



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
August 18, 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 July 21, 2020 Regular Meeting
 - B. Approval & Sealing of the July 21, 2020 Closed Session minutes
 - C. Reappointment of Sarah Glanville and Russ Walker to the Planning Board
 - D. Resolution directing the Clerk to investigate a petition received under G.S. 160A-31
 - E. Analysis of financial position of the Town of Jamestown
 - F. Analysis of the Jamestown Park & Golf Course
 - G. Budget Amendment #5
 - H. Notification of Advances
 - I. Update on Sidewalk Projects
- III. **Public Comment**
- IV. **Old Business-**
 - A. Public Hearing to consider an amendment to the Town Code of Ordinances: Chapter 30: Town Council- Kenny Cole, Town Manager
 - B. Consideration of amendment to the Town Council Rules and Procedures- Kenny Cole, Town Manager
 - C. Consideration of amendments to Town Council Regular Meeting Schedule- Kenny Cole, Town Manager
 - D. Consideration of approval of Parks and Recreation Master Plan- Matthew Johnson, Assistant Town Manager/Director of Planning
 - E. Consideration of amendment to lease agreement with Jamestown Public Library- Kenny Cole, Town Manager
 - F. Consideration of approval of contracts with nonprofits in order to provide services for the Town of Jamestown- Judy Gallman, Finance Director
- V. **New Business-**
 - A. Consideration of permit request for the Jamestown Rotary Christmas Parade- Cliff Paddock, Jamestown Rotary Club
 - B. Consideration of appointment of ETJ Planning Board Member- Katie Weiner, Town Clerk
 - C. Consideration of approval of Coronavirus Intergovernmental Agreement- Kenny Cole, Town Manager
- VI. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- VII. **Public Comment**
- VIII. **Other Business**
- IX. **Adjournment**

Working Agenda for the August 18th 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 Pro Tem Wolfe to call the meeting to order.
6:30 pm	A. Pledge of Allegiance	Mayor Montgomery	Mayor Pro Tem Wolfe to lead everyone in the Pledge of Allegiance.
6:30 pm	B. Moment of Silence	Mayor Montgomery	Mayor Pro Tem Wolfe to call for a moment of silence
6:30 pm	C. Approval of Agenda	Mayor Montgomery	Mayor Pro Tem Wolfe to ask Council if there are any items that need to be added or deleted. Council Member makes a motion to approve the agenda. Council Member makes a second to the motion. Then vote.
6:35 pm	II. Consent Agenda		
6:35 pm	A. Approval of minutes from the July 21 st Regular Meeting B. Approval & Sealing of the July 21 st Closed Session minutes C. Reappointment of Sarah Glanville and Russ Walker to the Planning Board D. Resolution directing the Clerk to investigate a petition received under G.S. 160A-31 E. Analysis of financial position of the Town of Jamestown F. Analysis of financial position of the Jamestown Park & GC G. Budget Amendment #5 H. Notification of Advances 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.
7:00 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:15 pm	IV. Old Business		
7:15 pm	A. Public Hearing to consider an amendment to the Town Code of Ordinances Ch. 30: Town Council	Call on K. Cole	Cole to give an overview of the amendment to the Town Code of Ordinances Chapter 30: Town Council. Mayor Montgomery to open the public hearing to anyone that would like to speak about the amendment. Please state your name and address and adhere to the 3minute 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 30: Town Council. Council Member makes a second to the motion. Roll Call Vote.
7:25 pm	B. Consideration of amendment to the Town Council Rules and Procedures	Call on K. Cole	Cole to give an overview of the amendment to the Town Council Rules and Procedures. Council Member makes a motion to approve/deny the amendment to the Town Council Rules of Procedures. Council Member makes a second to the motion. Then vote.
7:30 pm	C. Consideration of amendments to Town Council Regular Meeting Schedule	Call on K. Cole	Cole to note that the Town Council Regular Meeting Schedule will need to be amended in order to reflect the new 6:00 pm Town Council meeting time. Cole to request that Council approve the amended Town Council Regular Meeting Schedule. Council Member makes a motion to approve/deny the amended Town Council Regular Meeting Schedule. Council Member makes a second to the motion. Then vote.
7:35 pm	D. Consideration of approval of Parks and Recreation Master Plan	Call on M. Johnson	Johnson to update Council about the Parks and Recreation Master Plan and present a cost proposal for the alternative plan. Council Member makes a motion to approve/deny the Parks and Recreation Master Plan OR Council Member makes a motion to approve budget amendment for the alternate plan. Council Member makes a second to the motion. Then vote.
7:45 pm	E. Consideration of amendment to lease agreement with Jamestown Public Library	Call on K. Cole	Cole to give an overview of the amended lease agreement with the Jamestown Public Library. Cole to request that Council approve the amendments to the lease agreement with the Jamestown Public Library. Council Member makes a motion to approve/deny the amendments to the lease agreement with the Jamestown Public Library as presented. Council Member makes a second to the motion. Then vote.
7:55 pm	F. Consideration of approval of contracts with nonprofits in order to provide services for the Town of Jamestown	Call on J. Gallman	Gallman to give Council an overview of the contract and to request that Council specify amount to be paid to library in current fiscal year for library services. Council Member makes a motion to approve contract with specified amount and allow Finance Officer/Town Manager to enter into contract. Council Member makes a second to the motion. Then vote.
8:05 pm	V. New Business		
8:05 pm	A. Consideration of permit request for the Jamestown Rotary Christmas Parade	Call on Cliff Paddock	Paddock to present special event permit request for the Jamestown Rotary Christmas Parade. Paddock to request that Council approve the special event permit request for the Jamestown Rotary Christmas Parade. Council Member makes a motion to approve/deny the special event permit request for the Jamestown Rotary Christmas Parade along with requested support. Council Member makes a second to the motion. Then vote.

8:15 pm	B. Consideration of appointment of ETJ Planning Board Member	Call on K. Weiner	Weiner to request that Council approve the appointment of Cara Arena to the vacant ETJ Planning Board Member position. Council Member makes a motion to approve/deny the appointment of Cara Arena to the vacant ETJ Planning Board Member position. Council Member makes a second to the motion. Then vote.
8:20 pm	C. Consideration of approval of Coronavirus Intergovernmental Agreement	Call on K. Cole	Cole to present an overview of the Coronavirus Intergovernmental Agreement. Cole to request that Council approve the agreement. Council Member makes a motion to approve/deny Coronavirus Intergovernmental Agreement. Council Member makes a second to the motion. Then vote.
8:25 pm	VI. Manager/Committee Reports		
8:25 pm	A. Manager Report	Call on K. Cole	Cole to present his monthly Manager's Report to Town Council.
8:30 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
8:35 pm	VII. Public Comment		Please state your name and address and adhere to the 3 minute time limit
8:50 pm	VIII. Other Business		
8:55 pm	IX. Adjournment		Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Council Members
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 July 21, 2020 Regular Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Minutes from the July 21st Regular Town Council meeting

ATTACHMENTS: Minutes from the July 21, 2020 Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends approval of the minutes from the July 21st Regular 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

Regular Meeting of the Town Council

July 21, 2020

6:30 pm in the Civic Center

(only 10 people allowed in meeting at a time in accordance with social gathering restrictions due to Covid-19)

Minutes & General Account

Council Members Present: Mayor Pro Tem Wolfe, Council Members Rayborn, Capes, & Straughn

Council Members Absent: Mayor Montgomery

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

Visitors Present: Art Wise & Win Scott

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

- Pledge of Allegiance- Mayor Pro Tem Wolfe led everyone in the Pledge of Allegiance.
- Moment of Silence- Mayor Pro Tem Wolfe asked that the minutes reflect that Dan Jackson a former Town employee had passed away. Jackson had driven the sanitation truck. He was beloved by his fellow employees and the residents of the Town. She asked that everyone keep his family in their thoughts.

Mayor Pro Tem Wolfe called for a moment of silence.

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

Cole requested to add item "II-K. Budget Amendment #4" to the consent agenda. He also requested to add item "IX. Closed Session per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown and Michael Young (301 Lee Street)" to the agenda.

Council Member Capes made a motion to approve the agenda for the July 21st Town Council meeting with the requested amendments and the consent agenda as presented. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

Consent Agenda-

- Approval of minutes from the June 16, 2020 Regular Meeting
- Approval of minutes from the June 23, 2020 Special Meeting
- Resolution concerning overcrowding in schools
- Analysis of financial position of the Town of Jamestown
- Analysis of the Jamestown Park & Golf Course
- Budget Amendment #1
- Budget Amendment #2
- Budget Amendment #3

- Notification of Advances
- Update on Sidewalk Projects
- Budget Amendment #4

(Resolution concerning overcrowding in schools, Budget Amendment #1, Budget Amendment #2, Budget Amendment #3, & Budget Amendment #4)

Public Comment- Nobody signed up.

Old Business-

- Consideration of amendment to the lease agreement with the Jamestown Public Library- Cole stated that staff had been working on amending the lease agreement with the Jamestown Public Library. He added that there were a few sections that needed to be updated to reflect the current operating procedures. Cole said that there had not been adequate time to review the amended lease. He requested that Council continue the item to be considered at the August 18th Regular Town Council meeting.

Council Member Capes made a motion to continue the consideration of the amendment to the lease to the August 18th Town Council meeting. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

New Business-

- Resolution Honoring Arthur “Art” Wise- Mayor Pro Tem Wolfe presented the resolution to Wise. She thanked him for his service on the Town of Jamestown’s Planning Board.

Wise stated that he had the honor of serving on the Board with Kerry Miller. He added that Miller had been a fantastic mentor to him. He thanked Miller for being willing to teach him and the citizens of Jamestown for the opportunity to serve.

(Resolution honoring Arthur “Art” Wise)

- Consideration of appointment of new Member & Alternative Member to the Planning Board- Weiner stated that there was currently a vacancy on the Planning Board. She noted that Dennis Sholl, Jane Payne, and Al Stewart had applied to be considered for the position. She added that Dennis Sholl was currently serving as an Alternate Member to the Planning Board. She said that Council would also need to appoint someone to fill the vacant Alternate Member position if Dennis Sholl were selected to be the new Planning Board Member.

Council discussed the applicants for the vacancy.

Council Member Straughn made a motion to appoint Dennis Sholl to be the new Planning Board Member and Jane Payne to be the new Alternate.

Council Member Rayborn stated that she knew historically the person that had been serving as an Alternate would be appointed to the next open position on the Board. However, she said that Jane Payne had a wealth of knowledge that may be very valuable to the Planning Board. She discussed ways in which Alternate Members could be more involved with Weiner.

Council continued to discuss the qualifications of the applicants and the potential increased involvement for Alternate Members.

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

- Jamestown Park & Golf Course Quarterly Report- Sanderlin presented his quarterly report to Council. He noted that there had been 5,307 rounds played compared to 10,041 last year. He added that there had been 24,066 total rounds played for the 2019/2020 fiscal year compared to 27,663 the previous year. Sanderlin stated that he was satisfied with the numbers considering how many days the Golf Course had been closed. He said that the Golf Course was still closing a little early in the evenings in order for staff to sanitize everything, but they were slowly working towards operating on their normal schedule. Sanderlin said that the dining area was still closed, but the grill was open for takeout.

Council Member Capes discussed potential marketing options for the upcoming year with Sanderlin.

Council Member Wolfe discussed the process of maintaining the greens with Sanderlin.

Council Member Straughn praised the staff at the Golf Course for keeping the greens in great condition.

- Consideration of approval of funding for library, recreation, and cultural/historical services- Gallman stated that there had been discussion between Council and staff about the new process in which the Town would fund different services. She added that the Town would typically provide funding to the Jamestown Public Library at the beginning of the fiscal year through the former grant process. She requested that Council approve the funding for the first quarterly payment to the library for its services. She noted that the current budget included \$52,000 for library services. She added that the first quarterly payment would be \$13,000.

Council Member Straughn made a motion to approve the quarterly payment of \$13,000 to the Jamestown Public Library for providing library services. Council Member Rayborn made a second to the motion. The motion passed by unanimous vote.

- Consideration of approval of Eagle Scout candidate project- Johnson introduced Win Scott to Council. Scott said that his family had lived in Jamestown for decades. He stated that he wanted to combine his love for the Town with his passion for exercise for his Eagle Scout project. Scott gave Council an overview of his project. His idea was to promote healthy living by putting mileage markers on the Town's brick pavers for walkers, joggers, and bikers to show how far people had traveled. He planned to mark every quarter mile going in both directions from a starting point at Wrenn Miller Park. The markers would be a light, sandy-colored brick and would stand out from the current bricks along the sidewalks. Scott stated that there would be a sign at the Park that explained the different routes. He said that the estimated price for the project was \$600, and that he would raise the money.

Council Member Wolfe asked Scott about who would maintain the markers. He stated that he would raise additional funding for the maintenance of the bricks.

Council Member Rayborn made a motion grant Scott permission to proceed with his project and pledged support of Town staff to assist with installation. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

- Consideration of amendment to Town Council Rules and Procedures- Cole stated that Council had suggested changing the Regular Council meeting time from 6:30 pm to 6:00 pm at their last meeting. He noted that Council would have to amend their Rules and Procedures and the Town Code of Ordinances in order to make that change. He added that a public hearing was required to amend the Code of Ordinances. He requested that Council set a public hearing date for August 18th at 6:30 pm.

Council Member Straughn made a motion to set a public hearing date for the August 18th Town Council meeting at 6:30 pm. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Council Member Rayborn noted that Council had met at 6:00 pm in the past. She added that they had decided to meet later in order to allow for a former Council Member to attend that had a conflicting work schedule.

- Consideration of approval of Parks and Recreation Master Plan- Johnson stated that an overview of the Parks and Recreation Master Plan had been presented at the previous meeting. He noted that Nick Lowe with McAdams Company had corrected a few grammatical issues that Council had found. He noted that the plan was included in the packet and stated that he was available to answer any questions that Council may have.

Council Member Wolfe stated that she was concerned that the baseball fields were left out of the master plan. She noted that there had been discussion about whether or not the Johnson development would include baseball fields in the future. She added that there was no guarantees with the potential development, and she did not think it was logical to leave them out of the master plan.

Johnson said that staff had discussed the state of the ball fields with Council several years ago. He added that the usage had gone down by JYL and there was a lot of expensive maintenance that needed to be done to them. He noted that the Johnson property development was not taken into consideration during the creation of the master plan.

Johnson stated that the main reason to have a master plan was to seek grant funding. He noted that staff could apply for the PARTF grant in upcoming years and that money would allow for the master plan to be implemented in phases.

Council Member Rayborn said that it had been her understanding that the addition of lighting for the baseball fields would be considered during the creation of the master plan. She added that she was really concerned about taking the baseball fields out altogether.

Council Member Capes stated that the master plan included potential upgrades, but that nothing was final. He noted that it would take millions of dollars to implement every aspect of the plan. He said that it was an idealized version of what was possible and it would take years to complete a project of that magnitude.

Johnson discussed the details of the PARTF application and funding process with Council. They also discussed the potential maintenance and inclusion of the baseball fields within the plan.

Council Members discussed the incorporation of age specific recreational amenities within the plan.

Council Member Wolfe spoke about the possibility of having a Plan B that included the baseball fields. Council Member Straughn stated that he would not be in favor of a plan that did not include baseball fields.

Council Member Capes stated that the plan could be implemented in phases. He noted that the baseball fields could remain while other areas of the park were upgraded according to the plan.

Council continued to discuss the possibility of the inclusion of the baseball fields in the master plan.

Johnson stated that PARTF would not fund a renovation project. He added that the plan had to depict a completely different use.

Johnson stated that he would speak with McAdams Company about creating a secondary plan. He noted that the plan would remain the same except for the inclusion of the ball fields. He said that he would get a cost estimate for upgrading the ball fields as they stand.

Council Member Straughn made a motion to continue the consideration of the Parks and Recreation Master Plan to the August 18th Town Council meeting at 6:30 pm. Council Member Capes made a second to the motion. The motion passed by unanimous vote.

Manager/Committee Reports-

- Manager Report- Cole presented his monthly report to Council. He noted that the Governor's Executive Order regarding the Coronavirus had been extended. He added that staff would continue working with Town Hall closed to the public. He stated that he had given the owner of the Oakdale Cotton Mill thirty days to board up doors on the homes that were not in good condition. He said that the sign at Flowers Bakery was complete. Cole stated that East Fork Road was open and curb and gutter had been installed on East Main Street. He highlighted that Chris Eaton had been hired for the vacant sanitation position. Cole noted that David Ingram was featured for the Employee Spotlight that month.

Council Member Wolfe praised Blanchard for his hard work on the entrance sign.

- Council Member Committee Reports-
 - Council Member Wolfe stated that the TAC had a virtual meeting on June 23rd. She noted that they had reiterated that NCDOT was dealing with some budgetary issues. She added that the Penny Road project deadline had been extended to the fiscal year 2023.

Council Member Wolfe said that the Comprehensive Steering Committee held a zoom meeting on July 6th and had discussed options for community engagement.

Council Member Rayborn reiterated that Council would like to hear from the citizens that live within the Town limits regarding the Comprehensive Plan Update.

Public Comment- Nobody signed up.

Other Business- Council Member Straughn spoke with Cole about potential options for citizens that were frustrated with solid waste pickup. Cole said that citizens were welcome to purchase a container to place their garbage bags into that would prevent animals from scattering the trash on their property. However, the container would have to be low enough to the ground that the sanitation employees could reach to the bottom of the bin. Council Member Wolfe requested a list of citizens that had complained about the issue.

Council Member Straughn stated that he had been made aware that someone serving on one of the committees had been distributing misinformation about the Town. He asked if staff had reached out to him in order to make sure that the information had been corrected. Cole said that he had reached out to the committee member and had offered to meet with him. Cole said that he had not received a response from him. Council Member Straughn asked if he had been present at all the meetings. Johnson said that he had been absent from several.

Council Member Straughn made a motion to remove the committee member from their appointed position.

Council discussed whether or not the person should be removed.

The motion died for lack of a second.

Council Member Wolfe requested that Cole contact the person by phone in order to address the issue. Council Member Straughn stated that he was concerned that someone was representing the Town while spreading misinformation. He said that he was also disappointed that the committee member had not been coming to meetings. Council Member Straughn stated that he was a firm believer in freedom of speech. However, he said that misinformation being spread could be very disruptive.

Closed Session per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege regarding Lori Herron (2216 Guilford College Road) vs. Town of Jamestown and Michael Young (301 Lee Street)- Council Member Straughn made a motion to go into Closed Session per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege regarding Lori Herron (2216 Guilford College Road) vs. Town of Jamestown and Michael Young (301 Lee Street). Council Member Capes made a second to the motion. The motion passed by unanimous vote.

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

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

DRAFT

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

The meeting ended at 8:21 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 & Sealing of Closed Session minutes from 7-21-20 meeting AGENDA ITEM #: II-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

The Town Council went into Closed Session at their July 21st Regular Meeting per General Statutes 143-318.11(a)(3) to discuss matters related to Attorney Client Privilege- Lori Herron (2216 Guilford College Road) vs. Town of Jamestown and Michael Young (301 Lee Street)

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: Reappointment of Sarah Glanville and Russ Walker to PB

AGENDA ITEM #: II-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

Sarah Glanville's term on the Planning Board expires this month. She was initially appointed to serve the unexpired term of Lynn Montgomery. She was appointed to serve her first official term in August 2015, and she has served as the Chair to the Planning Board since 2019. She is willing to serve a second term on the Planning Board.

Russ Walker's term also expires this month. He was initially appointed to serve the unexpired term of John Capes. He is willing to be reappointed to serve his first official term.

Staff recommends that Council reappoint Sarah Glanville and Russ Walker to serve on the Planning Board.

ATTACHMENTS: Applications for Sarah Glanville and Russ Walker

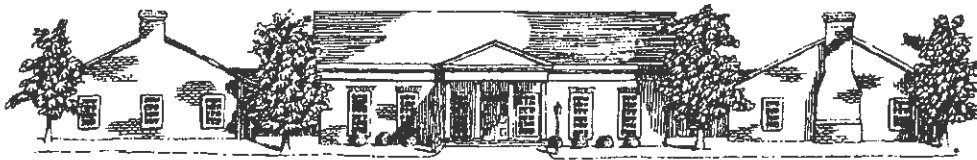
RECOMMENDATION/ACTION NEEDED: Staff recommends Council approve the Consent Agenda as presented.

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED: N/A

agget
12/20/14
PB



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name Sarah Glanville

Gender: Male Female Birthdate: 4-29-1977 E mail sglanville77@hotmail.com

Home Phone: 802-1169 Daytime Phone: 209-1712 Fax: _____

Home Address: 804 Ragsdale Rd., Jamestown, NC 27282

How long have you been a resident of Jamestown? 20 months (since Oct. 1, 2008)

Current Occupation/Title: Social Worker

Employer/Business Name: Guilford County

Business Address and Zip: 404 N. Eugene St. Greensboro, NC 27401

Supervisor Name: Sabrina Russell - Holloman

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

Degree/Subject of Study: BA - Psychology; MSW - Social Work; M.Ed. - Special Ed.

School/Name Years Attended: Bowdon College - 1995-1999; Boston University - 2002-2005

BOARD/COMMITTEE APPLYING FOR (list one): Any board on which I can be helpful

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

N/A

What are your qualifications for serving on the Board/Committee for which you are applying? As employee of government agency, familiar with some of the

inner workings of government, training a social worker, fostered social skills and skills managing contentious issues and/or issues w/ differing agendas

Are you willing to serve on any other Board/Committee: Please list: _____

Any board of for which I qualify and on which I can be helpful.

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

YES ?

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

Hiking, biking, home repair/decorating, exercise, environmentalism, ice cream, photography, and most importantly, spending time with family

List two personal references below:

Name: Brian Swahn Daytime Telephone: (336) 207-5789

Address: 804 Ragsdale Rd. Jamestown Relationship: Spouse

Name: Leah Grant Daytime Telephone: (407) 414-8070

Address: 2424 Torrington Ln. Charlotte Relationship: Friend/Former Classmate

AFFIRMATION OF ELIGIBILITY

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

Yes ___ No [checked] if yes, explain complete disposition. _____

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

Yes ___ No [checked], if yes, explain _____

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

Signature of Applicant: Sarah Hamill Date: 6-22-10

RETURN COMPLETED FORM TO:

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

SARAH GLANVILLE, LCSW, M.Ed.

804 Ragsdale Road • Jamestown, NC 27282 • Home: (336) 802-1169 • Cell: (336) 209-1712 • sglanville77@hotmail.com

EDUCATION

Boston University

Boston, MA

M.Ed. in Special Education, May, 2005

MSW, September, 2004

Honors: Urban Practice Scholarship

Bowdoin College

Brunswick, ME

B.A. in Psychology, May, 1999

Honors: Phi Beta Kappa, Summa Cum Laude, James Bowdoin Scholar, Dean's List

Professional Licensure in North Carolina and Massachusetts: NC LCSW #C006064, MA LICSW #114036

WORK EXPERIENCE

The Guilford Center/Guilford County Mental Health

Greensboro, NC

• **Mental Health Senior Practitioner** (*October 2008-Current*). Oversee care coordination for high risk and high cost consumers of mental health services. Provide clinical consultation to Guilford County mental health service providers. Monitor child and adolescent admissions to residential placements. Partner with staff at local psychiatric hospitals to ensure comprehensive discharge planning. Refer clients to appropriate levels of care.

Brighton-Allston Mental Health Association

Brighton, MA

• **Therapist** (*September 2006-September 2008*). Met weekly with children for individual play therapy in fee-for-service environment. Participated in treatment planning meetings.

The Walker School

Needham, MA

• **MSW Training Program Coordinator** (*January 2008-September 2008*). Interviewed and hired graduate-level interns. Organized orientation for MSW interns. Participated in training seminar for supervisors of social work interns at local graduate school. Worked with Director of Training to create and facilitate weekly group training seminar for social work, psychology, and expressive therapy interns.

• **Acute Residential Treatment Clinical Associate** (*March 2006-September 2008*). Worked with multi-disciplinary team to offer brief treatment and case management services in an acute residential setting for children ages 3 to 11 in psychiatric crisis. Provided individual, family, and group therapy to children and families with complex trauma. Facilitated systems meetings with various state-funded agencies and other community-based service providers. Extensive treatment planning, clinical assessment, and discharge planning experience. Trained in physical restraint (TCI). Received weekly individual and group supervision. Provide individual supervision for ART social work interns.

The Home for Little Wanderers

Walpole, MA

• **Clinician** (*June 2004-January 2006*). Provided weekly individual, family, and group therapy for boys ages 10-18 with emotional and behavioral disorders in a residential facility and therapeutic day school. Conducted extensive case management duties, including community outreach. Participated in multi-disciplinary assessments and diagnostic reviews. Maintained clinical records. Received weekly individual and group supervision from LICSW.

Newton, Wellesley, Weston, Committee for Community Living, Inc.

Newton, MA

• **Therapist** (*May 2004-September 2006*). Provide weekly individual therapy to a woman with developmental disability and psychiatric needs living in a semi-independent living environment.

- **Intern** (*September 2003-May 2004*). Conducted psychodynamic therapeutic work with adults with developmental disabilities in the context of individual work, dyads, and groups. Collaborated on a macro assessment project with Springwell Council on Aging assessing overlapping needs and services for seniors and their developmentally disabled children. Participated in weekly supervision with LICSW/M.Ed.

Boston University

Boston, MA

- **Residential Assistant** (*August 2003-May 2005*). Supervised 100 undergraduate students residing in two student housing complexes. Developed program of recreational activities to promote camaraderie and community awareness. Counseled students regarding roommate conflict. Responded to crises. Coordinated physical maintenance of properties with Facilities Department.

Big Sister Association of Greater Boston

Boston, MA

- **Intern** (*September 2002-June 2003*). Using a curriculum developed by the Big Sister agency, facilitated two weekly psychoeducational groups with at-risk middle school girls. Tracked individual and group progress through case notes and standardized assessment tools. Participated in weekly individual and group supervision with LICSW.

Building Opportunities for Self-Sufficiency

Hayward, CA

- **Case Manager** (*September 2000-April 2002*). Maintained caseload of 30 dually diagnosed, homeless adults. Performed outreach and shelter-based work. Responsible for upkeep of transitional housing site and daily maintenance of files. Developed day rehabilitation schedule and conducted weekly life skills groups. Winner of a 2001 "Employee of the Year" award.

Fred Finch Youth Center

Oakland, CA

- **Lead Mental Health Counselor** (*March 2000-September 2000*). Supervised day treatment staff at Level 14 residential program for adolescents with developmental disability and emotional disorders. Worked with classroom teachers to provide instructional and emotional-behavioral support. Facilitated daily group therapy and a weekly life skills group. Participated in biweekly treatment reviews.
- **Mental Health Counselor** (*November 1999-March 2000*). Organized daily activities for clients ages 11 to 18 with developmental disability and co-occurring psychiatric disorders in co-ed residential facility. Managed emotional and behavioral crises. Trained in preventative interventions and safe restraint/de-escalation techniques (PART). Worked with other care providers in implementation of treatment plans. Dispensed medications.

Maine Senate Intern Program

Augusta, ME

- **Intern** (*Summer 1998*). Helped to create successful campaign strategies and campaign literature. Conducted political research and examined financial reports. Aided in the organization of political fundraisers and events. Systematized office files.

Bowdoin College

Brunswick, ME

- **Teacher's Aide** (*Spring Semester 1998*). Tutored students in introductory Psychology course. Graded papers and assisted professor in organization of course materials.
- **Campus Shuttle Supervisor** (*1998-1999*). Supervised 20 shuttle drivers providing security escorts on campus. Worked with Department of Campus Security to implement new policies and respond to crises.

Brewer Parks and Recreation Department

Brewer, ME

- **Camp Counselor** (*Summers 1995-1997, 2002*). Developed and implemented athletic, artistic, and educational programs for children ages 3 to 12 in recreational day camp. Performed occasional office tasks.

PERSONAL INTERESTS

Photography, Mountain biking, Exercise, Travel, Popular culture, Music appreciation



TOWN OF JAMESTOWN

Settled in 1752

Chartered in 1816

P.O. Box 848

Jamestown, North Carolina 27282

CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

-Appointed to
serve remainder
of John Capes

term

- Expires Aug. 202

Name RUSSELL GRADY WALKER, JR

Gender: Male Female Birthdate: 10/10/43 E mail RSCJWALKER@GMAIL.COM

Home Phone: 336 804 5496 ^{CELL} ~~Daytime~~ Phone: 336 302 8135 Fax: _____

Home Address: 104 JORDAN BRIDGE WAY, JAMESTOWN, NC 27282

How long have you been a resident of Jamestown? 2 1/2 YEARS

Current Occupation/Title: MEDIATOR + ARBITRATOR

Employer/Business Name: SELF-EMPLOYED

Business Address and Zip: SAME AS ABOVE

Supervisor Name: N/A

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

Degree/Subject of Study: BACHELOR OF BUSINESS ADMINISTRATION AND JURIS DOCTOR

School/Name Years Attended: WAKE FOREST UNIVERSITY 9/62 THRU 6/69

BOARD/COMMITTEE APPLYING FOR (list one): PLANNING BOARD

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

What are your qualifications for serving on the Board/Committee for which you are applying? SERVED AS CHAIR OF ASHEBORO ABC BOARD FROM ITS BEGINNING IN 2008 FOR 4 YEARS; 22 YEARS AS SUPERIOR COURT JUDGE

Are you willing to serve on any other Board/Committee: Please list: _____

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

Please submit resume

Continued next page >

Interest/Skills/Areas of Expertise/Professional Organizations

NC STATE BAR, NC BAR ASSOCIATION, GREENSBORO BAR ASSOC,
18TH JUDICIAL DISTRICT BAR ASSOC, UNIFORM LAW COMMISSION

List two personal references below:

Name: JUDGE JOHN O. CRAIG Daytime Telephone: 336 822 6716
 Address: 505E. GREEN DR, HIGH POINT, NC 27261 Relationship: FRIEND + FORMER COLLEAGUE
 Name: BEN SAUNDERS Daytime Telephone: 336 454 3393
 Address: 220 JORDAN BRIDGE WAY, JAMESTOWN Relationship: FRIEND + NEIGHBOR

AFFIRMATION OF ELIGIBILITY

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

Yes No if yes, explain complete disposition. _____

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

Yes No if yes, explain _____

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

Signature of Applicant: KGWACKER. J Date: 12/1/17

RETURN COMPLETED FORM TO:

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

Russell G. Walker, Jr.

P.O Box 2422

Jamestown, NC 27282

Home Phone (336) 804-5496

Cell Phone (336) 302-8135

EDUCATION

1962-1966 Bachelor of Business Administration, Wake
Forest College

1966-1969 Juris Doctor, Wake Forest University

PROFESSIONAL EMPLOYMENT

Chairman, Asheboro ABC Board (2008 to 2012)

Superior Court Mediator and Arbitrator (2005 to present)

Senior Resident Superior Court Judge, Judicial District 19B
(1984-2004)

Special Superior Court Judge (1982-1984)

District Attorney, Randolph and Montgomery Counties
(1979-1980)

Private Law Practice, Asheboro, North Carolina (1978,
1981-1982)

General Counsel, Food Line Super Markets, Inc. (1973-
1978)

North Carolina Department of Justice (1969-1973); Staff
Attorney, Assistant Attorney General and Revisor
of Statutes

PROFESSIONAL ASSOCIATIONS

North Carolina Bar Association

North Carolina State Bar

18th Judicial District Bar Association

Greensboro Bar Association

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: Resolution directing the Clerk to investigate petition G.S. 160A-31

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner & Matthew Johnson

SUMMARY:

The Town of Jamestown received a petition for voluntary contiguous annexation. After a petition is received, Town Council must direct the clerk to investigate the sufficiency of the petition. Upon making an investigation, the clerk must certify the results to the Town Council through a Certificate of Sufficiency. In order to certify that all owners of real property in the area to be annexed have signed the petition, the Town Clerk may require assistance from the Town Attorney in order to determine the legal ownership of the property. Beth Koonce, Town Attorney, will assist the Town Clerk with this process. Following the investigation, a Certificate of Sufficiency will be submitted to the Town Council and a public hearing regarding the voluntary contiguous annexation will be scheduled for a later date.

ATTACHMENTS: Resolution Directing the Clerk to Investigate Petition Received Under G.S. 160 A-31

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

BUDGETARY IMPACT: N/A

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

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on July 10, 2020, by the Town of Jamestown Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town of Jamestown Town Council deems it advisable to proceed in response to this request for annexation;

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jamestown that;

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

S. Lynn Montgomery, Mayor

ATTEST:

Katie M. Weiner, CMC
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: Financial Analysis as of July 31, 2020

AGENDA ITEM #: II-E



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 18, 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 July 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 July 2020 (revenues and expenditures for each annually-budgeted fund).

Some items to note:

Revenues:

You will not see property tax revenue in this report. This gets accrued back into the previous fiscal year; there is a lag time between the month collected and the month we receive the funds from Guilford County (1 month for real property & 2 months for tax & tag).

Expenditures:

Annual insurance premiums were paid; this gets split by fund / department. (Last year these premiums were paid in August).

50% deposit put down on sound system.

1st quarter payments were made to both Pincroft Sedgefield Fire District and the Jamestown Public Library.

Payments were made to Piedmont Triad Regional Water Authority for the Town's portion of operations and debt.

Annual service contract on utility work order system was paid.

E. Main Street and E. Fork sidewalk capital projects are still open, although E Fork should be closed out soon. Payments were accrued back into the previous fiscal year on construction administration and payments made to the contractors. Reimbursement has been requested from Dept of Transportation.

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

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

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

Petty Cash	\$	1,350
Operating Cash		2,045,551
Certificates of Deposit		3,018,620
Money Market Accounts - operating		510,757
North Carolina Capital Management Trust		<u>8,472,658</u>
	\$	<u>14,048,936</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	715,240
Cash reserved by Powell Bill for street improvements		396,635
General Capital Reserve Fund		108,970
East Fork Sidewalk Capital Project		16,211
Lydia Multi-use Greenway Capital Project		6,791
Oakdale Sidewalk Phase III		111,431
Water Sewer Capital Reserve Fund		<u>1,549,775</u>
	\$	<u>2,905,053</u>

Cash by Fund:

General	\$	2,651,058
General Capital Reserve Fund		108,970
East Fork Sidewalk Capital Project		16,211
Lydia Multi-use Greenway Capital Project		6,791
Oakdale Sidewalk Phase III		111,431
Water/Sewer		8,889,460
Randleman Reservoir		715,240
Water/Sewer Capital Reserve Fund		<u>1,549,775</u>
	\$	<u>14,048,936</u>

Cash by Bank:

NCCMT	\$	8,472,658
Pinnacle Bank		4,045,551
First Bank		1,529,377
		<u>14,047,586</u>

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

Installment Purchase Debt:	Balance at 7/31/2020	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 104,907	12/1/2023	2023/2024
Leaf truck, financed in 2017	107,245	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>\$ 857,845</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 July 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)	122,829	3	147,936	41	48
% of budget received	2%	0%	2%	0%	0%
% of budget, excluding appropriated fund balance, received	3%	0%	3%	0%	0%
Expenditures (and transfers)	445,514	-	232,864	-	-
% of budget expended	7%	0%	3%	0%	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 @	896,092 @	212,361		
% of budget received	79%	51%	31%		
Life to Date Expenditures	1,400,873	826,136	96,208		
% of budget expended	79%	47%	14%		

@ Reimbursement requested and accrued, but not all yet received

10 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3100 AD VALOREM TAXES	0.00	0.00	3,181,660.00	3,181,660.00	0 %
3101 Interest on Ad Valorem Taxes	0.00	0.00	3,000.00	3,000.00	0 %
3102 Tax and Tag revenue	0.00	0.00	213,850.00	213,850.00	0 %
3103 Interest on Tax and Tag Revenues	0.00	0.00	1,300.00	1,300.00	0 %
3220 SALES AND USE TAX	0.00	0.00	525,000.00	525,000.00	0 %
3250 Solid Waste Disposal Tax	0.00	0.00	2,500.00	2,500.00	0 %
3256 ELECTRICITY SALES TAX	0.00	0.00	200,000.00	200,000.00	0 %
3257 TELECOMMUNICATIONS SALES TAX	0.00	0.00	40,000.00	40,000.00	0 %
3258 PIPED NATURAL GAS SALES TAX	0.00	0.00	16,000.00	16,000.00	0 %
3261 VIDEO PROGRAMMING TAX	0.00	0.00	40,000.00	40,000.00	0 %
3310 FEDERAL GRANTS	0.00	0.00	98,000.00	98,000.00	0 %
3312 GRANTS FROM GUILFORD COUNTY	0.00	0.00	55,500.00	55,500.00	0 %
3316 POWELL BILL	0.00	0.00	100,000.00	100,000.00	0 %
3322 ALCOHOLIC BEVERAGES TAX	0.00	0.00	17,000.00	17,000.00	0 %
3325 ABC DISTRIBUTION	0.00	0.00	50,000.00	50,000.00	0 %
3341 Telecommunications Planning Fees	0.00	0.00	7,500.00	7,500.00	0 %
3343 REVIEW FEES	2,700.00	2,700.00	10,000.00	7,300.00	27 %
3344 CODE ENFORCEMENT FEES	0.00	0.00	100.00	100.00	0 %
3345 INSPECTION AND PERMIT FEES	0.00	0.00	200.00	200.00	0 %
3346 CELL TOWER RENTAL FEES	4,211.73	4,211.73	60,800.00	76,588.27	5 %
3348 REFUSE COLLECTION FEES	13,600.00	13,600.00	168,000.00	154,400.00	8 %
3600 GREEN FEES	50,689.00	50,689.00	472,500.00	421,811.00	11 %
3610 MECHANICAL CART RENTALS	29,692.00	29,692.00	245,700.00	216,008.00	12 %
3620 PULL CART RENTALS	38.00	38.00	300.00	262.00	13 %
3650 DRIVING RANGE	5,616.00	5,616.00	45,000.00	39,384.00	12 %
3660 GOLF SHOP CONCESSIONS SALES	8,744.53	8,744.53	82,800.00	74,055.47	11 %
3661 Golf Shop Grill Catering Revenues	0.00	0.00	500.00	500.00	0 %
3665 Golf Special Orders - Sales	1,058.55	1,058.55	4,500.00	3,441.45	24 %
3675 Golf Clubhouse Rental Fees	0.00	0.00	13,500.00	13,500.00	0 %
3831 INVESTMENT EARNINGS	234.76	234.76	35,000.00	34,765.24	1 %
3833 CONTRIBUTIONS AND DONATIONS	333.00	333.00	0.00	-333.00	** %
3836 SALES - PRO SHOP GOLF INVENTORY	5,803.33	5,803.33	45,000.00	39,196.67	13 %
3837 SHELTER RENTALS	0.00	0.00	2,500.00	2,500.00	0 %
3838 Building lease revenue	0.00	0.00	5,111.00	5,111.00	0 %
3839 MISCELLANEOUS REVENUES	6.11	6.11	500.00	491.89	2 %
3840 Rental Golf Sets	100.00	100.00	2,200.00	2,100.00	5 %
3841 Ball Field Rentals	0.00	0.00	5,000.00	5,000.00	0 %
3910 Insurance Recoveries	0.00	0.00	1,850.00	1,850.00	0 %
3953 TRANSFER FROM GENERAL CAPITAL RESERVE FUND	0.00	0.00	78,200.00	78,200.00	0 %
3990 POWELL BILL RESERVE APPROPRIATED	0.00	0.00	195,000.00	195,000.00	0 %
3991 FUND BALANCE APPROPRIATED	0.00	0.00	1,221,223.00	1,221,223.00	0 %
Account Group Total:	122,829.01	122,829.01	6,266,794.00	6,143,964.99	2 %
Fund Total:	122,829.01	122,829.01	6,266,794.00	6,143,964.99	2 %

Tax revenue is accrued back into FYE: 6/30/20

2

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
4100	GOVERNING BODY EXPENDITURES						
1019	PROFESSIONAL SERVICES	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	200.00	200.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3200	COMMUNICATIONS	0.00	0.00	0.00	0.00	250.00	250.00
3400	PRINTING	0.00	0.00	0.00	0.00	300.00	300.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	600.00	600.00
3800	DATA PROCESSING SERVICES	48.05	48.05	801.95	850.00	850.00	0.00
3950	DUES AND SUBSCRIPTIONS	1,427.00	1,427.00	0.00	1,427.00	2,400.00	973.00
3955	Permit Fees	0.00	0.00	0.00	0.00	800.00	800.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	300.00	300.00
4300	EQUIPMENT RENTAL	365.00	365.00	0.00	365.00	2,600.00	2,235.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Account Total:	1,840.05	1,840.05	50,801.95	52,642.00	70,300.00	17,658.00
4200	ADMINISTRATION EXPENDITURES						
1000	SALARIES AND WAGES	19,693.00	19,693.00	0.00	19,693.00	273,000.00	253,307.00
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	5,100.00	5,100.00
1009	FICA EXPENSE	1,407.26	1,407.26	0.00	1,407.26	21,300.00	19,892.74
1010	RETIREMENT EXPENSE	2,008.69	2,008.69	0.00	2,008.69	28,500.00	26,491.31
1011	HEALTH INSURANCE EXPENSE	2,998.17	2,998.17	0.00	2,998.17	33,000.00	30,001.83
1012	FLEX ADMINISTRATION FEES	12.00	12.00	288.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	777.62	777.62	0.00	777.62	10,800.00	10,022.38
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	900.00	900.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	250.00	250.00
1016	Wellness Program Expenditures	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	1,119.93	1,119.93	0.00	1,119.93	12,500.00	11,380.07
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	17,900.00	17,900.00
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	1,700.00	1,700.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	750.00	750.00
2600	OFFICE SUPPLIES	76.90	76.90	0.00	76.90	2,000.00	1,923.10
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	9,000.00	9,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	8,500.00	8,500.00
3200	COMMUNICATIONS	420.28	420.28	5,029.72	5,450.00	8,000.00	2,550.00
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	300.00	300.00
3800	DATA PROCESSING SERVICES	3,161.78	3,161.78	12,338.22	15,500.00	15,500.00	0.00
3950	DUES AND SUBSCRIPTIONS	5,731.08	5,731.08	0.00	5,731.08	9,500.00	3,768.92
3960	BANK AND MERCHANT FEES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3980	MISCELLANEOUS EXPENSE	36.00	36.00	0.00	36.00	750.00	714.00
4300	EQUIPMENT RENTAL	193.71	193.71	2,169.57	2,363.28	3,000.00	636.72
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	11,000.00	11,000.00
4500	INSURANCE AND BONDING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
4990	OTHER CONTRACTED SERVICES	300.00	300.00	2,105.00	2,405.00	27,000.00	24,595.00

3

10 GENERAL FUND

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6820 First Bank Credit Card Encumbrance	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00
9700 CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:	37,936.42	37,936.42	24,930.51	62,866.93	510,050.00	447,183.07
4900 PLANNING DEPARTMENT EXPENDITURES						
1000 SALARIES AND WAGES	7,133.00	7,133.00	0.00	7,133.00	121,000.00	113,867.00
1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
1009 FICA EXPENSE	539.39	539.39	0.00	539.39	0,500.00	9,960.31
1010 RETIREMENT EXPENSE	727.57	727.57	0.00	727.57	13,000.00	12,272.43
1011 HEALTH INSURANCE EXPENSE	999.59	999.59	0.00	999.59	16,500.00	15,500.41
1012 FLEX ADMINISTRATION FEES	6.00	6.00	194.00	200.00	200.00	0.00
1014 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	300.00	300.00
1015 Unemployment Compensation	0.00	0.00	0.00	0.00	300.00	300.00
1017 401K EXPENSE	320.95	320.95	0.00	320.95	5,500.00	5,179.05
2100 DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
2500 VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520 FUELS - GAS & OIL	0.00	0.00	0.00	0.00	750.00	750.00
2600 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2900 ASSETS NOT CAPITALIZED	0.00	0.00	2,926.39	2,926.39	6,000.00	3,073.61
3100 TRAVEL	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3150 CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3200 COMMUNICATIONS	141.92	141.92	1,358.08	1,490.00	3,000.00	1,550.00
3400 PRINTING	0.00	0.00	0.00	0.00	1,750.00	1,750.00
3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	500.00	500.00
3700 ADVERTISING	0.00	0.00	0.00	0.00	3,500.00	3,500.00
3800 DATA PROCESSING SERVICES	275.77	275.77	5,597.23	5,866.00	5,900.00	32.00
3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	200.00	200.00	500.00	300.00
3950 DUES AND SUBSCRIPTIONS	0.00	0.00	580.00	580.00	4,500.00	3,920.00
3980 MISCELLANEOUS EXPENSE	12.00	12.00	0.00	12.00	1,000.00	988.00
4300 EQUIPMENT RENTAL	365.00	365.00	0.00	365.00	700.00	335.00
4400 SERVICE & MAINTENANCE CONTRACTS	350.00	350.00	0.00	350.00	800.00	450.00
4500 INSURANCE AND BONDING	262.05	262.05	0.00	262.05	300.00	37.95
4990 OTHER CONTRACTED SERVICES	0.00	0.00	99,500.00	99,500.00	99,500.00	0.00
4991 Telecommunications Contracted	0.00	0.00	0.00	0.00	7,500.00	7,500.00
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	700.00	700.00
Account Total:	11,132.94	11,132.94	111,300.70	122,433.64	319,200.00	196,766.36
5000 BUILDING & GROUNDS EXPENDITURES						
2100 DEPARTMENT SUPPLIES	256.82	256.82	1,854.90	2,111.72	7,000.00	6,888.28
2140 SEED and SOG	0.00	0.00	0.00	0.00	500.00	500.00
2141 CHEMICALS	0.00	0.00	0.00	0.00	500.00	500.00
2142 FERTILIZER AND LIME	0.00	0.00	0.00	0.00	500.00	500.00
2144 MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	4,000.00	1,000.00
2400 CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	2,500.00	2,500.00
2900 ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	13,500.00	13,500.00
3200 COMMUNICATIONS	150.07	150.07	1,759.93	1,910.00	2,000.00	90.00
3300 UTILITIES	1,781.29	1,781.29	6,000.00	5,781.29	28,000.00	22,218.71
3350 Water Utilities	0.00	0.00	0.00	0.00	400.00	400.00

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	80,000.00	80,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	500.00	500.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00
4300	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	200.00	200.00
4400	SERVICE & MAINTENANCE CONTRACTS	5,612.00	5,612.00	26,125.00	32,227.00	35,000.00	2,663.00
4500	INSURANCE AND BONDING	21,837.60	21,837.60	0.00	21,837.60	25,000.00	3,162.40
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	15,000.00	15,000.00
5500	CAPITAL OUTLAY - EQUIPMENT	9,615.64	9,615.64	9,615.63	19,231.27	20,000.00	10,768.73
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	19,000.00	19,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	20,000.00	20,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		39,253.42	39,253.42	43,955.46	83,208.88	288,100.00	204,891.12
5100 PUBLIC SAFETY EXPENDITURES		<i>Deposit on sound system</i>					
4910	SHERIFF CONTRACT	0.00	0.00	0.00	0.00	400,000.00	400,000.00
4911	Sheriff Off Duty - Town events	0.00	0.00	0.00	0.00	5,600.00	5,600.00
4912	Sheriff off-duty for non-profit	0.00	0.00	0.00	0.00	3,000.00	3,000.00
4920	ANIMAL CONTROL CONTRACT	0.00	0.00	0.00	0.00	12,500.00	12,500.00
Account Total:		0.00	0.00	0.00	0.00	421,100.00	421,100.00
5300 FIRE EXPENSES		<i>1st quarter payment</i>					
3956	Fire Inspection Fees	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	200.00	200.00
4900	PINECROFT SEDGEMOUNT FIRE CONTRACT	170,015.22	170,015.22	0.00	170,015.22	619,070.00	509,054.78
5500	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	0.00	0.00	6,700.00	6,700.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		170,015.22	170,015.22	0.00	170,015.22	696,970.00	526,954.78
5600 STREET MAINTENANCE EXPENDITURES		<i>Annual insurance premiums</i>					
2100	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	6,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	48.95	48.95	0.00	48.95	6,000.00	5,951.05
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	28,000.00	28,000.00
3300	UTILITIES	6,563.80	6,563.80	0.00	6,563.80	134,000.00	127,436.20
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	10,000.00	10,000.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3955	Permit Fees	860.00	860.00	0.00	860.00	1,100.00	240.00
3980	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	100.00	100.00
4500	INSURANCE AND BONDING	1,048.20	1,048.20	0.00	1,048.20	1,200.00	151.80
4980	STORMWATER FEES	5,681.00	5,681.00	0.00	5,681.00	5,700.00	19.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	36,674.00	36,674.00	67,174.00	30,500.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	30,000.00	30,000.00
5500	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	0.00	0.00	5,500.00	5,500.00
5700	CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	187,500.00	187,500.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		14,201.95	14,201.95	36,674.00	50,875.95	493,274.00	442,398.05

① Annual insurance premiums

08/04/20
10:53:47

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 20

Page: 4 of 12
Report ID: B1008

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5700 POWELL BILL							
	4990 OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	275,000.00	275,000.00
	5700 CAPITAL OUTLAY - LAND IMPR -	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	Account Total:	0.00	0.00	0.00	0.00	295,000.00	295,000.00
5800 SANITATION EXPENDITURES							
	1000 SALARIES AND WAGES	6,474.53	6,474.53	0.00	6,474.53	114,000.00	107,525.47
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	1009 FICA EXPENSE	472.62	472.62	0.00	472.62	8,900.00	8,427.38
	1010 RETIREMENT EXPENSE	660.41	660.41	0.00	660.41	12,000.00	11,339.59
	1011 HEALTH INSURANCE EXPENSE	2,093.14	2,093.14	0.00	2,093.14	33,000.00	30,906.86
	1012 FLEX ADMINISTRATION FEES	12.00	12.00	388.00	400.00	400.00	0.00
	1013 RETIREE HEALTH INSURANCE EXPENSE	682.50	682.50	0.00	682.50	10,800.00	10,117.50
	1014 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	9,700.00	9,700.00
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	1017 401K EXPENSE	273.49	273.49	0.00	273.49	5,000.00	4,726.51
	2100 DEPARTMENT SUPPLIES	158.28	158.28	0.00	158.28	5,000.00	4,841.72
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	100.00	100.00
	2500 VEHICLE SUPPLIES	0.00	0.00	1,500.00	1,500.00	8,500.00	7,000.00
	2520 FUELS - GAS & OIL	592.44	592.44	19,407.56	20,000.00	20,000.00	0.00
	3200 COMMUNICATIONS	67.01	67.01	421.99	485.00	1,000.00	515.00
	3400 PRINTING	0.00	0.00	0.00	0.00	400.00	400.00
	3500 REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	3700 ADVERTISING	0.00	0.00	0.00	0.00	200.00	200.00
	3900 DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
	3940 LANDFILL FEES/DUMPSTER F/M	0.00	0.00	60,000.00	60,000.00	60,000.00	0.00
	3945 Recycle Fees	8,022.00	8,022.00	89,100.00	97,122.00	102,000.00	4,878.00
	3980 MISCELLANEOUS EXPENSE	36.00	36.00	0.00	36.00	200.00	164.00
	4500 INSURANCE AND BONDING	1,572.31	1,572.31	0.00	1,572.31	1,600.00	227.69
	4990 OTHER CONTRACTED SERVICES	1,210.95	1,210.95	3,789.05	5,000.00	5,000.00	0.00
	9700 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
	Account Total:	22,323.68	22,323.68	175,106.60	197,430.28	405,500.00	208,069.72
6200 RECREATION EXPENDITURES							
	1000 SALARIES AND WAGES	7,695.60	7,695.60	0.00	7,695.60	107,000.00	99,304.40
	1003 LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
	1009 FICA EXPENSE	583.28	583.28	0.00	583.28	8,500.00	7,916.72
	1010 RETIREMENT EXPENSE	702.86	702.86	0.00	702.86	10,000.00	9,297.14
	1011 HEALTH INSURANCE EXPENSE	1,998.58	1,998.58	0.00	1,998.58	22,000.00	20,001.42
	1012 FLEX ADMINISTRATION FEES	6.00	6.00	194.00	200.00	200.00	0.00
	1014 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	1015 Unemployment Compensation	0.00	0.00	0.00	0.00	200.00	200.00
	1017 401K EXPENSE	309.42	309.42	0.00	309.42	4,300.00	3,990.58
	2100 DEPARTMENT SUPPLIES	217.11	217.11	0.00	217.11	9,000.00	8,782.89
	2140 SEED and SOG	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	2141 CHEMICALS	215.00	215.00	0.00	215.00	3,000.00	2,785.00
	2142 FERTILIZER AND LIME	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	2143 IRRIGATION SUPPLIES	0.00	0.00	0.00	0.00	800.00	800.00
	2144 MULCH & PINE NEEDLES	456.00	456.00	0.00	456.00	5,500.00	5,044.00
	2145 TOPSOIL (Sand)	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	2200 FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	50.00	50.00

① Annual insurance premiums

6

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2500	VEHICLE SUPPLIES	37.50	37.50	0.00	37.50	1,000.00	962.50
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2550	EQUIPMENT SUPPLIES	627.31	627.31	0.00	627.31	4,500.00	3,862.69
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	6,000.00	6,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	74.56	74.56	610.44	695.00	2,300.00	1,315.00
3300	UTILITIES	327.26	327.26	0.00	327.26	14,500.00	14,172.74
3250	Water Utilities	17.28	17.28	0.00	17.28	650.00	632.72
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3710	Sponsorship expenditures	0.00	0.00	0.00	0.00	100.00	100.00
3800	DATA PROCESSING SERVICES	21.29	21.29	234.71	256.00	220.00	-36.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	500.00	500.00	500.00	0.00
3940	LANDFILL FEES/DUMPESTER P/C	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	370.00	370.00
3980	MISCELLANEOUS EXPENSE	24.00	24.00	0.00	24.00	500.00	476.00
3981	Special Events	0.00	0.00	1,000.00	1,000.00	14,000.00	13,000.00
4101	Library Services	12,000.00	12,000.00	0.00	12,000.00	107,500.00	94,500.00
4102	Recreation Services	0.00	0.00	0.00	0.00	25,250.00	25,250.00
4103	Culture/Historical Services	0.00	0.00	0.00	0.00	10,500.00	10,500.00
4300	EQUIPMENT RENTAL	320.42	320.42	2,299.62	2,620.04	21,300.00	18,679.96
4400	SERVICE & MAINTENANCE CONTRACTS	180.00	180.00	2,880.00	3,060.00	3,000.00	-60.00
4500	INSURANCE AND BONDING	1,747.01	1,747.01	0.00	1,747.01	2,000.00	252.99
4990	OTHER CONTRACTED SERVICES	0.00	0.00	1,873.44	1,833.44	4,350.00	2,516.56
5600	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	75,000.00	75,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Account Total:		28,571.48	28,571.48	9,552.21	38,123.69	489,390.00	451,266.31
6300	GOLF COURSE MAINTENANCE						
1000	SALARIES AND WAGES	25,220.03	25,220.03	0.00	25,220.03	329,000.00	303,779.97
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	7,000.00	7,000.00
1009	FICA EXPENSE	1,897.20	1,897.20	0.00	1,897.20	26,000.00	24,102.80
1010	RETIREMENT EXPENSE	2,140.17	2,140.17	0.00	2,140.17	30,000.00	27,859.83
1011	HEALTH INSURANCE EXPENSE	4,997.35	4,997.35	0.00	4,997.35	55,000.00	50,002.65
1012	FLEX ADMINISTRATION FEES	6.00	6.00	294.00	300.00	300.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	369.58	369.58	0.00	369.58	10,800.00	10,430.42
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	6,000.00	6,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	943.10	943.10	0.00	943.10	12,500.00	11,556.90
2100	DEPARTMENT SUPPLIES	171.14	171.14	0.00	171.14	8,500.00	8,328.86
2140	SEED and SOD	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2141	CHEMICALS	3,385.25	3,385.25	0.00	3,385.25	40,000.00	36,614.75
2142	FERTILIZER AND LIME	2,229.94	2,229.94	0.00	2,229.94	30,000.00	27,770.06
2143	IRRIGATION SUPPLIES	395.41	395.41	0.00	395.41	7,000.00	6,604.59
2144	MULCH & PINE NEEDLES	0.00	0.00	0.00	0.00	2,000.00	2,000.00
2145	TOPSOIL (Sand)	2,706.06	2,706.06	0.00	2,706.06	10,000.00	7,293.94
2155	TEE AND GREEN SUPPLIES	0.00	0.00	0.00	0.00	3,000.00	3,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	200.00	200.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	5,000.00	5,000.00

(2) 1st quarter payment (based on prior year amount - 1/4 of total)
(1) Annual insurance premiums

7

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	1,480.49	1,480.49	20,519.51	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	2,922.21	2,922.21	0.00	2,922.21	16,500.00	13,576.79
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	300.00	300.00
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3100	TRAVEL	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,500.00	1,500.00
3200	COMMUNICATIONS	273.49	273.49	3,251.51	2,525.00	5,500.00	1,975.00
3300	UTILITIES	30.91	30.91	1,800.00	1,830.91	19,000.00	17,169.09
3350	Water Utilities	17.28	17.28	0.00	17.28	650.00	632.72
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	8,000.00	8,000.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	42.58	42.58	857.42	900.00	900.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	1,200.00	1,200.00	1,500.00	300.00
3940	LANDFILL FEES/DUMPSTER P/U	251.24	251.24	1,348.76	1,600.00	5,000.00	3,400.00
3950	DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	2,000.00	2,000.00
3980	MISCELLANEOUS EXPENSE	60.00	60.00	0.00	60.00	500.00	440.00
4300	EQUIPMENT RENTAL	4,192.38	4,192.38	64,075.98	68,868.26	61,000.00	-7,888.36
4400	SERVICE & MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	4,000.00	4,000.00
4500	INSURANCE AND BONDING	10,482.05	10,482.05	0.00	10,482.05	12,000.00	1,517.95
4950	LAB TESTING	0.00	0.00	0.00	0.00	600.00	600.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	5,000.00	5,000.00
5800	CAPITAL OUTLAY - BUILDINGS &	0.00	0.00	0.00	0.00	570,000.00	570,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Account Total:		64,814.86	64,814.86	93,347.18	158,162.04	1,330,550.00	1,172,387.96
6301	GOLF SHOP EXPENDITURES						
1000	SALARIES AND WAGES	19,528.52	19,528.52	0.00	19,528.52	235,000.00	215,471.48
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	2,300.00	2,300.00
1009	FICA EXPENSE	1,500.93	1,500.93	0.00	1,500.93	18,200.00	16,699.07
1010	RETIREMENT EXPENSE	1,136.99	1,136.99	0.00	1,136.99	16,500.00	15,363.01
1011	HEALTH INSURANCE EXPENSE	2,998.17	2,998.17	0.00	2,998.17	33,000.00	30,001.83
1012	FLEX ADMINISTRATION FEES	0.00	0.00	60.00	60.00	60.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	0.00	0.00	0.00	0.00	10,800.00	10,800.00
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	2,000.00	2,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	500.00	500.00
1017	401K EXPENSE	476.75	476.75	0.00	476.75	6,850.00	6,373.25
2100	DEPARTMENT SUPPLIES	183.45	183.45	3,703.81	3,887.26	9,500.00	5,612.74
2101	Grill Supplies	116.00	116.00	5,354.35	5,470.35	8,500.00	3,029.65
2156	RANGE SUPPLIES	0.00	0.00	2,750.00	2,750.00	5,500.00	2,750.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	350.00	350.00
2400	CONSTRUCTION & REPAIR SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00
2520	FUELS - GAS & OIL	0.00	0.00	0.00	0.00	500.00	500.00
2600	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2700	GOLF INVENTORY FOR RESALE	1,434.71	1,434.71	2,845.86	4,280.57	38,000.00	33,719.43
2705	Golf Special Orders - Purchases	884.41	884.41	850.00	1,734.41	5,000.00	3,265.59
2710	CONCESSION INVENTORY RESALE	1,030.25	1,030.25	20,547.27	21,577.52	52,000.00	30,422.48
2715	Food purchased not in inventory	114.20	114.20	12,709.35	12,823.55	22,000.00	9,176.45
2900	ASSETS NOT CAPITALIZED	0.00	0.00	0.00	0.00	2,500.00	2,500.00
3100	TRAVEL	0.00	0.00	0.00	0.00	500.00	500.00

① Annual insurance premiums

8

10 GENERAL FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3200	COMMUNICATIONS	774.36	774.36	7,550.64	8,325.00	11,000.00	2,675.00
3300	UTILITIES	0.00	0.00	2,200.00	2,200.00	16,000.00	13,800.00
3350	Water Utilities	17.28	17.28	0.00	17.28	500.00	482.72
3400	PRINTING	0.00	0.00	0.00	0.00	500.00	500.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	3,000.00	3,000.00
3700	ADVERTISING	60.40	60.40	759.60	920.00	10,000.00	9,180.00
3800	DATA PROCESSING SERVICES	413.52	413.52	13,536.48	14,150.00	14,150.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/O	269.24	269.24	1,420.76	1,700.00	3,600.00	1,900.00
3950	DUES AND SUBSCRIPTIONS	429.00	429.00	0.00	429.00	800.00	371.00
3955	Permit Fees	0.00	0.00	0.00	0.00	200.00	200.00
3960	BANK AND MERCHANT FEES	2,678.83	2,678.83	13,821.17	16,500.00	17,500.00	1,000.00
3980	MISCELLANEOUS EXPENSE	36.00	36.00	0.00	36.00	250.00	214.00
4300	EQUIPMENT RENTAL	465.33	465.33	3,207.51	3,672.84	4,500.00	827.16
4310	GOLF CART RENTALS	5,327.28	5,327.28	52,600.08	63,927.36	65,800.00	1,872.64
4311	SALES AND USE TAX PAID	1,909.47	1,909.47	0.00	1,909.47	17,000.00	15,090.53
4400	SERVICE & MAINTENANCE CONTRACTS	1,407.68	1,407.68	11,008.48	12,416.16	16,000.00	3,583.84
4500	INSURANCE AND BONDING	12,031.05	12,031.05	0.00	12,031.05	12,000.00	-31.05
4990	OTHER CONTRACTED SERVICES	0.00	0.00	0.00	0.00	4,000.00	4,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Account Total:		55,423.82	55,423.82	162,935.36	218,359.18	674,360.00	456,000.82
9000 Debt Service							
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	152,000.00	152,000.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	21,000.00	21,000.00
Account Total:		0.00	0.00	0.00	0.00	173,000.00	173,000.00
9600 OTHER FINANCING USES							
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	100,000.00	100,000.00
Account Total:		0.00	0.00	0.00	0.00	100,000.00	100,000.00
Account Group Total:		445,513.84	445,513.84	708,603.97	1,154,117.81	6,266,794.00	5,112,676.19
Fund Total:		445,513.84	445,513.84	708,603.97	1,154,117.81	6,266,794.00	5,112,676.19

①

① Annual insurance premiums

9

08/04/20
10:57:39

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 20

Page: 2 of 5
Report ID: B110

11 General Capital Reserve Fund

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	3.39	3.39	100.00	96.61	0 %
3951 TRANSFER FROM GENERAL FUND	0.00	0.00	100,000.00	100,000.00	0 %
Account Group Total:	3.39	3.39	100,100.00	100,096.61	0 %
Fund Total:	3.39	3.39	100,100.00	100,096.61	0 %

08/04/20
10:50:46

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 20

Page: 8 of 12
Report ID: B100B

10

11 General Capital Reserve Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	78,200.00	78,200.00
9800	RESERVE FOR FUTURE EXPENDITURES	0.00	0.00	0.00	0.00	21,800.00	21,800.00
	Account Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Account Group Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00
	Fund Total:	0.00	0.00	0.00	0.00	100,100.00	100,100.00

08/04/20
10:57:33

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7/1/20

Page: 3 of 5
Report ID: B110

30 WATER AND SEWER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3345 INSPECTION AND PERMIT FEES	104.83	104.83	3,200.00	3,085.17	3 %
3710 UTILITY CHARGE - WATER	67,026.40	67,026.40	905,000.00	837,973.60	7 %
3720 UTILITY CHARGE - SEWER	75,366.85	75,366.85	2,508,000.00	2,432,633.15	3 %
3741 Meter Fee	300.00	300.00	500.00	200.00	60 %
3742 System Development Fees to be transferred	3,000.00	3,000.00	0.00	-3,000.00	** %
3743 System Admin / Installation fee	100.00	100.00	100.00	0.00	100 %
3745 Connection Fees - Water and Sewer	1,250.00	1,250.00	10,000.00	8,750.00	13 %
3750 NONPAYMENT / RECONNECTION FEES	0.00	0.00	11,000.00	11,000.00	0 %
3755 Return Check Fees	25.00	25.00	250.00	375.00	1 %
3760 LATE FEES	0.00	0.00	23,000.00	23,000.00	0 %
3765 CREDIT CARD ADMINISTRATION FEES	3.00	3.00	800.00	196.10	0 %
3831 INVESTMENT EARNINGS	759.07	759.07	60,000.00	59,240.96	1 %
3839 MISCELLANEOUS REVENUES	0.00	0.00	100.00	100.00	0 %
3957 TRANSFER FROM SANDLEMAN CAPITAL RESERVE FUND	0.00	0.00	123,000.00	123,000.00	0 %
3988 TRANSFER FROM WATER SEWER CAPITAL RESERVE	0.00	0.00	1,800,000.00	1,800,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,978,815.00	1,978,815.00	0 %
Account Group Total:	147,936.00	147,936.00	7,423,865.00	7,275,929.00	2 %
Fund Total:	147,936.00	147,936.00	7,423,865.00	7,275,929.00	2 %

54

12

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	42,950.18	42,950.18	0.00	42,950.18	650,000.00	607,049.82
1003	LONGEVITY PAY	0.00	0.00	0.00	0.00	12,000.00	12,000.00
1009	FICA EXPENSE	3,276.07	3,276.07	0.00	3,276.07	50,000.00	46,723.93
1010	RETIREMENT EXPENSE	4,286.63	4,286.63	0.00	4,286.63	61,000.00	56,713.37
1011	HEALTH INSURANCE EXPENSE	9,994.62	9,994.62	0.00	9,994.62	109,000.00	99,005.38
1012	FLEX ADMINISTRATION FEES	18.00	18.00	782.00	800.00	800.00	0.00
1013	RETIREE HEALTH INSURANCE EXPENSE	1,168.26	1,168.26	0.00	1,168.26	11,700.00	10,531.74
1014	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	15,000.00	15,000.00
1015	Unemployment Compensation	0.00	0.00	0.00	0.00	1,000.00	1,000.00
1017	401K EXPENSE	1,994.76	1,994.76	0.00	1,994.76	26,000.00	24,005.24
1019	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	11,350.00	11,350.00
2100	DEPARTMENT SUPPLIES	843.61	843.61	1,675.80	2,519.41	30,000.00	27,480.59
2105	WATER METERS	0.00	0.00	0.00	0.00	32,000.00	32,000.00
2200	FOOD AND PROVISIONS	0.00	0.00	0.00	0.00	1,000.00	1,000.00
2400	CONSTRUCTION & REPAIR SUPPLIES	245.37	245.37	0.00	245.37	15,000.00	14,754.63
2500	VEHICLE SUPPLIES	0.00	0.00	0.00	0.00	7,500.00	7,500.00
2520	FUELS - GAS & OIL	1,255.32	1,255.32	20,794.68	22,000.00	22,000.00	0.00
2550	EQUIPMENT SUPPLIES	200.04	200.04	0.00	200.04	5,000.00	4,799.96
2600	OFFICE SUPPLIES	76.89	76.89	0.00	76.89	2,000.00	1,923.11
2750	PURCHASE OF WATER	0.00	0.00	250,000.00	250,000.00	340,000.00	30,000.00
2755	Water Transmission Fees	0.00	0.00	0.00	0.00	26,000.00	26,000.00
2900	ASSETS NOT CAPITALIZED	2,709.32	2,709.32	7,157.94	9,867.26	25,200.00	15,332.74
3100	TRAVEL	0.00	0.00	0.00	0.00	4,500.00	4,500.00
3150	CONFERENCE FEES AND SCHOOLS	0.00	0.00	0.00	0.00	7,500.00	7,500.00
3200	COMMUNICATIONS	1,340.23	1,340.23	24,984.77	26,325.00	33,500.00	7,175.00
3300	UTILITIES	766.37	766.37	2,000.00	2,766.37	15,000.00	12,233.63
3350	Water Utilities	0.00	0.00	0.00	0.00	500.00	500.00
3400	PRINTING	0.00	0.00	4,400.00	4,400.00	7,000.00	2,600.00
3500	REPAIRS AND MAINTENANCE	0.00	0.00	2,500.00	2,500.00	30,000.00	27,500.00
3700	ADVERTISING	0.00	0.00	0.00	0.00	1,000.00	1,000.00
3800	DATA PROCESSING SERVICES	1,293.53	1,293.53	18,206.47	19,500.00	19,500.00	0.00
3900	DRUG TESTING & BACKGROUND CHECKS	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00
3940	LANDFILL FEES/DUMPSTER P/U	0.00	0.00	0.00	0.00	4,000.00	4,000.00
3950	DUES AND SUBSCRIPTIONS	33.08	33.08	0.00	33.08	2,000.00	2,966.92
3955	Permit Fees	0.00	0.00	0.00	0.00	5,000.00	5,000.00
3960	BANK AND MERCHANT FEES	891.48	891.48	6,661.34	7,552.82	14,000.00	6,447.18
3980	MISCELLANEOUS EXPENSE	120.00	120.00	0.00	120.00	1,500.00	1,380.00
4300	EQUIPMENT RENTAL	352.97	352.97	2,965.87	3,318.84	5,500.00	2,181.16
4400	SERVICE & MAINTENANCE CONTRACTS	10,525.70	10,525.70	21,525.00	32,050.70	50,000.00	17,949.30
4500	INSURANCE AND BONDING	43,307.69	43,307.69	0.00	43,307.69	45,000.00	1,692.31
4950	LAB TESTING	140.00	140.00	9,860.00	9,000.00	9,000.00	0.00
4960	SEWER TREATMENT	0.00	0.00	0.00	0.00	800,000.00	800,000.00
4990	OTHER CONTRACTED SERVICES	0.00	0.00	2,455.00	3,455.00	230,000.00	226,545.00
4995	ENGINEERING FEES NOT CAPITALIZED	0.00	0.00	0.00	0.00	10,000.00	10,000.00
5400	CAPITAL OUTLAY - MOTOR VEHICLES	0.00	0.00	0.00	0.00	142,000.00	142,000.00
5500	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	5,798.10	5,798.10	5,000.00	-798.10
5900	CAPITAL OUTLAY - WATER IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	1,155,000.00	1,150,000.00
5910	CAPITAL OUTLAY - SEWER IMPROVEMENTS	0.00	0.00	13,915.00	13,915.00	2,676,810.00	2,662,895.00
6800	OPERATING PAYMENTS TO REGIONAL	43,955.60	43,955.60	0.00	43,955.60	46,000.00	2,044.40

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① Annual insurance premiums (property + liability)
 ③ Town's share of operations + debt (next page) - PTRWA
 ④ Various cost of (water/sewer) + \$ sum is work order system annual \$35

08/04/20
10:50:48

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 20

Page: 10 of 12
Report ID: B100E

13

30 WATER AND SEWER

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
6801	DEBT PAYMENTS TO PIEDMONT TRIAD	61,118.61	61,118.61	0.00	61,118.61	123,000.00	61,881.39
6810	Payments for Odor Control Project	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6820	First Bank Credit Card Encumbrance	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
7100	DEBT PRINCIPAL PAYMENTS	0.00	0.00	0.00	0.00	50,005.00	50,005.00
7200	DEBT INTEREST PAYMENTS	0.00	0.00	0.00	0.00	9,000.00	9,000.00
9600	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	433,000.00	433,000.00
9700	CONTINGENCY	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Account Total:		232,864.33	232,864.33	403,631.97	636,496.30	7,423,865.00	6,787,368.70
Account Group Total:		232,864.33	232,864.33	403,631.97	636,496.30	7,423,865.00	6,787,368.70
Fund Total:		232,864.33	232,864.33	403,631.97	636,496.30	7,423,865.00	6,787,368.70

08/04/20
10:57:33

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 20

Page: 4 of 5
Report ID: B110

14

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3900					
3931 INVESTMENT EARNINGS	41.02	41.02	7,000.00	6,958.98	1 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	32,850.00	32,850.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	83,150.00	83,150.00	0 %
Account Group Total:	41.02	41.02	123,000.00	122,958.98	0 %
Fund Total:	41.02	41.02	123,000.00	122,958.98	0 %

08/04/20
10:50:48

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 / 20

Page: 11 of 12
Report ID: B100B

15

60 RANDLEMAN RESERVOIR CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
7130	RANDLEMAN RESERVOIR						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00
	Fund Total:	0.00	0.00	0.00	0.00	123,000.00	123,000.00

08/04/20
10:57:33

TOWN OF JAMESTOWN, NC
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 20

Page: 5 of 5
Report ID: B110

16

61 WATER AND SEWER CAPITAL RESERVE FOND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000					
3831 INVESTMENT EARNINGS	48.15	48.15	300.00	251.85	16 %
3986 TRANSFER FROM ENTERPRISE FUNDS	0.00	0.00	400,000.00	400,000.00	0 %
3992 NET POSITION APPROPRIATED	0.00	0.00	1,399,700.00	1,399,700.00	0 %
Account Group Total:	48.15	48.15	1,800,000.00	1,799,951.85	0 %
Fund Total:	48.15	48.15	1,800,000.00	1,799,951.85	0 %
Grand Total:	270,857.57	270,857.57	15,713,759.00	15,442,901.43	2 %

08/04/20
10:50:48

TOWN OF JAMESTOWN, NC
Budget vs. Actual Report
For the Accounting Period: 7 - 20

Page: 12 of 12
Report ID: B1008

17

61 WATER AND SEWER CAPITAL RESERVE FUND

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
0							
9600	OTHER FINANCING USES						
	9600 TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Account Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Fund Total:	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00
	Grand Total:	678,378.17	678,378.17	1,112,235.94	1,790,614.11	15,713,759.00	13,923,144.89

40

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 July 2020

AGENDA ITEM #: II-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Attached is a report of golf operations for the month of July 2020. For the month of July 2020 in comparison to July 2019, revenues were up about 20% due to increased rounds of golf (approximately 20% more). Grill concessions sales were down slightly, as the grill was open for take-out only due to COVID. The golf clubhouse was not open for rentals either due to COVID, so that contributed to decreased golf shop/grill revenues.

Expenditures were up in July 2020 by approximately 42% in comparison to July 2019 expenditures. This is due to the timing of annual insurance premiums being paid in July 2020, but in August 2019. There were higher expenditures in July 2020 for chemicals, fertilizer and sand for the golf course - due to weather and other conditions. Also there were additional expenditures needed to provide for COVID safety measures, such as rental of hand sanitizing stations, etc.

ATTACHMENTS: Golf Report for July 2020

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

42

Summary
FYE 6/30/21

	July 2020	July 2019	VARIANCE positive / (negative)	% Variance	YTD FYE 6/30/21	YTD FYE 6/30/20	VARIANCE positive / (negative)	% Variance
<i>Golf Course Operating Revenues</i>	101,742	85,054	16,688	19.62%	101,742	85,054	16,688	19.62%
<i>Golf Course Maintenance Expenditures (before capital outlay)</i>	64,815	49,460	15,355	31.05%	64,815	49,460	(15,355)	-31.05%
<i>Golf Course Golf Shop Expenditures (before capital outlay)</i>	55,424	35,297	20,127	57.02%	55,424	35,297	(20,127)	-57.02%
<i>Net exp < or > rev before Capital Outlay</i>	(18,497)	297	(18,794)		(18,497)	297	(18,794)	
<i>Capital Outlay</i>	-	-	-		-	-	-	
<i>Net expenditures < or > revenues</i>	<u>(18,497)</u>	<u>297</u>	(18,794)		<u>(18,497)</u>	<u>297</u>	(18,794)	
<i>Golf Rounds Played (not including complimentary play)</i>	3,126	2,602			3,126	2,602		
<i>Bad Weather Days (1)</i>	0	2			0	2		
<i>Days closed for aerification, covered greens, COVID aerification</i>	2	2			2	2		
<i>Golf course employees paid during the month:</i>								
<i>Full-time positions</i>	8	9						
<i>Part-time hours</i>	1,285	1,109						

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

Golf Course Revenues
Revenues
FYE 6/30/21

	<u>July 2020</u>	<u>July 2019</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>VARIANCE positive / (negative)</u>	<u>% Variance</u>
Greens	50,689	45,427	5,262	11.58%	50,689	45,427	5,262	11.58%
Cart Rentals	29,692	21,256	8,436	39.69%	29,692	21,256	8,436	39.69%
Pull Carts	38	5	33	660.00%	38	5	33	660.00%
Driving Range	5,616	4,187	1,429	34.13%	5,616	4,187	1,429	34.13%
Sales - Golf Shop Inventory	6,862	4,804	2,058	42.84%	6,862	4,804	2,058	42.84%
Sales - Golf Shop Concessions	8,745	8,285	460	5.55%	8,745	8,285	460	5.55%
Golf Clubhouse Rental Fees (golf clubs)	100	1,090	(990)	-90.83%	100	1,090	(990)	-90.83%
Ins Recoveries	-	-	-	-	-	-	-	-
	<u>101,742</u>	<u>85,054</u>	16,688	19.62%	<u>101,742</u>	<u>85,054</u>	16,688	19.62%

Note: Grill is open for take-out only in July 2020.

Jamestown Park Golf Course Operations
Golf Maintenance Expenditures
FYE 6/30/21

	<u>July 2020</u>	<u>July 2019</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>	<u>YTD FYE 6/30/21</u>	<u>YTD FYE 6/30/20</u>	<u>VARIANCE (positive) / negative</u>	<u>% Variance</u>
<i>Salaries & Employee Benefits</i>	35,573	35,011	562	1.61%	35,573	35,011	562	1.61%
<i>Supplies & Materials</i>	13,291	6,742	6,549	97.14%	13,291	6,742	6,549	97.14%
<i>Contractual Services</i>	15,275	7,124	8,151	114.42%	15,275	7,124	8,151	114.42%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	<u>676</u>	<u>583</u>	<u>93</u>	15.95%	<u>676</u>	<u>583</u>	<u>93</u>	15.95%
<i>Total Exp before Capital Outlay</i>	<u>64,815</u>	<u>49,460</u>	<u>15,355</u>	31.05%	<u>64,815</u>	<u>49,460</u>	<u>15,355</u>	31.05%
<i>Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	
	<u>64,815</u>	<u>49,460</u>	<u>15,355</u>	31.05%	<u>64,815</u>	<u>49,460</u>	<u>15,355</u>	31.05%

Golf Shop Expenditures
 FYE 6/30/21

	July 2020	July 2019	VARIANCE		YTD FYE 6/30/21	YTD FYE 6/30/20	VARIANCE	
			(positive) / negative	% Variance			(positive) / negative	% Variance
<i>Salaries & Employee Benefits</i>	25,642	21,456	4,186	19.51%	25,642	21,456	4,186	19.51%
<i>Supplies & Materials</i>	3,764	2,616	1,148	43.88%	3,764	2,616	1,148	43.88%
<i>Contractual Services</i>	21,140	7,447	13,693	183.87%	21,140	7,447	13,693	183.87%
<i>Other Operating Expenditures (utilities, communications, etc)</i>	4,878	3,778	1,100	29.12%	4,878	3,778	1,100	29.12%
<i>Total Exp before Capital Outlay</i>	55,424	35,297	20,127	57.02%	55,424	35,297	20,127	57.02%
<i>Capital Outlay</i>	-	-	-		-	-	-	
	<u>55,424</u>	<u>35,297</u>	20,127	57.02%	<u>55,424</u>	<u>35,297</u>	20,127	57.02%

Grill Operations

FYE 6/30/21

	<u>July 2020</u>	<u>YTD FYE 6/30/21</u>	<u>July 2019</u>	<u>YTD FYE 6/30/20</u>
Golf Shop Grill Revenues	8,745	8,745	8,285	8,285
Golf Shop Rental Revenue	-	-	880	880
	<u>8,745</u>	<u>8,745</u>	<u>9,165</u>	<u>9,165</u>
	see Note			
Expenditures:				
Wages	3,159	3,159	2,905	2,905
FICA	241	241	222	222
Benefits	1,357	1,357	1,093	1,093
Grill supplies	116	116	303	303
Food & beverage purchases	1,144	1,144	1,752	1,752
	<u>6,017</u>	<u>6,017</u>	<u>6,275</u>	<u>6,275</u>
	<u>2,728</u>	<u>2,728</u>	<u>2,890</u>	<u>2,890</u>

Note: Grill is open for take-out only in July 2020.
Golf shop is not open for rentals during 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 #5

AGENDA ITEM#: II-G



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

The budget amendment will increase the budget for the following:

- a. \$900 to purchase plaque for Alan Johnson to be put up at the library.
- b. \$10,000 to keep on temp to work in sanitation through November. There is a possibility that we will not need him, but this will ensure the funds are available. One of the sanitation employees is on light duty through August; it is possible that he will need surgery.
- c. \$4,250 to purchase additional microphones for sound system.

ATTACHMENTS: Budget Amendment #5

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #5

BUDGETARY IMPACT: Increase expenditures and appropriated fund balance by \$15,150.

SUGGESTED MOTION: Approve Budget Amendment #5

FOLLOW UP ACTION NEEDED:

FYE 6/30/21
 BUDGET AMENDMENT #5

		<u>Debit</u>	<u>Credit</u>
Fund 10:			
a.	Assets not capitalized	900.00	
	Appropriated Fund Balance		900.00
	To budget for placque for Alan Johnson at library		
b.	Other Contracted Services	10,000.00	
	Appropriated Fund Balance		10,000.00
	To put some \$ in budget to cover temp for several months for sanitation		
c.	Capital outlay - equipment	4,250.00	
	Appropriated Fund Balance		4,250.00
	Increase budget for purchase of microphones for sound system.		

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: Notification of Advances

AGENDA ITEM #: II-H



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

At the February 15, 2020 Town Council meeting, approval was done to allow the Town Manager or designee to make cash advances from the General Fund to the sidewalk capital project funds in order to pay the construction invoices. These will be reimbursed by NCDOT for all allowable expenditures.

The Town's budget ordinance states that Council must be notified of any advances that will not be repaid within 60 days.

The advances made thus far to cover invoices paid for which reimbursement has been requested but not yet received are as follows:

East Main Street (Lydia) sidewalk project - \$405,942

East Fork Road sidewalk & pedestrian bridge project - \$1,257,006

Note: We have received reimbursements for 3 of our requests so far from NCDOT.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



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

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Sidewalk Updates

AGENDA ITEM #: II-1

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: n/a

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

East Main Street/Lydia Sidewalk:

The contractor continues to make progress on East Main Street. The curb and gutter has been placed and the bulk of the remaining roadway work is near Bull Run Creek. The areas behind the curb have mostly been graded and compacted. Several hundred feet of brick sidewalk has been installed, and most of the utility adjustments have been made. We are working on a solution for the drainage problem in the railroad corridor as NCDOT is trying to minimize costs of this additional work. Traffic control varies from day to day depending on the scope of work, which affects the size of the work zone for that activity.

We have had onsite meetings to discuss specific storm drainage, water and sewer, and driveway concerns. Two of the impacted driveways have requested the apron be widened for larger vehicles. Some additional fine grading is needed at one driveway to drain properly.

East Fork Pedestrian Bridge:

No active work was performed since the last meeting. Ground cover needs to be monitored, and Town staff is mowing the area on an infrequent basis. We expect to have a final walk through with the contractor and NCDOT, but no date has been set yet.

The Town is obligated to plant several trees where we removed vegetation for the project.

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: Public Hearing: Consideration of Amendment to Code of Ordinances AGENDA ITEM #: IV-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

During the June 16, 2020, regular meeting, Council suggested changing the Regular Council meeting time from 6:30 pm to 6:00 pm. To do so, the Jamestown Code of Ordinances and the Rules of Procedure would need to be amended. Attached you will find the proposed amendment for the Code of Ordinances.

ATTACHMENTS: Amendment to the Code of Ordinances.

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: None

SUGGESTED MOTION: Move to approve amendment to the Code of Ordinances.

FOLLOW UP ACTION NEEDED:



**Resolution Amending the Jamestown Code of Ordinances
Guilford County, North Carolina**

WHEREAS, the Town of Jamestown Town Council adopted a code of ordinances in 1947:
and

WHEREAS, North Carolina General Statute 160A-174 sets forth the General Ordinances; and

WHEREAS, Section 10 of the Code of Ordinances provides for the changes to the code of ordinances; and

WHEREAS, the Code of Ordinances has been amended from time to time, and

WHEREAS, the Town Council, upon recommendation by the Town Manager, desires to further amend the Code of Ordinances to remain current with Federal, State, and local laws and policies;

THEREFORE BE IT RESOLVED by the Town Council of the Town of Jamestown that, after due notices and public hearing, hereby amends the Jamestown Code of Ordinances as follows:

CHAPTER 30: TOWN COUNCIL

§ 30.01 REGULAR MEETINGS

REMOVE from sentence: 6:30 p.m.

ADD to sentence: 6:00 p.m.

This amendment to be effective upon adoption of this ____ day of _____, 2020.

Attest:

Town Council
Town of Jamestown, North Carolina

Katie Weiner, Town Clerk

Lynn Montgomery, Mayor

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 Amendment to the TC Rules of Procedure

AGENDA ITEM #: IV-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

During the June 16, 2020, regular meeting, Council suggested changing the Regular Council meeting time from 6:30 pm to 6:00 pm. To do so, the Rules of Procedure would need to be amended. Attached you will find the proposed amendment. A public hearing is not required.

ATTACHMENTS: Amendment to the Rules of Procedure.

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT: None

SUGGESTED MOTION: Move to approve Rules of Procedure changing the meeting time from 6:30 pm to 6:00 pm.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

Date: August 18, 2020

Amendment to the Jamestown Rules of Procedures:

TYPES OF MEETINGS

Rule 9. Regular Meetings

REMOVE from second sentence: 6:30 p.m.

ADD to second sentence: 6:00 p.m.

This amendment to be effective upon adoption of this ____ day of _____, 2020.

Attest:

Town Council
Town of Jamestown, North Carolina

Katie Weiner, Town Clerk

Lynn Montgomery, Mayor

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: Amendment to Town Council Regular Meeting Schedule

AGENDA ITEM #: IV-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Due to Changing the time of the Regular Council Meetings, the Town must update the Town Meeting Schedule for 2020. Attached you will find the amended schedule.

ATTACHMENTS: Town Council Meeting Schedule for 2020.

RECOMMENDATION/ACTION NEEDED: Approve the recommended meeting schedule.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Move to approve the amended Town Council Meeting Schedule for 2020.

FOLLOW UP ACTION NEEDED:



Settled 1752
JAMESTOWN
NORTH CAROLINA

**Town of Jamestown
Town Council Regular Meeting Schedule for 2020**

- February 18, 2020 at 6:30 pm
- March 17, 2020 at 6:30 pm
- April 21, 2020 at 6:30 pm
- May 19, 2020 at 6:30 pm
- June 16, 2020 at 6:30 pm
- July 21, 2020 at 6:30 pm
- August 18, 2020 at 6:30 pm
- September 15, 2020 at 6:00 pm
- October 20, 2020 at 6:00 pm
- November 17, 2020 at 6:00 pm
- December 15, 2020 at 6:00 pm
- January 19, 2021 at 6:00 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: Parks & Recreation Master Plan Update

AGENDA ITEM #: IV-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 30 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.

Nick Lowe with McAdams presented the final draft and with recommendations from Town Council, he has made some minor changes (included in your packet).

At the July 21, 2020, Council meeting, the Town Council requested that staff ask the consultant to provide a cost estimate for an alternative plan which would keep the baseball fields in their current location. That proposal is attached. Furthermore, the Parks Superintendent has been seeking general cost estimates for renovations and will be in attendance at the meeting to answer questions from the Council should they arise.

ATTACHMENTS: Draft Plan, cost proposal for alternative

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

BUDGETARY IMPACT: Budget amendment for alternate plan may be required if it is the will of the Council.

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



TABLE OF CONTENTS

ONE EXECUTIVE SUMMARY

Summary of findings and plan recommendations

00



TWO COMMUNITY CONTEXT

Introduction to parks and recreation in the Town of Jamestown

00



THREE DEMOGRAPHICS + TRENDS

Summary of population demographics and trends in parks and recreation

00



FOUR INVENTORY + ANALYSIS

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

00



FIVE COMMUNITY ENGAGEMENT

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

00



SIX JAMESTOWN PARK MASTER PLAN

Site analysis and conceptual drawings for Jamestown Park

00



SEVEN
ACTION +
IMPLEMENTATION

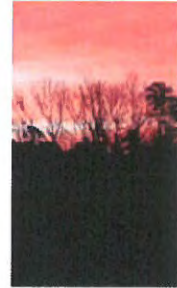
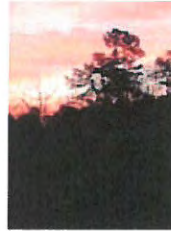
Detailed 10-year
workplan for
department to achieve
plan goals.

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APPENDIX

Supporting documents
and technical reports
informing plan
recommendations

i



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.

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

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.

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

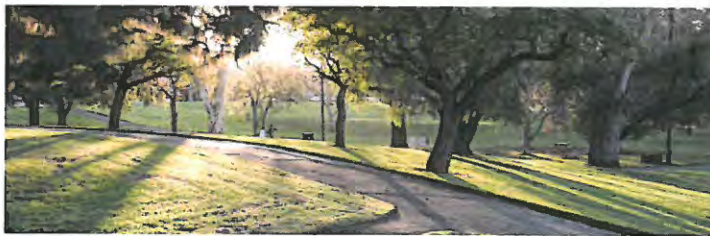


Image pictured above is a generic image / photo credit

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, green-way 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.

Image pictured above is a generic image / photo credit



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

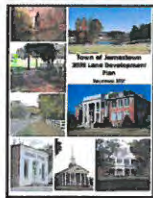
The Town of Jamestown Parks and Recreation Master Plan conducted a 2007 included a community engagement process and a statistically valid survey to identify needs and priorities in parks and recreation for the next 10 years in Jamestown.

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.

CC



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

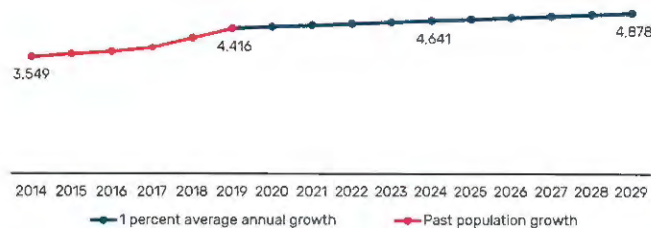


Figure 3 – Average Annual Growth Rates for each jurisdiction

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".

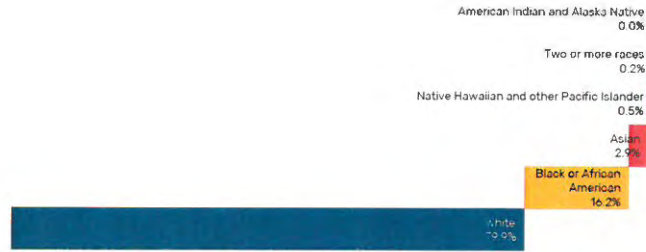


Figure 4 - Population proportion by race. All bars combined create 100 percent of the total population.



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

29



pervious (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.

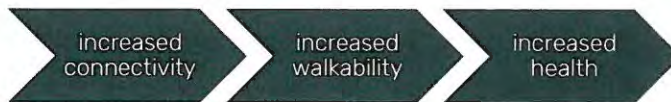
CONNECTIVITY

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.

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	15.6
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	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?
 BRANDING, WAYFINDING + SENSE OF PLACE	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?
 CONNECTIVITY	Does the park connect to its surroundings through sidewalks, greenways and trails?
 GENERAL CONDITION	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?
 DIVERSITY OF PARK OFFERINGS	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?

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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



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 Guilford 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-scale 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>

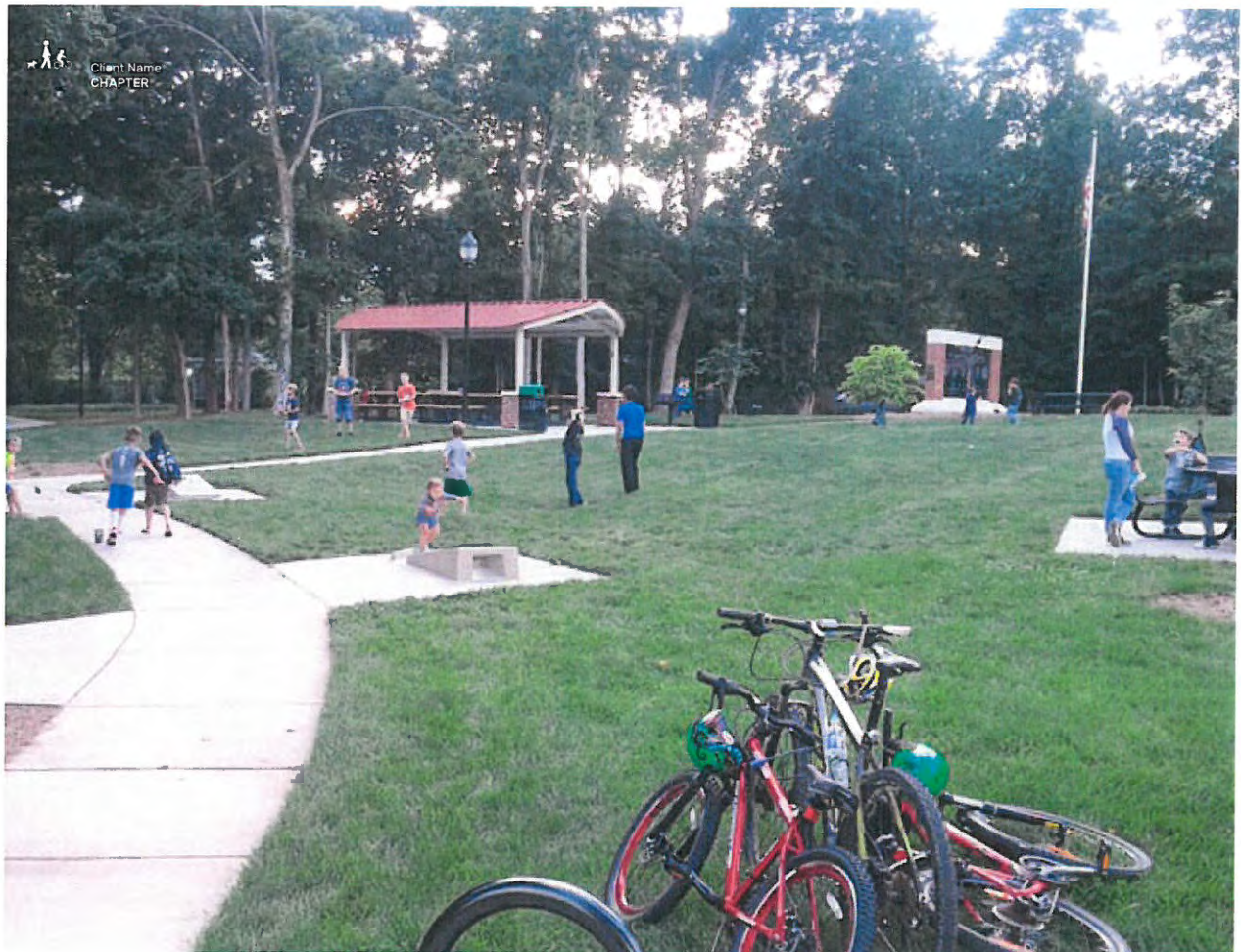


FIVE COMMUNITY ENGAGEMENT

Public Input Tooling

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

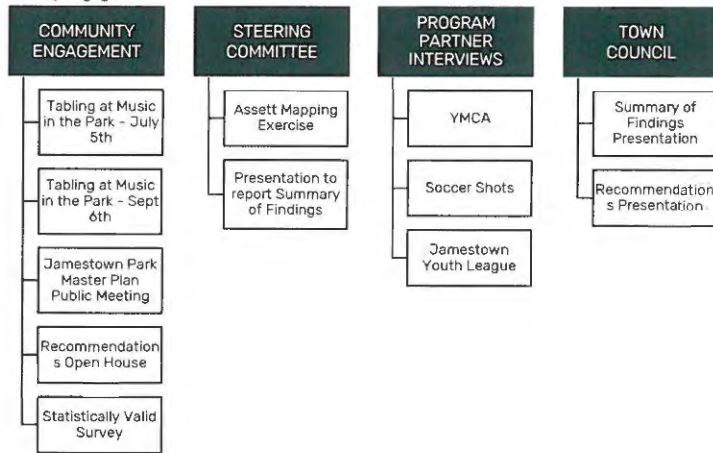


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55

Public Input Tabling

DATE

July 5, and September 6, 2019

PURPOSE

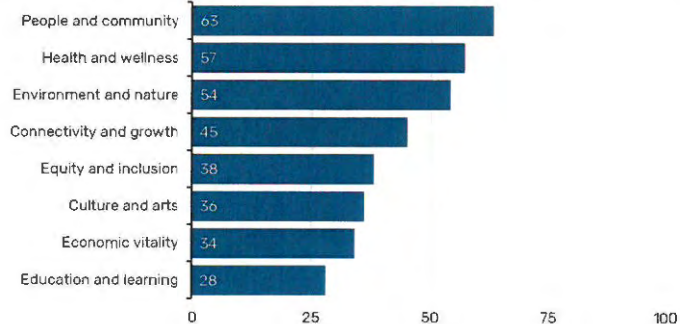
This meeting asked residents for their input on the next 10 years of parks and recreation. Input focused on community values, reasons for visiting parks, and amenities and programming for parks.

- › **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.

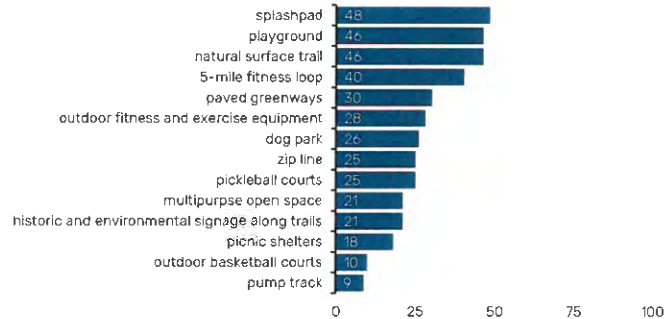


Amenities

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.

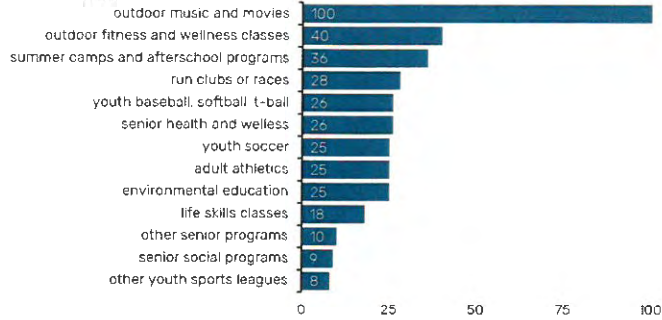
Figure 4 - Responses to the question "Which park amenities would you like to see?" Respondents could choose three responses.



Programming

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

61

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.



Statistically Valid Survey

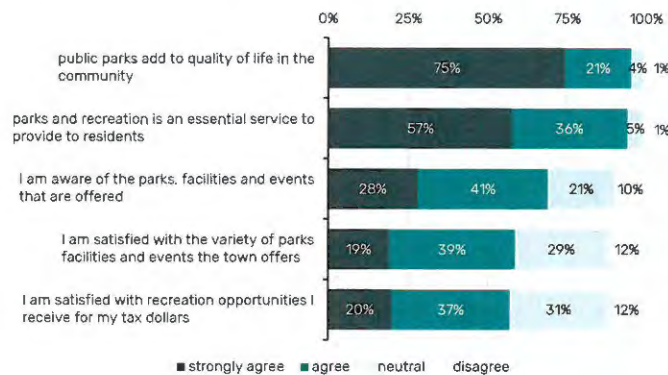
The project team administered a parks and recreational needs assessment survey for the Town of Jamestown during the summer of 2019. ETC Institute conducted the survey and mailed a survey packet to all households in the Town of Jamestown. Each survey packet contained a cover letter, a copy of the survey, 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.

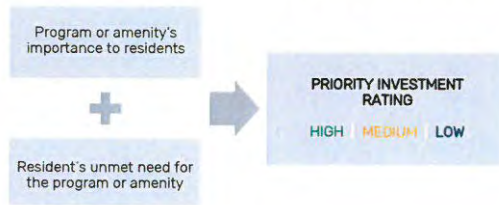
› **High Priority Areas** are those with a priority investment rating of at least 100. A rating of 100 or above generally indicates there is a relatively high level of

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.

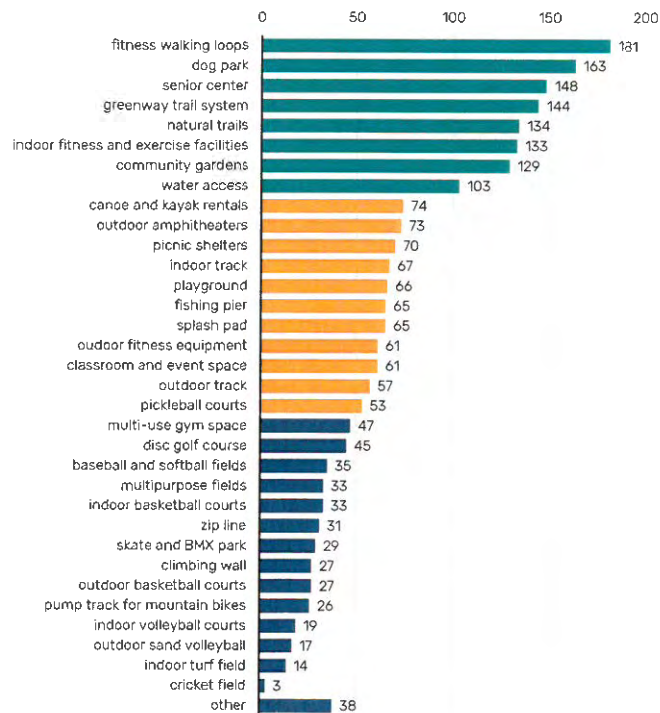
Figure 8 - Formula for determining priority investment rating for parks and recreation amenities and programs



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.

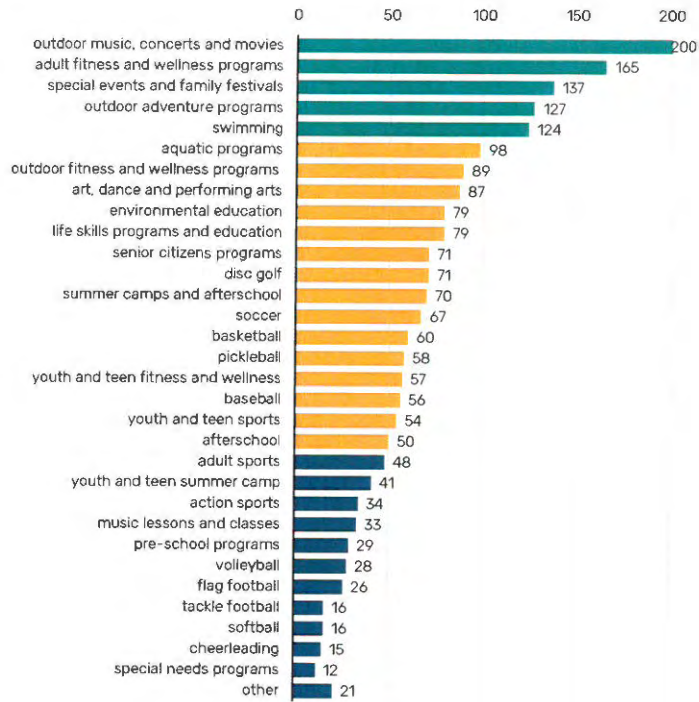
Figure 9 - Priority Investment Rating results for park amenities



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 programming as well.

Figure 10 - Priority Investment Rating results for youth programs

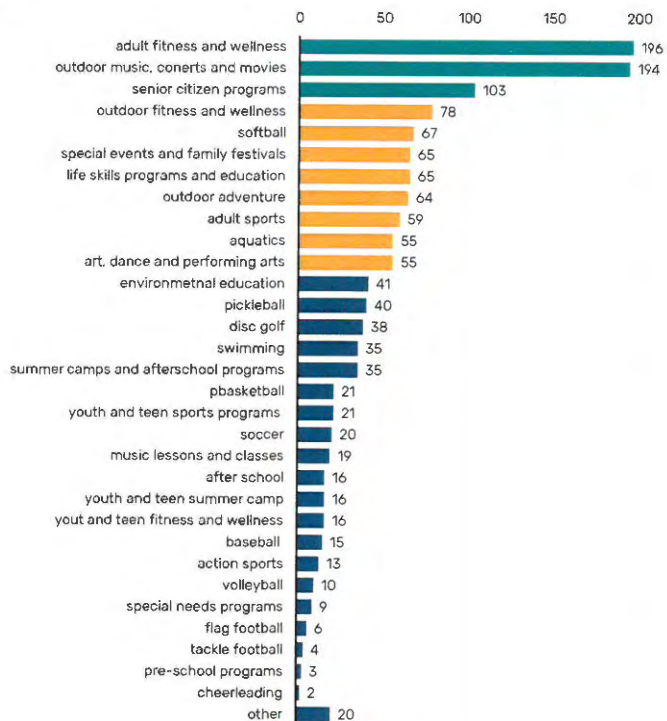


67

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

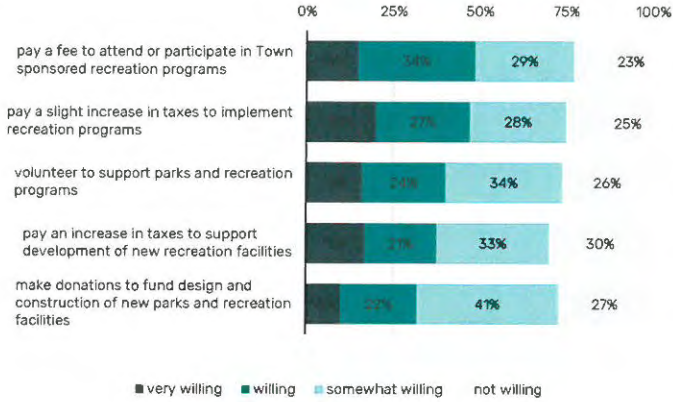


68

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.



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 162 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.
 -
 -

RECREATIONAL NEEDS ASSESSMENT

The results of the statistically valid survey were the main guiding force behind the design of the Jamestown Park renovation. In response to public input, the updated park includes elements and amenities that were requested by a majority of the survey respondents, spanning the entire range of ages, genders, and lifestyles and representing the sentiments of the Jamestown community as a whole.

Among the most frequently requested elements to be included in the expanded

Jamestown park system were:

- › Additional fitness amenities, including trails and exercise equipment
- › A dog park
- › Opportunities for community gathering and entertainment activities, such as festivals, concerts, and movies
- › Facilities for wellness and youth/adult programming

The relatively low desire for specific sports facilities in the survey findings prompted the

dedication of the large baseball field area within Jamestown Park to more applicable uses, with the understanding that public sports facilities will still be available in other locations within the Jamestown park system.

In addition to these specific elements, more generalized needs became clear throughout the design process for the park renovation, such as universal accessibility of all park features, internal pedestrian and vehicular circulation, and updated park furnishings and facilities featuring a unifying aesthetic.



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. Fine Grading	217,812	SF	\$0.75	\$163,359.00
3. Import F#8	3,261	CY	\$17.00	\$55,437.00
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. Wasteline 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	\$40.00	\$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	1,256	SF	\$12.00	\$15,072.00
3. Granite Finis	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:				\$293,816.00
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	\$64,000.00
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	600	SF	\$18.00	\$10,800.00
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:				\$1,998,410.00
E. Structures				
1. Basketball Court Renovation (84'x50')	4,200	SF	\$4.65	\$20,370.00
2. Volleyball Court Renovation	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 Play Pavilion	1	LS	\$250,000.00	\$250,000.00
E. Structures Subtotal:				\$1,995,370.00
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 Community Sign	1	EA	\$150.00	\$150.00
4. Benches	17	EA	\$1,300.00	\$22,100.00
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:				\$94,250.00

Jamestown Park

Jamestown, NC
Estimation of Probable Cost
 May 27, 2020



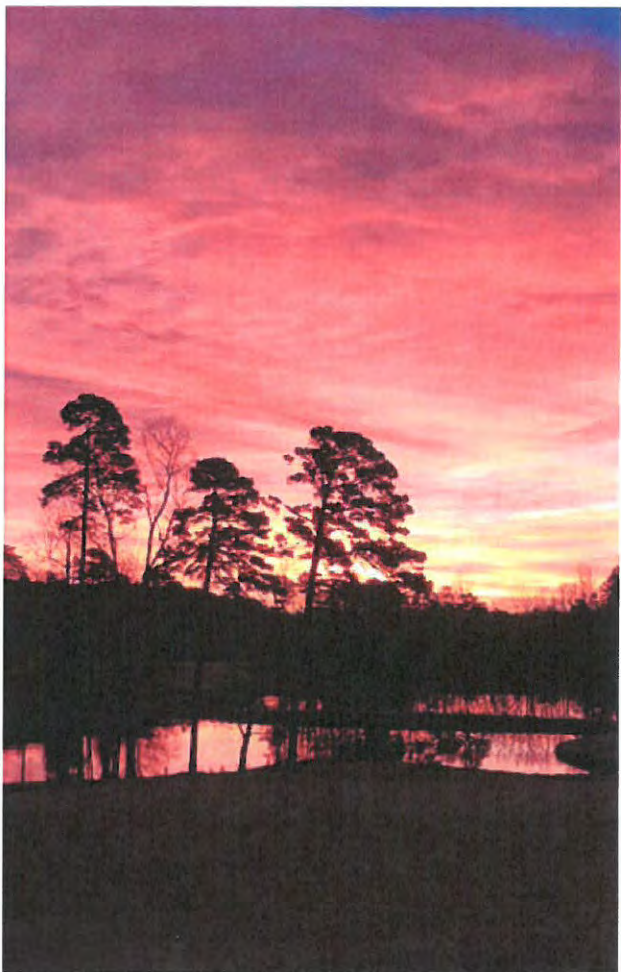
	QUANT.	UNIT	UNIT COST	TOTAL
F. Lighting				
1. Pedestrian Lights	20	EA	\$1,000.00	\$20,000.00
F. Lighting Subtotal:				\$20,000.00
G. Landscape				
1. Erosion Control Landscaping	14,455	SF	\$6.00	\$86,730.00
2. Large Shade Trees (4" cal.)	58	EA	\$500.00	\$29,000.00
3. Small Trees (2" cal.)	24	EA	\$350.00	\$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 (Cost S.F. = Mulch S.F.)	88,502	SF	\$0.65	\$57,526.30
G. Landscape Subtotal:				\$234,906.55

Summary By Area

	% OF TOTAL EXTENSION	
A. Site Preparation and Earthwork	36%	\$1,284,002.00
B. Infrastructure	2%	\$84,000.00
C. Paving & Hardscape	5%	\$232,818.00
D. Site Elements	28%	\$1,196,516.00
E. Structures	28%	\$1,185,376.00
F. Furnishings & Signs	2%	\$96,250.00
G. Lighting	0%	\$20,000.00
H. Landscape	5%	\$234,906.55
SUBTOTAL		\$4,245,874.55
GENERAL REQUIREMENTS		\$27,293.73
12 MONTHS ESCALATION		\$28,158.41
Total Pre-design Estimate		TOTAL \$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.
- The 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



Client Name
CHAPTER



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

89

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

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: <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 	Town P&R Department	OG
	1.2.2 - Adults: <ul style="list-style-type: none"> › Adult fitness and wellness › Outdoor music, concerts, and movies › Senior citizen programs › Outdoor fitness and wellness programs 	Town P&R Department	OG
	1.2.3 - Community Engagement <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 	Town P&R Department	OG

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

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

Date: July 27, 2020**AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES:**

BETWEEN The Town of Jamestown (Owner / Client)
AND The John R. McAdams Company, Inc.

ORIGINAL AGREEMENT DATED	<u>03-28-2019</u>
PROJECT NAME	<u>Town of Jamestown Comprehensive Parks + Recreation Master Plan + Jamestown Park Strategic Plan</u>
PROJECT LOCATION	<u>Jamestown, NC</u>
PROJECT NUMBER	<u>JAM-19000</u>
CLIENT CONTACT	<u>Matthew Johnson</u>

We hereby amend the Agreement for the above-referenced project, as follows:

Owner / client authorizes The John R. McAdams Company, Inc. to perform the following additional services:

R8.56 Develop Additional Concept Alternative:**FEE: \$1600**

Based on comment from Town Council, the site assessment and the results of the comprehensive plan's recommendations, the design team will develop one additional master plan concept for the park exploring updating existing ballfields and supporting structures. The concept will be hand drawn and reflect upgrades and improvements including the approximate location of new amenities, safe vehicular and pedestrian circulation, ADA compliance, and support infrastructure including parking, drives, access points and structures.

The scanned hand-drawn concept alternative will be delivered to the Town electronically (via email) and presented to Council and the Parks Advisory Committee (through Zoom). Based on Town comments a final plan will be rendered and placed in the Jamestown Park Strategic Plan with accompanying written master plan section.

R8.99 Cost Estimate:**FEE: \$450**

Once the final master plan conceptual design has been approved by the Town, the design team will provide a master plan level estimate of probable cost for the concept. Our team of skilled cost estimators and extensive project experience has allowed us to develop a database of construction costs from which to draw. The cost estimate will account for risk and unknowns by including contingency and escalation.


The Fee for these additional services shall be: \$2,050.00

The Terms and Conditions of the original Agreement shall apply to this amendment.

OWNER / CLIENT

THE JOHN R. MCADAMS COMPANY, INC.

By: _____
Printed Name: Matthew Johnson
Position: Town Planner
Date: _____

By:  _____
Printed Name: Nick Lowe
Position: Senior Landscape Architect
Date: 7-27-20

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 Amendment Lease Agreement for Library

AGENDA ITEM #: IV-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

The current library lease agreement between the Town and Old Jamestown School Association(JSA), doing business as the Jamestown Public Library, expires on December 31, 2025. The current agreement has the JSA absorbing the cost of most of the major capital repairs / improvements to the Town-owned building. One major improvement could exceed the amount of maintenance funds provided to the library by the Town (which has been \$10,000 for the past years). We believe that it is essential for the Town to ensure that the building, as a Town asset, is maintained in the best way possible. Thus we believe that it is in the best interest of the Town to include the major anticipated library building improvements on the Town's CIP. Per the amended lease, the Town would be responsible for the exterior of the building, as well as for the major systems such as HVAC, plumbing, fire system, etc. The library would be responsible for interior repairs and maintenance. The amendment specifies these changes to the current lease, as well as the required insurance. Attached you will find the amendment to the lease agreement that has been reviewed by our Town Attorney and JSA.

The Town will no longer remit building maintenance funds to the library, but will include additional funds in the Town Building and Grounds department budget to address some of the smaller repair and maintenance needs of the library, as included in the amended lease. Large capital improvements will be included on the Town CIP.

ATTACHMENTS: Amendment to Lease Agreement, Current Agreement

RECOMMENDATION/ACTION NEEDED: Discussion

BUDGETARY IMPACT: \$10,000 included in Town budget for library building repairs in lieu of remitting to the library.

SUGGESTED MOTION: Move to approve amendments as presented by staff.

FOLLOW UP ACTION NEEDED: Forward approved lease agreement to JSA.

NORTH CAROLINA LEASE
GUILFORD COUNTY

LEASE AGREEMENT
AMENDMENT

This Agreement is made this the 18th day of August, 2020, by and between the TOWN OF JAMESTOWN, a municipal corporation located in Guilford County, North Carolina, (hereinafter referred to as "the Lessor"), and OLD JAMESTOWN SCHOOL ASSOCIATION, INC., a non-profit corporation organized and existing under the laws of the State of North Carolina, (hereinafter referred to as "the Lessee").

WITNESSETH

WHEREAS, on the 21st day of November, 1995, the parties hereto entered into a Lease Agreement, a copy of which is attached hereto and incorporated herein, in which the Lessor leased to the Lessee for a period of one hundred and twenty (120) months, beginning on the 1st day of January, 1996 and ending on the 31st day of December, 2005, the premises located at 200 West Main Street, Jamestown, North Carolina for the purposes and upon the terms and conditions as set forth in said Lease (hereinafter "the Lease Agreement"); and

WHEREAS, the term of said Lease Agreement was extended for an additional term of one hundred and twenty (120) months by Agreement dated January 1, 2006, which 120 month extension terminated on the 31st day of December, 2015; and

WHEREAS, the term of said Lease Agreement was extended again for an additional term of one hundred and twenty months by agreement dated November 17, 2015, which 120 month extension terminates on the thirty-first day of December, 2025.

WHEREAS, the parties hereto now desire to amend certain terms and conditions of the original Lease Agreement, as follows;

Delete item 5.0.

Delete item 7.0 and replace with: Lessor shall maintain the building and grounds, including, but not limited to the structural walls, plumbing, HVAC systems, fire doors, fire alarm system, termite control and monitoring, outside repairs, painting and landscaping. Lessee will be responsible for all other interior repairs and maintenance, including, but not limited to painting, appliances, security system and cameras, window washing, and janitorial service.

Revise item 10.0 and replace with: Indemnity and Insurance. The Lessee agrees to indemnify and save and hold harmless the Lessor from any claim, liability, loss or damage (including expenses of litigation and attorney's fees) arising out of or in connection with (a) Lessee's occupancy of or conduct of business in the demised premises; (b) the condition of those portions of the demised premises which Lessee is required to maintain under the terms of this Lease; (c) any default of Lessee under this Lease; (d) mechanics' or materialmen's liens asserted by persons claiming to have dealt with the Lessee or Lessee's contractors (which Lessee agrees to bond off or otherwise cause to be discharged as a lien of record against the demised premises or Lessee's estate within thirty (30) days after the date such claim is filed); and (e) actual or alleged loss of life, personal injury or property damage occurring to or on the demised premises, unless occasioned by the act or omission of Lessor, its agents or employees. The indemnity obligations in this Section 10 shall survive the expiration or earlier termination of this Lease. In addition, Lessee will maintain insurance policies at all times in the amounts and terms set forth as follows:

A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.

B. The Lessee agrees to keep its personal property located at the Old Jamestown Library, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.

C. The Lessee agrees to maintain in force throughout the term of this Lease commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the Lessee's performance of the indemnity provisions of this Lease, but the amount of such insurance shall not limit the Lessee's liability nor relieve the Lessee of any obligation hereunder.

D. All policies in B and C above shall name the Lessor as an additional insured, and must provide that the Lessor be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The Lessee shall provide evidence of all insurance required by this Lease.

Item 17. Address of Lessor should be as follows:

Town of Jamestown
P.O. Box 848
301 East Main Street
Jamestown N.C. 27282

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement regarding funding for the Jamestown Public Library by their proper officials, in their respective names and titles, all by the authority of appropriate resolutions of their governing bodies, duly adopted as of the dates set forth below.

TOWN OF JAMESTOWN

Mayor: _____

Date: _____

ATTEST:

Town Clerk: _____

Date: _____

**OLD JAMESTOWN SCHOOL
ASSOCIATION, INC. d/b/a/
JAMESTOWN PUBLIC LIBRARY**

By: _____

Office: _____

Date: _____

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: Library, Recreation, Cultural & Historical Services

AGENDA ITEM #: IV-F

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Judy Gallman

SUMMARY:

Included you have a proposed contract for library services to be provided to the Town. The amount of current budget in the library services line is \$52,000. This was derived from the \$62,000 paid out to the library in 2019/20, less the \$10,000 of maintenance funds that was included in that total. The Town will now assume partial maintenance of the building, as specified in the lease. So that is the amount included in the contract presented here. You may amend that amount, if you so wish. (a budget amendment would be needed to do this). The contract has been reviewed by our Town attorney and has been sent to Gary Haynes at the library for their review.

The current budget also includes \$25,250 for recreational services and \$10,500 for historical/cultural services to the Town. These could be amended, if you so wish.

At this time, the only fall sport field rentals by JYL and YMCA is a 6-week block for baseball by the YMCA. The total rental amount for this period will be \$1,200.

I have reached out to Shawn Rogers at Historic Jamestown Society to find out status of any programming they might be doing, or planning for this fiscal year. I will update you when I hear back on this.

ATTACHMENTS: Library Contract for Services 2020

RECOMMENDATION/ACTION NEEDED: \$ amount of library services to be provided for in attached contract; approve contract.

BUDGETARY IMPACT: TBD

SUGGESTED MOTION: Specify amount to be paid to library in current fiscal year for library services; approve contract with this amount and allow Finance Officer / Town Manager to enter into contract



FOLLOW UP ACTION NEEDED: Determine recreation / cultural&historical services to be contracted.

STATE OF NORTH CAROLINA
COUNTY OF GUILFORD

CONTRACT FOR SERVICES
JAMESTOWN PUBLIC LIBRARY

THIS CONTRACT, entered into as of the 18th day of August 2020, by and between the Town of Jamestown, (hereinafter referred to as the TOWN), and the Old Jamestown School Association, Inc. dba Jamestown Public Library, a North Carolina Non-Profit Corporation (hereinafter referred to as the LIBRARY).

WITNESSETH:

WHEREAS, the TOWN has agreed to pay the LIBRARY up to a certain amount of money, hereinafter stated, out of the TOWN'S General Fund Budget, and that in exchange for said funding the LIBRARY has agreed to perform certain services for the TOWN of a public nature; therefore, it is mutually agreed and understood between the parties as follows:

1. **TERM OF CONTRACT:** This contract shall commence August 18 , 2020 and shall end on June 30, 2021. Beginning July 1, 2021, this contract will be renewed for an additional one-year increment from July 1, 2021 - June 30, 2022 fiscal year basis. Each year thereafter, this contract will automatically renew for one additional fiscal year unless either party does not provide written notification to the other party of their intent not to renew at least 90 days prior to the expiration of the contract. Any extension shall be on the same terms, covenants, and provisions as the original contract, unless changes are mutually agreed upon and reduced to writing as an addendum to this contract. Provided however, that either party can, in their sole discretion, elect not to renew, or immediately terminate this contract, so long as a 90-day notice is given to the other party of the decision not to renew, or to terminate. If the LIBRARY shall at any time breach any part of this Agreement, this Agreement shall immediately terminate upon receipt of written notice of the same, signed by the Town Manager or his/her designee.

2. **SERVICES TO BE PERFORMED:** The LIBRARY, in and for the consideration recited in Section 5 below, agrees to provide public library services at 200 West Main Street, Jamestown, NC. Public library services for the purposes of this contract shall be defined as providing free access to residents of the Town of Jamestown for public library services including but not limited to adult and children's literacy programs, cultural programs and borrowing items from the Library's collection of books, magazines, and other literary materials in both paper and electronic formats. The LIBRARY agrees to notify the Town Manager in writing immediately of any significant change in the type or level of services to be performed.
3. **STATUTORY FUNDING AUTHORIZATION:** Funding in support of the LIBRARY services described in Section 2 is authorized by North Carolina General Statute §160A-209(c)20 and § 153A-264.
4. **ANNUAL APPROPRIATION:** For the FY 2020-2021 Fiscal Year, the appropriation available for this contract is \$52,000. Of this amount, \$13,000 has been disbursed to the LIBRARY prior to the execution of the contract, leaving \$39,000 payable for the initial contract period ending June 30, 2021. Each year, the Town Council will consider the LIBRARY operating funding request submitted by March 1 for funding the following fiscal year. There is no guarantee of funding beyond the contract term.
5. **PAYMENT:** The TOWN will pay the LIBRARY in the amount approved in the TOWN's budget for operations each fiscal year. Each year, the available funds will be disbursed as follows: 25 percent per quarter: July 1, October 1, January 1, and April 1. For the purposes of receiving payments, the mailing address of the Agency shall be: **P.O. BOX 1345, Jamestown, North Carolina 27282**. Payments to the LIBRARY shall be automatically remitted by the TOWN's Accounting Department.

6. **USE OF FUNDS:** Funding provided under this agreement to the LIBRARY shall be used exclusively to provide the public library services outlined in Section 2. No funds provided by the TOWN shall be used for fund raising, political purposes, or any other purpose other than providing public library services as authorized under North Carolina General Statute §160A-209(c)20 and §153A-264 and outlined specifically in Section 2.
7. **ANNUAL ACTIVITY REPORT:** The LIBRARY shall provide to the TOWN an annual report of the accomplishments and services provided under this agreement. The report shall be submitted with the LIBRARY funding request by March 1 of each year and shall contain information for the previous calendar year.
8. **FINANCIAL REPORTING:**
 - A. Funds paid under the terms of this agreement shall be reported as municipal support and clearly identifiable in the LIBRARY financial statements.
 - B. The LIBRARY agrees that it will provide the TOWN with an annual financial report derived from the LIBRARY's accounting system for all year-end periods. The LIBRARY shall also provide a copy of its IRS Form 990 for each year. The report and IRS Form 990 is due to the TOWN one hundred and twenty (120) days after the LIBRARY's year-end.
9. **PUBLIC INFORMATION:** The report and IRS Form 990 referenced in Section 8B shall also be made available to the general public upon request.
10. **INDEPENDENT CONTRACTOR:** The LIBRARY is a non-profit corporation of the State of North Carolina, and is an independent contractor. The LIBRARY is not an agent, officer, or employee of the TOWN and shall have no authority to act as an agent of the TOWN, nor enter any Agreement for, or on behalf of, the TOWN. The LIBRARY shall at all times maintain its status as a non-profit corporation organized to do business in the State of North Carolina. In addition, employees of the LIBRARY shall not, in any way, be considered employees of the

TOWN.

11. **ASSIGNMENT:** The LIBRARY shall not assign its contract rights under this Agreement or any part thereof, nor delegate any performances hereunder, nor subcontract without first obtaining the TOWN'S written approval thereof.
12. **MODIFICATION:** This Agreement may be modified only by a written instrument duly executed by the parties or their respective successors.
13. **NOTICES:** Any notices to be given by either party to the other under the terms of this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgment of receipt, or mailed by registered or certified mail to the other party at the following addresses or to such other addresses as either party hereafter from time to time designates in writing to the other party for the receipt of notice:

LIBRARY:

Chair- Board of Trustees
Jamestown Public Library
PO Box 1345
Jamestown, NC 27282

TOWN:

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

Such notice, if mailed, shall be deemed to have been received by the other party on the date contained in the receipt.

14. **INSURANCE AND LIABILITY:** The LIBRARY will maintain worker's compensation and employer's liability insurance for employees as required by current North Carolina and Federal law. Current valid insurance policies meeting the requirements herein identified shall be maintained to be considered an "eligible contractor" of the TOWN. The LIBRARY will maintain insurance policies at all times in the amounts and terms set forth as follows:

A. Worker's Compensation Insurance shall be maintained covering all employees in an amount necessary to comply with the laws of the State of North Carolina and all federal laws, and to qualify for the Commercial General Liability policy described below.

B. The LIBRARY agrees to keep its personal property located at the Old Jamestown Library, including all alterations, additions and improvements, insured against loss or damage by fire or other casualty and all perils insured under a separate "all risks" policy in an amount equal to the full insurable replacement cost value of the property.

C. The LIBRARY agrees to maintain in force throughout the term of this Contract commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage with minimum combined limits of liability of not less than \$1,000,000.00 per occurrence and aggregate limits of not less than \$2,000,000.00. Such policy shall insure the LIBRARY'S performance of the indemnity provisions of this Contract, but the amount of such insurance shall not limit the LIBRARY'S liability nor relieve the LIBRARY of any obligation hereunder.

D. All policies in B and C above shall name the TOWN as an additional insured, and must provide that the TOWN be given thirty (30) days advance written notice of a cancellation, failure to renew, or material change. The LIBRARY shall provide evidence of all insurance required by this Contract.

15. **INDEMNIFICATION:** The LIBRARY will, to the fullest extent permitted by law, indemnify, defend, and hold harmless, the TOWN from and against any and all claims, liabilities, losses, damages, costs, or expenses . This includes, without limitation, reasonable attorney's fees, awards, fines, or judgments arising out of, or relating to, any or all of the following:

- A. Damages to persons, personal property, or the TOWN caused by an act or omission of the LIBRARY; and
- B. All claims, suits, losses, injuries, death, and property liability, including, without limitation, expenses in connection with any such claim or suit, including reasonable attorney's fees, occurring in the performance of the proposed services; and

- C. All claims and liabilities resulting from the LIBRARY's violation of federal, state, or local statute, regulation, or ordinance; and
 - D. In the event that any goods, services, or processes sold and delivered or sold and performed is defective in any respect whatsoever, the LIBRARY will indemnify and hold harmless the TOWN from all loss or the payment of all sums of money by reason of all accidents, injuries, or damages to persons or property that happen or occur in connection with the use or sale of such goods, services, or processes.
16. **STRICT COMPLIANCE:** The TOWN may at any time insist upon strict compliance with these terms and conditions despite any previous course of dealing or course of performance between the parties that may have been contrary to the terms of this Agreement.
17. **SEVERABILITY:** In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.
18. **SURVIVAL:** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the TOWN and the LIBRARY will survive the completion of the services and the termination of the Agreement.
19. **GOVERNING LAW:** The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, is governed by the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this Agreement, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Guilford County, North Carolina.
20. **ENTIRE AGREEMENT:** This Agreement represents the entire understanding and agreement between the parties with respect to contracting for library services as outlined in Section 2. This Agreement supersedes all prior agreements, whether written or oral, that may exist between the parties with respect to contracting for library services as outlined in Section 2. In addition, no subsequent amendment or modification to this Agreement or waiver of any provisions will be

effective unless in writing and signed by both parties.

21. **CHANGES IN BYLAWS AND INSURANCE POLICIES:** In the event of any change in the LIBRARY'S bylaws, or insurance policies, the LIBRARY agrees that it shall immediately notify the Town Manager. The LIBRARY shall have this CONTRACT approved by its Board of Trustees with a copy of the minutes approving this CONTRACT being submitted to the TOWN at the time of execution.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this the ____ day of _____, 2020, by their respective duly authorized representatives.

ATTEST

By: _____
Katie Weiner
Town Clerk

By: _____
Lynn Montgomery
Mayor

ATTEST

By: _____
Gary Haynes
Chair – Board of Trustees

By: _____

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

Approved for legal sufficiency.

By: _____
Judy Gallman
Finance Director

By: _____
Beth Koonce
Town Attorney

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: Permit Request for Jamestown Rotary Christmas Parade

AGENDA ITEM #: V-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 min.

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

The Jamestown Rotary Club is requesting the support of the Town Council for their annual Christmas Parade, which is scheduled for December 6, 2020. The Rotary Club is requesting the Town provide staff support and funding for law enforcement and postage. Details are included in the attached Special Events Permit Application.

ATTACHMENTS: Special Event Permit Application

RECOMMENDATION/ACTION NEEDED: Request for support of Town staff and funding for law enforcement and postage.

BUDGETARY IMPACT: Approximately \$1500 (town staff, postage, law enforcement)

SUGGESTED MOTION: Move to approve/deny request for support as listed in the special events permit application for the Jamestown Rotary Christmas parade.

FOLLOW UP ACTION NEEDED:

Requirements for Special Events Permit Application
Jamestown Rotary Club Christmas Parade
December 6, 2020. Time: 3:00 pm

1. Applicant: The Jamestown Rotary Club
C/o Cliff Paddock
PO Box 174
Jamestown, NC 27282
Telephone: 336-509-8725

2. The Jamestown Rotary Club requests the Town Council waive any Town fees associated with this event. Fees include: Law Enforcement approximately \$800.00, see item #13. The Jamestown Rotary Club also requests that the Town provide postage for the mailings associated with the event. Estimated cost of postage is \$150.00. Participants will be contacted via email whenever possible to reduce postage costs.

3. Event Organizer:
Cliff Paddock
412 Guilford Road
Jamestown, NC 27282
336-509-8725

4. The Jamestown Rotary Club is the applicant.

5. Tax Exemption Letter is attached.

6. The purpose of this event is to hold a celebration for the citizens of Jamestown and the surrounding community. This event has become a holiday tradition in Jamestown.

7. The only fees charged are \$15.00 per parade entry. No fees are charged to the spectators. No fees are charged to non-profits, or to recognized religious, educational, civic or fraternal organizations.

8. Please see the attached copy of the parade route with barricade locations and a copy of the Sign Permit. The primary staging areas are in the front and rear of Town Hall, Teague Drive and Perry Road in the area of Bank of North Carolina.

9. The approximate number of entries is 90 to 100. The 2019 event had 97 entries. However, many entries have several people participating in them, so it is hard to identify the number of people in the parade. Usually there are horses in the parade, and occasionally a turkey or goat.

The parking plan for the parade is twofold: The entries for the Parade are assigned and numbered. Each entry is mailed their entry number which designates where their vehicle or float will be located in the parade.

For public parking, the Jamestown Rotary Club communicates with Jamestown United Methodist Church regarding parking the day of the parade. The church secretary publishes the parade information in the church newsletter, *The Grapevine*, for several weeks leading up to the parade.

The Jamestown Rotary Club communicates with First Baptist Church of Jamestown, the owner of the former Pinnacle Bank property, and the Jamestown Elementary School. Each of these organizations are written and telephoned. A personal visit is made to the manager of the Food Lion Shopping Center to make him or her aware of the date of the parade.

10. The Rotary Club requests trash removal by the Town of Jamestown.
11. The Christmas Parade usually has 3 to 4 marching bands from local high schools that participate. They include but are not limited to: Ragsdale High School, Southwest High School, Andrews High School and Central High School. The Jamestown Bagpipers are a regular entry as well. A group of Civil War reenactors may march in the parade, but discharge of weapons using live or blank ammunition is not permitted. There are other entries that play Christmas music such as radio station vans.
12. No portable sanitation facilities are provided.
13. The Town of Jamestown and the Jamestown Rotary Club acquire permission from NCDOT to close Main Street for the time period of the parade. The NC Highway Patrol assigns 2 troopers to stop/block traffic at Main & Teague and at Main & Forestdale. The Guilford County Sheriff's Department supplies deputies to work the parade for traffic control and to stop/block traffic at the intersections of Town-maintained streets. The Rotary Club requests that the Town of Jamestown cover the cost of the deputies. In the past, a total of 5 deputies worked the Parade. The approximate cost is \$37.00 per hour for each deputy with a 3 hour minimum. A Supervisor is required at \$43.00 per hour. There also is an administrative fee of \$10.00 per officer. Approximate total cost is \$800.00. As noted in Item #2 above, the Rotary Club requests Non-Profit Funding to cover these costs.
14. In addition to the above law enforcement, the Guilford County Sheriff's Department bike patrol provides 2 or more bike patrol officers to help with crowd control and to keep the spectators out of the street. The Town of Jamestown provides cones and barricades which the Public Service Department installs at the proper locations (Map attached).
15. The Parade route begins at the Town Hall parking lot. The Jamestown Fire Department is located in this same lot. The Fire Department also houses the Guilford County EMS. If there is a first aid emergency then one of these agencies would be notified. The Fire Department fire truck is the last entry in the Parade. It is placed in this position in order to be free to pull off in case of an emergency.

16. Insurance: attached.
17. The parade does require that Main Street be closed from approximately 2:45 pm to 4:30 pm.
This authorization is covered in item #13.
18. A list of parade entry participants can be supplied, but this list is not finalized until the week of the parade.



SIGN PERMIT

Applicant/Installer: Jamestown Rotary Club
Property Address: 301 E. Main St.
Phone Number: 336-509-8725
Date Erected: 11-9-20 **To be Removed:** 12-7-20

SIGN TYPE
 Permanent Sign
 Temporary Banner Sign
 Saudwich Board Sign

PROPOSED SIGNS

Type	Location	Size	Materials	Fee
Banner	Town Hall	10'x2'	Vinyl	

TOTAL \$ _____

SIGN LETTERING/PURPOSE: (i.e.- What will sign "say"?) – Attach Plans or Sketch of Sign & Proposed Location on Property

Jamestown Christmas Parade
Sponsored by the Jamestown Rotary Club, Jamestown Business Association, Mary Perry Ragsdale Family YMCA

Notes:

By signing this application, I acknowledge I have read and understand the conditions that will allow placement of a sign in the approved districts in Jamestown. Any change to the board or sign from the attached sketch will be cause for the Town of Jamestown to have the sign removed. Also, the persons erecting a sign shall indemnify and hold harmless the Town and its officers, agents, employees from any claim arising from the presence or placement of the sign on Town property or right(s)-of-way.

APPLICANT _____

DATE: 7-26-20

Cliff Paddock, Representative for Rotary Club

NOT VALID UNLESS VALIDATED AND APPROVED

RECEIPT # _____

Permit Approved by _____ Date: _____

Permit Denied

Development Clearance Certificate Issued Fee: _____ Receipt # _____

Please note that it is the applicant's responsibility to contact and apply for any building or electrical permits from the Guilford County Building Inspection Department before sign installation. Please call (336) 454-1138 for more information.

Office Use Only:

Zoning: _____	Tax PIN #: _____
Number of times applied this year: _____	
Type of Group (Religious/Civic, Business, etc.) _____	
Sketch/Plans Attached: _____ Y _____ N	



Jamestown Rotary Club
PO Box 174
Jamestown NC 27282
April 26th 2017

Town of Jamestown
P.O. Box 848
Jamestown, NC 27282

To whom it may concern,,
Please be advised that Jamestown Rotary Club has a tax exempt status. They are a tax-
exempt civic & service organization under IRS code Section 501(c)(4).
Our tax ID # 56-6088455.

Regards

Geoff Swan
Treasurer
geoffswan03@gmail.com
336-847-8601



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
July 26, 2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita		
	PHONE (A/C, No., Ext): 1-833-3ROTARY	FAX (A/C, No): 630-285-4062	
	E-MAIL ADDRESS: rotary@ajg.com		
	INSURER(S) AFFORDING COVERAGE		
INSURED All Active US Rotary Clubs & Districts Jamestown Rotary Club ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A : Lexington Insurance Company		NAIC # 19437
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 899307648 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

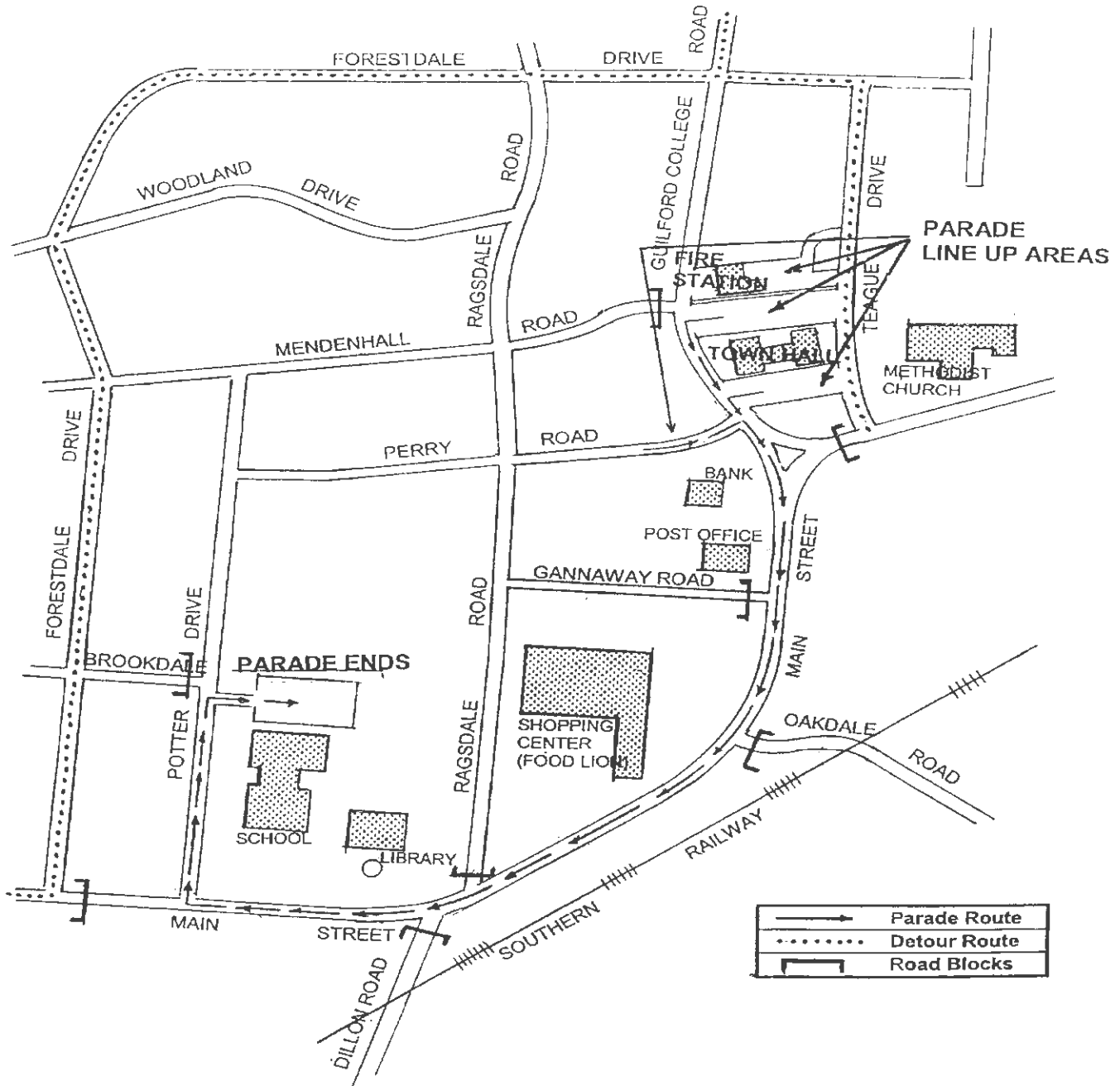
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		Y	015375594	7/1/2020	7/1/2021	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER Jamestown Rotary Club PO Box 174, Jamestown, NC 27282	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

PARADE ROUTE



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 appointment of ETJ Planning Board Member

AGENDA ITEM #: V-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Town Clerk

SUMMARY:

There is currently a vacancy for a ETJ Planning Board Member. Robert Lichauer has retired from the Board because he moved outside of the Town limits.

Jason Spangler is currently serving as the ETJ Planning Board Alternate. However, he is unable to be physically present at the meetings due to the Coronavirus pandemic.

Cara Arena applied to serve as as an ETJ Planning Board Member in January 2018. Staff has contacted her and confirmed that she is willing to serve on the Board.

Staff recommends that Council appoint Cara Arena to serve as an ETJ Planning Board Member.

ATTACHMENTS: Application for Cara Arena

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council appoint Cara Arena to serve as an ETJ Planning Board Member

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council makes a motion to appoint Cara Arena to serve as an ETJ Planning Board Member.

FOLLOW UP ACTION NEEDED:



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMISSIONS

		Date:	
Last Name:	Arena	First Name:	Cara
		Middle Initial:	D.
Birthdate:	05/26/1990		
Email:	caradarena@gmail.com	Home Phone:	n/a
Daytime Phone:	336-409-1175	Cell Phone:	same
Home Address:	2106 Guilford College Road, Jamestown, NC 27282		
Live in Jamestown Town Limits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Current Occupation/Title	Learning Excellence Specialist		
Employer/Business Name	High Point University		
Business Address (with zip code):	1 University Parkway, High Point, NC 27268		
Supervisor's Name:	Laura Valle		
Education:	<input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Graduate School <input type="checkbox"/> Other:		
Degree and Subject of Study:	M. Ed., Student Affairs/Higher Education Administration B. A., Professional Writing		
School Name/Years Attended:	UNCG, 2014-2016; SUNY Cortland, 2008-2012		
Applying for Board/Commission (enter one):	Board		
Why are you interested in serving on that Board/Commission?	I am interested in getting more involved in and learning more about the Town of Jamestown, in addition to giving back. I participated in "Leadership Sullivan" and got to sit on some board meetings, which were really interesting. And I currently volunteer at the Jamestown Public Library.		
What Board or Commission are you currently serving?	N/A		
	Term Expiration Date:		
Are you willing to serve on any other Board/Commission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	Any		
Are you interested in serving in any other community volunteer activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:	Any		

Interests/Skills/Areas of Expertise/ Professional Organizations: *Writing, editing, running, yoga, event planning, budget management, volunteering/community planning, teaching*

List two professional references below:

1.	Name:	<i>Laura Valle</i>	Daytime Phone:	<i>508-369-2568</i>
	Address:	<i>1 University Parkway, High Point, NC 27268</i>		
	Relationship:	<i>Supervisor, High Point University</i>		
2.	Name:	<i>Jim McGaha</i>	Daytime Phone:	<i>704-756-0596</i>
	Address:	<i>200 W. Main St., Jamestown, NC 27282</i>		
	Relationship:	<i>Supervisor, Jamestown Public Library</i>		

AFFIRMATION OF ELIGIBILITY

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

If yes, explain.

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

If yes, explain.

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

Signature of Applicant:
(Please print and sign.)

Cara Arena
Cara Arena

Date: *01/27/18*

PLEASE ATTACH RESUME

RETURN COMPLETED FORM TO:

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

Website: www.jamestown-nc.gov

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

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

Cara D. Arena

(336) 409-1175 ▪ 2106 Guilford College Road, Jamestown, NC 27262 ▪ caradarena@gmail.com

EDUCATION

The University of North Carolina at Greensboro (UNCG) Greensboro, NC
Master of Education in Student Personnel Administration in Higher Education May 2016
Chi Sigma Alpha Honor Society

State University of New York College at Cortland (SUNY Cortland) Cortland, NY
Bachelor of Arts in Professional Writing ▪ Minors: Communications and Women's Studies
Summa Cum Laude May 2012

EXPERIENCE

Learning Excellence Specialist Aug. 2016-Present
High Point University, High Point, NC

- Advise 20 students on a weekly basis on study skills, time management, organization, and other learning strategies
- Utilize Starfish Retention Software to track and notify faculty and staff about academic and behavioral concerns
- Informally advise students on courses and majors, tracking course plans and helping students register for classes
- Send weekly reports to parents
- Recommend and schedule professional tutoring for students as needed
- Collaborate and correspond with faculty and staff, including academic advisors, Student Life, and Disability Support, to ensure students are academically successful
- Refer students to other resources on campus, including Career Services, Student Success, Academic Advising, Counseling, and Student Life

Peer Career Ambassador Oct. 2015-May 2016
The University of North Carolina at Greensboro, Greensboro, NC

- Reviewed and critiqued job search materials
- Advised students on their job searches and major changes
- Scheduled appointments with career counselors for students as needed
- Assisted with and promoted office events

Graduate Assistant, Teacher Education and Higher Education Department Aug. 2015-May 2016
The University of North Carolina at Greensboro, Greensboro, NC

- Oversaw department social media pages and edited department website
- Collaborated with faculty on research and academic projects
- Indexed and edited literature to be submitted for publication
- Helped coordinate department fundraising and endowment efforts
- Assisted with department events, including orientation, recruitment, international student visits, and conferences
- Served on Coalition for Diverse Language Communities, Teacher Education Curriculum, TEHE Website, and Secondary Teacher Education Program committees
- Researched and benchmarked program and policy information, including disruptive classroom behavior policies, recording class lecture policies, and education curriculums

Cara D. Arena

(336) 409-1175 ▪ 2106 Guilford College Road, Jamestown, NC 27262 ▪ caradarena@gmail.com

ACUHO-I Summer Area Coordinator

Jun. 2015-Jul.2015

University of North Carolina School of the Arts, Winston-Salem, NC

- Oversaw 2 low-rise residence halls for a total of 120 residents
- Supervised 6 paraprofessional resident coordinators (RCs)
- Facilitated RC training sessions on diversity and counseling skills
- Adjudicated policy infractions, including curfew violations, floor trespassing, etc.
- Developed and led RC late-night programs, including movie nights and game nights
- Responded to emergency situations as part of on-call rotation
- Created Spouse/Partner Agreement and edited Conditions-of-Employment Agreement for live-on professionals
- Researched and presented alternatives to In-School-Suspension (ISS) to ISS Faculty Committee
- Created end-of-summer surveys for and collected responses from summer paraprofessional staff

Residential Coordinator

Aug. 2014-May 2015

Salem College, Winston-Salem, NC

- Managed 4 residence halls, including a townhouse complex and the Honors Program housing
- Supervised 3 paraprofessional resident assistants (RAs)
- Oversaw hall programming efforts and budget of \$1800.00
- Enforced all college, residential life, and honor code policies
- Conducted disciplinary hearings for residence hall and college policy infractions
- Facilitated bi-annual student staff training sessions on hall policies, opening and closing procedures, incident reports, programming, and Behind-Closed-Doors (BCDs) scenarios
- Mediated roommate conflicts and advised students on academic and personal issues
- Trained and co-supervised work-study students for Dean of Students' Office
- Helped coordinate recruitment and hiring efforts, including interviews and group process
- Advised Women-in-Nature Club
- Revised RA Programming Model

Coordinator of Student Activities

Sept. 2012-Aug. 2014

Sullivan County Community College (SUNY Sullivan), Loch Sheldrake, NY

- Co-Advised Student Government Association
- Supervised 7 student workers
- Served as the liaison to advisors for over 15 student organizations
- Created, advertised, chaperoned, and supervised events on and off campus, including movie nights, board game nights, comedy nights, college tours, mall trips, conferences, etc.
- Developed and implemented year-long leadership curriculum, including monthly leadership discussions, annual leadership retreat, and community service opportunities
- Organized and led college's first annual Take Back the Night March (Apr. 2014)
- Coordinated United Way's Project Care on campus (Dec. 2013)
- Created and implemented college's first annual Body Appreciation Day (Mar. 2013)

Cara D. Arena

(336) 409-1175 ▪ 2106 Guilford College Road, Jamestown, NC 27262 ▪ caradarena@gmail.com

Assistant Resident Director

Aug. 2012-Aug. 2013

SUNY Sullivan, Loch Sheldrake, NY

- Opened, ran, and closed an off-campus, temporary residence hall with 40 students
- Directly supervised 1 resident assistant in temporary residence hall
- Helped supervise 11 resident assistants and 3 assistant resident assistants
- Aided in crisis management as part of on-call-rotation for 500 students
- Led training sessions on time management, interpersonal conflict, body image, and Behind Closed Doors

AmeriCorps Evaluation Specialist

Summer 2012

4-H Camp Bristol Hills, Canandaigua, NY

- Used logic models developed by Cornell University to evaluate camp programs, including Workforce Development, Campers with Autism, and Food Science Camp
- Developed reports based on program evaluations for camp newsletter and Cornell Cooperative Extension publications

PROFESSIONAL AND COMMUNITY SERVICE

- *Circulation and Library Volunteer*, Jamestown Public Library, Feb. 2017-Present
- *Site Leader*, Spartan Service Day, UNCG, Aug. 2015
- *Member*, Leadership Sullivan, Sullivan County Chamber of Commerce, Sept. 2013-May 2014
- *Team Host*, NJCAA Division III National Basketball Championships, Mar. 2013, Mar. 2014

ACADEMIC SERVICE

- *Trained Safe Zone Ally*, UNC-Chapel Hill and SUNY Cortland, Feb. 2010-Present
- *Member*, Teacher Education Curriculum Committee, UNCG, Aug. 2016-May 2016
- *Member*, Coalition for Diverse Language Communities, UNCG, Aug. 2016-May 2016
- *Member*, Secondary Teacher Education Program Committee, UNCG, Aug. 2016-May 2016
- *Member*, TEHE Website Committee, UNCG, Aug. 2016-May 2016
- *Member*, Sustainability Committee, SUNY Sullivan, Jan. 2013-Aug. 2014
- *Member*, Special Events Committee, SUNY Sullivan, Jan. 2013-Aug. 2014
- *Adjunct Instructor*, IAS-1005 (First Year Experience), SUNY Sullivan, Aug. 2013-May 2014
- *Member*, Faculty Student Association, SUNY Sullivan, Sept. 2012-May 2014

PRESENTATIONS AND PUBLICATIONS

- Arena, C., & McGowan, B.L. (2017). *The Review of Higher Education*. (Book Review)
- Arena, C., & Davis, T. (2016). *Journal of College and University Student Housing*. (Discussion Questions)
- McGowan, B.L., Palmer, R.T., Wood, J.L., & Hibbler, Jr., D.F. (2015). *Black men in the academy: Narratives of resiliency, achievement, and success*. Palgrave Macmillan: New York, NY. (Created index and copy edited)
- (2014, Oct.). *Orientation*. Careers in Student Affairs Conference, UNCG, Greensboro, NC. (Poster Presentation)
- (2012, Mar.). *The effects of media in a (post) feminist world*. Women's History Month Sandwich Seminar, SUNY Cortland, Cortland, NY. (Presentation)

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 Coronavirus Intergovernmental Agreement

AGENDA ITEM #: V-C

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 18, 2020

ESTIMATED TIME FOR DISCUSSION: 10 minutes

DEPARTMENT: Administration

CONTACT PERSON: Kenny Cole, Town Manager

SUMMARY:

Guilford County has approved a population-based allocation to the Municipalities in Guilford County. The Town of Jamestown has been approved for an allocation up to \$40,070 of Guilford County's Coronavirus Relief Fund. These can only be used for COVID-19 related expenses. The funds cover any expenditures between the dates of March 27, 2020 to December 30, 2020. However, these funds can only be requested after we have applied for FEMA funds first.

ATTACHMENTS: Intergovernmental Agreement for Participation in GC Local Government COVID-19 Reimbursement Program

RECOMMENDATION/ACTION NEEDED: Approve Agreement

BUDGETARY IMPACT: None

SUGGESTED MOTION: Move to approve Intergovernmental Agreement for Participation in Guilford County Local Government COVID-19 Reimbursement Program.

FOLLOW UP ACTION NEEDED: Forward executed agreement to Guilford County.

MARTY K. LAWING
County Manager



GUILFORD COUNTY
ADMINISTRATIVE OFFICES

July 29, 2020

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

RE: Coronavirus Relief Fund Allocation

Dear Mr. Cole:

Guilford County received a direct appropriation of Coronavirus Relief Funding from the Inspector General's Office of the U.S. Treasury in the amount of \$97.3 million. The Board of Commissioners have adopted a plan to strategically utilize the funds to offset certain costs associated with the response and recovery to the COVID-19 Pandemic.

Under the Mitigation and Preparedness component of the plan, the Board of Commissioners has approved a population-based allocation to ten municipalities in Guilford County. The purpose of this letter is to inform you that the Town of Jamestown has been approved for an allocation of up to \$40,070.00 of Guilford County's Coronavirus Relief Fund appropriation to be used for authorized COVID-19 related costs in compliance with the guidance provided by the Department of Treasury. Since Guilford County received a direct payment from the Treasury, the county is the primary recipient and will be responsible for how the funds provided to municipalities and subrecipients is used. The County has certified that the funds will only be used to cover those costs that:

- a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. were not accounted for in the budget most recently approved as of March 27, 2020, for the municipality; and
- c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Some of the eligible expenses or reimbursements include public safety salaries, overtime and benefits, COVID-19 testing operations, decontamination costs for buildings and vehicles,

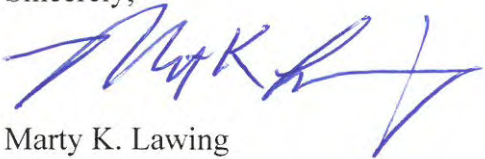
personal protective equipment costs, quarantine and isolation costs and other eligible contract and equipment costs. In order to optimize the use of the Coronavirus Relief Funds, the county is requiring that FEMA Public Assistance eligible expenditures be requested from FEMA before requesting a reimbursement from your CRF allocation.

Because it is extremely important that all expenditures comply with Treasury guidance, the county will require a Memorandum of Understanding approved by each municipal governing board and will require a detail application or request for reimbursement form to justify each reimbursement as well as contracts, purchase orders and receipts to document eligible expenditures.

Attached please find an Intergovernmental Agreement for approval by your governing board and a Reimbursement Request form to be used for all funding requests. Please return the approved agreement at your earliest convenience and we will include it on an upcoming Board of Commissioners meeting agenda for approval.

We look forward to working with you on this matter. Please feel free to call me if you have any questions about this information.

Sincerely,



Marty K. Lawing
County Manager

**INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN GUILFORD
COUNTY LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM**

THIS AGREEMENT is made and entered into on this ____ day of August, 2020 by and between the County of Guilford, a body politic and corporate, hereinafter referred to as "COUNTY" and the Town of Jamestown, a unit of municipal government, hereinafter referred to as "MUNICIPALITY", and collectively referred to as "the Parties".

RECITALS

WHEREAS, Guilford County received approximately Ninety-Three million seven hundred thousand dollars (\$93,700,000) from the United States Government pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and WHEREAS, Guilford County was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents: and

WHEREAS, the United States Department of Treasury has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, neither the CARES Act, the United States Department of Treasury, nor state law, requires that the County disburse any funds to local municipalities within its geographic boundaries; and

WHEREAS, under the CARES Act, the County is ultimately responsible for any expenditures from CARES Act funds; and

WHEREAS, much uncertainty remains regarding future costs the County and local municipalities will be forced to bear related to the coronavirus emergency, and

WHEREAS, much uncertainty exists as to the potential for future allocations of federal or state monies to defray those future costs, and

WHEREAS, this agreement is intended to promote the most efficient distribution of resources which have been made available to Guilford County to benefit the citizens of Guilford County, and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the legislature or contrary to the United States' Department of Treasury guidelines, the CARES ACT provides that the federal government may recoup the improperly spent funds from the County; and

WHEREAS, the County, those municipalities within Guilford County, and their residents, have suffered secondary effects of the coronavirus emergency, as the State of North Carolina has ordered the closure of non-essential businesses; and

WHEREAS, Guilford County, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the Municipality related to the coronavirus emergency; and WHEREAS, the disbursement of funds under the CARES Act to the Municipality is in the best interests of the County, the Municipality and their residents.

NOW, THEREFORE, in consideration of the mutual covenants and Agreements contained herein, the Parties hereby agree as follows:

1.0 Recitals, Definitions, and Purpose.

1.1 Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement ("IGA").

1.2 Definitions.

A. "CARES Act funds" shall refer to funds which have been allocated to Guilford County under the Coronavirus Aid, Relief, and Economic Security Act

("CARES Act") of which Guilford County is responsible for the disposition.

B. "Forms" shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

"Expenses" shall refer to the cost of tangible goods and services which (1) were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Examples of "Tangible Goods" would include, but are not limited to, personal protection and medical equipment, sanitation and disinfectant products, software, laptops and technology equipment necessary for employees to telecommute. "Services" as used in this definition means actions or intangible things which were performed by individuals who are not municipal employees. Further, "Expenses" shall include payroll costs for municipal employees where such employees time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. "Expenses" shall not include the complete payroll costs for employees who are not substantially dedicated to the mitigation or response to the public health emergency, except as set forth in 5.1 of this Agreement. Expenses may also include economic development programs designed to support and defray the costs of local businesses (within the geographic boundaries of Guilford County) negatively impacted by the executive orders which required such businesses be closed or have their operations seriously curtailed.

C. All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

1.3 Purpose. The purpose of this Agreement is to establish a contractual relationship between the County and Municipality with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES Act funds which the United States Federal Government has disbursed to the County. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications.

2.0 Obligations of the County

2.1 Generally. The County, by and through its Emergency Management and Finance Departments, shall review and process requests for reimbursement received by Municipality subject to the requirements set forth herein.

2.2 Submittal does not guarantee approval. The County, by receiving and processing the reimbursement requests of Municipality, does not guarantee approval of the reimbursement requests by the County Emergency Management, the Guilford County Finance Department, the United States Department of Treasury, or the Office of the Inspector General.

2.3 No further obligations. The County shall have no further obligations under this IGA other than those expressly set forth.

3.0 Obligations of the Municipality

3.1 Generally. In order to submit requests for reimbursement of coronavirus emergency related expenditures, Municipality agrees to submit the forms, certifications and documentations set forth in this agreement for any expense for which Municipality seeks reimbursement under this Agreement. Municipality agrees that the sole and exclusive decision as to whether or not Municipalities request is granted lies within the discretion of Guilford County, and that submission of expenses for reimbursement does not obligate the County to agree to reimburse those expenses.

Municipality agrees that the County, through its Emergency Management and Finance Departments, may reject expenses which are clearly not permitted uses for CARES ACT funds such as using the funds for revenue replacement.

4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria

4.1 Generally. The Parties agree that expenses for which Municipality seeks reimbursement shall be submitted in a manner and on forms created by the County. County will ensure that the forms and process properly balance administrative convenience to the Parties and provide sufficient information for the County to issue a reimbursement. A separate reimbursement request form shall be submitted for each separate type of expenditure.

4.2 Certification. Each request for reimbursement shall be accompanied by a certification wherein the Mayor certifies that the expenses for which Municipality seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) which were not accounted for in the most recently approved budget of the municipality, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020. By entering into this agreement, Municipality authorizes its Mayor to sign such certification on behalf of Municipality.

4.3 Failure to comply with Department of Treasury Guidelines. The County reserves the right to reject any reimbursement which it feels, in its sole and exclusive discretion, does not meet the criteria of the CARES Act or United States Department of Treasury guidelines associated with disbursement of funds under the CARES Act.

5.0 Expenses to be reimbursed; Caps of maximum amount of reimbursements available to Municipality; prohibition on duplicate reimbursement.

5.1 Municipality may submit expenses as set forth in section 1.2(c) of this Agreement. Where submitted expenses are seeking reimbursement for employee payroll costs, the County requires that the expenses be separated into two categories. The first category shall be employees whose time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who

have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. For purposes of this section "substantially dedicated" shall mean that sixty percent (60%) or more of the employees' time was dedicated to mitigating the spread or responding to the public health emergency related to COVID-19. Municipality may submit, and the County will consider, reimbursing 100% of the salary of "substantially dedicated" employees. The second category shall consist of employees whose time is not "substantially dedicated" to mitigating the spread of or responding to the COVID-19 public health emergency, but who have spent some portion of their compensated time (but less than sixty percent (60%)) mitigating the spread of or responding to the COVID-19 Public Health Emergency. The Municipality may submit, and the County will consider, reimbursing payroll in the amount of the proportion of the individual employees' time spent mitigating the spread of or responding to the COVID-19 public health emergency. For example, if an employee spent twenty percent (20%) of his or her compensated time mitigating the spread of or responding to the COVID-19 public health emergency, the municipality may submit for reimbursement of twenty percent (20%) of the employees' salary during the period of time in which the employee was engaging in COVID-19 related responses.

5.2 Municipality shall seek reimbursement from FEMA Public Assistance for eligible expenditures prior to requesting reimbursement of the Coronavirus Relief Fund allocation. Documentation shall be provided for FEMA denials or partial funding. Municipality shall not be entitled to reimbursement of expenses for which it has received reimbursement from another State, or federal program designed to reimburse local government for costs associated with the coronavirus emergency or other emergencies. If Municipality receives reimbursement from any program referenced above, Municipality shall refund any duplicate reimbursement to the County.

5.3 Under this program, Municipality shall receive reimbursement, in aggregate, no more than \$40,070.00 for COVID-19 eligible response and recovery expenses. All

reimbursement requests shall be submitted no later than December 1, 2020.

6.0 Cooperation

- 6.1 The County shall assist Municipality in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.
- 6.2 Municipality agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines.
- 6.3 Municipality shall, at the County's request, supply County with all relevant information for the County to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines.

7.0 Records

- 7.1 Municipality shall maintain all records relating to the expenses which Municipality seeks to have reimbursed by County from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.
- 7.2 At any time, Guilford County, the Guilford County Finance Department, or the Guilford County Internal Auditor, may request that the Municipality provide records relating to the expenses which Municipality seeks to have reimbursed. Municipality agrees to provide records in response to such requests.
- 7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by Municipality to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that Municipality shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper,

unsupported, or unable to be verified. Additionally, Municipality agrees to indemnify the County or make the County whole for any penalty assessed against the County based upon Municipality's failure to retain or provide records.

8.0 Timeliness.

8.1 The Parties agree that time is of the essence in the processing of applications for reimbursement. The County shall use all reasonable speed and diligence in the processing of applications for reimbursement.

8.2 The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

9.0 Indemnity.

9.1 The Parties agree that where the County relied upon the certification of the Municipality that such expenses which Municipality sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, Municipality agrees to indemnify, reimburse and make whole the County for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County. Municipality further agrees to indemnify, reimburse, or make whole the County for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the County disbursed to Municipality including interest, or any penalty provided by law.

9.2 Municipality agrees to hold County harmless for any evaluation or advice which the County provided to Municipality as to whether the requested reimbursement is a permissible use of the CARES Act funds.

10.0 Term and termination

10.1 Term. This Agreement shall remain in effect until either party provides written notice of termination to the other.

Such notice shall be effective 14 days after receipt of the termination.

10.2 Survival of Terms. Those terms relating to the party's obligation to maintain records and provide records, and the Municipality's indemnification of the County shall survive the termination of this Agreement.

11.0 Amendment

11.1 Amendments to this Agreement may be performed with the written consent of the Guilford County Board of Commissioners and Municipal governing board.

12.0 Notices and duplicate copies.

12.1 Written notices required pursuant to this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested or electronic mail:

Guilford County: Marty K. Lawing
County Manager

301 W. Market Street
Greensboro North Carolina 27402

With a copy to:

Guilford County Attorney's Office
ATTN: Mark Payne

301 W. Market Street
Greensboro, North Carolina 27402

Municipality:
Jamestown Town Manager

Kenny Cole
Town Manager
301 East Main Street
Jamestown, NC 27282

With Copies to:

Jamestown Town Attorney

Beth Koonce

12.2 The Parties agree that this agreement may be entered into using identical counterparts, each of which when executed and delivered to the other party shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. Upon ratification by the governing board of the respective parties, the parties shall each transmit the signed counterparts of this agreement to the other using the recipients listed above in Section 12.1 of this Agreement. This agreement shall go into effect immediately upon the ratification of the last party to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, using duplicate counterparts, on the dates listed below.

COUNTY OF GUILFORD:

Town of Jamestown:

Jeffrey M. Phillips

Lynn Montgomery

Chairman

Mayor

Attest: _____

Attest: _____

Robin B. Keller

Katie Weiner

County Clerk to the Board

Town Clerk

Date: _____

Date: _____

**CORONAVIRUS RELIEF FUND
MUNICIPAL REIMBURSEMENT REQUEST FORM**

Name of Municipality _____ Date _____

Contact Person _____ Phone _____ E-mail _____

Mailing Address _____

Total Reimbursement Requested \$ _____

Detail Description of the Expenditure:

COVID-19 Purpose / Need for Expenditure:

Was this expenditure made after March 1, 2020? YES ___ NO ___ Date _____

Did this expenditure require a contract or purchase order? YES ___ NO ___ If Yes, please attach the Contract/PO.

Did this expenditure involve municipal employee payroll costs in accordance with the CARES Act?

YES ___ NO ___ If yes, Please attach a spreadsheet including the name, title and total paid to each employee and the costs of any benefits that you are requesting to be reimbursed.

Were funds for this purchase included in the municipality's FY 2019-2020 or most recently adopted budget? YES ___ NO ___

Did the municipality receive FEMA Public Assistance or other State or Federal funding that could have covered the cost of the expenditure? YES ___ NO ___

All receipts for goods and services purchased as part of this reimbursement request are attached.

YES ___ NO ___ If No, please explain in details:



CERTIFICATION STATEMENT: I hereby certify to the best of my knowledge that the expenditures described above meet the minimum requirements for eligible expenditures under the CARES Act and that the other representations and supporting documentation are a true and accurate account for the expenditures for which the municipality is seeking reimbursement.

Signature of Mayor _____ Date _____

Manager Report: August 18, 2020

149

Project	Change Since Last Report?	Update
COVID-19 Safety Update		
Overall	COVID cases Continue to Increase.	<p>Due to the Governors Executive Order 155, Phase II has been extended again until September 11, 2020. All town employees will wear facemask if social distancing cannot be maintained. Mask shall be used by employees going into all public buildings. Staff will be updating our Time- Line opening schedule in the upcoming weeks.</p> <p>Cutoffs for August water bills will occur at the end of the month.</p> <p>Town Hall will be closing at 4:00 pm on Friday's to allow for the proper weekly sanitation.</p> <p>Our Payment drop box was delivered on 8/11/20 and will be installed as soon as possible/</p>
Golf Course	No Change	No incidents to report. All sanitation procedures remain in effect.
Legal Proceedings		
2216 Guilford College Road	No Change	The Town Attorney gave an update at our July 2020 Council Meeting.
Lee Street		<p>The Town of Jamestown, per NCGS 160A-425 through 160A-432, has condemned the property located at 301 Lee St. The initial complaint began in February 2019. After several discussions with Mr. Young (owner) about the condition of the property, he insisted that he would repair the structure to meet State building code if given the opportunity. The Town allowed Mr. Young to obtain a building permit. The building permit expired in Feb. 2020. During that time, Mr. Young made no attempt to obtain building inspections and very little work was done to correct the issues on the property. Notice was sent to Mr. Young regarding the pending condemnation and he was given the opportunity to appear at a hearing,</p>

Manager Report: August 18, 2020

		<p>which the Town Attorney attended. At that hearing, it was the decision of the Planning Director (per the NC General Statutes) to proceed with condemning the structures and ordering their removal. Mr. Young was given notice of the decision and allowed 10 days to appeal (per the law), which he elected not to do. At this time, Mr. Young has until August 27, 2020, to remove the structures. If he elects not to do so, the Town will need to move forward with legal action. Mr. Young would be guilty of a Class 1 misdemeanor (160A-432). Per 160A-432, the Town may initiate any action or proceedings to correct or abate the violation, including removing the structure. The costs incurred shall become a lien against the property.</p> <p>Town staff is currently obtaining a demolition price including an asbestos survey.</p>
Oakdale Mill		<p>The property owner was contacted about boarding up open doors and windows on abandon homes. The owner responded to a recent email and he was under the assumption the work was completed.</p>
Other Updates	None	None
Revitalization Grant Projects		
Flowers Bakery Sign	No Change	<p>The Jamestown entrance sign is complete with the exception of clean up and landscaping.</p>
Crosswalk Signs	No Change	<p>All signs have been ordered and received. Public Services will be installing them.</p>
Other Updates	None	None
Sidewalk Projects		
East Fork Road	No Change	<p>No active work was performed since the last meeting. Ground cover needs to be monitored, and Town staff is mowing the area on an infrequent basis. We expect to have a final walk through with the contractor and NCDOT, but no date has been set yet.</p>

Manager Report: August 18, 2020

		The Town is obligated to plant several trees where we removed vegetation for the project.
East Main Street		<p>The contractor continues to make progress on East Main Street. The curb and gutter has been placed and the bulk of the remaining roadway work is near Bull Run Creek. The areas behind the curb have mostly been graded and compacted. Several hundred feet of brick sidewalk has been installed, and most of the utility adjustments have been made. We are working on a solution for the drainage problem in the railroad corridor as NCDOT is trying to minimize costs of this additional work. Traffic control varies from day to day depending on the scope of work, which affects the size of the work zone for that activity.</p> <p>We have had onsite meetings to discuss specific storm drainage, water and sewer, and driveway concerns. Two of the impacted driveways have requested the apron be widened for larger vehicles. Some additional fine grading is needed at one driveway to drain properly.</p>
Other Updates	None	None
Staff Changes		
New Hires		Chris Eaton started with the Sanitation Department on 8/4/20
Other Updates		<p>David Ingram is in our "Employee Spotlight"</p> <p>We have one employee with 15 Years of Service this year- Jason Lambert We have one employee with 30 years of Service this year- David Ingram</p>
Any Other Updates		
None		

Manager Report: August 18, 2020

