,294,270.56	286,297.72	4,580,568.28	5,808,696.68	1,228,128.40
	Fund Total:	589,245.09	4,294,270.56	286,297.72	4,580,568.28	5,808,696.68	1,228,128.40

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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	4.68	111.70	150.00	38.30	74 %
3981 TRANSFER FROM GENERAL FUND	1,941.19	100,737.01	99,500.00	-1,237.01	101 %
Account Group Total:	1,945.87	100,848.71	99,650.00	-1,198.71	101 %
Fund Total:	1,945.87	100,848.71	99,650.00	-1,198.71	101 %

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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	19,791.52	79,771.04	0.00	79,771.04	80,000.00	228.96
9801	Res for Future Exp-Jamestown Park	0.00	0.00	0.00	0.00	19,650.00	19,650.00
	Account Total:	19,791.52	79,771.04	0.00	79,771.04	99,650.00	19,878.96
	Account Group Total:	19,791.52	79,771.04	0.00	79,771.04	99,650.00	19,878.96
	Fund Total:	19,791.52	79,771.04	0.00	79,771.04	99,650.00	19,878.96

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30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3345 INSPECTION AND PERMIT FEES	209.66	3,273.59	3,000.00	-273.59	109 %
3710 UTILITY CHARGE - WATER	78,891.74	851,464.69	905,000.00	53,535.31	94 %
3720 UTILITY CHARGE - SEWER	114,546.00	2,486,242.78	2,900,000.00	413,757.22	86 %
3741 Meter Fee	5,850.00	6,450.00	500.00	-5,950.00	*** %
3742 System Development Fees to be transferred	49,300.00	55,300.00	0.00	-55,300.00	** %
3743 System Admin / Installation fee	400.00	600.00	100.00	-500.00	600 %
3745 Connection Fees - Water and Sewer	850.00	8,600.00	10,000.00	1,400.00	86 %
3750 NONPAYMENT / RECONNECTION FEES	0.00	11,690.00	10,000.00	-1,690.00	117 %
3755 Return Check Fees	0.00	425.00	500.00	75.00	85 %
3760 LATE FEES	0.00	17,940.00	22,000.00	4,060.00	82 %
3765 CREDIT CARD ADMINISTRATION FEES	2.27	591.62	700.00	108.38	85 %
3831 INVESTMENT EARNINGS	-121.47	98,314.91	125,000.00	26,685.09	79 %
3839 MISCELLANEOUS REVENUES	0.00	55.20	500.00	444.80	11 %
3987 TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	61,118.63	122,237.29	123,000.00	762.71	99 %
3992 NET POSITION APPROPRIATED	0.00	0.00	408,305.00	408,305.00	0 %
Account Group Total:	311,046.83	3,663,185.08	4,508,605.00	845,419.92	81 %
Fund Total:	311,046.83	3,663,185.08	4,508,605.00	845,419.92	81 %

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30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7100	WATER AND SEWER						
1000	SALARIES AND WAGES	62,155.55	524,776.24	0.00	524,776.24	580,000.00	55,223.76
1003	LONGEVITY PAY	0.00	13,628.00	0.00	13,628.00	13,500.00	-128.00
1009	FICA EXPENSE	4,742.10	41,141.15	0.00	41,141.15	46,000.00	4,858.85
1010	RETIREMENT EXPENSE	5,440.29	47,238.01	0.00	47,238.01	53,000.00	5,761.99
1011	HEALTH INSURANCE EXPENSE	6,963.30	75,551.81	0.00	75,551.81	84,000.00	8,448.19
1012	FLEX ADMINISTRATION FEES	18.00	326.33	473.67	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	691.78	4,815.80	0.00	4,815.80	16,200.00	11,384.20
1014	WORKER'S COMPENSATION	0.00	9,789.00	0.00	9,789.00	15,000.00	5,211.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1016	Wellness Program Expenditures	120.00	1,308.00	0.00	1,308.00	1,440.00	132.00
1017	401K EXPENSE	2,672.19	22,280.64	0.00	22,280.64	26,000.00	3,719.36
1019	PROFESSIONAL SERVICES	0.00	11,100.00	0.00	11,100.00	11,100.00	0.00
2100	DEPARTMENT SUPPLIES	867.90	26,144.99	1,282.72	27,427.71	30,000.00	2,572.29
2105	WATER METERS	4,902.00	31,092.82	0.00	31,092.82	31,100.00	7.18
2200	FOOD AND PROVISIONS	0.00	392.17	0.00	392.17	1,000.00	607.83
2400	CONSTRUCTION & REPAIR SUPPLIES	242.75	3,496.22	2,856.99	6,353.21	15,000.00	8,646.79
2500	VEHICLE SUPPLIES	1,843.26	9,701.00	0.00	9,701.00	10,500.00	799.00
2520	FUELS - GAS & OIL	954.84	13,446.06	6,562.17	20,008.23	22,000.00	1,991.77
2550	EQUIPMENT SUPPLIES	567.17	3,771.09	0.00	3,771.09	5,000.00	1,228.91
2600	OFFICE SUPPLIES	0.00	1,054.27	0.00	1,054.27	2,000.00	945.73
2750	PURCHASE OF WATER	19,566.30	204,333.94	131,512.97	335,846.91	350,000.00	14,153.09
2755	Water Transmission Fees	1,956.64	19,876.04	0.00	19,876.04	26,000.00	6,123.96
2900	ASSETS NOT CAPITALIZED	0.00	16,057.61	5,282.94	21,340.55	21,600.00	259.45
3100	TRAVEL	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3150	CONFERENCE FEES AND SCHOOLS	-200.00	2,920.00	0.00	2,920.00	5,000.00	2,080.00
3200	COMMUNICATIONS	2,436.08	25,277.59	5,887.40	31,164.99	32,300.00	1,135.01
3300	UTILITIES	750.09	11,175.69	33.87	11,209.56	15,000.00	3,790.44
3350	Water Utilities	0.00	87.92	0.00	87.92	500.00	412.08
3400	PRINTING	360.47	4,019.18	1,014.32	5,033.50	7,000.00	1,966.50
3500	REPAIRS AND MAINTENANCE	109.30	5,751.52	6,400.00	12,151.52	30,000.00	17,848.48
3700	ADVERTISING	0.00	391.30	0.00	391.30	1,000.00	608.70
3800	DATA PROCESSING SERVICES	1,317.91	15,081.68	2,918.32	18,000.00	18,000.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	233.00	1,767.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	80.40	2,773.58	0.00	2,773.58	3,000.00	226.42
3950	DUES AND SUBSCRIPTIONS	0.00	1,592.01	0.00	1,592.01	2,500.00	907.99
3955	Permit Fees	480.00	3,715.00	0.00	3,715.00	4,000.00	285.00
3960	BANK AND MERCHANT FEES	780.39	10,868.72	526.39	11,395.11	12,860.00	1,464.89
3980	MISCELLANEOUS EXPENSE	0.00	951.83	0.00	951.83	1,500.00	548.17
4300	EQUIPMENT RENTAL	0.00	2,084.99	560.72	2,645.71	3,500.00	854.29
4400	SERVICE & MAINTENANCE CONTRACTS	1,956.22	42,401.55	4,727.40	47,128.95	50,000.00	2,871.05
4500	INSURANCE AND BONDING	224.28	38,687.30	0.00	38,687.30	39,000.00	312.70
4950	LAB TESTING	140.00	2,617.00	6,383.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	35,662.09	562,987.18	0.00	562,987.18	900,000.00	337,012.82
4990	OTHER CONTRACTED SERVICES	722.06	66,506.53	35,023.50	101,530.03	150,000.00	48,469.97
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	75,573.73	0.00	75,573.73	78,000.00	2,426.27
5500	CAPITAL OUTLAY EQUIPMENT	8,794.00	119,061.10	188,995.00	308,056.10	350,000.00	41,943.90
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	18,000.00	18,000.00	500,000.00	482,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	16,144.00	39,550.00	55,694.00	241,200.00	185,506.00

pumps

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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	44,175.60	0.00	44,175.60	45,000.00	824.40
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	0.00	122,237.29	0.00	122,237.29	123,000.00	762.71
6810	Payments for Odor Control Project	21,872.76	21,872.76	0.00	21,872.76	22,000.00	127.24
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	12,500.83	50,003.32	0.00	50,003.32	50,005.00	1.68
7200	DEBT INTEREST PAYMENTS	2,344.53	9,831.90	0.00	9,831.90	10,000.00	168.10
9600	TRANSFERS TO OTHER FUNDS	0.00	421,031.00	0.00	421,031.00	427,000.00	5,969.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Account Total:		204,035.48	2,761,375.46	460,758.38	3,222,133.84	4,508,605.00	1,286,471.16
Account Group Total:		204,035.48	2,761,375.46	460,758.38	3,222,133.84	4,508,605.00	1,286,471.16
Fund Total:		204,035.48	2,761,375.46	460,758.38	3,222,133.84	4,508,605.00	1,286,471.16

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	-229.78	11,309.01	14,000.00	2,690.99	81 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	27,000.00	27,000.00	0.00	100 %
3992 NET POSITION APPROPRIATED	0.00	0.00	82,000.00	82,000.00	0 %
Account Group Total:	-229.78	38,309.01	123,000.00	84,690.99	31 %
Fund Total:	-229.78	38,309.01	123,000.00	84,690.99	31 %

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60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
0130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	61,118.63	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Total:	61,118.63	122,237.29	0.00	122,237.29	123,000.00	762.71
	Account Group Total:	61,118.63	122,237.29	0.00	122,237.29	123,000.00	762.71
	Fund Total:	61,118.63	122,237.29	0.00	122,237.29	123,000.00	762.71

transfer to w/s fund to pay debt pymts
to PTRWA

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
3000					
3831 INVESTMENT EARNINGS	55.54	1,238.81	1,500.00	261.19	83 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	394,031.00	400,000.00	5,969.00	99 %
Account Group Total:	55.54	395,269.81	401,500.00	6,230.19	98 %
Fund Total:	55.54	395,269.81	401,500.00	6,230.19	98 %
Grand Total:	669,255.76	8,512,034.79	10,941,451.68	2,429,416.89	78 %

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61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9900 RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Account Group Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Fund Total:	0.00	0.00	0.00	0.00	401,500.00	401,500.00
	Grand Total:	874,190.72	7,257,654.35	747,056.10	8,004,710.45	10,941,451.68	2,936,741.23

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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: Abstract of Golf Report for May 2020

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gailman

SUMMARY:

Attached is a report of golf operations for the month of May 2020. For the month of May 2020 in comparison to May 2019, revenues were down about 51%. The golf course was shut down for a portion of the month of May.

Expenditures were down in May 2020 by approximately 26% in comparison to May 2019 expenditures. Some expenditures are fixed; thus have to be paid if open or not.

ATTACHMENTS: Golf Report for May 2020

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Summary
FYE 6/30/20

	May 2020	May 2019	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE positive / (negative)	% Variance
<i>Golf Course Operating Revenues</i>	57,635	117,702	(60,067)	-51.03%	617,520	735,758	(118,238)	-16.07%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	60,782	66,215	(5,433)	-8.21%	582,915	587,959	5,044	0.86%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	32,341	60,255	(27,914)	-46.33%	447,423	437,454	(9,969)	-2.28%
<i>Net exp < or > rev before Capital Outlay</i>	(35,488)	(8,768)	(26,720)	304.74%	(412,818)	(289,655)	(123,163)	-42.52%
<i>Capital Outlay</i>	23,760	-	23,760	100.00%	25,960	32,568	6,608	20.29%
<i>Net expenditures < or > revenues</i>	<u>(59,248)</u>	<u>(8,768)</u>	(50,480)	-575.73%	<u>(438,778)</u>	<u>(322,223)</u>	(116,555)	-36.17%
<i>Golf Rounds Played (not including complimentary play)</i>	1,625	3,523			18,792	22,368		
<i>Bad Weather Days (1)</i>	4	5			85	104		
<i>Days closed for aerification, covered greens, etc.</i>	9				52	3		
COVID								
Golf course employees paid during the month:								
Full-time positions	8	9						
Part-time hours	394	1441						

Golf Course Revenues
Revenues
FYE 6/30/20

	<u>May 2020</u>	<u>May 2019</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	31,009	58,469	(27,460)	-46.97%	322,123	377,657	(55,534)	-14.70%
Cart Rentals	14,924	30,380	(15,456)	-50.88%	161,924	189,238	(27,314)	-14.43%
Pull Carts	20	28	(8)	-28.57%	186	287	(101)	-35.19%
Driving Range	3,017	5,184	(2,167)	-41.80%	29,541	36,550	(7,009)	-19.18%
Sales - Golf Shop Inventory	4,787	7,639	(2,852)	-37.33%	36,354	42,138	(5,784)	-13.73%
Sales - Golf Shop Concessions	3,878	13,042	(9,164)	-70.27%	59,307	75,379	(16,072)	-21.32%
Golf Clubhouse Rental Fees	-	2,960	(2,960)	-100.00%	8,085	11,715	(3,630)	-30.99%
Ins Recoveries	<u>-</u>	<u>-</u>			<u>-</u>	<u>2,794</u>	<u>(2,794)</u>	<u>-100%</u>
	<u><u>\$7,635</u></u>	<u><u>117,702</u></u>	<u><u>(60,067)</u></u>	<u><u>-51.03%</u></u>	<u><u>617,520</u></u>	<u><u>735,758</u></u>	<u><u>(118,238)</u></u>	<u><u>-16.07%</u></u>

Note: The golf course was shut down for 9 days in May and 43 days this fiscal year due to COVID.

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

	May 2020	May 2019	VARIANCE (positive) / negative	% Variance	YTD FYE 6/30/20	YTD FYE 6/30/19	VARIANCE (positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	41,477	44,600	(3,123)	-7.00%	391,747	366,453	25,294	6.90%
<i>Supplies & Materials</i>	13,030	14,864	(1,834)	-12.34%	100,490	113,932	(13,442)	-11.80%
<i>Contractual Services</i>	4,612	3,269	1,343	41.08%	64,943	71,392	(6,449)	-9.03%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	1,663	3,482	(1,819)	-52.24%	25,735	36,182	(10,447)	-28.87%
<i>Total Exp before Capital Outlay</i>	60,782	66,215	(5,433)	-8.21%	582,915	587,959	(5,044)	-0.86%
<i>Capital Outlay</i>	-	-	-		2,200	32,568	(30,368)	-93.24%
	<u>60,782</u>	<u>66,215</u>	<u>(5,433)</u>	-8.21%	<u>585,115</u>	<u>620,527</u>	<u>(35,412)</u>	-5.71%

Note: The golf course was shut down for 9 days in May and 43 days this fiscal year due to COVID.

Golf Shop Expenditures
FYE 6/30/19

	<u>May 2020</u>	<u>May 2019</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>	<u>YTD FYE 6/30/20</u>	<u>YTD FYE 6/30/19</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	22,806	28,569	(5,763)	-20.17%	236,916	218,952	17,964	8.20%
<i>Supplies & Materials</i>	1,658	16,155	(14,497)	-89.74%	67,933	76,252	(8,319)	-10.91%
<i>Contractual Services</i>	797	8,261	(7,464)	-90.35%	95,802	90,764	5,038	5.55%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>7,080</u>	<u>7,270</u>	(190)	-2.61%	<u>46,772</u>	<u>51,486</u>	(4,714)	-9.16%
<i>Total Exp before Capital Outlay</i>	<u>32,341</u>	<u>60,255</u>	<u>(27,914)</u>	<u>-46.33%</u>	<u>447,423</u>	<u>437,454</u>	<u>9,969</u>	<u>2.28%</u>
<i>Capital Outlay</i>	<u>23,760</u>	<u>-</u>	<u>23,760</u>	<u>100.00%</u>	<u>23,760</u>	<u>-</u>	<u>23,760</u>	<u>100.00%</u>
	<u><u>56,101</u></u>	<u><u>60,255</u></u>	<u>(4,154)</u>	<u>-6.89%</u>	<u><u>471,183</u></u>	<u><u>437,454</u></u>	<u>33,729</u>	<u>7.71%</u>

Note: The golf course was shut down for 9 days in May and 43 days this fiscal year due to COVID.

Grill Operations
FYE 6/30/20

	<u>May 2020</u>	<u>YTD FYE 6/30/20</u>	<u>May 2019</u>	<u>YTD FYE 6/30/19</u>
Golf Shop Grill Revenues	3,878	59,307	13,042	75,379
Golf Shop Rental Revenue	-	8,085	2,600	10,190
	<u>3,878</u>	<u>67,392</u>	<u>15,642</u>	<u>85,569</u>
 Expenditures:				
Wages	4,092	34,413	4,204	33,246
FICA	313	2,634	321	2,544
Benefits	1,021	12,366	1,085	10,286
Grill supplies	-	1,663	426	1,980
Food & beverage purchases	592	19,352	4,706	31,355
	<u>6,018</u>	<u>70,428</u>	<u>10,742</u>	<u>79,411</u>
	<u>(2,140)</u>	<u>(3,036)</u>	<u>4,900</u>	<u>6,158</u>

Note: The golf course was shut down for 9 days in May and 43 days this fiscal year due to COVID.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #19

AGENDA ITEM #: II-G

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Budget amendment #19 will clean up some outstanding issues.

Item a. will correct another amendment, which was posted to an incorrect account. Item c. will take out the proposed transfer for Penny Road sidewalk. We did not set up a capital project fund; thus a transfer was not still needed. This will remove the transfer.

Item b. will increase both revenues and expenditures for telecommunications contracted services.

Item d. will again increase the transfer of \$.02 of property tax collections to the General Capital Reserve fund. Collections on real property was higher than budgeted. Thus the resulting transfers are also higher.

ATTACHMENTS: Budget Amendment #19

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #19

BUDGETARY IMPACT: Decrease of \$94,300 in expenditures; \$5,700 increase revenues

SUGGESTED MOTION: Approve Budget Amendment #19

FOLLOW UP ACTION NEEDED:

**FYE 6/30/20
BUDGET AMENDMENT #19**

			<u>Debit</u>	<u>Credit</u>
a.	Fund Balance Appropriated	10-3991	89,000.00	
	Powell Bill Reserves Appropriated	10-3990		89,000.00
	To correct Budget Amendment #2; should have been Powell Bill Reserves instead of Fund Balance Appropriated for re-appropriation of CEI funds for E Main Street project (funds not spent in 2018/19)			
<hr/>				
b.	Telecommunications Contracted	10-4900-4991	3,500.00	
	Telecommunications Fees Received	10-3341		3,500.00
	To increase budget for zoning submittal AT&T			
<hr/>				
c.	Fund Balance Appropriated	10-3991	100,000.00	
	Transfer to Other Funds	10-9600-9600		100,000.00
	We had proposed before adopting the 2019-20 budget to set up a capital project fund for Penny Road sidewalk & to transfer \$100,000 to the capital project fund. Council voted not to set up the fund and proceed; however we did not take out the transfer which was budgeted in the General Fund. This entry will take that out of the budget.			
<hr/>				
d.	Transfer to Other Funds	10-9600-9600	2,200.00	
	Property Tax	10-3100		2,200.00
	To increase budget for tax receipts and corresponding transfer of the \$.02 of tax collections to Gen Capt Reserve Fund			
	Reserve for Future Expenditures - Jamestown Park	11-9600-9801	2,200.00	
	Transfer from General Fund	11-3981		2,200.00
	To increase budget for property tax collections and transfer of 2 cents to General Capital Reserve Fund			
<hr/>				

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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 #20

AGENDA ITEM #: II-H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

System development fees are required to be maintained in a capital reserve fund, for future capital use only. This entry will transfer the proceeds received in this fiscal year from Fund 30 (Water & Sewer Fund) to the W/S Capital Reserve Fund.

ATTACHMENTS: Budget Amendment #20

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #20

BUDGETARY IMPACT: None. Transfer only to reserve fund - for future use

SUGGESTED MOTION: Approve Budget Amendment #20

FOLLOW UP ACTION NEEDED:

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

		<u>Debit</u>	<u>Credit</u>
Fund 30:			
Transfer to Other Funds	30-7100-9600	60,000.00	
Net position appropriated	30-3992		60,000.00
Fund 61:			
Reserve for Future Expenditures	61-9600-9800	60,000.00	
Transfer of System Development Fees	61-3742		60,000.00

To transfer system development fees collected to W-S Capital Reserve Fund, as required.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Sidewalk Updates

AGENDA ITEM #: II-1



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: N/A

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

East Main Street/Lydia Sidewalk:

The contractor is installing curb and gutter on East Main Street. Asphalt work and backfilling of curb is also in progress. The contractor submitted pricing for the additional storm drainage work and it is under review. We have addressed the comments from Guilford County Inspections regarding permits for each canopy near the tunnel.

Progress meetings have been held by Zoom due to the Covid-19 virus, and we have met onsite to discuss specific storm drainage and utility improvements.

East Fork Pedestrian Bridge:

North State Environmental is almost finished constructing the project. The handrails along the retaining wall have been approved by NCDOT, and in the interim an additional previously approved product has been considered. Both products are modular, i.e. segments can be replaced if damaged, but they attach differently. The delivery time of both products are up to 6 weeks.

We are communicating with the contractor, NCDOT, and the construction administration firm daily to finish a short list of items to re-open the road to traffic. The sidewalk had been finished, the curb and gutter is finished, the guardrail is finished (June 3), striping features are finished (June 5), but the centerline striping and edge of pavement lines are schedule for June 8 and 9. Street signage needs to be re-installed and the sidewalk ramp toward the Piedmont Environment Center needs to be finished. There are some cosmetic issues with several of the aforementioned items, but they can be addressed once the road is re-opened with flagmen providing traffic control. Several bicyclists and pedestrians enter the jobsite daily with no regard to the construction signage and barricades. Some sidewalk is being replaced due to damage after hours.

We have held progress meetings by Zoom due to the Covid-19 virus, and we have held onsite meetings. We will try to provide an updated timeline for the handrail installation at the Council meeting.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: n/a

BUDGETARY IMPACT: n/a

SUGGESTED MOTION: n/a

FOLLOW UP ACTION NEEDED: none

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Text amendment to add "Planned Unit Development" zoning district AGENDA ITEM #: IV-A-I

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 1 hr.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

SUMMARY:

The proposed amendment would add "Planned Unit Development" (PUD) as a base zoning district to the Land Development Ordinance (LDO). As proposed, the PUD district would be highly flexible for future development, but will require the strict review of both Planning Board and Town Council prior to implementation.

PUD's are generally used to regulate larger scale developments using unified land development practices which encourage a mixture of various types of land uses while maximizing open spaces and recreational opportunities. PUD's offer increased flexibility in design to potential developers, yet still require the strict review by appointed and elected bodies. The enhancement of the bargaining process between the developer and municipal elected leaders generally leads to higher quality developments for communities.

ATTACHMENTS: PB Packet, Consistency Statement from PB

RECOMMENDATION/ACTION NEEDED: Staff suggests Town Council recommend text amendment 2019-01 as proposed.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to approve text amendment 2019-01 as proposed.

FOLLOW UP ACTION NEEDED: Staff will update the LDO.



Town of Jamestown
Planning Board

Welcome to the Town of Jamestown Planning Board meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be opportunities during the meeting for you to address the Board members. The first opportunity will come if there is a public hearing on the agenda, when the Chair declares the hearing open for comment. The second opportunity to address the Board will come near the end of the agenda when the Chair will inquire if anyone wishes to address the members of the Board. Anyone addressing the Board will approach the podium; give your first and last name and your complete physical address. Comments may be limited to three minutes.

TO: Planning Board Members

FROM: Matthew Johnson, AICP - Director of Planning

RE: **SPECIAL CALLED Meeting**
Monday, November 18, 2019 – 6:30 PM
Jamestown Town Hall, Council Chambers

Items on the agenda:

1. Call to Order – Sarah Glanville, Chair of the Planning Board
2. Roll Call – Matthew Johnson, Assistant Town Manager/Director of Planning
3. Approval of minutes from September 16, 2019, meeting – Sarah Glanville, Chair of the Planning Board
4. Public Hearings:
*Procedure: Staff will present the case to the Board, followed by commentary from the applicant. The Chair will open the public hearing and request to hear from both those in favor and those opposed. If you wish to address the Board during the public hearing, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you at this time, even if direct questions are asked. **Once the public hearing is closed, no one may speak on the issue unless specifically requested by the Board Chair.***
 - A. Text Amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts". – Matthew Johnson, Assistant Town Manager/Director of Planning.
 - a. Vote on recommendation to Town Council – Sarah Glanville, Chair of the Planning Board
 - b. Adoption of the Statement of Consistency – Sarah Glanville, Chair of the Planning Board

5. Public Comment Period:

*Procedure: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. **It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting.** Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

6. Adjourn

7. Next regularly scheduled meeting will be December 9, 2019, at 6:30pm in the Council Chambers.

WORKING AGENDA

Items on the agenda:

1. CALL TO ORDER

- i. **Welcome to the November 18, 2019, *SPECIAL CALLED* Planning Board meeting. In order to allow all attendees to be able to hear Board business, I would ask that at this time, members of the board and the audience please set your cell phones to "SILENT". As a reminder, there are generally two opportunities for the public to address the Board. One will be during the "PUBLIC COMMENT" portion of the agenda. Speakers during that portion of the meeting will be limited to 3 minutes per speaker and are requested to sign up to speak with the Town Clerk at this time. The other opportunity will be during any "PUBLIC HEARING". Speakers in a "PUBLIC HEARING" will be asked to keep their comments brief and must speak to the topic being considered. Thank you.**

2. ROLL CALL

	Present	Absent
Sarah Glanville	<input type="checkbox"/>	<input type="checkbox"/>
Art Wise	<input type="checkbox"/>	<input type="checkbox"/>
Eddie Oakley	<input type="checkbox"/>	<input type="checkbox"/>
Ed Stafford	<input type="checkbox"/>	<input type="checkbox"/>
Russ Walker	<input type="checkbox"/>	<input type="checkbox"/>
Richard Newbill, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Steve Monroe, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Robert Lichauer, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Sherrie Richmond, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Rayborn, Council Rep.	<input type="checkbox"/>	<input type="checkbox"/>

3. Approval of Minutes: September 16, 2019, regular meeting – Sarah Glanville, Chair of the Planning Board

- a. **Request from Staff: Staff requests approval of minutes from September 16, 2019, regular meeting as presented.**

i. Motion:

- ii. Second:
- iii. VOTE:

4. Public Hearings

- A. Text Amendment to the Land Development Ordinance (LDO) to add a new zoning district, "Planned Unit Development" (PUD) to Article 8 "Zoning Districts". – Matthew Johnson, Assistant Town Manager/Director of Planning.
 - a. Vote on recommendation to Town Council – Sarah Glanville, Chair of the Planning Board
 - i. Motion:
 - ii. Second:
 - iii. VOTE:
 - b. Adoption of the Statement of Consistency – Sarah Glanville, Chair of the Planning Board
 - i. Motion:
 - ii. Second:
 - iii. VOTE:

5. Public Comment

- a. *Reminder from Board Chair to audience: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

6. Adjourn

- a. Motion to adjourn:
- b. Second:
- c. VOTE:

- 7. Next regularly scheduled meeting will be December 9, 2019, at 6:30pm in the Council Chambers.

Chair
Sarah Gianville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of Minutes from the September 16, 2019 meeting

AGENDA ITEM #: 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 18, 2019

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie McBride, Town Clerk

SUMMARY:

Minutes from the September 16th Special Planning Board meeting

ATTACHMENTS: Minutes from the September 16, 2019 Special Planning Board meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the September 16th meeting

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Planning Board Member makes a motion to approve/amend minutes from the September 16th meeting.

FOLLOW UP ACTION NEEDED: N/A

5-11-19

Planning Board Meeting
September 16, 2019
Council Chambers
Minutes & General Account

Planning Board Members Present: Sarah Glanville, Chair; Art Wise, Vice Chair, Ed Stafford, Russ Walker, Lawrence Straughn (Alternate)

Planning Board Members Absent: Eddie Oakley

Council Member Representative: Rebecca Mann Rayborn

Staff Present: Matthew Johnson & Katie McBride

Visitors Present: Richard Newman, Sister Lucy Hennessy, Alex Toye, Joseph O'Brien, Stephen Monroe, and Carol Brooks

Call to Order- Glanville called the meeting to order.

Roll Call- Johnson took roll call as follows:

Sarah Glanville- Present
Art Wise- Present
Eddie Oakley- Absent
Lawrence Straughn (Alternate) - Present
Ed Stafford- Present
Russ Walker- Present

Council Member Rayborn- Present

Approval of minutes from the August 12, 2019 meeting- Straughn made a motion to approve the minutes from the August 12th Planning Board meeting. Stafford made a second to the motion. The motion passed by unanimous vote.

Public Hearings:

- Rezoning request 2019-02: Request to rezone property located at 111, 113, 115, and 121 and a portion of parcel #176232 from Single-Family Residential (SFR) to Conditional Zoning-Civic (CZ-CIV) for Maryfield, Inc. - Johnson gave a description of the parcels of land. He stated that the properties were currently zoned as SFR and were vacant. He noted that Maryfield acquired the properties with the intention of using them to expand the Pennybyrn campus in the future. Johnson said that Maryfield had applied for a rezoning in order to construct a single-story, short-term stay facility. He presented an illustrative depiction of the facility that had been submitted by the applicant to the Planning Board.

Johnson said that there were several zoning conditions that had been proposed. He said that the applicant had requested a slight variance in regard to the construction of sidewalks on the property. He noted that the Town generally required developers to extend the sidewalk across the entire frontage of the development. He stated that there were some topographical issues

5-17-17

that made the extension of the sidewalk difficult. Johnson said that the applicant had offered to extend the sidewalk and fencing to approximately forty-five feet to the north side of the primary drive entrance of the property. Johnson added that the applicant had requested a small variance in regard to the building and lot standards. He stated that Pennybyrn was a general, unified campus and that the applicant wanted the short-term stay facility to maintain that character. Johnson stated that the applicant had also requested to have a parking lot in the front of the property. He went over all the details of the applicant's development requests.

Johnson stated that the applicant held a neighborhood meeting. He said that they had sent out notification to all the property owners within five hundred feet. He noted that he went to the meeting, and that there were not many people in attendance. Johnson added that there were no citizens at the meeting that raised any concerns about the project at that time.

Johnson said that the rezoning request would not be consistent with the Land Development Ordinance (LDO) even though staff believed it was reasonable. He stated that the Planning Board would have to recommend that Council amend the comprehensive plan itself if they decided to approve the request.

Straughn discussed the details of the sidewalk extension and the potential construction of a turning lane adjacent to the property with Johnson.

Johnson stated that the applicant was present and could give the Planning Board more information about the project. Glanville called the applicant forward.

Sister Lucy Hennessy came forward, and stated that she was speaking on behalf of Pennybyrn. Hennessy said that the Sisters at Pennybyrn had been serving the Jamestown, High Point, and Greensboro communities since 1947. She said that they were pleased to be located in Jamestown and to be serving the elderly population. She noted that they were currently serving approximately 350 residents every day. She stated that the rehab center would enable the Sisters to care for those that came to Pennybyrn to recover from a hospital stay or an acute episode. She added that it would further allow them to assist people with the restoration of their strength and return home as quickly as possible. She stated that the rezoning request would enable Pennybyrn to serve the community in a new and a special way. She thanked the Planning Board for their time.

Alex Toye, the project engineer, came forward to address the Planning Board. He noted that the engineering firm that he worked for had maintained a working relationship with Pennybyrn for over fifteen years. Toye gave an overview of the project and the design plans for the transitional facility.

There was a brief discussion about the sidewalk design between Stafford and Toye.

Glanville opened the public hearing to anyone that would like to speak in favor or opposition of the rezoning request. There was no one. Glanville closed the public hearing and opened the floor to the Planning Board for discussion.

Glanville and Stafford discussed the zoning conditions for the parking lot of the facility with Johnson. Glanville was slightly concerned about the precedent that may be set if the Planning

Board allowed the facility to have a parking lot at the front of the property. Stafford noted that having the parking lot in the front of the property would reduce the number of stairs that people would have to climb that were receiving care at the facility. Toye discussed the various buffers and the design of parking lot area.

Stafford made a motion to recommend the approval of the zoning request to Town Council. Wise made a second to the motion.

McBride took a roll call vote as follows:

Art Wise- Aye
Ed Stafford- Aye
Russ Walker- Aye
Lawrence Straughn- Aye

The motion passed by unanimous vote.

Wise made the following motion:

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

1. *Even though the proposed zoning omendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adaption. These changes include rezoning three Single Family Residential (SFR) parcels to Conditional Zoning-Civic (CZ-CIV). Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because it is in keeping with the zoning and usage of adjacent parcels and reflects the current growth pattern of the surrounding neighborhood.*

AND

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

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

B. *The Planning Board further finds that the proposed zoning amendment is reasonable because the amendment will allow strategic growth in a neighborhood highly impacted by zoning initiatives of a neighboring jurisdiction.*

AND

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

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

B. *The Planning Board further finds that the proposed zoning amendment is in the public interest because it will allow for growth of services available to the community in a location that makes good strategic sense.*

CONFIDENTIAL

AND

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

Straughn made a second to the motion. The motion passed by unanimous vote.

Public Comment Period- Nobody signed up.

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

The meeting ended at 7:10 pm.

Chair
Sarah Glanville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Text amendment to add "Planned Unit Development" zoning district **AGENDA ITEM #:** 4

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: November 18, 2019

ESTIMATED TIME FOR DISCUSSION: 15 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

SUMMARY:

The proposed amendment would add "Planned Unit Development" (PUD) as a base zoning district to the Land Development Ordinance (LDO). As proposed, the PUD district would be highly flexible for future development, but will require the strict review of both Planning Board and Town Council prior to implementation.

PUD's are generally used to regulate larger scale developments using unified land development practices which encourage a mixture of various types of land uses while maximizing open spaces and recreational opportunities. PUD's offer increased flexibility in design to potential developers, yet still require the strict review by appointed and elected bodies. The enhancement of the bargaining process between the developer and municipal elected leaders generally leads to higher quality developments for communities.

ATTACHMENTS: Proposed text amendment

RECOMMENDATION/ACTION NEEDED: Staff suggests Planning Board recommend approval to Town Council.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to recommend approval of the text amendment creating "Planned Unit Development" as a base zoning district as proposed.

FOLLOW UP ACTION NEEDED: Town Council will hear this item at a future public hearing, date TBD.

AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE
OF THE TOWN OF JAMESTOWN, NORTH CAROLINA

2019-01
Text Amendment 2018-03

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statute §160A-364 enacted an Official Zoning Ordinance, also referred to as the Land Development Ordinance, for the Town of Jamestown, North Carolina;

WHEREAS, the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statutes §160A-364 through §160A-366 and §160A-381 through §160A-392 may from time to time as necessary amend, supplement, change, modify or repeal certain of its zoning regulations and restrictions and zoned boundaries; and

WHEREAS, the Town Council of the Town of Jamestown, North Carolina pursuant to the authority conferred by the North Carolina General Statutes §160A-381 through §160A-394 does hereby recognize a need to amend the text of certain articles of the Town of Jamestown Land Development Ordinance.

WHEREAS, the Town Council finds that it is necessary to update the Land Development Ordinance to add the zoning district "PLANNED UNIT DEVELOPMENT (PUD)" to Article 8, "Zoning Districts".

NOW, THEREFORE, IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN, NORTH CAROLINA:

Part 1. That Article 8.2 "Zoning Districts Created" is hereby amended by adding the following language in that section:

Planned Unit Development (PUD)

Part 2. That Article 3 "Description of Zoning Districts" is hereby amended by adding the following language in that section:

The Planned Unit Development (PUD) district is designed to promote a compatible mix of uses to instigate an integrated and sustainable development consistent with the Town's unique character. This district shall also encourage design flexibility; multi-modal connectivity between uses; sensitivity to natural resources and environmental features; and facilitate the efficient provisions of infrastructure, utilities and adequate public facilities.

The PUD district is not intended for use with subdivisions or developments which can be developed under the strict application of the minimum standards of the UDO, thereby resulting in a unique, high quality overall development. The specific procedures for review and approval of a PUD is found in section 8.4-5.1, Planned Unit Development. Above all, every PUD established, shall demonstrate consistency with the goals and policies established in the Town of Jamestown Land Development Plan. Most commonly, the PUD district would serve as a base zoning for larger-scale commercial, residential and mixed-use developments which may include overlay districts such as the Traditional Neighborhood (TND) overlay district.

Part 3. That a new section, 8.4-5.1 "Planned Unit Development (PUD)" be hereby added to the Land Development Ordinance to read as follows:

8.4-5.1 Planned Unit Development (PUD)

(A) Intent: The Planned Unit Development district is established to accommodate commercial, residential and a mixed-use pattern of development on large-scale sites. Development in this district accommodates a range of uses, generally transitioning from commercial to residential districts throughout a site per an overall development plan. The district is not limited to mixed-uses and may be entirely residential or entirely commercial in nature. Allowed building/lot types are Detached House, Attached House, Highway Commercial, Shopfront Commercial, Multi-family Cluster, Urban Workplace, Accessory Structures, Fences and Civic Building. Standards in the PUD district are established to encourage new development and infill development in a manner that accommodates a range of uses while preserving historic development patterns and being sensitive to the adjacent districts. A wide range of uses is permitted. In return for greater flexibility in site design, PUD Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater

efficiency in the layout and provision of roads, utilities, and other infrastructure.

(B) General Applicability: Parcels of land which may be considered for PUD developments must exceed 10 acres in size.

(C) Permitted Uses: In return for greater flexibility in site design, PUD Districts are expected to deliver exceptional quality community designs that preserve critical environmental resources; provide high quality community amenities; incorporate creative design in the layout of buildings and circulation; ensure compatibility with surrounding land uses and neighborhood character; provide high quality architecture; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure. Thus, there are no inherent uses permitted by right. The applicant and Town Council shall consider a request for land uses during the course of the application for the zoning district.

(D) Permitted Residential Density

To be submitted as part of overall master plan and approved by Town Council.

(E) General Requirements and Development Standards

1. An overall PUD Concept Plan is required to be adopted as a condition of the base zoning and shall guide development throughout the parcel.
2. Building placement, parking placement, building type, urban form, access, and lot arrangement shall be controlled by the overall development plan adopted as part of the zoning district.
3. Building setbacks shall be adopted as part of the overall site development plan.
4. Landscaping and Open Space regulations shall be adopted as part of the overall site development plan.
5. Sites shall conform to the Land Development Ordinance requirements with respect to watershed, soil erosion, and flood damage prevention. The provisions of these ordinances may not be altered by the PUD zoning district.
6. Items not specifically addressed by the overall site development plan shall defer to the Jamestown Land Development Ordinances for guidance.
7. All PUD Concept Plans shall specify development standards applicable to each permitted use in the PUD. Development standards applicable to the PUD shall be those specified in the PUD Concept Plan filed with the zoning map change. The PUD Concept Plan shall establish the following development standards:
 - a. The location of uses proposed by the PUD must be shown in the PUD Concept Plan with a maximum density for each type of residential use; a maximum number of units for multi-family dwellings; and a maximum square footage for each type of non-residential use.
 - b. The PUD shall demonstrate compliance with all, North Carolina Building Code, and North Carolina Fire Code.
 - c. Pedestrian ways, bikeways and other transportation systems that encourage cluster and compact development.
 - d. Land use patterns that promote and expand opportunities for walkability, connectivity, public transportation, and an efficient compact network of streets. Cul-de-sacs shall be minimized to the greatest extent possible.
 - e. Identified active open space areas and those significant natural and environmental features that will be protected and preserved in their natural state.
 - f. Architectural and design criteria that provide higher quality than routine developments. At least ten (10) business days prior to the public hearing for approval, all residential uses proposed shall provide typical architectural elevations representative of the residential structures to be built to ensure the standards of this section are met.
 - g. Phasing. The PUD Concept Plan shall include a phasing plan for the development and associated infrastructure improvements. If development of the PUD is proposed to occur

in more than one phase, then guarantees shall be provided that project improvements, including improvements required by the TIA and NCDOT. In phases that include residential, amenities that are necessary and desirable of the project, or that are of benefit to the Town, are constructed within that phase of the project.

(F) Other Minimum Requirements

1. **Off-street Parking and Loading.** The PUD Concept Plan shall demonstrate compliance with the standards of the Jamestown Land Development Ordinances, except that variations from these standards may be permitted if a comprehensive parking and loading plan for the PUD is submitted as part of the PUD Concept Plan that is determined to be suitable for the PUD, and generally consistent with the intent and purpose of the off-street parking and loading standards.
2. **Signs.** Signage shall demonstrate compliance with the Jamestown Land Development Ordinances, except that the standards can be varied if a master signage plan is submitted for review and approval concurrent with the PUD concept plan and is determined by Town staff to be suitable for the PUD and generally consistent with the intent and purpose of the sign standards of the LDO.
3. **Public Facilities.** The improvements standards and guarantees applicable to the public facilities that will serve the site shall comply with the Jamestown Land Development Ordinances as well as the following standards:
 - i. The PUD Concept Plan demonstrates a safe and adequate on-site transportation circulation system. The on-site transportation circulation system shall be integrated with the off-site transportation circulation system of the Town. A Traffic Impact Analysis (TIA) shall be required.
 - ii. The PUD Concept Plan demonstrates a safe and adequate on-site system of potable water and wastewater lines that can accommodate the proposed development and are efficiently integrated into off-site potable water and wastewater public improvement plans. The PUD Concept Plan shall include a proposed water and wastewater plan.
 - iii. Adequate off-site facilities for potable water supply, sewage disposal, solid waste disposal, electrical supply, fire protection and roads shall be planned and programmed for the development proposed in the PUD Concept Plan.
 - iv. The development is conveniently located in relation to schools and public safety protection services.
4. **Natural Resources and environmental protection.** The PUD Concept Plan for PUD demonstrates compliance with the current regulatory standards of this Ordinance related to natural resource and environmental protection in the Jamestown Land Development Ordinances.

Part 4. This Ordinance shall be effective immediately upon its adoption.

Adopted this the _____ day of _____, 2020.

Attest:

Town Council
Town of Jamestown, North Carolina

Lynn Montgomery, Mayor

Katie M. Weiner, Town Clerk

**MOTION
FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN**

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

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

AND

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

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

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

AND

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

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

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

[Call for second etc.]

MOTION
FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN

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

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

AND/OR

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

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

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

AND/OR

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

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

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

[Call for second etc.]

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

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

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

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

AND

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

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

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

AND

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

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

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

AND

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

[Call for second etc.]



TOWN OF JAMESTOWN PLANNING BOARD

CONSISTENCY STATEMENT

The Planning Board of the Town of Jamestown recommend that the proposed zoning amendment (2019-03) **be approved** based on the following:

1. *The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because it promotes development that meets the high architectural and environmental standards integral in Jamestown's small town character.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:
 - A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.
 - B. The Planning Board further finds that the proposed zoning amendment is reasonable because it allows for flexible land use while allowing for oversight by appointed and elected officials.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:
 - A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.
 - B. The Planning Board further finds that the proposed zoning amendment is in the public interest because it will allow for unique development opportunities while providing safeguards to protect Jamestown's charm and natural resources.

Adopted this the 18th day of November, 2019 by the Town of Jamestown Planning Board.

Sarah Glanville, Chair

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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: Public Hearing on Water/Wastewater Ordinance

AGENDA ITEM #: IV-A-II

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

In order to comply with Executive order 124 issued by the State of NC, Towns modified their Water and Sewer Ordinances to include "States of Emergency".

Amend: CHAPTER 52: OPERATION OF WATER AND SEWER SYSTEM

Add:
XII. STATES OF EMERGENCY

In the event that either the Town, County, State or Federal government declares a State of Emergency, the Town Manager, in conjunction with guidance from the Public Services Director, shall have the authority to suspend, modify, or otherwise alter this ordinance and the methods that the Town uses to provide utility services, including but not limited to maintenance, finance, collections, billing, continuation of services, and other aspects of providing services on a temporary basis to meet the needs of the public and to further ensure the health, safety and welfare of our citizens. Upon lifting of the State of Emergency declaration, the Town shall revert back to the guidance provided here within.

Town Council set the public hearing for May 19, 2020. Due to COVID-19, we recommended this to be continued until our June 16, 2020 meeting.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Approve the amendment as presented.

BUDGETARY IMPACT: none

SUGGESTED MOTION: Move to approve amendment to the Water and Sewer Ordinance as presented.

FOLLOW UP ACTION NEEDED: none

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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 Proposed 2020-21 Budget and CIP

AGENDA ITEM #: IV-A-III

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 30 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The proposed budget, a summary for all funds, and the budget ordinance is included in your notebook, as well as the proposed CIP.

As per the recommended budget which was presented at the last meeting, a 2 1/2 cent property tax increase is included in the proposed budget, which is needed as a pass-thru of the Pinecroft Sedgfield Fire District tax rate increase. We should know if Guilford County approves this (or some other amount) increase as part of their budget adoption on June 18th. We will adjust accordingly our tax rate, if needed.

Also, as noted in the recommended budget already presented, water rates will remain unchanged, and sewer rates will decrease approximately 14%.

As requested by Council at the May 19th meeting, we have not included a motor vehicle tax in the proposed budget. We have also not included renovations to the Civic Center or to Town Hall, with the exception of an HR office and replacement of gutters. The renovation projects will be moved out on the proposed CIP by a year, and thus are not included in the 2020-21 budget.

The \$15 minimum full-time employee pay rate plan remains in the budget for all employees. This includes some increases to salary and fringes based on the update of the pay grade classification.

- Projects of approximately \$1.3 million are included in the 2020-21 General Fund fiscal year budget. These are all included on the CIP, as well as about \$2.6 million in sidewalk projects that are set up as capital project funds, so do not impact the operating budget. Water and sewer projects include approximately \$2 million for Eastside Wastewater Treatment Plant and Riverdale Pump Station improvements, as well as approximately \$1.7 million in Town water and sewer improvements.

- This budget calls for Fund balance to be used in amounts of \$1.2 million in the General Fund and \$1.9 million in the Water & Sewer Fund to fund capital items.

Proposed 2020-21 budget (total of all funds & excluding inter-fund transfers) shows a 31% increase from the 2019-20 amended budget. The General Fund budget increased 8% due to \$275,000 of street resurfacing planned in 2020-21; the water & sewer budget increased 64% due to almost \$4 million in capital improvements for water and sewer.

ATTACHMENTS: Budget Ordinance and Proposed CIP

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED: Budget ordinance will be approved by Council at the June 23rd special meeting.

**TOWN OF JAMESTOWN
BUDGET ORDINANCE
FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Town Council of the Town of Jamestown, NC meeting in session on the 23rd day of June, 2020;

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	\$ 68,300
Administration	510,050
Planning	310,950
Buildings and Grounds	273,100
Public Safety	421,100
Fire	736,625
Streets	491,100
Powell Bill	295,000
Sanitation	404,000
Recreation	487,540
Golf Course - Maintenance	1,330,550
Golf Course - Golf Shop	672,360
Debt Service	173,000
Other Financing Uses - Transfer to Gen. Capital Reserve Fund	<u>100,000</u>
 Total Appropriations	 <u>\$ 6,273,675</u>

SECTION 2. It is estimated that the following revenues and other financing sources will be available in the General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Ad valorem taxes (including tax & tag)	\$ 2,438,300
Unrestricted intergovernmental	890,500
Restricted intergovernmental	253,500
Services and fees	1,191,211
Investment income	35,000
Miscellaneous	500
Other Financing Sources - Transfer from Gen. Capital Res Fund	78,200
Other Financing Sources - Appropriated Fund Balance - Powell Bill Reserve	195,000
Other Financing Sources - Appropriated Fund Balance	<u>1,191,464</u>
 Total Appropriations	 <u>\$ 6,273,675</u>

SECTION 3. The following amounts are hereby appropriated in the General Capital Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Other Financing Uses - Transfer to General Fund	\$ 78,200
Reserve for Future Expenditures	<u>21,900</u>
 Total Appropriations	 <u>\$ 100,100</u>

SECTION 4. It is estimated that the following revenues and other financing sources will be available in the General Capital Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Investment income	\$ 100
Other Financing Sources - Transfer from General Fund	<u>100,000</u>
 Total Appropriations	 <u>\$ 100,100</u>

SECTION 5. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer system for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Water and Sewer Utility Operations	\$ 6,905,110
Debt Service	59,005
Other Financing Uses - Transfers to W/S Capital Reserve funds	<u>433,000</u>
 Total Appropriations	 <u>\$ 7,397,115</u>

SECTION 6. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Charges for Services	\$ 3,434,000
Other Operating Revenues	28,050
Nonoperating Revenues	60,000
Other Financing Sources - Transfer from W/S Capital Reserve funds and Appropriated Net Position	<u>3,875,065</u>
 Total Appropriations	 <u>\$ 7,397,115</u>

SECTION 7. The following amounts are hereby appropriated in the Water and Sewer Capital Reserve Fund for the accumulation of funds for water and sewer system improvements for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Other Financing Sources - Transfer to Water & Sewer Fund	\$ 1,800,000
 Total Appropriations	 <u>\$ 1,800,000</u>

SECTION 8. It is estimated that the following revenues and other financing sources will be available in the Water and Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Nonoperating Revenues	\$ 300
Other Financing Sources - Transfer from Water & Sewer Fund	400,000
Other Financing Sources - Net Position Appropriated	<u>1,399,700</u>
 Total Appropriations	 <u>\$ 1,800,000</u>

SECTION 9. The following amounts are hereby appropriated in the Randleman Reservoir Capital Reserve Fund for payment of debt payments to PTRWA for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Other Financing Uses - Transfer to Water & Sewer Fund	\$ 123,000
 Total Appropriations	 <u>\$ 123,000</u>

SECTION 9. It is estimated that the following revenues and other financing sources will be available in the Randleman Reservoir Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Nonoperating Revenues	\$ 7,000
Other Financing Sources - Transfer from Water & Sewer Fund	32,850
Other Financing Sources - Net Position Appropriated	<u>83,150</u>
 Total Appropriations	 <u>\$ 123,000</u>

SECTION 10. There is hereby levied a tax at the rate of \$.493 per one hundred dollars (\$100) assessed valuation of taxable property, as listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total estimated valuation of property for purposes of taxation of \$451,577,312 and the Fiscal Year 2018-2019 estimated rate of collection of 99.54%, plus a tax and tag valuation of motor vehicles of \$44,093,882.

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

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

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

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

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

SECTION 14. Copies of the Ordinance shall be furnished to the Finance Director of the Town of Jamestown, to be kept for direction in the disbursement of the funds.

Town of Jamestown
Capital Improvement Program
General Fund

	Department	Priority	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Beyond 5 Years	Total
East Fork sidewalk & pedestrian bridge (Capital Project Fund)	Planning	Must Do	411,459 (3) (4)						411,459
Lydia Sidewalk - Main St (Capital Project Fund)	Planning	Must Do	1,651,974 (3) (4)						1,651,974
Sidewalk - Oakdale Rd (Phase 3) (Capital Project Fund)	Planning	Must Do	590,000 (7) (8)						590,000
Sidewalk - Penny Rd (Main St - HP Greenway) (Capital Project Fund)	Planning	Must Do			800,000 (7) (8)	405,000			1,205,000
Totals for Capital Project Funds			2,653,433		800,000	405,000			3,858,433
Operating Budget Items:									
CEI for E Main Sidewalk Project	Planning / Powell Bill	Must Do	20,000 (1)						20,000
Sidewalk - Oakdale Rd (Phase 2)	Planning / Streets	Must Do	123,014 (2) (8)						123,014
Updates to 2040 Comprehensive Plan	Planning	Must Do	91,250 (2)						91,250
New Recreation Maintenance Building	Golf - Maint	Must Do	550,000 (2)						550,000
Roadway Improvements (paving)	Public Services/Powell Bill	Must Do	275,000 (1)		200,000 (1)		200,000 (1)	400,000 (1)	1,075,000
Paving - Crosswalk Improvements	Public Services/Streets	Must Do	35,000 (2)	20,000				35,000	90,000
New Sanitation Truck	Public Services/Sanitation	Must Do		200,000 (6)					200,000
Potter Sidewalk	Public Services-Streets	Must Do	44,000 (2)						44,000
Civic Center Renovation	Admin - Building	Must Do		55,000 (2)					55,000
Civic Center Sound System	Admin - Building	Must Do		40,000 (2)					40,000
Replace gutters at town hall	Admin - Building	Must Do	15,000 (2)						15,000
Build HR office at town hall	Admin - Building	Must Do	5,000 (2)						5,000
Security enhancements at town hall	Admin - Building	Must Do		30,000 (2)					30,000
Construct offices at town hall	Admin - Building	Must Do		95,000 (2)					95,000
Storm Drainage - Street Improvements	Public Services-Streets	Should Do		142,000 (2)					142,000
Bucket Truck - used	Public Services-Streets	Should Do	30,000 (2)						30,000
Replace drainage system at golf course	Golf - Maint	Should Do					40,000		40,000
Repave cart paths	Golf - Maint	Should Do		25,000 (2)			200,000		225,000
Bunker Construction	Golf - Maint	Should Do					80,000		80,000
New bathrooms for golf course	Golf - Maint	Should Do		150,000 (2)					150,000
Replace irrigation pumps	Golf - Maint	Should Do		37,400 (2)					37,400
Sand Pro	Golf - Maint	Should Do		25,000 (2)					25,000
Storage Building - Recreation/Golf Maintenance	Golf Maint	Should Do	20,000 (2)						20,000
Pave shelter parking lot	Recreation	Should Do					8,000		8,000
New bathrooms at shelters	Recreation	Should Do			75,000 (2)				75,000
New Park Shelter - replacement of shelter #3	Recreation	Should Do					100,000		100,000
Updates to Parks & Recreation Master Plan	Recreation	Should Do		5,000 (2)					5,000
Seal coating parking lot at Soccer Fields	Recreation	Should Do		12,500 (2)					12,500
Bathrooms at Wrenn Miller Park	Recreation	Should Do	75,000 (2)						75,000
Updates to Land Development Ordinance	Planning	Should Do							50,000
Main Street Corridor Study	Planning	Should Do		25,000 (2)	50,000 (2)	50,000 (2)			75,000
Crosswalk at Mendenhall Homeplace	Planning / Streets	Should Do	20,000 (2)						20,000
Vehicle - p/u truck	Planning	Should Do		38,500 (2)					38,500
Driving Range improvements	Golf Maint	Should Do		30,000					30,000
Stormwater Mapping Project	Streets	Should Do	30,000 (2)	40,000 (2)					70,000
Snow plows	Streets	Should Do	5,500 (2)	11,000 (2)					16,500
Roof repairs	Building - Library	Should Do		46,380					46,380
HVAC system replacements	Building - Library	Should Do			30,000		12,500		42,500
Generator at Town Hall	Admin - Building/Grounds	Should Do	15,000 (2)						15,000
Brick sidewalk behind Town Hall	Admin - Building/Grounds	Should Do	19,000 (2)	25,000 (2)	17,000 (2)				61,000
1928 Fire truck restoration	Fire	Should Do	6,700						6,700
Paving at golf shop, including driveway into parking lot	Golf Shop	Could Do				65,000 (2)			65,000
Digital informational sign at Jamestown Park	Golf Shop	Could Do		38,500 (2)					38,500
Connect Shelter Bathrooms to Public Sewer	Recreation	Could Do					25,000		25,000
Shelter at Wrenn Miller Park	Recreation	Could Do		20,000 (2)					20,000
Baseball Field Improvements									
Baseball Field Improvements- Dugouts (4) - in-house construction	Recreation	Could Do					70,000		70,000
Pave baseball parking lot	Recreation	Could Do					45,000		45,000
Renovate/Replace Bathrooms at Baseball Complex	Recreation	Could Do					40,000		40,000
Replace drainage system at baseball fields and re-grade	Recreation	Could Do					75,000		75,000
Baseball field lights	Recreation	Could Do					112,000		112,000
Updates to Comprehensive Pedestrian Transportation Plan	Planning	Could Do					50,000		50,000
Intersection improvements - Guilford Rd at Wyndwood	Planning	Could Do					70,000		70,000
Sidewalk - Potter - (Main to Mendenhall to Guilford Rd)	Planning	Could Do					182,900		182,900
Sidewalk - Scientific St (Main St to Shannon Gray Ct.)	Planning	Could Do					126,000		126,000
Sidewalk - Forestdale (Main St-Woodland)	Planning	Could Do					207,375		207,375
Sidewalk - Forestdale (Woodland-Oneil)	Planning	Could Do					209,250		209,250
Sidewalk - Cloverbrook (Forestdale-Guilford)	Planning	Could Do					240,000		240,000
Deep River Paddle Trail/Greenway Trail (Phase I, II & III)	Planning	Could Do					650,000		650,000

Capital Project Ordinance Funds - will not show in annual budget
The budget exists for the life of the project; then the Capital Project Fund is closed out. Funding is included in each Capital Project Fund.

Moved out a year since last presentation

Total project = \$40,000, HP MPO pays other \$20,000

use Mendenhall portable spare generator for Town Hall

Total Projects, General Fund (excludes capital project funds)

\$ 1,379,464 \$ 1,111,280 \$ 372,000 \$ 115,000 \$ 212,500 \$ 2,965,525 \$ 6,155,769

FUNDING SOURCE - Operating Budget only

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2024/25	5 Years	Total
(1) Powell Bill current yr and reserve fund balance	295,000	-	200,000	-	200,000	400,000	1,095,000
(2) Operating budget / fund balance	986,053	1,111,280	172,000	115,000	12,500	-	2,396,833
(3) Federal STP-EB funds	-	-	-	-	-	-	-
(4) NCDOT	-	-	-	-	-	-	-
(5) NCDOT Enhancement funding	-	-	-	-	-	-	-
(6) Installment financing	-	-	-	-	-	-	-
(7) Transfer from General Fund to Capital Project Fund	-	-	-	-	-	-	-
(8) CMAQ Funding	98,411	-	-	-	-	-	98,411
(9) HP MPO	-	-	-	-	-	-	-
(10) NC Rural Economic Development Grant (received in fy 2018)	-	-	-	-	-	-	-
Amount unfunded	-	-	-	-	-	2,565,525	2,565,525
Total for Budget Year	\$ 1,379,464	\$ 1,111,280	\$ 372,000	\$ 115,000	\$ 212,500	\$ 2,965,525	\$ 6,155,769

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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 Pay Classification Updates

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

During the April 21, 2020, remote meeting, Council Member Rayborn requested that the Town Manager increase the minimum wage for full-time employees to \$15 per hour beginning immediately, with any COLA and merit increases to apply at such time as they would be available. Council Member Straughn further added direction that the staff adjust employees pay grades accordingly to prevent compression of salaries.

Staff worked diligently to create a methodology whereby each employee would be treated fairly, compression issues would be avoided, and the minimum full-time employee wage would be elevated from \$14/hour to \$15/hour. Furthermore, staff have been in touch with surrounding municipalities to ensure that their methodology was similar to others in our employment market. This will be included in the FY 20-21 budget which has been presented to you.

In addition, staff found two errors with regards to the Public Services Maintenance Tech I and II positions and have proposed changing those to the appropriate pay grade.

In order to implement the new minimum wage classification, the Town Council will be required to vote to implement new pay classification grades which reflect the direction given at the April 21, 2020, remote meeting. These would become effective on June 30, 2020.

Our pay classification grades have not been updated since May of 2018. The attached "Assignment of Grades to Classes" raises the minimum wage for full time employees to \$15 per hour, corrects two errors with regards to the Public Services Maintenance Tech I and II positions. The plan also gives minimal hourly increases to prevent salary compression and brings six employees to the minimum salary range. The total impact on the 20/21 Budget will be \$63,000 for all employees.

The plan also includes a new position(Engineering Tech) to be filled at a later date.

ATTACHMENTS: FY 20-21 Pay Classification Grades

RECOMMENDATION/ACTION NEEDED: Implement the new pay classification grades as proposed effective June 30, 2020.

BUDGETARY IMPACT: Will be included in FY 20-21 budget.

SUGGESTED MOTION: Move to approve FY 20-21 Pay Classification Grades as proposed to increase minimum FTE rate from \$14/hour to \$15/hour effective June 30, 2020.

FOLLOW UP ACTION NEEDED:

**Town of Jamestown
Assignment of Grades to Classes
Proposed**

Grade	Salary Range			Empls	Classification	
	Minimum	Midpoint	Maximum			
1	22,198.87	-	28,858.54			
2	23,308.45	-	30,300.98			
3	24,473.51	-	31,815.57			
4	31,200.00	-	40,560.00		Golf Shop Clerk	
5	32,760.00	-	42,588.00	2	Sanitation Technician I	
				2	Public Services Maintenance Tech. I	previously under grade 4
6	34,398.00	-	44,717.40		Groundskeeper I Sanitation Technician II	
7	36,117.90	-	46,953.27	2	Public Services Maintenance Tech. II	previously under grade 5
8	37,923.80	-	49,300.93	1	Groundskeeper II	
9	39,819.98	-	51,765.98	1	Golf Professional, Assistant Clubhouse Café Manager Equipment Operator I Accounting Technician I	
10	41,810.98	-	54,354.28	1	Accounting Technician II Groundskeeper III Public Services Water Specialist I Park Maintenance Technician	
11	43,901.53	-	57,071.99	1	Sanitation Equipment Operator Equipment Operator II Golf Professional	
12	46,096.61	-	59,925.59		Recreation Supervisor	
13	48,401.44	-	62,921.87	1	Turf Equipment Mechanic Public Services Water Specialist II	
14	50,821.51	-	66,067.97	1	Asst. Golf Maint Superintendent Engineering Technician	

Grade	Salary Range			Empls	Classification
	Minimum	Midpoint	Maximum		
15	53,362.59	69,371.36	85,380.14	1	Accounting Manager Deputy Clerk
16	56,030.72	72,839.93	89,649.15	1	Parks & Recreation Superintendent
17	58,832.25	76,481.93	94,131.61	1	Town Clerk
18	61,773.87	80,306.03	98,838.19	1	Golf Maintenance Superintendent
19	64,862.56	84,321.33	103,780.09		
20	68,105.69	88,537.39	108,969.10	1 1	Public Services Superintendent Golf & Recreation Director
21	71,510.97	92,964.26	114,417.55		
22	75,086.52	97,612.48	120,138.43		
23	78,840.85	102,493.10	126,145.35		
24	82,782.89	107,617.75	132,452.62	1 1 1	Finance Director Asst Town Manager/Planning Director Public Services Director
25	86,922.03	112,998.64	139,075.25		
26	91,268.13	118,648.57	146,029.02		
27	95,831.54	124,581.00	153,330.47		
28	100,623.12	130,810.05	160,996.99		
29	105,654.27	137,350.56	169,046.84		
30	110,936.99	144,218.08	177,499.18		
Total Number of Full-time Employees				1	Town Manager
				<u>27</u>	

** minimum wage set to \$15/hr

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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: Comprehensive Plan Update

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

SUMMARY:

Vagn Hansen with Benchmark Planning (consultants for the Comp Plan Update) will present an update of the current progress on the Comprehensive Plan update.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N.A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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: Parks & Recreation Master Plan Update

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 45 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

SUMMARY:

The Town of Jamestown engaged with McAdams Co. to assist with an update to the Town's Comprehensive Parks & Recreation Master Plan. This plan is essential to planning for future amenities as well as for seeking grant funding for parks and recreation amenities. This plan represents over 12 months of planning efforts from the Parks & Recreation Advisory Committee and the Parks & Recreation Master Plan Update committee, countless staff hours, and various opportunities for citizen input.

Nick Low with the McAdams Co. will be presenting the plan to the Town Council for consideration for adoption. The P&R Advisory Committee and the P&R Master Plan Steering Committee met concurrently on May 22, 2020, and recommended that the Town Council consider this plan for approval.

ATTACHMENTS: Draft Plan, cost analysis, renderings for site specific areas

RECOMMENDATION/ACTION NEEDED: Recommend adoption of the P&R Master Plan

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Move to adopt the P&R Master Plan as presented.

FOLLOW UP ACTION NEEDED:



**“KEEP THE SMALL TOWN FEELING. IT’S
CHARMING!”**

- Jamestown Resident

ACKNOWLEDGMENTS

TOWN OF JAMESTOWN

Town Staff
 Matthew Johnson / Town Planner
 Scott Coakley / Recreation Supervisor

Town Council
 Lynn Montgomery / Mayor
 Martha Stafford Wolfe / Mayor Pro Tem
 John Capes
 Rebecca Mann Rayborn
 Lawrence Straughn

Parks + Recreation Committee
 Bob Wilson / Chair
 Paul Craft / Vice Chair
 Daniel McDaniel
 Steve Owen
 Doug Sampson
 Jim Pendry
 Jay McQuillan
 John Capes / Council Rep
 Charles Clapp Jr.
 Amy Reese



CONSULTANT TEAM

McAdams / Design Lead
 Rachel Cotter, RLA / Project Manager
 Nick Lowe, RLA / Landscape Architect
 Laura Stroud / Planner
 Garrett Jenkins / Designer

ETC Institute
 Jason Morado / Senior Project Manager



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FOUR INVENTORY + ANALYSIS

Findings for the technical review of parks and maintenance, and programming and operations

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FIVE COMMUNITY ENGAGEMENT

Results of engagement with community members, leaders, and department staff

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SIX JAMESTOWN PARK MASTER PLAN

Site analysis and conceptual drawings for Jamestown Park

00



SEVEN
ACTION +
IMPLEMENTATION

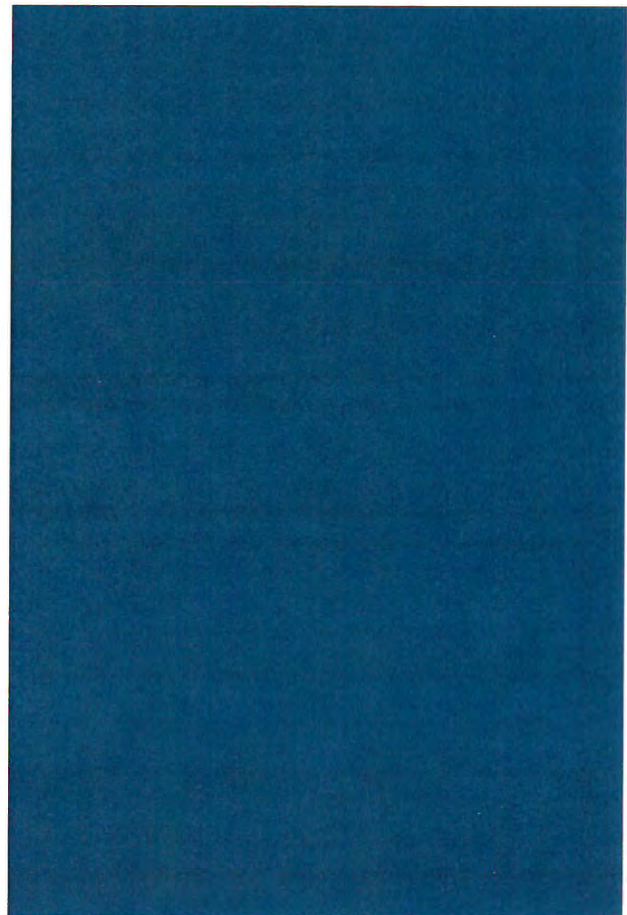
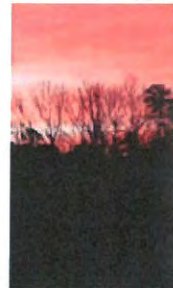
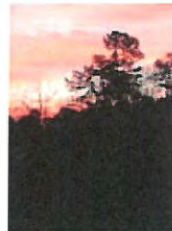
Detailed 10-year
workplan for
department to achieve
plan goals.

APPENDIX

Supporting documents
and technical reports
informing plan
recommendations

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ONE EXECUTIVE SUMMARY

IN THIS CHAPTER

- Introduction
- Community Engagement
- Vision + Goals
- Demographics
- Health + Wellness
- Level of Service + Benchmarking





EXECUTIVE SUMMARY

The Jamestown Parks and Recreation Comprehensive Plan is a plan for the Town and its residents to create a vision of the future. This is a guiding document that will influence the decisions of Town staff and elected officials regarding improvements to the parks and recreation system within the 10-year planning horizon. Each chapter of this plan documents the planning process and information gathering process, and the Action and Implementation chapter outlines goals and objectives for the Town’s future. The goals outlined here are specific, achievable, and include flexibility for the future.

DEMOGRAPHICS

The Jamestown population is expected to grow at 0.98 percent annually during the next 10 years. This growth rate is slightly greater than the national growth rate of 0.7 percent annually. This population growth will be driven primarily by new development and will increase demand for parks and recreation services.

Jamestown’s median household income is above the median household income of North Carolina and the United States, indicating that Jamestown residents may have increased ability to pay for parks and recreation services. It is important the Department to ensure access to parks and recreation regardless of income.

Current trends indicate that the Jamestown population is aging, but trends could change based on demographics of new residents.

PARKS

The Department provides a variety of park types and amenities for residents and visitors to use. The Department provides 185.9 acres of parkland. The Department’s largest park is Jamestown Park, which includes a neighborhood park area, athletic complex, and golf course. The golf course is included in this plan, but detailed considerations for the golf course were outside the scope of this planning effort. Wrenn Miller park provides an open gathering space downtown and is frequently used for events and movie screenings hosted by the Town or community partners. The town maintains a series of entrance monument parks along sidewalks near town limits. The entrance monuments create serene and welcoming areas to relax while walking or exercising along the Town’s sidewalks and trails.

COMMUNITY ENGAGEMENT

The planning process included community engagement with residents, a plan steering committee, program partners and the Town Council. Community engagement is used to understand how well current needs for parks and recreation are met, and determine what needs exist for the future.

Community engagement results are summarized in more detail on the following page.

Image pictured to the left is a generic image / photo credit



Community Engagement

The community engagement process includes reached every Jamestown resident and included a statistically valid survey, drop-in engagement booths, and stakeholder meetings and interviews. The original community engagement plan was modified to accommodate the need or social distancing during the COVID-19 public health crisis.

GENERAL POPULATION

Tabling at two Music in the Park events.
Jamestown Park Master Plan Public Meeting held online
Statistically Valid Survey
Final recommendations open house held online

STEERING COMMITTEE

Asset mapping exercise
Summary of findings presentation

PROGRAM PARTNER INTERVIEWS

YMCA
Soccer Shots
Jamestown Youth League

TOWN COUNCIL

Summary of Findings presentation
Recommendations presentation



Image pictured above is a generic image / photo credit

What you said...

WE VALUE PARKS BECAUSE THEY OFFER...

a great place for community events, a relaxing and peaceful environment, a great place for the whole family.

WE’D LIKE TO HAVE...

splashpads, playgrounds, natural surface trails, fitness walking loops, dog park, senior center, greenway trail system, natural trails, indoor fitness and exercise facilities, community gardens, and water access.

WE’D LIKE YOUTH TO PARTICIPATE IN...

outdoor music, concerts and movies, adult fitness and wellness programs, special events and family festivals, outdoor adventure programs, swimming.

WE’D LIKE ADULTS TO PARTICIPATE IN...

fitness and wellness, outdoor music, concerts, and movies, senior citizen programs,



Parkland

Parkland Goal 1 - Address needed park improvements for Town parks

Parkland 1.1 - Address needed improvements for Wrenn Miller Park.

Parkland 1.2 - Address needed improvements for Charles P. Turner Sports Complex.

Parkland 1.3 - Address needed improvements for Jamestown Golf Course.

Parkland 1.4 - Address needed improvements for Jamestown Neighborhood Park.

Parkland 1.5 - Address needed improvements for Town Entryway Parks.

Parkland Goal 2 - Update and expand park systems according to demonstrated community need.

Parkland 2.1 - Identify opportunities to create the following amenities identified as high priority in the statistically valid survey.

Parkland 2.2 - Identify opportunities to create the following amenities identified as a high priority through community engagement.

Parkland 2.3 - Create a signature amenity and photo opportunity that promotes public art, civic engagement, and economic development.

Parkland Goal 3 - Implement Master Plan for Jamestown Park and determine future of golf course.

Parkland 3.1 - Determine community expectations for Jamestown Golf Course.

Parkland 3.2 - Determine operational goals and expectations for Jamestown Golf Course.

Parkland Goal 4 - Increase parkland and greenway trail offerings to address needs of a growing population.

Parkland 4.1 - Evaluate Unified Development Ordinance and revise as necessary to increase private investment into parks and trails.

Programming

Programming Goal 1 - Provide Programming to meet community needs.

Programming 1.1 - Increase the Town's capacity to provide highly successful event programming.

Programming 1.2 - Identify opportunities to create the following adult and youth programs identified as high priority in the statistically valid survey. Programs can be added or expanded through partnerships.

Programming Goal 2 - Implement best practices for programming partners.

Programming 2.1 - Update fee structure for program partners.

Programming 2.2 - Research and create partnership policies that ensure equitable partnerships between the Town and partners.

Operations

Operations Goal 1 - Explore potential for creating a formal parks and recreation department.

Operations 1.1 - Determine departmental scope of work and allocate necessary budget.

Operations 1.2 - Determine departmental staffing needs and hire needed staff.

Operations 1.3 - Determine operational and policy needs based on the desired scope of work defined above.

Operations Goal 2 - Determine shared vision for key elements of Jamestown Parks and Recreation

Operations 2.1 - Create vision for the future of Jamestown Parks and Recreation. What do you want to be known for?

Operations 2.2 - Create a shared vision for the role of Jamestown Golf Course

Operations 2.3 - Create and communicate consistent messaging about the role of parks and recreation in the community.

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TWO COMMUNITY CONTEXT

IN THIS CHAPTER

Comprehensive Planning Purpose and Process
Community Context



The Town of Jamestown is approximately 3 square miles in size, with an extraterritorial jurisdiction of approximately 4 miles. The City of Greensboro borders the town to the North and the City of High Point borders to the town to the west. Jamestown’s extraterritorial jurisdiction extends primarily to the eastern side of town and indicates where the town intends to direct future growth. There is a non-contiguous area of the town’s incorporated areas to the west of town. This non-contiguous portion of Jamestown is separated from the rest of Jamestown’s incorporated area by land that is incorporated under the City of High Point.

Multiple planning efforts guide the future of parks and recreation in Jamestown. The most recent Parks and Recreation Comprehensive Master Plan was completed in 2007. Other relevant plans include the 2010 Town of Jamestown Comprehensive Pedestrian Transportation Plan, and the 2007 Town of Jamestown 2020 Land Development Plan. Each of these plans will be discussed in more detail below.

This comprehensive plan will guide improvements to parkland and facilities and is created for a 10-year planning horizon. The plan is a town resource for officials and the public alike to understand current park and recreation offerings and see the vision for the next 10 years.

Comprehensive Planning Purpose + Process

Comprehensive planning provides the information a town requires to make informed, equitable, and responsible decisions for meeting diverse community needs. Some of the reasons for pursuing a comprehensive planning process include the following:

qualify for State and Federal grant funding opportunities	validate decisions related to parks and recreation	catalog community needs and wants
create a 10-year work plan for department staff	engage community, decision makers, and stakeholders	generate population-based goals for parkland and trails
benchmark with agencies to inform department goals	identify and resolve gaps and deficiencies	prioritize goals and objectives for a 10-year planning horizon

Comprehensive planning provides a structure for evaluating needs and setting priorities. The planning process captures the status of the Department at a moment in time, recommends improvements based on community needs, and creates a detailed plan for achieving those improvements. The plan will guide the Department’s decisions and priorities for the next 10 years.

STEP 1 INVENTORY + ANALYSIS
The project team and Town staff gather and inventory data. Information is analyzed and organized to identify recreation trends, gaps in what is provided and unique characteristics of the Department.
STEP 2 RECOMMENDATIONS
The Department and project team have determined a current status and defined community needs. This step forges the path for the Department to achieve their vision for the next 10 years.
STEP 3 ACTION + IMPLEMENTATION
The project team creates a detailed to-do list for the Department’s next 10 years. Information from the Inventory + Analysis informs quantitative goals measuring success in the 10-year planning process.

Community Context

The area surrounding Jamestown has been a site of human communities for centuries, settled by the Keyauwee at the turn of the 18th century. Vulnerable to attack from European settlers, the Keyauwee left the area to find protection and community with other Native American tribes. By the late 18th century, Pennsylvanian Quakers settled the area and began forming the community that would become modern-day Jamestown.

While farming was the primary economic driver historically, the area is also known for its contribution to gunsmithing. While many craftsmen contributed to the reputation of high-quality rifles, the area became known for a muzzle-loading gun designed in the area that became known as the Jamestown Rifle.

The town officially incorporated in 1947 with a population of fewer than 750 residents. Today, the community has reached a population of 4,416 and is a sought-after residential community surrounded by the Triad’s larger cities of High Point and Greensboro.

GEOGRAPHIC + ENVIRONMENTAL CONTEXT

The Town of Jamestown is bordered by

Greensboro and High Point, both cities that rank in North Carolina’s 10 most populous cities. Jamestown provides unique and high-quality parks and recreation facilities, and the proximity to these cities expands recreation offerings to Jamestown residents. For example, Jamestown has an extensive sidewalk network and some green space area around these paths. The Town of Jamestown has not constructed a greenway network, but the community links into the Bicentennial Greenway, a 14-mile paved trail system that connects to High Point and Greensboro. The Bicentennial Greenway curves around Jamestown’s corporate limit, but the trail does not enter the Jamestown Incorporated area.

Jamestown borders the eastern side of High Point City Lake and the Deep River forms a part of the Town’s southern boundary. Jamestown has a small-town core and is surrounded by suburban-density development with some higher density areas. The town has undeveloped areas within the southeaster portion of its corporate limits.

PLANNING CONTEXT

This is Jamestown's first parks and recreation comprehensive plan, though the town has taken on comprehensive plans and park master plans previously. Three plans have informed this planning process:



Town of Jamestown Parks and Recreation Master Plan

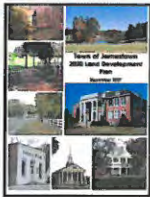
The Town of Jamestown Parks and Recreation Master Plan conducted a 2007 included a community engagement process and a statistically valid survey to identify needs and priorities in parks and recreation for the next 10 years in Jamestown.

The plan identified that greenways/hiking trails, Deep River Greenway Trail, pedestrian bridge on East Fork Road and additional open parkland or green space are the top priorities for recreational facilities. The plan recognized that ongoing support from the community and officials, preparing for financial opportunities, and continuing to identify parks and recreation projects would be essential for achieving goals.



Comprehensive Pedestrian Transportation Plan

This plan identifies policy and program recommendations for improving pedestrian facilities, including trails. The vision of this plan is as follows: "In the year 2030, the Town of Jamestown will have a pedestrian transportation system that is safe, welcoming and accessible. Greenway connectivity to Greensboro and High Point encourage walking for exercise and travel... Trail and sidewalk circuits connect downtown shops and stores with parks, rivers, community centers, medical facilities, residential areas, the elementary, middle, and high school, Guilford Technical Community College and the YMCA. All major and minor roadways and bridges have pedestrian and bicycle access making it easy to get around by walking or bicycling."



2020 Land Development Plan

This plan outlines the future of Jamestown land use planning, and includes objectives for parks and recreation. The plan summarizes the connection between land use planning and park planning as follows: "The location of new park facilities may have an effect on future land use choices. Identifying the location of existing and planned recreational areas can be valuable in guiding the location of future development. To meet the Town's goals for creating a more inter-connected, pedestrian friendly community, the Town should pay special attention to the planning, design and installation of linear greenway parks, especially within designated conservation corridors along streams and rivers."

PAST PLANNING ACCOMPLISHMENTS

Plans capture a snapshot of a community in time and create a vision for the future. As communities diligently work to achieve priorities identified in their plans, changing conditions will change a community's priorities. As some items are achieved, others may be re-prioritized, and some may be removed altogether. Tables 1, 2 and 3 summarize priorities of three past planning efforts, identify whether these priorities have been accomplished, and state whether an item is still considered a priority.

Items on these lists are those relevant to parks and recreation. Items that have not been accomplished and are still a priority will be incorporated into the Action and Implementation Plan of this Parks and Recreation Comprehensive Plan.

The Town recently completed a sidewalk improvement and pedestrian bridge construction on East Fork Road. Add information about bridge crossing and Main Street sidewalk extension. The new sidewalks and pedestrian bridge will connect users to the Bicentennial Greenway and provide walking route that improves pedestrian safety and accessibility.



THREE DEMOGRAPHICS + TRENDS

IN THIS CHAPTER

Methodology
Demographic Analysis
Local Recreation Trends
Emerging Trends in Parks and Recreation



DEMOGRAPHICS + TRENDS

Understanding Jamestown’s population and demographics is an essential foundation for understanding long-term recreation trends and needs. Population growth drives many of this plan’s goals and objectives. This analysis ensures the Town’s parks and recreation offerings keep pace with demand generated by the increasing number of residents. Additionally, the analysis determines what types of recreation the Town may need as demographics related to age, race, and income influence preferences for recreational activities.

National trends in recreation preferences change continually, influencing local demand for new activities and programs. Even when other demographic factors remain constant, changing preferences influence and alter a population’s demand for parks and recreation facilities.

This chapter summarizes the Town’s demographic characteristics. The analysis includes population growth projections, overview of demographic characteristics, and a summary of local and national trends in parks and recreation.

METHODOLOGY

This demographic analysis uses data from the U.S. Census Bureau, which gathers data on a continual basis, and Esri, which uses U.S. Census data and other sources to conduct demographic analyses.

Estimates and projections are the core of this demographic analysis. The overall population,

as well as each characteristic are based on a Census estimate, then projected to the year 2029. Estimates provide a summary of an area’s current population or demographic characteristics, while projections are a proposed scenario for a future population, based on certain assumptions such as a consistent growth rate.

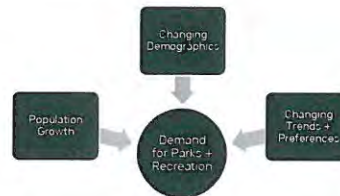


Figure 1 – Elements influencing local demand for parks, amenities, facilities and programs

Demographic Analysis

The population growth rate for the state of North Carolina is 1 percent per year, and the population growth rate for the United States is 0.7 percent per year. The Town of Jamestown’s estimated average annual growth rate is 0.98 percent.

Jamestown does not currently track their own average annual growth rate. However, sources tracking population growth in surrounding jurisdictions indicate that a growth rate of 1 percent is accurate for this jurisdiction. The City of High Point’s adopted average annual growth rate is 1 percent, and the North Carolina State Demographer estimates that the average annual growth rate in Guilford County is approximately 1 percent. Based on the correlation method of population projections, which uses growth rates of nearby communities or overall regions, this plan will use an average annual growth rate of 1 percent to project future population growth in Jamestown. The estimate of the Town’s 2019 population is 4,416, according to the Town’s planning department.

The numbers reflected in this project are partially derived from historic growth. Due to the community’s growth potential and an increase in recent residential building permits, it is likely that the community’s growth rate may increase within the 10-year planning horizon.

Figure 2 - Historic population growth with correlation projection of a 1 percent average annual growth rate for the 10-year planning horizon

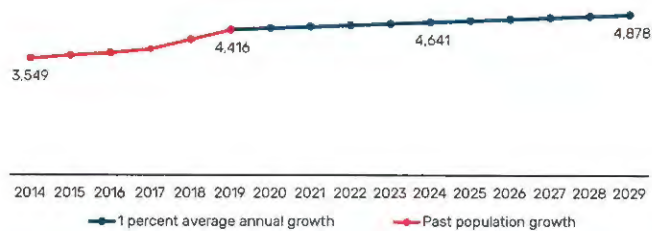


Figure 3 - Average Annual Growth Rates for each jurisdiction

UNITED STATES	NORTH CAROLINA	TOWN OF JAMESTOWN
0.7%	1%	0.98%

47.2% of Jamestown residents have earned a bachelor’s degree or higher.

4.1% of Jamestown residents who are civilians and over the age of 16 are unemployed.

2.45 people per household is the average household size in Jamestown.

42% of Jamestown’s households have one or more children.

RACE + ETHNICITY

The analysis shows that Jamestown’s racial demographic is predominately white, with nearly 80 percent of the population identifying as “white” in the 2017 American Community Survey. Approximately 16 percent of the population identifies as “Black or African American” and nearly 3 percent identifying as “Asian”. Fewer than 1 percent of the population identified as “Native Hawaiian and other Pacific Islander”, “two or more races”, or “American Indian and Alaska Native”.

Approximately 96 percent of the population in Jamestown identifies as “white” or “Black or African American”. In North Carolina, approximately 66 percent of residents identify as “white”, indicating that the racial composition of Jamestown is less diverse than the population of North Carolina.

Currently, 5 percent of the population identifies as “Hispanic or Latino of any race”. Jamestown’s proportion of the population identifying as “Hispanic or Latino of any race” is lower than in North Carolina, in which 10 percent of the population identifies as “Hispanic or Latino of any race”.



Figure 4 – Population proportion by race. All bars combined create 100 percent of the total population.



Figure 5 – Population proportion by Hispanic or Latino ethnicity. All bars combined create 100 percent of the total population.

AGE SEGMENT

The analysis shows that 40 percent of the population is under the age of 18 or over the age of 65. Approximately 60 percent of the population is between the ages of 18 and 64. The median age of Jamestown residents is 46.4 while the median age in North Carolina is 38.7. This indicates that the population of Jamestown is likely to follow national aging trends, in which seniors age 55 and above are becoming a larger proportion of the population.



Figure 6 – Population proportion by age segment. All bars combined create 100 percent of the total population.

HOUSEHOLD INCOME

More than half of households in Jamestown earn less than \$75,000 in annual income and 15 percent of households earn more than \$150,000 annually. The median income of Jamestown households is \$62,778 and the median income of North Carolina households is \$51,844, indicating that Jamestown’s median household income is 18 percent higher than North Carolina’s. This indicates that residents in the Town may have more ability to pay for parks and recreation programming. However, it is essential for a public parks and recreation provider to meet the needs of all residents and provide access to low-income residents.

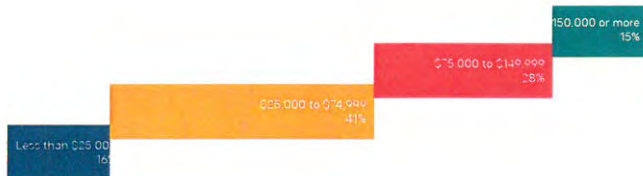


Figure 7 – Population proportion by household income. All bars combined create 100 percent of the total population.



Local Recreation Trends

This section uses information from a database of sports and leisure spending that estimates overall participation in a variety of sports and leisure activities. The tables below indicate the sports and activities that have the highest rates of participation as estimated based on spending trends for associated equipment.

OVERALL MOST POPULAR SPORTS AND LEISURE ACTIVITIES

The five activities below are overall the most popular sports and leisure activities among Jamestown residents. The most popular activities can all be undertaken individually and have relatively low barriers to entry. Walking and jogging can be done nearly anywhere with minimal specialized equipment. Swimming and hiking require special facilities or locations, but pools, trails, and natural bodies of water are commonly found, and these activities otherwise require little specialized equipment. Walking, swimming, jogging, and hiking are activities that can be adapted to a wide range of physical ability levels and are commonly activities that people pursue at any age throughout a lifetime.

Weightlifting requires a specialized facility, some specialized equipment, and a degree of specialized knowledge to participate and avoid injury. Participation in weightlifting has likely grown in response to national trends indicating an increase in personal training and cross training in recent years.

Jamestown currently offers trails, greenways, and fitness loops for fitness walking, jogging, and hiking.

Figure 8 - Most popular sports and leisure activities in order of popularity

FITNESS WALKING	
32.1%	
SWIMMING	JOGGING
21.1%	15.6%
HIKING	WEIGHTLIFTING
14.6%	13.3%

MOST POPULAR SPORTS ACTIVITIES

Four of the five activities listed below are

team sports. People can participate in these sports by enrolling in a formal league or by playing informal pickup games. Golf frequently requires access to private facilities and can be expensive to pursue. Jamestown offers their own public golf course, and the City of High Point to the west offers two public golf courses. This offering of public golf courses with lower green fees than private facilities may account for the increased participation in golf in this area. Jamestown offers facilities for basketball, football, soccer, and baseball and programming for these activities is provided through partnerships.

Figure 9 - Most popular sports activities in order of popularity

GOLF	
11.5%	
BASKETBALL	FOOTBALL
8.1%	4.2%
SOCCER	BASEBALL
4.2%	4.0%



MOST POPULAR FITNESS ACTIVITIES

Fitness activities are often pursued individually, but classes, programs, and events such as races can increase people's participation in fitness activities. The Town offers hiking trails, greenways, and fitness loops to support residents pursuing these activities. The town also has partnerships with organizations such as the YMCA that offer fitness classes such as yoga, equipment for weightlifting, and aquatics facilities.

Figure 10 - Most popular fitness activities in order of popularity

FITNESS WALKING	
32.1%	
SWIMMING	JOGGING
21.1%	15.6%
WEIGHTLIFTING	YOGA
13.3%	10.2%

MOST POPULAR OUTDOOR ACTIVITIES

Outdoor activities are those that enable people to interact with the natural environment while pursuing physical activity. Many people pursue hiking and road biking for the combination of physical activity and communion with rural areas and natural landscapes. Freshwater fishing, canoeing, and powerboating are all activities that take place on bodies of water. Jamestown borders the Arnold J. Koonce, Jr., City Lake. Residents may fish and canoe in this reservoir lake, and access for small-motor power boats is available at High Point City Lake Park.

Figure 11 - Most popular outdoor activities in order of popularity

HIKING	
14.6%	
ROAD BIKING	FRESH WATER FISHING
12.9%	11.0%
CANOING	POWER BOATING
8.6%	6.2%

Emerging Trends in Parks and Recreation

As communities grow and change, parks and recreation agencies must adapt the services they offer to meet the changing needs of their communities. Important trends in parks and recreation include understanding and communicating the benefits of parks and recreation, increasing community connectivity through trails and programs, and quantifying economic development.

BENEFITS OF PARKS

The Trust for Public Land summarizes seven benefits of parks in their report "Measuring the Economic Value of a City Park System. The seven benefits include the following.

Tourism

Though not always recognized, parks play a major role in a city's tourism economy. Some are tourist attractions by themselves. Others are simply great venues for festivals, sports events, even demonstrations. Read any newspaper's travel section and you'll usually see at least one park among the "to see" picks.

Direct use

While city parks provide much indirect benefit, they also provide huge tangible value through such activities as team sports, bicycling, skateboarding, walking, picnicking, benchsitting and visiting a flower garden. Economists call these activities "direct uses". Most direct uses

in city parks are free of charge but economists can still calculate value by knowing the cost of a similar recreation experience in the private marketplace. This is known as "willingness-to-pay". In other words, if parks were not available in the city, how much would the resident pay in a commercial facility? (Thus, rather than income, this value represents savings by residents.

Property value

Other things being equal, most people are willing to pay more for a home close to a nice park. Property value is affected primarily by two factors: distance from the park and the quality of the park itself. People's desire to live near a park depends on characteristics of the park. Beautiful natural resource parks with great trees, trails, meadows and gardens are markedly valuable. Other parks with excellent recreational facilities are also desirable (although sometimes the greatest property value is a block or two away if there are issues of noise, lights and parking). Less attractive or poorly maintained parks are only marginally valuable. And parks with frightening or dangerous aspects can reduce nearby property values.

Community Cohesion

The more webs of human relationships a

neighborhood has, the stronger, safer, and more successful it is. Any institution that promotes this kind of community cohesion – whether a club, a school, a political campaign, a religious institution, a co-op – adds value to a neighborhood and by extension, to the whole city. This human web, which Jane Jacobs termed "social capital", is strengthened by parks. From playgrounds to sports fields to park benches to chessboards to swimming pools to ice skating rinks to flower gardens, parks offer opportunities for people of all ages to interact, communicate, compete, learn and grow.

Health

Lack of exercise is shown to contribute to obesity and its many effects and experts call for a more active lifestyle. Research suggests that access to parks can help people increase their level of physical activity. Park users who undertake at least 30 minutes of moderate to vigorous activity at least three days per week cut their annual medical costs by an average of \$250 per year. This is an avoided cost.

Clean water

Stormwater runoff is a significant problem in urban areas. When rainwater flows off roads, sidewalks and other impervious surfaces, it picks up pollutants. Parkland reduces stormwater management costs by capturing precipitation and/or slowing its runoff. Large

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perious (absorbent) surface areas in parks allow precipitation to infiltrate and recharge the groundwater. Also, vegetation in parks provides considerable surface area that intercepts and stores rainwater, allowing some to evaporate before it ever reaches the ground. Thus, urban green spaces function like mini-storage reservoirs.

Clean air

Air pollution is a significant and expensive urban problem, injuring health and damaging structures. The human cardiovascular and respiratory systems are affected and there are broad consequences for healthcare costs and productivity. In addition, acid deposition, smog and ozone increase the need to clean and repair buildings and other costly infrastructure. Trees and shrubs remove air pollutants such as nitrogen dioxide, sulfur dioxide, carbon monoxide, ozone and some particulates. Leaves absorb gases and particulates adhere to the plant surface, at least temporarily. Thus, vegetation in city parks plays a role in improving air quality and reducing pollution costs.

CONNECTIVITY

Healthy Spaces & Places is a project aimed at creating places that promote wellness. They define wellness as "the directness of links and the density of connections in a transport network... Good connectivity promotes easy access to key destinations for pedestrians. Excellent connectivity actively seeks to discourage car use by making local trips easier and more pleasant by foot than by car." Connectivity is often addressed through design approaches impacting all areas of urban development, such as transportation, parks, economic development, and public health.

Parks and greenways promote connectivity

by serving as both routes and destinations. Greenways create transportation routes protected from automobile traffic and parks create attractive destinations for socializing, exercising and playing.

The demographic analysis findings, especially the increasing senior population and increasing population of communities of color suggest a need for connectivity that can be promoted through parks and greenways. Greenway trails have low barriers to entry and make appealing recreational destinations for seniors and others with limited or declining mobility.





ECONOMIC DEVELOPMENT

A well-documented economic impact of parks and recreation is the positive influence on surrounding property values. Though parks remove property from the total bank of land that could generate property taxes, they more than justify their existence by increasing the property values of the surrounding properties and therefore the amount of property tax owed. This concept is important to consider in terms of land acquisition in areas of new residential development. Parks and facilities should be well-maintained and properly programmed

to ensure the desired effect. Improving and expanding parks should be considered an investment in protecting and expanding the Town's tax base.

In addition to increasing a community's existing wealth, parks and recreation can generate new income by generating tourism revenue. Out-of-town visitors to parks may spend money at restaurants, gas stations and other local businesses.

Finally, there are the economic impacts of the management and operation of the department

itself. This results in the direct, indirect and induced effects spurred by public investment in parks and recreation and revenue the department generates. The Department has an economic impact on the people it directly employs and generates demand for certain equipment and contracted services. The demand for goods and services has an indirect ripple effect throughout the community as contractors conduct their own businesses. This induced effect on the local economy is generated by employees spending their wages within Jamestown on goods and services.

CHARACTERISTICS OF PARKS THAT PROMOTE CONNECTIVITY

Adapted from the National Parks and Recreation Association, "Designing Parks for Health," October 1, 2016. Joanna Lombard, AIA, LEED, AP
Mixed-Use – Access to mixed-use destinations provides multiple reasons for more people to walk. Neighborhoods with mixed-use destinations show higher levels of social interaction and physical activity, essential elements of a healthy lifestyle. Mixed-use in a park context can mean the park is part of a mixed-use district with shops, residences and other kinds of activities nearby, or the park itself can serve as a mixed-use destination in the neighborhood.

1. **Connectivity** – Mixed-use depends on connectivity. Multiple destinations are only beneficial when they are accessible. Studies show that people walk more in areas with connected sidewalks and having many route choices is associated with high connectivity. Parks and open space are opportunities to build connectedness throughout otherwise sprawling areas.
2. **Greenness** – Shade trees, green spaces and opportunities for community gardens provide significant health benefits. Streetscape and a sidewalk system that connects a park to its neighborhood can help contribute to greenness. Research shows neighborhood greenness enhances community identity and encourages physical activity.
3. **Eyes on the Park** – Neighborhood safety and vitality depend on a maximum number of people watching over a streetscape. Parks are especially sensitive to supervision and the proximity of residents, the presence of mixed-use, easy access through a well-connected network, and the presence of trees are all linked to higher levels of activity and social support. Providing proximity of active uses and easy visual and physical access can ensure sufficient numbers of Eyes on the Park, as well as enhancing both physical activity and social interaction.
4. **Mobility** – Mobility enables people to reach places through multiple modes of travel – walking, biking, and various forms of private and public transit. Parks accessible on foot by the first circle of users provide important neighborhood destinations. Park infrastructure can connect parks and greenways across a region through trails, sidewalks, and streets.

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Summary of Findings

As Jamestown's population grows and changes in the coming decade, the community's recreation needs will grow and change.

- › The population is growing but at a moderate rate. The moderate population growth will be considered with the current offerings of parkland, programming and amenities to determine the need to expand parks and recreation services. Has historically grown at a slow to moderate rate. Potential for new developments will push the growth rate much higher for a limited time.
- › An aging population suggests the need for expanding senior services while ensuring all parks and facilities feature amenities and design elements that universally include people with and without mobility challenges.
- › The overall high median household income indicates an ability to pay for parks and recreation services. Regardless of rising income for some community members, low-income residents must still have affordable or no-cost access to parks and recreation services.

In addition to Jamestown's specific community context, emerging trends in parks and recreation include understanding the many far-reaching benefits of parks, incorporating parks and greenway planning into larger connected networks of alternative forms of transportation, and understanding and quantifying the economic impacts parks have on their communities.



FOUR INVENTORY + ANALYSIS

IN THIS CHAPTER

Parkland Inventory
Current Level of Service



INVENTORY + ANALYSIS

The Inventory and Analysis chapter provides a broad view of the Parks and Recreation system as it currently exists. This chapter serves as the foundation for the plan's recommendations. Each of the plan's recommendations will be rooted in the discoveries and realities of Jamestown's parks and recreation system and will help inform the priorities of the recommendations provided and a strategy for achieving them.

This plan addresses recreational needs throughout the full parks and recreation system and includes assessments for each of the Town's parks. In addition to the assessment of individual parks, this plan includes a master plan for an 11-acre site within Jamestown Park.

The Town of Jamestown operates and maintains approximately 200 acres of parkland and open space. Jamestown's system includes two developed parks and two gateway pocket parks located along off-street paths. Recreation opportunities throughout the system are diverse, ranging from athletic fields, playgrounds, an amphitheater and an 18-hole golf course. Jamestown Parks and Recreation offers unique amenities to residents and visitors alike.

The Town is currently exploring the best strategy to develop and improve a 24-acre

area of Jamestown Park. This planning process will assess the existing playground, ball courts, restrooms, shelters and other onsite amenities and furnishings. This planning process enables the Town to deliberately determine which improvements are most needed to provide a high-quality recreational opportunity.

Park	Address	ACREAGE
Wrenn Miller Park	101 Guilford Road	1.4
Jamestown Park		181.9 TOTAL
Neighborhood Park	7041 E. Fork Road	11
Jamestown Park Golf Course	7041 E. Fork Road	156
Charles P. Turner Sports Complex	7182 E. Fork Road	14.9
Entrance monument parks	Intersection of Guilford College Road and Guilford Road	2.2
	Intersection of E Main Street and Vickery Chapel Road	
TOTAL SYSTEM ACREAGE		185.9

Existing Parkland Inventory

The project team conducted a site inventory and assessment of the Town's existing parks and facilities. The assessment evaluates each park according to the five themes listed below. Each theme summarizes the realities, opportunities, and challenges of the current conditions observed throughout the entire Jamestown park system. The five themes, accessibility and safety; branding, wayfinding, and sense of place; connectivity; general condition; and diversity of park offerings, are summarized in the table below. The findings inform the recommendations provided in this plan.

 ACCESSIBILITY + SAFETY	<p>Is the park designed so people of all abilities can access the park and all its amenities? Does the park meet most or all requirements of the Americans with Disabilities Act (ADA)? Does the park feel safe and encourage user safety?</p>
 BRANDING, WAYFINDING + SENSE OF PLACE	<p>Does the park design support the intended use of the park and create an enjoyable place to pursue those activities? Does the park appear to reflect the history or identity of the Town? Are people able to identify this park as a Town of Jamestown Park and easily navigate both to and within the park?</p>
 CONNECTIVITY	<p>Does the park connect to its surroundings through sidewalks, greenways and trails?</p>
 GENERAL CONDITION	<p>Is the park maintained to department standards? Do the park amenities and facilities need to be updated? Are the park amenities and facilities showing signs of wear and tear? How old are the amenities and facilities?</p>
 DIVERSITY OF PARK OFFERINGS	<p>Does the park provide a collection of park amenities and facilities which serve various ages, demographics and ability levels? Does the park system provide park amenities equally throughout the entirety it's parkland?</p>

JAMESTOWN PARK

Jamestown Park and Golf Course is located along East Fork Road in North Jamestown along the Northwest corner of Arnold J. Koonce City Lake. This park is the largest within the Jamestown park system. Consisting of approximately 180 acres, the park offers residents traditional park amenities, athletics, as well as an 18-hole par 72 Golf Course. Additionally, the Bicentennial Greenway (connecting Jamestown to the surrounding communities within Guilford County) follows the property on the east and southern boundaries. For the purposes of this assessment, Jamestown Park and the Jamestown Park Golf Course will be broken out into three park areas, as follows:

- Jamestown Park - Neighborhood Park
- Jamestown Park - Golf Course
- Charles P. Turner Community Park and Sports Complex



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JAMESTOWN PARK - NEIGHBORHOOD PARK

Located near the East Fork Road entrance of Jamestown Park, this subset of Jamestown Park functions as a neighborhood park where adults and children picnic, play on the playground, play basketball, and more.



Accessibility + Safety Many of the amenities are accessible by way of handicap parking and sidewalks. The playground, volleyball and basketball courts, however, are not accessible. There are no sidewalks or ADA (Americans with Disabilities Act) sidewalk connections. For example, the basketball courts lack sidewalks and therefore are not accessible per ADA standards. Pedestrian and vehicular circulation between the parking lots are separated, as each parking lot serves two separate uses. A chain link fence in good condition promotes user safety and separation from automobile traffic on East Fork Road.

Branding, Wayfinding + Sense of Place Overall branding and signage appear consistent across both the golf course park and the neighborhood park, indicating they are part of the same overall system. However, some differentiating features would allow park visitors to visually understand the boundaries of each area of the park. When visiting the site it was observed that site furnishing offering could be greatly improved. Any furnishings provided are either falling into disrepair or are not provided to the standard of the overall industry.

Connectivity One of the parking lots is frequently used to access the Bicentennial greenway across East Fork Road, the other is located adjacent the multi-use ball fields. Although two parking lots are present in this area, when the park amenities are at capacity, the parking lots would not hold enough parking spaces to serve the current facilities (ballfields, greenway trailhead, picnic shelters, ball courts, playground equipment, swings, and more). The park is located within the greater Jamestown Park. Pedestrians are able to walk and drive from this area to the golf course and clubhouse. There is no pedestrian access to the park and sports complex and users must drive off the property and reenter at a separate entrance to access the park and sports complex. The project team observed that parking is disjointed, and the sidewalk network is disjointed. Additionally, given the parks proximity to the Bicentennial Greenway, the park is connected to other facilities and amenities within the region.

General Condition The project team observed the park was well maintained and clean on the day of the site visit. The picnic shelters and restroom building have been properly maintained and the picnic tables and roofs have been replaced in recent years. The project team noted that many of the amenities (i.e. the courts, playground equipment and corn hole boards) are falling into disrepair due to heavy extended use. The multi-use ballfields are in poor condition as the playing surfaces need renovation. Poor grading/drainage as well as insufficient field lighting makes it difficult to use the field under current conditions and staff have voiced that programming the space is challenging.

Diversity of Park Offerings Located near the East Fork entrances of Jamestown Park, this area provides amenities such as picnic shelters, restrooms, playground equipment, corn hole boards, multi-use ballfields and a volleyball and basketball court. Two parking lots serve these amenities. The park appeared to have insufficient site furnishings including water fountains, benches, trash receptacles to support the park's visitors.

JAMESTOWN PARK GOLF COURSE

The Jamestown Park Golf Course is the largest space the Town of Jamestown owns and operates for recreation. The 18-hole, par 72 course is one of Jamestown's main attractions, with an average of 800 golfers weekly. Over the past 10 years the course has seen the addition of new greens, a new irrigation system and a fully renovated and expanded clubhouse. These improvements have added to the overall character and playability of the course. The Town struggles to maintain and operate the golf course with net positive profit.

The irrigation system was replaced in recent years, but the current system poses significant challenges to effective operation and requires more maintenances needs than would be anticipated at this point in the system's lifecycle.

Limited funding coupled with high maintenance costs present challenges which many municipally owned and operated golf courses face. The golf course operations comprise 34% of the Town's general fund and employs 9 full time employees, 3 in the pro shop and 6 in golf maintenance, plus additional part-time staff as needed.



- Accessibility + Safety** The course operates daily year-round. There is a gate that closes when the golf course is closed for the evening. Handicapped parking is available at the site with ramps up to the clubhouse. The course was built through LWCF – and should continue to provide public access per that contract.
- Branding, Wayfinding + Sense of Place** The main entrance from East Fork Road includes monument signage for the Jamestown Golf Course. The sign is branded consistently with the golf course but does not include reference to the other elements of the park. It is also unique to the park and does not integrate with other Town of Jamestown signage. The mature trees and rolling vista of Jamestown Park create challenging play and a beautiful natural aesthetic typical of the Piedmont region. Tee signage is uniform and contributes to the traditional and peaceful visual character of the park.
- Connectivity** The golf course is connected to East Fork Road with a stately drive ending at the clubhouse. There is a single access to this area of the park that serves both the golf course and the neighborhood park area. The Bicentennial Greenway follows the southern boundary of the property, but there is currently no opportunity for pedestrian connectivity through the golf course. The tees and greens are connected via a paved cart path. The path is in good shape with some spots of wear and tear.
- General Condition** The course appears to be well maintained and in overall good condition, especially considering the amount of use the course receives on a weekly basis. Tee times can now be reserved through a web-based platform called GolfNow which increases the opportunity for public play and provides an opportunity for visitors to submit feedback from their experience. According to the GolfNow app, the course has been given a rating of four out of five stars.
- Diversity of Park Offerings** This area is intended to serve the recreational needs of golfers. There is an 18-hole course, putting green, and driving range, but there is little opportunity for recreation outside of golf. Recent improvements to the clubhouse expand the opportunities for meetings and events to take place at this location.

CHARLES P. TURNER SPORTS COMPLEX AT JAMESTOWN PARK

Located on the North border of Jamestown Park, this complex is separated from the rest of the park by a fence positioned along the northern edge of the golf course. Serviced by an independent parking lot, this sports complex consists of four full size multi-use fields, a small playground, and a concessions/office building. This area also includes the system's only maintenance shop and storage yard. This maintenance area is housed within an old building retrofitted for maintenance use and stockpiling of materials. It was noted that the Town plans to expand the shop and shop yard to better serve Jamestown Park and any future parks within close proximity.



- Accessibility + Safety** Adequate handicap parking is provided at this location. There are paths with appropriate grades near recreational amenities like the playground, but they do not lead up to the amenity. Without field lighting, this space is likely only in use during daylight hours.
- Branding, Wayfinding + Sense of Place** Entry signage, similar in style to other areas of Jamestown Park, is provided at the vehicular entrance with little wayfinding signage within the complex. Without this internal wayfinding signage, it may be difficult to understand the field layout, and in the event of tournament play, it may be difficult to coordinate gameplay as the fields were not clearly labeled.
- Connectivity** Vehicular access to and from the sports complex exists along East Fork Road at the intersections of East Fork Road and Halldale Road. Pedestrian access is limited as there are no sidewalks to and from the park externally or internally limiting pedestrian connectivity to the park. Except for the playground (separated by a grass strip), all of the fields and the building are accessible by means of sidewalks and walking paths
- General Condition** The paths, playground, facility and fields appear to be in good condition.
- Diversity of Park Offerings** Currently, the use of the complex is largely centered around athletics and the general condition of the fields were observed to be acceptable to industry standards. The fields had established turf grass and appeared to drain well but do not have athletic lighting which limits the hours of play. Although the fields are owned and maintained by the Town, and the Town manages reservations for partners that provide athletic programming. Field play is programmed through third parties such as the YMCA, Jamestown Youth League, and Soccer Shots. The playground appears to show signs of age and the concessions/office building needs renovation and updates to maximize usability.

WRENN MILLER PARK

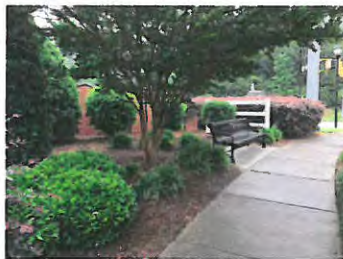
Wrenn Miller Park, built in 2014, is the newest park in the system and is located at the intersections of Guilford Rd, Perry Rd and E Main St at the Town core. Wrenn Miller Park is a neighborhood/community park which serves the entire Town of Jamestown. The park was constructed with support from the Parks and Recreation Trust Fund.



- Accessibility + Safety** The park is surrounded by vegetated "barriers" providing a sense of safety and comfort. The park provides accessible sidewalks as well as accessible seating opportunities and amenities. Accessible brick sidewalks connect the park to the surrounding neighborhoods and businesses.
- Branding, Wayfinding + Sense of Place** Signage at the park is provided through banner signs affixed to street/pedestrian light poles along the street frontages. As this park is situated amidst the center of the Town core, signage orients visitors within the neighborhood park. These banner signs allow park events to be marketed and announced to the community and passersby. Events such as music in the park, farmers markets and July Fourth celebrations have been and continue to be marquee events hosted in the park by the Town. In addition to the events held at Wrenn Miller, the park itself provides park visitors various opportunities to gather, play and rest.
- Connectivity** As there is no parking on site, pedestrian connectivity is critical. There is one crosswalk across Gilford Road and three paths connecting the roadside sidewalk into the park. Pedestrian connectivity is strong within the park.
- General Condition** The park is in very good condition and appears to be well maintained. The park was constructed with a small budget requiring volunteer hours and donation of plant material. This community involvement has created a sense of ownership and pride. The park is clean and remains active throughout the year.
- Diversity of Park Offerings** Wrenn Miller Park offers a walking loop, picnic shelter, veterans memorial and an amphitheater. From picnic shelters to the veteran's memorial the opportunity for public use is varied.

GATEWAY POCKET PARKS

The Town owns and maintains two gateway pocket parks located at the intersection of Guilford College Road and Guilford Road as well as at the intersection of E Main Street and Vickery Chapel Road. The gateway pocket park at Guilford College Road is on a 2.2-acre parcel owned by the Town. The gateway pocket park at Vickery Chapel Road exists in the road right of way. Gateway pocket parks provide the opportunity to welcome visitors into the Town through the use of signage, landscaping, site furnishings and offer places of pause.



- Accessibility + Safety** Pedestrian-scare lighting along paths ensures visibility during dark hours. Decorative vegetation enhances the experience but does not block sight lines to the path. The path surface and grades appear to be ADA accessible. As use of the paths increase, multiple uses such as cycling, jogging, and walking, may not fit on the current path width.
- Branding, Wayfinding + Sense of Place** The site furnishings such as benches and lighting are consistent with the Town's visual character. White picket fencing delineates the pocket park area around the trail head. Wayfinding signage does not currently appear to direct trail users to nearby or cross-town destinations and users may need to depend on auto-oriented street signs for navigation.
- Connectivity** These pocket parks provide Town gateway monumentation and sidewalks ushering visitors into Town. These pocket parks indicate a commitment to a long-term of providing pedestrian and bike connectivity throughout Jamestown. It was noted that the sidewalks which meander through these parks connect to a future pedestrian corridor connecting the entirety of Jamestown to its parks, open space, neighborhoods and business.
- General Condition** Vegetation, surface materials, and site furnishings were all high quality and appeared to be in good working condition.
- Diversity of Park Offerings** The pocket park entryways provide an aesthetic surrounding for uses such as cycling, walking, or jogging. While these parks do not provide recreational amenities, they create a benefit to passing through by offering benches, shade, and appealing surroundings.

SUMMARY OF FINDINGS

The Town of Jamestown's park system enhances the community's small-town character by providing a variety of well-maintained offerings concentrated in select locations.

The park system provides a variety of recreational opportunities that support quality of life for Jamestown residents. Wrenn Miller Park provides a unique gathering space for community events and programs and the neighborhood park area of Jamestown Park is well suited for hosting camps, school groups, or families at play. The golf course is a recreational asset not frequently found in a community of Jamestown's size. The gateway pocket parks show the Town's attention to detail in providing high quality experience by offering beautified paths and entryways.

Many of Jamestown's recreational amenities are located at Jamestown Park and the adjacent Charles P. Turner Sports Complex at Jamestown Park. Other locations include Wrenn Miller Park, across the street from Town Hall, and two gateway pocket park locations on the eastern boundary of town. This concentration of

recreational amenities at the Jamestown Park potentially increases the impact of financial resources by concentrating maintenance at one location and pursuing quality over quantity.

This concentration of park investments at a single site potentially reduces overall access to recreational amenities. However, the Town of Jamestown has constructed gateway pocket parks on the opposite side of town and has located Wrenn Miller Park centrally. While residents may need to travel to Jamestown Park for a traditional park experience, Jamestown is providing access to recreation throughout their service area.

Finally, all elements of Jamestown's park system are maintained to the highest possible quality. The project team observed fresh paint, quality site furnishings, and appealing landscaping throughout the park system. The maintenance team responsible for parks and recreation appears to be proactive in maintaining the park system's assets. This ensures that the Town will get the best value out of amenities and finishes for their full lifespan and ensures the best possible user experience.

Level of Service

The level of service measures how much access to parks, trails and indoor facility space residents have based on the park system's current inventory and the jurisdiction's total population. The analysis identifies deficits or surpluses within what the department provides.

METHODOLOGY

The level of service is a ratio that includes the current offering of parkland and trails, divided by a portion of the current population. Parkland and trails are calculated based on a rate of acres and miles per 1,000 residents

The population figure used for this analysis is **4,416 residents**. This number is used throughout the plan as the estimate for Jamestown's 2019 population. The estimate is from the Town of Jamestown Planning Department and is consistent with the population projections. Numbers have been rounded to two decimal places.

$$\frac{\text{parks and recreation offering}}{\text{portion of population}} = \text{Level of Service}$$

This formula is used to determine current level of service for any given population number and therefore is a useful tool for measuring department's growth over time. Current level of service is determined using the current population, and future level of service is

determined based on future population projections. Town staff can use this formula to ensure adequate parks and trails provision as the population grows.

CURRENT LEVEL OF SERVICE

The Town's current level of service for parkland and trails is summarized in the table below. The purpose of the level of service analysis is to establish a baseline level of service standard for the Town's current offerings. Creating the level of service as a ratio means the Town can use this level of service standard to project future needs for parkland and trails based on future population projections. Summary of Findings

The Town of Jamestown's current level of service for parkland is 48.35 acres of parkland per 1,000 residents. According to the National Recreation and Parks Association, the national standard is 10 acres of parkland per 1,000 residents so Jamestown is providing a much higher level of service than most communities nationally. The golf course is an important contributing factor for achieving this level of service. Without the golf course included in the equation, the Town's level of service is 7.69 acres of parkland per 1,000 residents.

Jamestown offers 0.05 miles of trail per 1,000 residents. The National Recreation and Parks Association does not currently calculate a national standard for trail mileage. Greensboro and Raleigh are two of North Carolina's leading

cities for greenway and trail mileage. Their levels of service are 0.17 and 0.12 miles of trail per 1,000 residents. The Bicentennial Greenway does not pass through the town limits of Jamestown but is immediately adjacent to the southern border of Jamestown Park. This regional recreational amenity contributes to Jamestown resident's level of service but is not included in this analysis.

Table 1 - Town of Jamestown current level of service for parks and trails

	THE DEPARTMENT OFFERS -	THE CURRENT LEVEL OF SERVICE IS -
 PARKLAND	<p>185.48 acres of parkland</p> <p>--</p> <p>1.39 acres Wrenn Miller Park</p> <p>2.20 acres Entrance Monument Parks</p> <p>11.00 acres Jamestown Neighborhood Park</p> <p>156.00 acres Jamestown Park Golf Course</p> <p>14.89 acres Charles P. Turner Sports Complex</p>	<p>48.35 acres of developed parkland per 1,000 residents</p>
 TRAILS	<p>0.20 miles of trail</p>	<p>0.05 miles of trail per 1,000 residents</p>

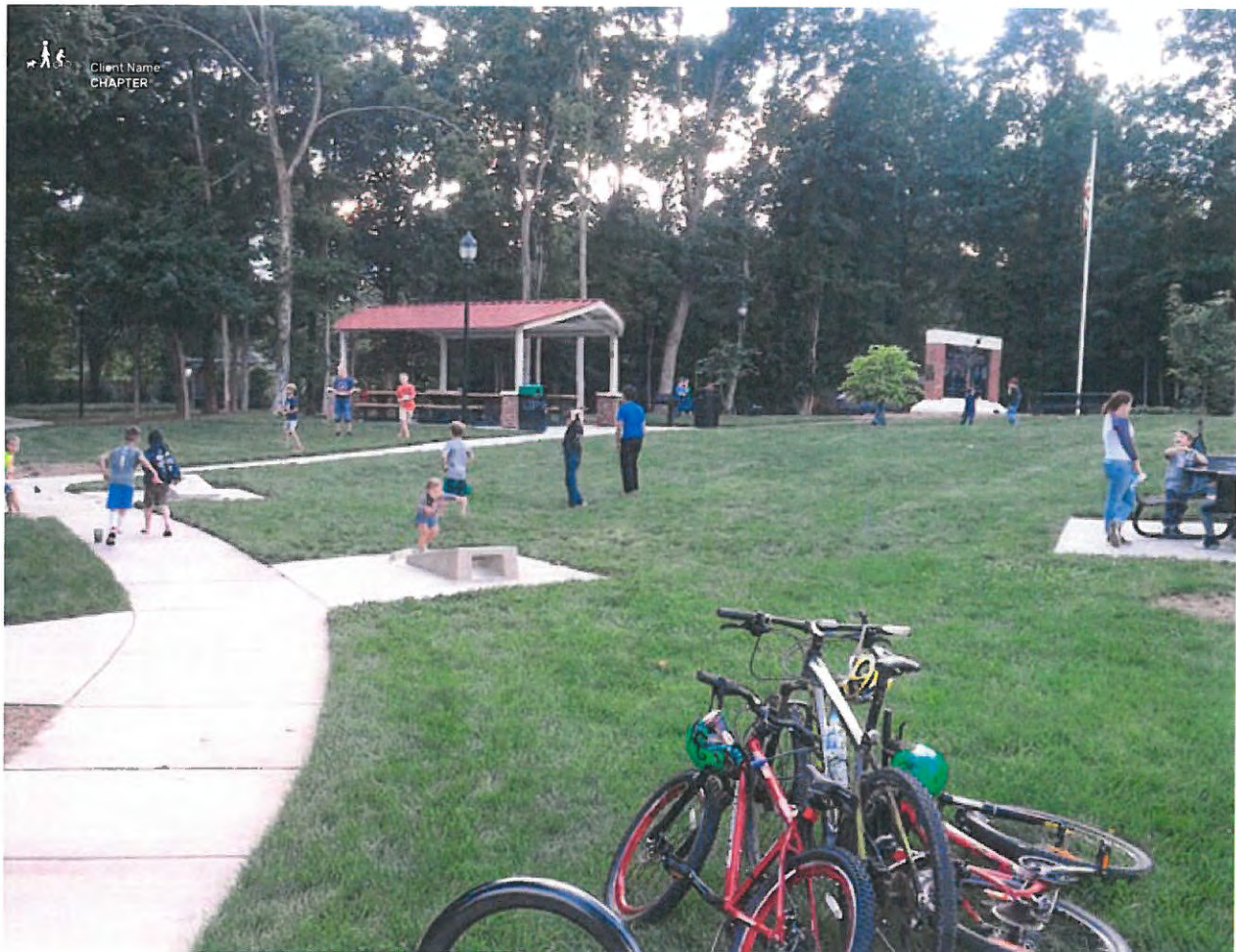


FIVE COMMUNITY ENGAGEMENT

Public Input Tabling

IN THIS CHAPTER

Steering Community Input
Program Partner Interviews
Statistically Valid Survey



Client Name
CHAPTER

COMMUNITY ENGAGEMENT

Public input is an essential part of any planning process. The most effective plans are rooted in the realities and visions of the communities creating them. This planning effort gathered public input through tabling at community events, stakeholder meetings, partner interviews, and a statistically valid survey. The community engagement process is illustrated in Figure 1. This chapter summarizes all public input received during the planning process.

Figure 1 - Outline of community engagement

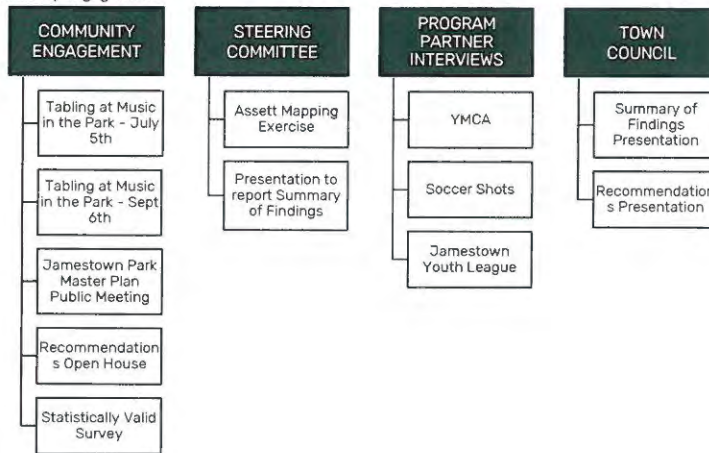


Image pictured to the left is a generic image / photo credit

Public Input Tabling

DATE

July 5, and September 6, 2019

PURPOSE

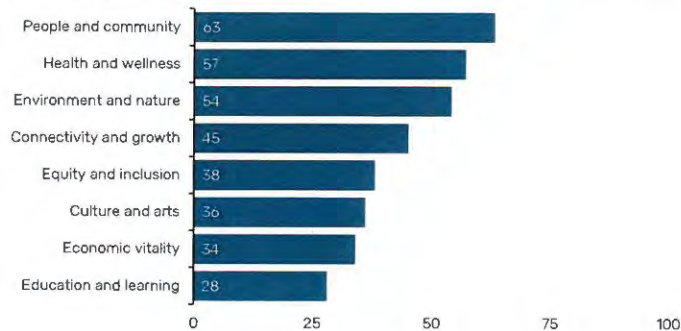
This meeting asked residents for their input on the next 10 years of parks and recreation. Input focused on community values, reasons for visiting parks, and amenities and programming for parks.

- ▶ **Community Values** input focused on identifying which values are important to the community. A question regarding health and wellness identified ways people would like to pursue their personal health and wellness goals with the Department's parks and programs.
- ▶ **Reasons for Visiting Parks** input focused on the appealing aspects of Jamestown's existing parks and recreation system to gauge the expectations for park experiences.
- ▶ **Amenities and Programming** input focused on which amenities and programs residents would like to see implemented in the community.

Community Values

Community values reflect the things that are important to a community's residents. Community values inform the planning process by informing the character of parks, programs, and amenities that will resonate with residents. The values of people and community, health and wellness, and environment and nature received the most responses. This exercise identifies popular values but should not be used to eliminate values as being worthwhile or important to the community. Respondents were able to choose up to three responses.

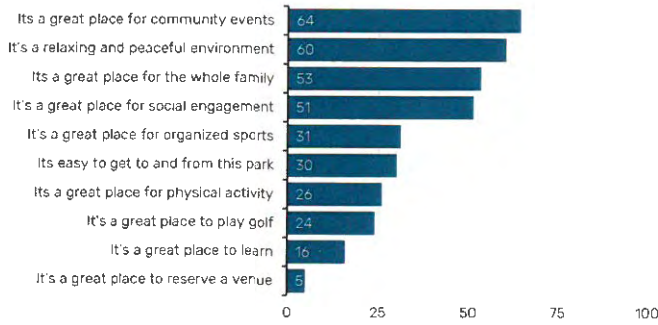
Figure 2 - Responses to the question "What community values do you hold?" Respondents could choose three responses.



Reasons for Visiting Parks

The project team also asked residents about their reasons for visiting parks. Figure 3 shows that people visit Jamestown Parks because it is a great place for community events, because it is a relaxing and peaceful environment, and because it is a great place for the whole family. These results provide implications about what types of parks and facilities are needed to meet resident's expectations of what creates a high quality park experience. Respondents were able to choose up to three responses.

Figure 3 - Responses to the question "What are your reasons for visiting Oxford's parks?" Respondents could choose three responses.

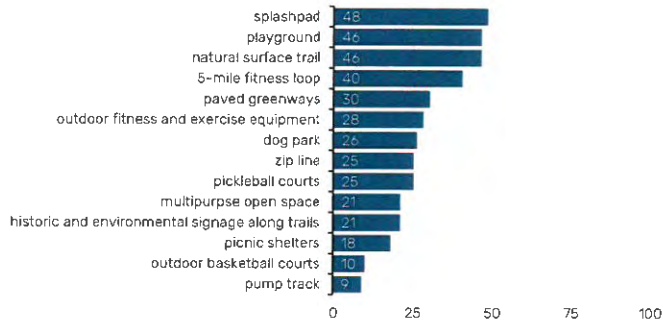


Amenities

Each participant ranked the top three amenities they would like to see the Town offer or expand. The items on this list were generated by Department staff. The items staff selected are amenities that the community has asked for, items that are in line with emerging trends, or items that are currently popular and may need to be expanded or renovated. The top responses are a splashpad, playground, and natural surface trails. Respondents were able to choose up to three responses.

Some respondents listed additional amenity needs that included camping and fishing, rock climbing, and a ninja warrior course.

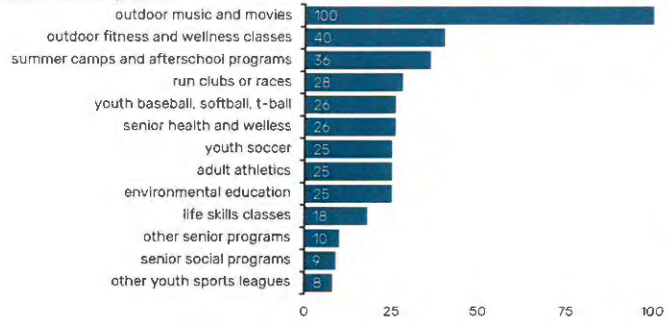
Figure 4 - Responses to the question "Which park amenities would you like to see?" Respondents could choose three responses.



Programing

Each participant ranked the top three programs they would like to see the Department offer or expand. Like the list of amenities, the programs on this list were generated by Department staff. The items staff selected are programs that residents have asked for, programs that are in line with current trends, or programs that are popular and may need to be expanded or refreshed. The top responses were for outdoor music and movies, which received twice as many responses as outdoor fitness and wellness classes, the next highest ranked program. Summer camps and afterschool programs were the third highest ranked program. Respondents could choose up to three responses.

Figure 5 - Responses to the question "Which programs would you like to see?" Respondents could choose three responses.



Summary of Findings

Information from the first community engagement meeting show support for values, amenities, and programs. Results reflect the current status of Jamestown's parks and recreation offerings. People and community are the highest ranked values and people enjoy visiting parks to attend community events like movies and concerts.

Health and wellness is another focus as the second ranked value. The second highest ranked program is outdoor fitness and wellness. Pursuing physical activity was the fourth lowest ranked reason for visiting parks, indicating an opportunity to improve this offering to meet community needs.

The top ranked amenities are activities for children and families including splashpads and playgrounds. The next three items are trail related, indicating a strong community interest in greenways, trails, and connectivity. Community support for health and wellness values and environment and nature values also indicates support for trails and greenways people can use to access nature and be physically active.

Clean
Maintenance
Staff is
wonderful

NEED A
DOG
PARK

Safety is
Important



Steering Committee Input

DATE

June 7, 2019

PURPOSE

Gather input from the Jamestown Parks and Recreation Advisory Committee. Committee members participated in the public engagement dot exercise, and results for this activity are included in the results above.

SUMMARY OF FINDINGS

Input from the Parks and Recreation Committee indicated that the department has three key offerings that Jamestown Parks and Recreation is known for. The community's featured offerings include a golf course and club house, youth sports, and community events.

One committee member reported that Jamestown is the smallest community in the United States with an 18-hole golf course. Town staff report that recent marketing efforts have improved attendance at the golf course and recent updates to the clubhouse have improved the image of the facility. The Town has a goal of having the golf course recover its costs, but this goal is not always met.

The Town partners with Jamestown Youth League and other sports leagues to provide youth sports programs to residents. These independent partners depend on the Town

offering the facilities they need to run their programming. Recent storms caused damage to the lights at the Jamestown Park, significantly limiting the amount of time the field is usable.

The Town has had great success with music and movie series events that are free and open to the public. Participants indicate that these events bring a sense of camaraderie to the community, and that it helps the community to stay connected. These events create a sense of civic pride and are attractive to new and long-term residents alike. Town staff and Committee members reported that these events have been successful with improving public perception of the benefits of parks and recreation.

Residents indicated that additional community benefits of the parks and recreation department include health and wellness and economic development. Parks and recreation provides an opportunity to engage in physical activity, social events, and team sports. These activities often benefit resident's individual health and wellness goals. Additionally, community events bring people downtown and generate customers for many businesses near Wren Miller Park. Parks and recreation is also often a consideration for where a family will purchase a home. Residents relocating to Jamestown increases the Town's tax base.

Parks and Recreation Committee Members also identified the following themes.

- › **Maintenance and Updates** - Participants recognize the need for additional maintenance of the existing system, as well as the need to expand staff allocated for maintenance as the park system continues to expand. May noted the impact that weather events have had on the system recently, with the loss of a reservable shelter and baseball field lighting. The reasons listed for needing park maintenance and updates is to improve the systems "curb appeal" for the existing parks, and to maintain interest in parks and recreation in a growing community. Some participants noted concerns about vandalism. Though staff indicated vandalism is rare overall, ensuring that amenities are up-to-date and well maintained diminishes the impact of vandalism.
- › **Connectivity and Open Space** - Most emphasis was placed on improving the quality of the system's current offerings, but some comments indicated a need for expanding parkland. Jamestown's current greenways system connects into the Bicentennial Trail, a regional greenway system. Comments indicated a need for this



network to connect the community's open spaces and improve pedestrian access throughout the town.

- › **Community Needs** - Parks and recreation services are an important part of what a Town offers to residents. Participants identified programs and amenities that would benefit community members. These items are listed below.
 - PROGRAMS
 - Educational activities
 - Activities for senior citizens
 - More community gathering events
 - Farmer's market
 - Golf camps for youth
 - AMENITIES
 - Reservable shelters
 - Sustainably constructed amenities
 - Accessible playground for all abilities
 - Dog park
 - More parks
 - Tennis courts
 - Hiking and walking trails with benches
- › **Funding** - Participant comments indicated that there is an opportunity for the Town to increase funding for parks and recreation services, especially as the system and program offerings grow. Comments indicated that funding is needed for upkeep and improvements to parks and recreation offerings.
- › **Marketing and Under Use** - Some

comments indicated that facilities are underused because residents may not know all that is offered through the park system. Marketing is one strategy for addressing this challenge. Suggestions regarding marketing included increased awareness for the events and programs the town provides, the amenities and facilities available at parks, and trails.

- › **Partnerships** - The Town has successfully provided programming via partnerships. Primary partnerships include Jamestown Youth League and the YMCA. Both entities use Jamestown facilities to provide some of their programming. These partnerships also highlight competition with other communities, as the Jamestown Youth League frequently has to reserve field space in other communities due to a lack of field lighting at Jamestown Park.
- › **Seniors and accessibility** - Some comments emphasized the importance of ensuring that the parks system amenities are accessible to all residents, including those with disabilities, and mobility challenges. Comments indicated a need for amenities that meet seniors fitness need and providing benches and shaded areas to make parks more usable for older adults.



Program Partners Interviews

DATE

Fall 2019

PURPOSE

The planning process included three interviews with program partners. The intention of the interviews is to hear in depth information from the organizations who frequently use Town of Jamestown facilities. These organizations provide recreation programming to the community and supplement the Town's positive impact on resident's access to parks and recreation services.

- › **Soccer Shots** - an engaging children's soccer program with a focus on character development.
- › **Jamestown Youth League** - serving the Jamestown area since 1979, the JYL reaches 2000 children with league play for eight sports for ages 3 to 15.
- › **Mary Perry Ragsdale Family YMCA** - offering high quality after school and summer camp programs, swim lessons for all-ages, fitness classes for all abilities, special programming for active older adults. The YMCA is a membership organization.

SUMMARY OF FINDINGS

The Town partners with three organizations that provide athletic and recreational programming. The Town provides recreational facilities that partners reserve to run their athletic programming. Partners reserve the Town's outdoor athletic fields, concessions stand, and office space. One program partner uses the Jamestown Park Neighborhood Park area as a destination for their summer camps. No reservation is needed for this use.

All partners agree that the facilities Jamestown maintains are high quality. The soccer fields at Charles P. Turner Sports Complex are especially high quality. Baseball fields are high quality, but grass infields and a lack of lighting detract somewhat from the experience. Some equipment in the playground area is dated.

The reservation fees for recreation facilities are low, but partners report tight budgets that limit ability to pay for field space. All program partners are non-profit organizations and depend on combinations of fees, memberships, sponsorships and donations to run programming.

Partners fulfill a community need by providing recreational programming that the Town does not offer. Partners report that soccer programs have the highest demand, with baseball

and basketball also having high demand. Jamestown's location creates a challenge and benefit for recreational programming. Nearby providers such as High Point and Greensboro create competition for enrollment, but these nearby population centers also support demand for programming in Jamestown that may not otherwise exist in a community its size. Program partners report an ability to expand programming based on current demand, but Jamestown's current facility space limits additional enrollment.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Statistically Valid Survey

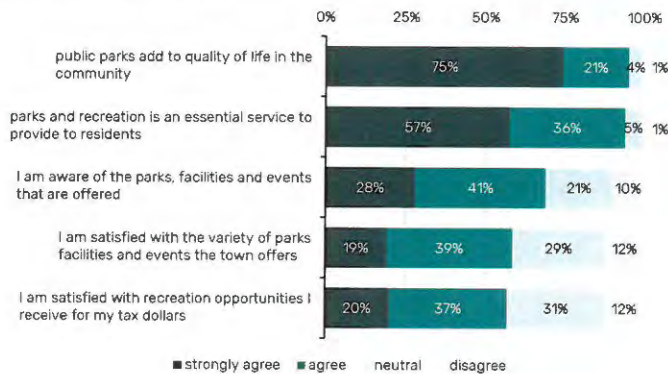
The project team administered a parks and recreational needs assessment survey for the Town of Jamestown during the summer of 2019. ETC Institute conducted the survey and mailed a survey packet to all households in the Town of Jamestown. Each survey packet contained a cover letter, a copy of the survey, an a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or by completing it on-line at www.jamestownsurvey.org. A total of 210 residents completed the survey. The overall results for a sample of that size have a precision of at least +/- 6.5 percent at the 95 percent level of confidence.

This section includes a summary of the survey results. The full survey report can be found in the Appendix.

SATISFACTION

The statistically valid survey asked residents about their level of agreement with various statements regarding parks and recreation in Jamestown. Results show that residents overwhelmingly agree that parks and recreation add to the quality of life in Jamestown, but only 57 percent agree that they are receiving adequate opportunities for parks and recreation based on their tax dollars contributed.

Figure 7 - Respondents level of agreement with statements regarding the Town of Jamestown Parks and Recreation Department



PRIORITY INVESTMENT RATING

The survey administrator developed the priority investment rating to provide organizations with an objective tool for evaluating the priority that should be placed on recreation and parks investments. The priority investment rating equally weights the importance that residents place on the program or amenity and how many residents have unmet needs for the program or amenity. Since decisions related to future investments should consider both the level of unmet need and the importance of facilities and programs, the priority investment rating weights each of these components equally.

The results of the priority investment rating rank results as high, medium, and low priority.

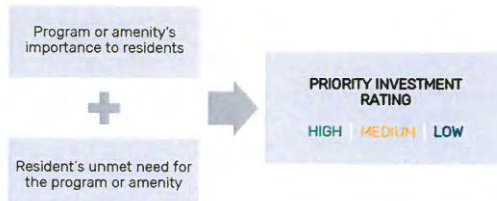
› **High Priority Areas** are those with a priority investment rating of at least 100. A rating of 100 or above generally indicates there is a relatively high level of

unmet need and residents generally think it is important to fund improvements or expansions in these areas. Improvements in this area are likely to have a positive impact on the greatest number of households.

› **Medium Priority Areas** are those with a priority investment rating between 50 and 99. A rating in this range generally indicates there is a medium to high level of unmet need or a significant percentage of residents generally think it is important to fund improvements in these areas.

› **Low Priority Areas** are those with a priority investment rating below 50. A rating in this range generally indicates there is a relatively low level of unmet need and residents do not think it is important to fund improvements in these areas. Improvements may be warranted if the investment will meet needs of a specialized population, or if the investments are to maintain highly popular offerings.

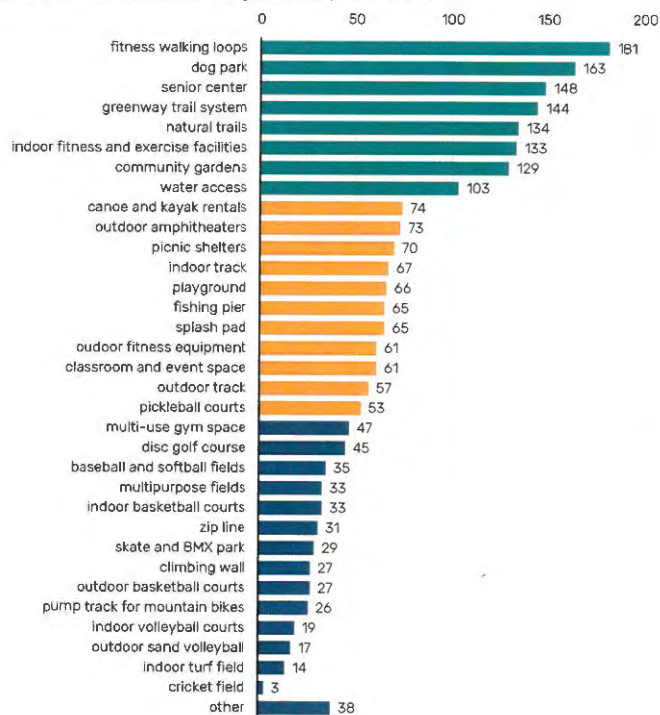
Figure 8 - Formula for determining priority investment rating for parks and recreation amenities and programs



AMENITIES

The following figure depicts the priority investment rating for amenities. The amenities ranked as high priority promote community gathering and health and wellness. These amenities include a variety of trails, dog park, senior center.

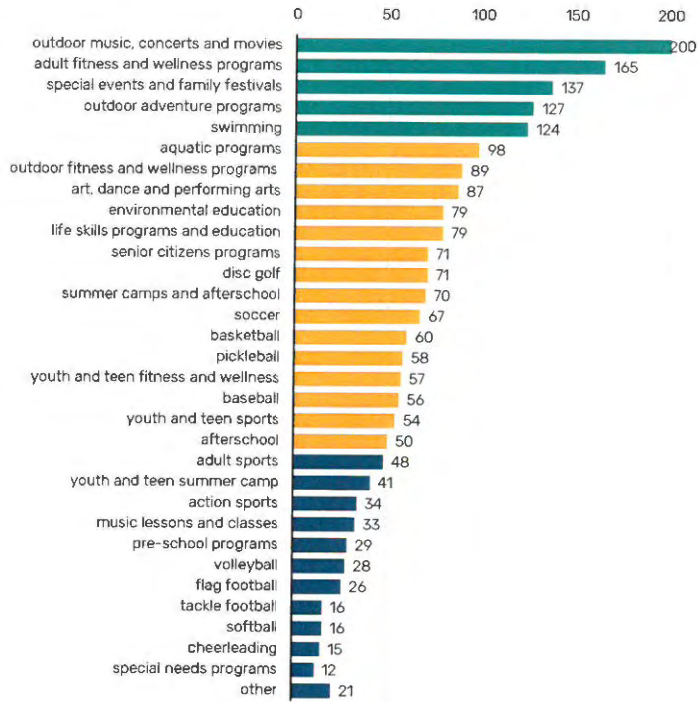
Figure 9 - Priority Investment Rating results for park amenities



YOUTH PROGRAMS

The following figure depicts the priority investment rating for programs for residents under age 18. The programs ranked as high priority include community gathering events. Adult programs listed as a priority indicates that households with youth have a need for adult programing as well.

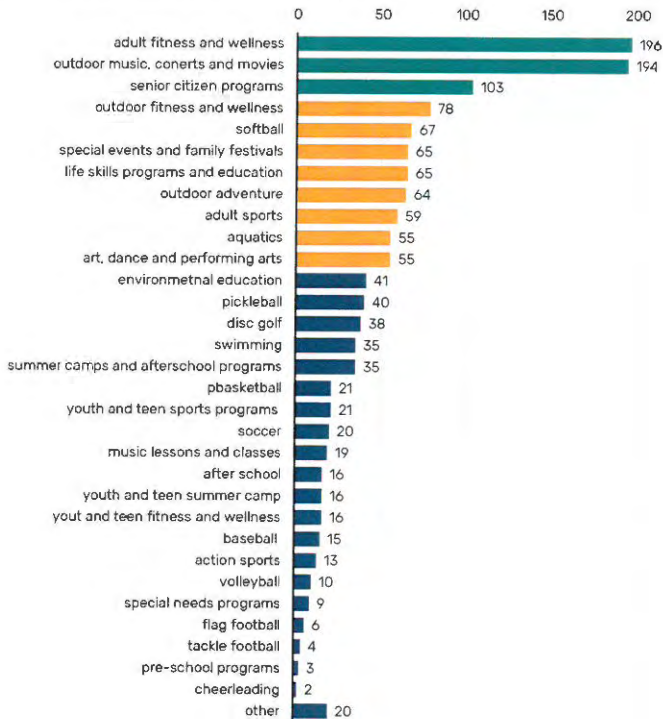
Figure 10 - Priority Investment Rating results for youth programs



ADULT PROGRAMS

The following figure depicts the priority investment rating for programs for residents age 18 and older. High priority adult programs include senior citizen programs, health and wellness programs, and outdoor concerts and movies.

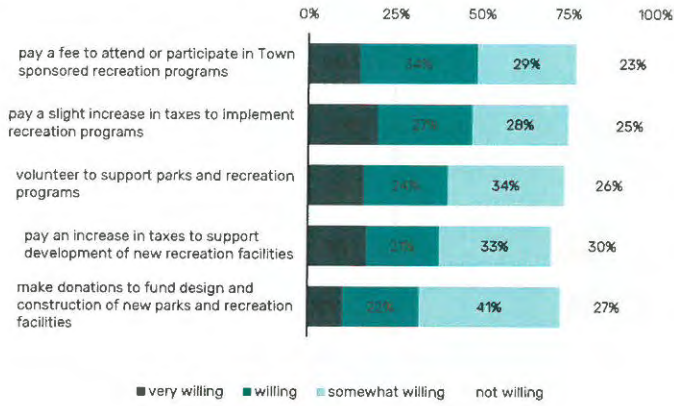
Figure 11 - Priority Investment Rating for adult programs



WILLINGNESS TO PAY

Survey results indicate that residents are supportive of parks and recreation, and that there is a need and desire for expanding parks and recreation programming and facilities. Responses to this question indicate that there is a moderate willingness to pay for new facilities, amenities and programs.

Figure 12 - Responses to questions of support for parks and recreation services.



SUMMARY OF FINDINGS

Survey results are in line with other community engagement results. There is notable support for expansion of trails, community festivals, concerts, and movies, and health and wellness programming. Each of these programs or amenities is something the town currently offers, but these results show that there is demand and support for expanding these offerings.

Survey results indicate that residents understand the significant positive impact that parks and recreation has on the community, but there is only a moderate willingness to pay for the improvement or expansion of various parks and recreation services. Moderate support indicates that there may be a need for educating residents about the connection between investing in parks and recreation, and the positive outcomes they report experiencing, or the Town may need to pursue alternative funding through sponsorships and grants.



SIX JAMESTOWN PARK MASTER PLAN

IN THIS CHAPTER

- Introduction
- Wetland + Stream + Buffer Analysis
- Site Analysis
- Recreational Needs Assessment
- Program Description
- Community Engagement
- Cost Estimate





INTRODUCTION

As a major component of the Parks and Recreation system in the Town of Jamestown, the neighborhood park section of Jamestown Park offers great potential for meeting the needs and desires of Jamestown residents. Thorough research, conceptual planning, design iterations, and feedback from the public and planning board members have been combined into a total planning process for the renovation of Jamestown Park. The goal of this process is universal access to a variety of outdoor recreation opportunities that reflect stated public desires, within a comprehensive park system that serves to unify and beautify the Jamestown community.



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WETLAND + STREAM + BUFFER ANALYSIS

On behalf of the Town of Jamestown, McAdams staff conducted a natural resources desktop review for the Jamestown Park Strategic Plan in Jamestown, North Carolina. The project area consists of two parcels (Guilford County PINs: 7812765420 & 7812940031) owned by the Town of Jamestown totaling 182 acres. The purpose of the desktop review is to use readily available information to identify potential wetlands, streams, Randleman watershed buffers, FEMA mapped floodplains and stream classifications. The following is a summary of findings, applicable permitting processes, and recommendations.

Soils

There are nine soil types within the project area, as described by the Natural Resource Conservation Service Web Soil Survey. Most of the site is well-drained, and infiltration is moderately low to high across the entire site. Runoff is low to medium across much of the site.

Regulatory considerations

- › Randleman Lake Watershed Riparian Buffer Rule
- › Clean Water Act Permitting
- › Stream, Wetland, and Riparian Buffer Mitigation

Hydrology

Streams, Stream Buffers and Wetlands:

The subject property is located within the High Point Lake-Deep River subwatershed (030300030102) of the Cape Fear River Basin and drains to High Point Lake and the Deep River. According to the DWQ Basinwide Information Management System (BIMS), High Point Lake has a Stream Index #17-(1) and is classified as WS-IV (Water Supply IV) and CA (Critical Area) and the Deep River has a Stream Index #17-(3.3) and is classified as WS-IV (Water Supply IV). Both High Point Lake and the Deep River are within a designated Critical Supply Watershed and are subject to the Randleman riparian buffer management strategy specified in 15A NCAC 2B .0248.

FEMA Floodplain: No FEMA floodplains extend into the project area.

Preliminary Findings

Four ponds (P1-P4) and an unnamed tributary to High Point Lake (S1) located in the southern portion of the project area are depicted on the USGS topographic map. The most recently published Guilford County Soil Survey map depicts S1 as well as one additional stream feature (S2). These mapped features are subject to the Randleman Lake Watershed Riparian Buffer Rule. Because these rules also require buffers on stream features identified based on site-specific evidence, there may be relatively short sections of jurisdictional, intermittent streams in drainageways leading to the lake that are also subject to the buffer rule.

The USFWS National Wetlands Inventory (NWI) Wetlands Mapper identified four ponds and one tributary that may be present within the project area (USFWS 2018); the NWI Wetlands Mapper did not identify potential wetlands within the project area. However, small pockets of jurisdictional wetlands may be present on the floodplain of the Deep River (High Point Lake) based on soil inclusions reported for this area.

Recommendations

It is recommended that detailed flagging and survey be performed prior to detailed site planning within and/or adjacent to jurisdictional streams and wetlands. A preliminary jurisdictional determination should then be confirmed by the US Army Corps of Engineers. A stream buffer determination should be obtained from NC DWR to verify the starting points of streams and associated stream buffers.

PRELIMINARY STORMWATER MANAGEMENT ANALYSIS

The subject site plan concerns the addition of an amphitheater, sidewalk, landscaping and inclusive playground area to a portion of Jamestown Park Golf Course. The site is located approximately one mile north west of the intersection between East Fork Road and Guilford Road. The proposed improvements maintain the existing drainage patterns.

Jamestown Park Golf Course is located entirely within the High Point City Lake Water Supply Watershed and has a Built Upon Area (BUA) of 2%. Because this is a non-residential land use, McAdams has concluded that per Town of Jamestown Land Development Ordinance Table 19-20.9 the site will not require an engineered stormwater control measure.

SITE ANALYSIS

Following a site visit and investigation of the neighborhood park section of Jamestown Park, several design opportunities and constraints became apparent in accordance with the existing features of the site.

Five main categories were considered in relation to the opportunities and constraints on the site:

- ▶ Accessibility & Safety
 - While most areas of the park are ADA accessible, not all amenities are. Accessibility for all existing and new amenities must be considered when planning pedestrian and vehicular circulation.



- Existing fencing on the perimeter of the site along East Fork Road offers security and a partially fenced space for the addition of a dog park.
- ▶ Branding/wayfinding & Sense of Place
 - Existing branding and signage effectively link the neighborhood park to Jamestown Park as a single system, but boundaries between the difference portions of the park are unclear.
 - Existing park furnishings are showing signs of degradation and require replacement.
- ▶ General Condition
 - While the park as a whole is clean and well-maintained, many of the amenities need replacement or renovation due to damage from extensive use.
 - The baseball field area does not drain well after rain events and is not currently sufficiently lit for nighttime use
- ▶ Connectivity
 - The site is adjacent to the Bicentennial Greenway, offering connectivity to the nature preserve and trails across East Fork Road from the park.
 - The Jamestown Park golf course and clubhouse are accessible by foot from the neighborhood park section, but the Charles P. Turner sports complex must be accessed by vehicle, leaving the neighborhood park and entering the complex at a separate entrance.
- The two existing parking lots provide sufficient parking for the current average use of the park, but not in the event of full visitor capacity for the existing amenities.
- The separate parking lots allow visitors the choice of parking location based on their intended activity/destination within the park.
- The existing parking and sidewalk networks are disjointed.
- ▶ Diversity of Park Offerings
 - The site is adjacent to the Bicentennial Greenway, offering connectivity to the nature preserve across East Fork Road.
 - A variety of amenities exist in the park, including several types of sport facilities, a playground, shelters with tables, and restrooms.
 - The quantity and quality of site furnishings appears inadequate.
 -
 -



PROGRAM DESCRIPTION

The overarching goal of the Jamestown Park renovation is to contribute to meeting the needs and desires of the Jamestown community at large regarding recreation opportunities and availability. With that understanding, the results of the public input received from the statistically valid survey guided the design program of the updated park.

The four main desires evident in the survey results were addressed in a variety of ways throughout the park, with the inclusion of both activity-specific amenities and flexible, customizable spaces for park visitors to use creatively. To the extent possible, existing features within the park were reimagined, relocated, and redeveloped to maximize financial efficiency in the renovation process while still allowing for a significant design impact. The new design retains park features that were previously most highly valued by residents, integrating them into a cohesive system with fresh, new elements that are in direct response to the stated desires of the Jamestown community.

Due to the proximity of Jamestown Park to the Bicentennial Greenway trails and nature preserve, the park's location offers an excellent opportunity for connectivity to other locations within the Jamestown park system. Furthermore, access to these areas was preserved and integrated into the new park

design.

The master plan for Jamestown Park depicts a system of new and original amenities strategically situated around the existing main and secondary parking lots. Depending on their reason for visiting the park, visitors have the choice of utilizing either parking lot, accessed from East Fork Road. The main lot is central to the park, providing easy access to all the park's amenities, while the secondary lot is the best choice for visitors who plan to access to the dog park and nearby greenway trails.

Adjacent to the main lot, a seating plaza featuring moveable café tables and shade trees serves as a gathering point and gateway into the western half of the park. The walkway through the plaza follows an axis across the open lawn, ending in an area of grass terraces. This series of elevated slopes and flat areas is built into the existing topography, utilizing the slope created around the former baseball fields. The terraces can be used for both fitness and relaxation, and they offer an elevated view of the rest of the park.

North of the terraces, a retaining wall is built into the slope, serving as a backdrop for a slightly elevated stage area facing the lawn and featuring fitness equipment integrated into the wall. This area is multi-functional, offering opportunities for exercise and outdoor events like movies and concerts on the green.

Landscaping is added for erosion control on the remainder of the slope behind and around the wall, creating an aesthetically pleasing solution to stormwater run-off.

Across the lawn from this area to the east, a flex pavilion is added to add more options for the use of this space. The pavilion is accessible from both the lawn and the seating plaza, and can serve a variety of functions, such as shelter from the elements during everyday use and space for concessions during an event, or gathering space for a programmed class.

South of the terraces, a cluster of grassy berms sits nestled in the corner of the open lawn area, shaded by trees, and providing an ideal space for children to safely play in a novel manner. To the east of this space, an area dedicated to fitness sits adjacent to the seating plaza and main parking lot. This area features a collection of varied outdoor fitness equipment and an indoor/outdoor fitness pavilion with garage-type doors opening onto an artificial turf yard. These amenities offer plenty of options for all types of visitors to exercise according to their preference, such as weightlifting, cardio, yoga, and fitness classes. The pavilion also includes restrooms to service the western portion of the park.

A paved fitness path traveling around the top of the ridge surrounding the western half of the park provides access between the main



parking lot, fitness pavilion, and opposite side of the park. An accessible sidewalk ramp and set of stairs allow connect to the lower parking lot to the south, increasing parking capacity, as necessary.

At the southeast corner of the main parking lot, the existing stand of trees is preserved, providing an ideal environment for an accessible nature trail to wind through the trees and around areas dedicated for natural play. These spaces feature elements such as tree trunks and boulders for climbing, rope swings, stepping stones, and building materials for forts to encourage children to connect with nature and play imaginatively.

Along the eastern edge of the forested area, an existing shelter is paired with a new shelter to create plenty of space for gatherings featured around the relocated sand volleyball court. This area is easily accessed from the secondary parking lot and is close to the renovated restroom building east of the volleyball court. Further east, a new dog park extends to the outer edge of the park and includes many elements for the enjoyment of its visitors. Directly accessible from the secondary parking lot, the dog park is split into two halves for small and large dogs, with a central sheltered seating area for dog owners. Water fountains and pet waste stations ensure the area remains a healthy environment, and the combination of trees and open space provide an ideal play

environment for the dogs.

Directly east of the main parking lot, the renovated basketball court and a brand-new inclusive playground occupy the space. A small, new shelter is added on the north end of the basketball court to provide seating and shade for spectators and/or small gatherings. The sidewalk running behind this shelter provides an accessible connection between the parking lot and the inclusive playground. As a universally accessible play area, the playground features ADA-compliant ground surfacing and several distinct play structures to appeal to children of all ages and abilities. The nearby existing shelter is preserved to serve as a gathering area and space for adults to supervise their children on the playground. An existing stand of trees is maintained between the playground and the dog park as a buffer between the different use areas and to provide additional shade for both.

The existing paved connection to the greenway across the street from Jamestown Park is maintained, and easily accessed from the secondary parking lot and dog park. New and aesthetically cohesive park furnishings such as benches, picnic tables, and trash/recycling receptacles are included throughout the site, adding a fresh look to the park and meeting the needs of its users. In addition, landscaping is refreshed site-wide and the existing fencing surrounding the site is supplemented in specific

locations to provide a completely secure perimeter.

All these elements combine to create a park with plenty of variety in amenities and uses. Park visitors are free to creatively and easily participate in every activity offered onsite and are not limited by circulation or accessibility issues. The separate spaces within the park communicate with each other, each located in an area that reflects its purpose. The renovated design of Jamestown Park will serve as a wonderful addition to the entire park system in Jamestown and greatly expand the recreation opportunities available to the community.



COMMUNITY ENGAGEMENT

The project team sought input and feedback on park design throughout the planning process.

Parks and Recreation board meetings

Two design concepts for Jamestown Park, one ambitious and one conservative, were initially presented to the Parks & Recreation Board members for review and comment. The board members discussed which elements from each design were ideal, and provided the following feedback:

- Pros: Indoor/outdoor fitness pavilion, outdoor fitness areas with/without equipment, loop trail, public art/mural, renovated basketball court, playground (ideally inclusive), existing shelters, dog park
- Cons: Splash pad, community garden, loss of baseball fields, expense

Final Concept Presentation & Comment:

After analyzing the feedback from the initial design concept presentation, the McAdams design team removed the unwanted elements and combined the desired elements from each preliminary concept into a cohesive final plan. This design addresses the top desires of the Jamestown community and planning board in a diverse, aesthetically pleasing park layout, offering enjoyment and usability for all visitors. Upon presentation of this concept to the planning board, a general consensus emerged

that this plan is an effective combination of the best elements from the two initial designs, accomplishing the goal of expanding the Jamestown Parks and Recreation system in an accessible and desirable manner. The board felt that this plan was ready for presentation to the public.

Online public comment

As a necessary component for developing a successful parks and recreation system for the Jamestown community, all community members were included in the design process via public comment on the final conceptual design for the Jamestown Park renovation. An email package consisting of the final conceptual site plan rendering, estimation of probable cost, and action + implementation plan were sent to all community members included on the Town of Jamestown email list. These documents were also made available on the Town of Jamestown website for review and comment by the public. Any comments were directed to McAdams via email.



COST ESTIMATE

In order to produce the estimation of probable cost for the Jamestown Park renovation, the overall cost was broken down into the following categories:

- Site Preparation & Earthwork
- Infrastructure
- Paving & Hardscape
- Site Elements
- Structures
- Furnishings & Signs
- Lighting
- Landscape

Jamestown Park

Jamestown, NC
Estimation of Probable Cost
May 27, 2020



	QUANT.	UNIT	UNIT COST	TOTAL
A. Site Preparation and Earthwork				
1. Rough grading	96,806	CY	\$11.00	\$1,064,866.00
2. Fins Grading	217,812	SF	\$0.75	\$163,359.00
3. Import Fill	3,281	CY	\$17.00	\$55,777.00
A. Site Preparation and Earthwork Subtotal:				\$1,284,002.00
B. Infrastructure				
1. 8" sewer 5'-8" depth	150	LF	\$40.00	\$6,000.00
2. Electrical Service	1	LS	\$50,000.00	\$50,000.00
3. Backflow	1	EA	\$3,000.00	\$3,000.00
4. Waterline Extension 2"	1	LS	\$25,000.00	\$25,000.00
5. 24" Storm water pipe	0	LF	\$40.00	\$0.00
6. Catch basin	0	EA	\$450.00	\$0.00
B. Infrastructure Subtotal:				\$84,000.00
C. Paving & Hardscape				
1. Concrete walks 4"	43,420	SF	\$5.00	\$217,100.00
2. Concrete Pavem	1,258	SF	\$12.00	\$15,096.00
3. Granite Fines	150	CY	\$4.00	\$600.00
4. Concrete Stairs	1	LS	\$75,000.00	\$75,000.00
5. Paint Striping (Pedestrian Crosswalk)	348	LF	\$5.00	\$1,740.00
C. Paving & Hardscape Subtotal:				\$232,436.00
D. Site Elements				
1. Inclusive Playground Structures & Surface	1	LS	\$650,000.00	\$650,000.00
2. Nature Play Structures	1	LS	\$65,000.00	\$65,000.00
3. 4' Decorative Aluminum Fencing	1,523	LF	\$42.00	\$63,966.00
4. 4' Aluminum Pedestrian Gate	7	EA	\$450.00	\$3,150.00
5. Outdoor Fitness Equipment	1	LS	\$300,000.00	\$300,000.00
6. Artificial Turf	900	SF	\$18.00	\$16,200.00
7. Play Berms	1	LS	\$25,000.00	\$25,000.00
8. Fitness Retaining Wall	1	LS	\$75,000.00	\$75,000.00
D. Site Elements Subtotal:				\$1,184,516.00
E. Structures				
1. Basketball Court Renovation (84'x50')	4,200	SF	\$4.85	\$20,370.00
2. Volleyball Court Relocation	1	LS	\$5,000.00	\$5,000.00
3. Restroom Renovation	1	LS	\$150,000.00	\$150,000.00
4. New Shelters	1	LS	\$120,000.00	\$120,000.00
5. New Indoor/Outdoor Fitness Building with Restrooms	1	LS	\$650,000.00	\$650,000.00
6. New Plaza Pavilion	1	LS	\$250,000.00	\$250,000.00
E. Structures Subtotal:				\$1,195,370.00
F. Furnishings & Signs				
1. Dog Park Water Fountains	2	EA	\$3,700.00	\$7,400.00
2. Pet Waste Stations	4	EA	\$300.00	\$1,200.00
3. Directional/Park System Continuity Sign	1	EA	\$150.00	\$150.00
4. Benches	17	EA	\$1,500.00	\$25,500.00
5. Trash cans	12	EA	\$1,500.00	\$18,000.00
6. Cafe Tables	14	EA	\$1,000.00	\$14,000.00
7. Picnic Tables	10	EA	\$3,000.00	\$30,000.00
8. Outdoor Comfortable Seating	1	LS	\$7,500.00	\$7,500.00
F. Furnishings & Signs Subtotal:				\$98,250.00

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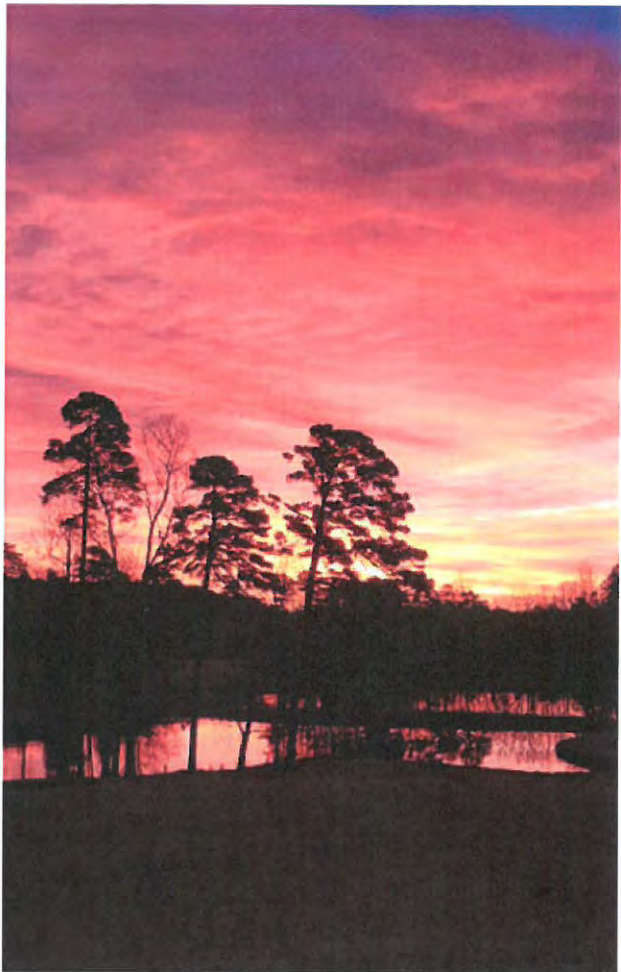
Jamestown Park

Jamestown, NC
Estimation of Probable Cost
May 27, 2020



	QUANT.	UNIT	UNIT COST	TOTAL
E. Lighting				
1. Pedestrian Lights	20	EA	\$1,000.00	\$20,000.00
F. Lighting Subtotal:				
				\$20,000.00
G. Landscape				
1. Erosion Control Landscaping	14,455	SF	\$6.00	\$86,730.00
2. Large Shade Trees (4" cal.)	56	EA	\$500.00	\$28,000.00
3. Small Trees (2" cal.)	24	EA	\$350.00	\$8,400.00
4. Shrubs (med)	4,500	SF	\$6.00	\$27,000.00
5. Sod	82,480	SF	\$1.00	\$82,480.00
6. Grass Seed	113,417	SF	\$0.25	\$28,354.25
7. Mulch (Double Shredded Hardwood Mulch)	96	CY	\$35.00	\$1,960.00
8. Import and Spread Top Soil	96	CY	\$30.00	\$1,960.00
9. Soil Amendments	1	LB	\$500.00	\$500.00
10. Irrigation (Sod S.F. + Mulch S.F.)	88,902	SF	\$0.65	\$57,786.30
G. Landscape Subtotal:				
				\$238,909.55
Summary By Area				
			% OF TOTAL	EXTENSION
A. Site Preparation and Earthwork			10%	\$1,284,092.00
B. Infrastructure			2%	\$84,000.00
C. Paving & Hardscape			5%	\$232,838.00
D. Site Elements			28%	\$1,198,518.00
E. Structures			28%	\$1,198,518.00
F. Furnishings & Signs			2%	\$84,000.00
G. Lighting			0%	\$20,000.00
H. Landscape			5%	\$238,909.55
			SUBTOTAL	\$4,345,874.55
			GENERAL REQUIREMENTS	\$217,293.73
			12 MONTHS ESCALATION	\$28,158.41
Total Pre-design Estimate				\$4,781,326.69

- NOTES:-**
- The above opinion of probable construction cost was prepared by McAdams as part of the preliminary design phase. Estimate is subject to change.
 - Estimate was prepared for budgeting purposes using historical data, RS Means and generalized contractor estimates. Actual costs may vary.
 - Estimate does not include mobilization, permitting and contractor's fees.
 - Materials identified in estimate are intended for pricing purposes only. Materials may be substituted as the design develops.
 - This estimate does not include design & engineering consultant fees, any required permitting fees, sub-contractor professional fees, construction/contract administration fees, the cost of various bonds that may be required in the construction contract, or reimbursable.
 - Cost estimate does not include pre-bid or pre-construction consultation, inspection/management, design revisions, submittal review, plotting or printing costs due to Client instructed design changes.
 - Estimate does not include any property acquisition, easements or other property costs or legal fees.



SEVEN ACTION + IMPLEMENTATION PLAN

IN THIS CHAPTER

Parkland
Programming
Operations





ACTION + IMPLEMENTATION

An implementation plan with prioritized action items is outlined below. The recommendations presented in a previous chapter have been further refined into strategies and prioritized as short-term, mid-term, long-term or ongoing. Action items receiving higher priority are those supported by significant community input or are items that have been delayed or postponed in the past but have significant bearing on achieving the goals of this plan. Each action item indicates a responsible party to foster accountability within the department.

Goal	TIMELINE	TIMELINE CODE
Short-term	1 – 5 years	ST
Mid-term	5 – 10 years	MT
Long-term	10 + years	LT
Ongoing	Continual	OG

Parkland

Goal 1: Address needed park improvements for Town parks

PARKLAND GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
1.1 Address needed improvements for Wrenn Miller Park	1.1.1 – Addition of shade structure on knoll facing the stage with seating to extend park use outside of town events.	Contractor TBD	ST
	1.1.2 – Addition of permanent bathroom facility to the Northern side of the amphitheater structure.	Contractor TBD	ST
1.2 Address needed improvements for Charles P. Turner Sports Complex.	1.2.1 – Extend ADA pathways to playground and southeast soccer field.	Contractor TBD	MT
	1.2.2 – To extend field play usage, sports lighting will be needed.	Contractor TBD	LT
	1.2.3 – Provide in Park wayfinding signage with field numbering to help coordinate game play.	Town P&R Department	OG
	1.2.4 – Renovation of concessions building to maximize usability.	Town P&R Department	ST
1.3 Address needed improvements for Jamestown Golf Course	1.3.1 – Engage a consultant to complete an in-depth strategic plan for the golf course separate from other parks amenities.	Town Golf Department	ST
	1.3.2 – Use strategic planning process to plan and identify financial risks and opportunities to better leverage the golf course for the community.	Town Golf Department	ST
1.4 Address needed improvements for Jamestown Neighborhood Park.	1.4.1 – Provide ADA accessible access from Northern parking lot to basketball court, cornhole courts, playground, volleyball court, and shelters.	Town P&R Department	ST
	1.4.2 – Provide direct connection from the park to the Bicentennial greenway.	Town P&R Department	ST
	1.4.3 – Playground has reached is usable life and needs to be replaced with an inclusive play structure with surfacing.	Contractor TBD	ST
	1.4.4 – Replace existing sports field with amenities defined in the site-specific master plan provided within this document.	Contractor TBD	MT
	1.4.4 – Renovation of existing bathroom facility.	Contractor TBD	ST
	1.4.5 – Provide dog park amenity.	Contractor TBD	ST
	1.4.6 – Provide site furnishings such as trash receptacles, benches, tables.	Town P&R Department	ST
1.4.7 – Apply for PARTF funding to supplement park renovations.	Town P&R Department	ST	



PARKLAND GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
1.5 Address needed improvements for Town Entryway Parks	1.5.1 - Provide signage directing users to the nearby cross-town destinations.	Town P&R Department	ST

Goal 2: Update and expand park system according to demonstrated community needs

PARKLAND GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
2.1 Identify opportunities to create the following amenities identified as high priority in the statistically valid survey: Fitness walking loop Dog park Senior center Greenway trail system Natural trails Indoor fitness and exercise facility Community garden Water access	2.1.1 - Create Greenway Master plan for a 5- mile fitness loop around Jamestown using existing greenways, sidewalks, and new pedestrian connection on Penny Road	Multi-Agency	MT
	2.1.2 - Identify opportunities to provide greenway trails, natural surface trails, dog parks, and water access at Jamestown Park during the master planning process.	Multi-Agency	MT
	2.1.3 - Identify opportunity to provide indoor fitness and exercise facility, community gardens, and senior center through partnerships.	Multi-Agency	LT

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PARKLAND GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
2.2 Identify opportunities to create the following amenities identified as a high priority through community engagement: › Splashpad › Playground › Natural surface trails › 5-mile fitness loop › Reservable shelters › Amenities constructed with sustainable materials › Playground that is handicapped accessible and designed for all abilities › Dog park › More parks › Tennis courts › Hiking and walking trails with benches	2.2.1 - Identify opportunities through site Specific master planning of Jamestown Park. Program could include, Inclusive playground, fitness loop, dog park, shelters, and natural surface trails.	Town P&R Department	ST
	2.3 Create a signature amenity and photo opportunity that promotes public art, civic engagement, and economic development.	2.3.1 - Determine location for amenity in high traffic, visible location. 2.3.2 - Identify opportunities for partnerships to promote interactive feature. 2.3.3 - Promote Jamestown using social media interactions with signature amenity. 2.3.4 - Determine best option for signature amenity. Opportunities include interactive mural, graffiti walls, photo opportunity sculptures, and more.	Town P&R Department Town P&R Department Town P&R Department Town P&R Department

Goal 3: Implement Maser Plan for Jamestown Park and determine future of golf course.

PARKLAND GOAL 3 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
3.1 Determine community expectations for Jamestown Golf Course	3.1.1 - Facilitate conversation about goals and operational expectations for Jamestown Golf Course	Town Golf Department	OG
	3.1.2 - Determine community expectations for Jamestown Golf Course cost recovery	Town Council, P&R Advisory Committee and Golf Department	ST
3.2 Determine operational goals and expectations for Jamestown Golf Course	3.2.1 - Determine cost recovery goals for operations of Jamestown Golf Course	Town Council, P&R Advisory Committee and Golf Department	ST
	3.2.2 - Determine appropriate staffing levels for golf course operations by conducting a staffing audit.	P&R Advisory Committee and Golf Department	ST
	3.2.3 - Conduct a cost - benefit analysis for continued operation of Jamestown Golf Course in relation to other community priorities.	P&R Advisory Committee and Golf Department	ST
	3.2.3 - Consider possibility of operating Jamestown Golf Course as an entity separate from the Parks and Recreation Department	Town Council, Golf Department and P&R Department	ST

Goal 4: Increase parkland and Greenway trail offerings to address needs of a growing population

GOAL 4 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
4.1 Evaluate Unified Development Ordinance and revise as necessary to increase private investment into parks and trails.	4.1.1 - Assess ordinances of similar jurisdictions to determine best practice for Jamestown context	Town Planning Department	ST
	4.1.2 - If revisions are needed, pursue ordinance revision as a partnership between Town and developers.	Town Planning Department	ST
	4.1.3 - Pursue a text change amendment for approval by Town Council	Town Planning Department	ST
	4.1.4 - Ensure policies are in place to account for parkland and trail provision in newly developed areas.	Town Planning Department and P&R Department	OG

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PROGRAMMING

Goal 1: Provide programming to meet community needs

PROGRAMMING GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
1.1 Increase the Town's capacity to provide highly successful event programming.	1.1.1 - Install bathrooms and electrical hookups for food trucks at Wrenn Miller Park.	Contractor TBD	ST
	1.1.2 - Determine need for part time staff or contracted work to provide set up and break-down support for special events.	Town P&R Department	ST
	1.1.3 - Expand event offerings by partnering with organizations to provide marketing, planning, financial, and staffing support for events.	Town P&R Department	OG
1.2 Identify opportunities to create the following adult and youth programs identified as high priority in the statistically valid survey. Programs can be added or expanded through partnerships.	1.2.1 - Youth:	Town P&R Department	OG
	› Outdoor music, concerts, and movies		
	› Adult fitness and wellness classes		
	› Special events and family festivals		
	› Outdoor adventure programs		
	› Swimming		
	1.2.2 - Adults:	Town P&R Department	OG
	› Adult fitness and wellness		
	› Outdoor music, concerts, and movies		
	› Senior citizen programs		
› Outdoor fitness and wellness programs			
1.2.3 - Community Engagement	Town P&R Department	OG	
› Outdoor music and movies			
› Outdoor fitness and wellness classes			
› Summer camps and afterschool programs			
› Educational activities			
› Activities for senior citizens			
› More community gathering events			
› Farmer's market			
› Golf camps for youth			



Goal 3: Implement best practice for programming partners

Goal 3 Objectives	Strategy / Action Item	GROUP RESPONSIBLE	TIME LINE
3.1 Update fee structure for program partners	3.1.1 Update reservation fees based on a combination of similar provider rates, cost recovery goals, and affordability.	P&R Department, P&R Advisory Committee and Town Council	ST
	3.1.2 - Ensure fee structure balances cost recovery, ability to pay, and affordability for all users.	P&R Department, P&R Advisory Committee and Town Council	OG
	3.1.3 - Calculate total cost of service to understand the Town's investment in supporting program partners.	P&R Department, P&R Advisory Committee and Town Council	OG
3.2 Research and create partnership policies that ensure equitable partnerships between the Town and partners.	3.2.1 Identify outcomes of successful partnership	P&R Department, P&R Advisory Committee and Town Council	OG
	3.2.2 Create metrics to measure successful outcomes, when appropriate. Examples can include event attendees or athletes enrolled in programming.	P&R Department, P&R Advisory Committee and Town Council	ST
	3.2.3 - Use partnership policy to begin discussions with new programming partners.	P&R Department, P&R Advisory Committee and Town Council	ST
	3.2.4 - Adopt signed partnership agreements or contracts with program partners.	P&R Department, P&R Advisory Committee and Town Council	OG

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Operations

Goal 1: Explore potential for creating a formal Parks and Recreation Department

Operations Goal 1 Objectives	Strategy / Action Item	GROUP RESPONSIBLE	TIME LINE
1.1 Determine departmental scope of work and allocate necessary budget.	1.1.2 - Define scope of work for a formal department, and conduct total cost of service analysis to determine costs.	P&R Department, P&R Advisory Committee and Town Council	ST
	1.1.3 - Budget for departmental operations including staffing, facilities, and maintenance.	Town staff and Town Council	ST
1.2 Determine departmental staffing needs and hire needed staff.	1.2.1 Identify necessary staff positions to implement the scope of work defined above in Operations Goal 1.1.	Town staff and Town Council	ST
	1.2.2 - Hire and train staff identified as necessary.	Town staff and Town Council	OG
1.3 Determine operational and policy needs based on the desired scope of work defined above.	1.3.1 Adopt departmental operational policies including standards for programming, maintenance, marketing, and more.	Town staff and Town Council	OG
	1.3.2 Formalize or adopt all new policies and procedures as related to the creation of a new department.	Town staff and Town Council	OG

Goal 2: Determine shared vision for key elements of Jamestown Parks and Recreation

GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
2.1 Create vision for the future of Jamestown Parks and Recreation. What do you want to be known for?	2.1.1 - Conduct visioning and strategic planning procedure using the findings of this plan as a starting point.	P&R Advisory Committee and Town staff	ST
	2.1.2 - Use strategic planning to determine growth areas for the department. Potential areas of growth include greenways planning and construction, community events programming, youth athletic programming, other programming, park expansion	P&R Advisory Committee and Town staff	ST, OG
	2.1.3 - Ensure vision aligns with overall Town vision and community desires.	P&R Advisory Committee and Town staff	ST, OG
2.2 Create a shared vision for the role of Jamestown Golf Course	2.4.1 - Understand golf course cost recovery actuals.	P&R Advisory Committee and Town staff	ST
	2.4.2 - Determine total cost of ownership annually for golf course that includes maintenance, staffing, and operations	P&R Advisory Committee and Town staff	ST
2.3 Create and communicate consistent messaging about the role of parks and recreation in the community	2.3.1 - Consistently brand Jamestown parks and recreation around the vision created as part of Operations Goal 2.1.	P&R Advisory Committee and Town staff	OG
	2.3.2 - Use consistent branding to create expectations and interest around Jamestown parks and recreation offerings.	P&R Advisory Committee and Town staff	OG

TOWN OF JAMESTOWN

ACTION + IMPLEMENTATION PLAN

DATE	REVIEWED BY	COMMENTS
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An implementation plan with prioritized action items is outlined below. The recommendations presented in a previous chapter have been further refined into strategies and prioritized as short-term, mid-term, long-term or ongoing. Action items receiving higher priority are those supported by significant community input or are items that have been delayed or postponed in the past but have significant bearing on achieving the goals of this plan. Each action item indicates a responsible party to foster accountability within the department.

GOAL	TIMELINE	TIMELINE CODE
Short-term	1 – 5 years	ST
Mid-term	5 – 10 years	MT
Long-term	10 + years	LT
Ongoing	Continual	OG

PARKLAND

GOAL 1: ADDRESS NEEDED PARK IMPROVEMENTS FOR TOWN PARKS

PARKLAND GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
1.1 Address needed improvements for Wrenn Miller Park	1.1.1 - Addition of shade structure on knoll facing the stage with seating to extend park use outside of town events. 1.1.2 - Addition of permanent bathroom facility to the Northern side of the amphitheater structure.		
1.2 Address needed improvements for Charles P. Turner Sports Complex.	1.2.1 – Extend ADA pathways to playground and southeast soccer field. 1.2.2 - To extend field play usage, sports lighting will be needed. 1.2.3 – Provide in Park wayfinding signage with field numbering to help coordinate game play. 1.2.4 – Renovation of concessions building to maximize usability.		
1.3 Address needed improvements for Jamestown Golf Course	1.3.1 – Engage a consultant to complete an in-depth strategic plan for the golf course separate from other parks amenities. 1.3.2 - Use strategic planning process to plan and identify financial risks and opportunities to better leverage the golf course for the community.		
1.4 Address needed improvements for	1.4.1 – Provide ADA accessible access from Northern parking lot to basketball court, cornhole courts, playground, volleyball court, and shelters.		

PARKLAND GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
Jamestown Neighborhood Park.	1.4.2 – Provide direct connection from the park to the Bicentennial greenway. 1.4.3 – Playground has reached is usable life and needs to be replaced with an inclusive play structure with surfacing. 1.4.4 – Replace existing sports field with amenities defined in the site-specific master plan provided within this document. 1.4.4 – Renovation of existing bathroom facility. 1.4.5 – Provide dog park amenity. 1.4.6 – Provide site furnishings such as trash receptacles, benches and picnic tables. 1.4.7 – Apply for PARTF funding to supplement park renovations.		
1.5 Address needed improvements for Town Entryway Parks	1.5.1 – Provide signage directing users to the nearby cross-town destinations.		

GOAL 2: UPDATE AND EXPAND PARK SYSTEM ACCORDING TO DEMONSTRATED COMMUNITY NEEDS

PARKLAND GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
2.1 Identify opportunities to create the following amenities identified as high priority in the statistically valid survey: <ul style="list-style-type: none"> – Fitness walking loop – Dog park – Senior center – Greenway trail system – Natural trails – Indoor fitness and exercise facility – Community garden – Water access 	2.1.1 - Create Greenway Master plan for a 5-mile fitness loop around Jamestown using existing greenways, sidewalks, and new pedestrian connection on Penny Road 2.1.2 - Identify opportunities to provide greenway trails, natural surface trails, dog parks, and water access at Jamestown Park during the master planning process. 2.1.3 - Identify opportunity to provide indoor fitness and exercise facility, community gardens, and senior center through partnerships.		
2.2	2.2.1 - Identify opportunities through site		

PARKLAND GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>Identify opportunities to create the following amenities identified as a high priority through community engagement:</p> <ul style="list-style-type: none"> - Splashpad - Playground - Natural surface trails - 5-mile fitness loop - Reservable shelters - Amenities constructed with sustainable materials - Playground that is handicapped accessible and designed for all abilities - Dog park - More parks - Tennis courts - Hiking and walking trails with benches 	<p>specific master planning of Jamestown Park. Program could include, inclusive playground, fitness loop, dog park, shelters, and natural surface trails.</p>		
<p>2.3 Create a signature amenity and phot opportunity that promotes public art, civic engagement, and economic development.</p>	<p>2.3.1 - Determine location for amenity in high traffic, visible location. 2.3.2 - Identify opportunities for partnerships to promote interactive feature. 2.3.3 - Promote Jamestown using social media interactions with signature amenity. 2.3.4 - Determine best option for signature amenity. Opportunities include interactive mural, graffiti walls, photo opportunity sculptures, and more.</p>		

GOAL 3: IMPLEMENT MASER PLAN FOR JAMESTOWN PARK AND DETERMINE FUTURE OF GOLF COURSE.

PARKLAND GOAL 3 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>3.1</p>	<p>3.1.1 - Facilitate conversation about goals and operational expectations for Jamestown Golf Course</p>		

PARKLAND GOAL 3 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
Determine community expectations for Jamestown Golf Course	3.1.2 - Determine community expectations for Jamestown Golf Course cost recovery		
3.2 Determine operational goals and expectations for Jamestown Golf Course	3.2.1 - Determine cost recovery goals for operations of Jamestown Golf Course 3.2.2 - Determine appropriate staffing levels for golf course operations by conducting a staffing audit. 3.2.3 - Conduct a cost - benefit analysis for continued operation of Jamestown Golf Course in relation to other community priorities. 3.2.3 - Consider possibility of operating Jamestown Golf Course as an entity separate from the Parks and Recreation Department		

GOAL 4: INCREASE PARKLAND AND GREENWAY TRAIL OFFERINGS TO ADDRESS NEEDS OF A GROWING POPULATION

GOAL 4 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>4.1 Evaluate Unified Development Ordinance and revise as necessary to increase private investment into parks and trails.</p>	<p>4.1.1 - Assess ordinances of similar jurisdictions to determine best practice for Jamestown context</p> <p>4.1.2 - If revisions are needed, pursue ordinance revision as a partnership between Town and developers.</p> <p>4.1.3 - Pursue a text change amendment for approval by Town Council</p> <p>4.1.4 - Ensure policies are in place to account for parkland and trail provision in newly developed areas.</p>		

PROGRAMMING

GOAL 1: PROVIDE PROGRAMMING TO MEET COMMUNITY NEEDS

PROGRAMMING GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>1.1 Increase the Town’s capacity to provide highly successful event programming.</p>	<p>1.1.1 - Install bathrooms and electrical hookups for food trucks at Wrenn Miller Park.</p> <p>1.1.2 - Determine need for part time staff or contracted work to provide set up and break-down support for special events.</p> <p>1.1.3 - Expand event offerings by partnering with organizations to provide marketing, planning, financial, and staffing support for events.</p>		
<p>1.2 Identify opportunities to create the following adult and youth programs identified as high priority in the statistically valid survey. Programs can be added or expanded through partnerships.</p>	<p>1.2.1 - Youth:</p> <ul style="list-style-type: none"> - Outdoor music, concerts, and movies - Adult fitness and wellness classes - Special events and family festivals - Outdoor adventure programs - Swimming <p>1.2.2 - Adults:</p> <ul style="list-style-type: none"> - Adult fitness and wellness - Outdoor music, concerts, and movies - Senior citizen programs - Outdoor fitness and wellness programs <p>1.2.3 - Community Engagement</p> <ul style="list-style-type: none"> - Outdoor music and movies - Outdoor fitness and wellness classes - Summer camps and afterschool programs - Educational activities - Activities for senior citizens - More community gathering events - Farmer’s market - Golf camps for youth 		

GOAL 3: IMPLEMENT BEST PRACTICE FOR PROGRAMMING PARTNERS

GOAL 3 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>3.1 Update fee structure for program partners</p>	<p>3.1.1 - Update reservation fees based on a combination of similar provider rates, cost recovery goals, and affordability.</p>		

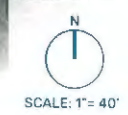
GOAL 3 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
	3.1.2 - Ensure fee structure balances cost recovery, ability to pay, and affordability for all users. 3.1.3 - Calculate total cost of service to understand the Town's investment in supporting program partners.		
3.2 Research and create partnership policies that ensure equitable partnerships between the Town and partners.	3.2.1 - Identify outcomes of successful partnership 3.2.2 - Create metrics to measure successful outcomes, when appropriate. Examples can include event attendees or athletes enrolled in programming. 3.2.3 - Use partnership policy to begin discussions with new programming partners. 3.2.4 - Adopt signed partnership agreements or contracts with program partners.		

OPERATIONS
GOAL 1: EXPLORE POTENTIAL FOR CREATING A FORMAL PARKS AND RECREATION DEPARTMENT

OPERATIONS GOAL 1 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
1.1 Determine departmental scope of work and allocate necessary budget.	1.1.2 - Define scope of work for a formal department, and conduct total cost of service analysis to determine costs. 1.1.3 - Budget for departmental operations including staffing, facilities, and maintenance.		
1.2 Determine departmental staffing needs and hire needed staff.	1.2.1 - Identify necessary staff positions to implement the scope of work defined above in Operations Goal 1.1. 1.2.2 - Hire and train staff identified as necessary.		
1.3 Determine operational and policy needs based on the desired scope of work defined above.	1.3.1 - Adopt departmental operational policies including standards for programming, maintenance, marketing, and more. 1.3.2 Formalize or adopt all new polices and procedures as related to the creation of a new department.		

GOAL 2: DETERMINE SHARED VISION FOR KEY ELEMENTS OF JAMESTOWN PARKS AND RECREATION

GOAL 2 OBJECTIVES	STRATEGY / ACTION ITEM	GROUP RESPONSIBLE	TIME LINE
<p>2.1 Create vision for the future of Jamestown Parks and Recreation. What do you want to be known for?</p>	<p>2.1.1 - Conduct visioning and strategic planning procedure using the findings of this plan as a starting point.</p> <p>2.1.2 - Use strategic planning to determine growth areas for the department. Potential areas of growth include greenways planning and construction, community events programming, youth athletic programming, other programming, park expansion</p> <p>2.1.3 - Ensure vision aligns with overall Town vision and community desires.</p>		
<p>2.2 Create a shared vision for the role of Jamestown Golf Course</p>	<p>2.4.1 - Understand golf course cost recovery actuals.</p> <p>2.4.2 - Determine total cost of ownership annually for golf course that includes maintenance, staffing, and operations</p>		
<p>2.3 Create and communicate consistent messaging about the role of parks and recreation in the community</p>	<p>2.3.1 - Consistently brand Jamestown parks and recreation around the vision crated as part of Operations Goal 2.1.</p> <p>2.3.2 - Use consistent branding to create expectations and interest around Jamestown parks and recreation offerings.</p>		



Jamestown Park

Jamestown, NC

Estimation of Probable Cost

May 27, 2020



	QUANT.	UNIT	UNIT COST	TOTAL
A. Site Preparation and Earthwork				
1. Rough grading	96,806	CY	\$11.00	\$1,064,866.00
2. Fine Grading	217,812	SF	\$0.75	\$163,359.00
3. Import Fill	3,281	CY	\$17.00	\$55,777.00
A. Site Preparation and Earthwork Subtotal:				\$1,284,002.00
B. Infrastructure				
1. 8" sewer 6-8' depth	150	LF	\$40.00	\$6,000.00
2. Electrical Service	1	LS	\$50,000.00	\$50,000.00
3. Backflow	1	EA	\$3,000.00	\$3,000.00
4. Waterline Extension 2"	1	LS	\$25,000.00	\$25,000.00
5. 24" Storm water pipe	0	LF	\$40.00	\$0.00
6. Catch basin	0	EA	\$450.00	\$0.00
B. Infrastructure Subtotal:				\$84,000.00
C. Paving & Hardscape				
1. Concrete walks 4"	43,420	SF	\$5.00	\$217,100.00
2. Concrete Pavers	1,258	SF	\$12.00	\$15,096.00
3. Granite Fines	160	CY	\$4.00	\$640.00
4. Concrete Stairs	1	LS	\$75,000.00	\$75,000.00
5. Paint Striping (Pedestrian Crosswalk)	348	LF	\$5.00	\$1,740.00
C. Paving & Hardscape Subtotal:				\$232,836.00
D. Site Elements				
1. Inclusive Playground Structures & Surface	1	LS	\$650,000.00	\$650,000.00
2. Nature Play Structures	1	LS	\$65,000.00	\$65,000.00
3. 4' Decorative Aluminum Fencing	1,523	LF	\$42.00	\$63,966.00
4. 4' Aluminum Pedestrian Gate	7	EA	\$450.00	\$3,150.00
5. Outdoor Fitness Equipment	1	LS	\$300,000.00	\$300,000.00
6. Artificial Turf	800	SF	\$18.00	\$14,400.00
7. Play Berms	1	LS	\$25,000.00	\$25,000.00
8. Fitness Retaining Wall	1	LS	\$75,000.00	\$75,000.00
D. Site Elements Subtotal:				\$1,196,516.00
E. Structures				
1. Basketball Court Renovation (84'x50')	4,200	SF	\$4.85	\$20,370.00
2. Volleyball Court Relocation	1	LS	\$5,000.00	\$5,000.00
3. Restroom Renovation	1	LS	\$150,000.00	\$150,000.00
4. New Shelters	1	LS	\$120,000.00	\$120,000.00
5. New Indoor/Outdoor Fitness Building with Restrooms	1	LS	\$650,000.00	\$650,000.00
6. New Flex Pavilion	1	LS	\$250,000.00	\$250,000.00
E. Structures Subtotal:				\$1,195,370.00
F. Furnishings & Signs				
1. Dog Park Water Fountains	2	EA	\$3,700.00	\$7,400.00
2. Pet Waste Stations	4	EA	\$300.00	\$1,200.00
3. Directional/Park System Continuity Sign	1	EA	\$150.00	\$150.00
4. Benches	17	EA	\$1,500.00	\$25,500.00
5. Trash cans	12	EA	\$1,500.00	\$18,000.00
6. Cafe Tables	14	EA	\$1,000.00	\$14,000.00
7. Picnic Tables	10	EA	\$3,000.00	\$30,000.00
8. Outdoor Comfortable Seating	1	LS	\$7,500.00	\$7,500.00
F. Furnishings & Signs Subtotal:				\$96,250.00

Jamestown Park

Jamestown, NC

Estimation of Probable Cost

May 27, 2020



	QUANT.	UNIT	UNIT COST	TOTAL
F. Lighting				
1. Pedestrian Lights	20	EA	\$1,000.00	\$20,000.00
F. Lighting Subtotal:				\$20,000.00
G. Landscape				
1. Erosion Control Landscaping	14,455	SF	\$6.00	\$86,730.00
2. Large Shade Trees (4" cal.)	58	EA	\$500.00	\$29,000.00
3. Small Trees (2" cal.)	24	EA	\$350.00	\$8,400.00
4. Shrubs (med)	4,500	SF	\$6.00	\$27,000.00
5. Sod	82,480	SF	\$1.00	\$82,480.00
6. Grass Seed	113,417	SF	\$0.25	\$28,354.25
7. Mulch (Double Shredded Hardwood Mulch)	56	CY	\$35.00	\$1,960.00
8. Import and Spread Top Soil	56	CY	\$30.00	\$1,680.00
9. Soil Amendments	1	LS	\$500.00	\$500.00
10. Irrigation (Sod S.F. + Mulch S.F.)	88,502	SF	\$0.65	\$57,526.30
G. Landscape Subtotal:				\$236,900.55

Summary By Area

	% OF TOTAL	EXTENSION
A. Site Preparation and Earthwork	30%	\$1,284,002.00
B. Infrastructure	2%	\$84,000.00
C. Paving & Hardscape	5%	\$232,836.00
D. Site Elements	28%	\$1,196,516.00
E. Structures	28%	\$1,195,370.00
E. Furnishings & Signs	2%	\$96,250.00
F. Lighting	0%	\$20,000.00
G. Landscape	5%	\$236,900.55
	SUBTOTAL	\$4,345,874.55
	GENERAL REQUIREMENTS	\$217,293.73
	12 MONTHS ESCALATION	\$228,158.41
Total Predesign Estimate	TOTAL	\$4,791,326.69

NOTES:*

- The above opinion of probable construction cost was prepared by McAdams as part of the preliminary design phase. Estimate is subject to change.
- Estimate was prepared for budgeting purposes using historical data, RS Means and generalized contractor estimates. Actual costs may vary.
- Estimate does not include mobilization, permitting and contractor's fees.
- Materials identified in estimate are intended for pricing purposes only. Materials may be substituted as the design develops.
- This estimate does not include design & engineering consultant fees, any required permitting fees, sub-contractor professional fees, construction/contract administration fees, the cost of various bonds that may be required in the construction contract, or reimbursable.
- Cost estimate does not include pre-bid or pre-construction consultation, inspection/management, design revisions, submittal review, plotting or printing costs due to Client instructed design changes.
- Estimate does not include any property acquisition, easements or other property costs or legal fees.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

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: Condemnation of 301 Lee Street

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: June 16, 2020

ESTIMATED TIME FOR DISCUSSION: 20 min.

DEPARTMENT: Planning

CONTACT PERSON: Matthew Johnson, AICP

SUMMARY:

The Town of Jamestown has received several complaints regarding the condition of the property and structures located at 301 Lee St. The Town will provide evidence showing that the property meets the statutory criteria for condemnation. Information will be presented at the Council meeting by both the Planning Director and the Town Attorney.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Recommendations will be discussed at the June 16th meeting.

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Manager Report: June 10, 2020

Project	Change Since Last Report?	Update
COVID-19 Safety Update		
Overall	COVID cases Continue to Increase.	All PPE's are still in effect for all employees, restrooms at Jamestown Park are open; all staff are back working 40hour-work week. Management attended Zoom meetings conducted by PTRC and Guilford County Management.
Golf Course		No incidents to report. Golf Course is back operating on a normal schedule; golfers have the option to ride in same carts. All sanitation procedures remain in effect.
Legal Proceedings		
2216 Guilford College Road		The Town is defending the lawsuit that they have filed, and are proceeding with calendaring the appeal of our Board of Adjustment decision. We do not think that we can get in front of a judge before August, as things are backed up due to COVID-19. For more information please contact our Town Attorney.
Lee Street		This will be an agenda item at our June 16, 2020, Council Meeting.
Oakdale Mill		The property owner has been contacted about boarding up open doors and windows on abandon homes.
Other Updates		None
Revitalization Grant Projects		
Flowers Bakery Sign		The Jamestown entrance sign is complete with the exception of clean up and landscaping.
Crosswalk Signs		All signs have been ordered and received. Public Services had to order additional post.

Manager Report: June 10, 2020

Other Updates		None
Sidewalk Projects		
East Fork Road		<p>North State Environmental is almost finished constructing the project. The handrails along the retaining wall have been approved by NCDOT, and in the interim an additional previously approved product has been considered. The delivery time of both products are up to 6 weeks.</p> <p>We are communicating with the contractor, NCDOT, and the construction administration firm daily to finish a short list of items to re-open the road to traffic. The sidewalk had been finished, the curb and gutter is finished, the guardrail is finished (June 3), striping features are finished (June 5), but the centerline striping and edge of pavement lines are schedule for June 8 and 9. Street signage needs to be re-installed and the sidewalk ramp toward the Piedmont Environment Center needs to be finished. There are some cosmetic issues with several of the aforementioned items, but they can be addressed once the road is re-opened with flagmen providing traffic control. Several bicyclists and pedestrians enter the jobsite daily with no regard to the construction signage and barricades. Some sidewalk is being replaced due to damage after hours.</p> <p>We have held progress meetings by Zoom due to the Covid-19 virus, and we have held onsite meetings. We will try to provide an updated timeline for the handrail installation at the Council meeting.</p>
East Main Street		<p>The contractor is installing curb and gutter on East Main Street. Asphalt work and backfilling of curb is also in progress. The contractor submitted pricing for the additional storm drainage work and it is under review. We have addressed the comments from Guilford County Inspections regarding permits for each canopy near the tunnel.</p>

Manager Report: June 10, 2020

		Progress meetings have been held by Zoom due to the Covid-19 virus, and we have met onsite to discuss specific storm drainage and utility improvements.
Other Updates		None
Staff Changes		
New Hires		No new hires
Other Updates "Employee Spot Light"		Letting staff know their work is appreciated and they are our most valuable asset, we will begin this month with " Employee Spot Light ". The recognition will include a photo and general information about that employee. We will be featuring one employee each month!
Any Other Updates		
None		