

**TOWN OF JONESBOROUGH**  
**Town Hall Board Room**  
**123 Boone Street**  
**Jonesborough, TN 37659**

**MEETING NOTICES**

**MONDAY, APRIL 8, 2024**

**7:00 PM**

**PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

**REGULAR MEETING**

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call

**CONSENT AGENDA**

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports

7. Town Event – 2024 Jonesborough Days
8. Personnel
  - a. Move the Boring Machine Operator position from and Equipment Operator II to an Equipment Operator III
  - b. Reorganization of Parks and Recreation Department

## **AGENDA**

1. Financial Report
2. Communications from the Mayor
  - a. Committee Appointments
  - b. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
7. **NEW BUSINESS**
  - A. Discussion and possible action concerning Employee(s) Commercial Driver's License Contract;
  - B. Discussion and possible action concerning Private/Public Partnership with property owner at the corner of Spring Street and South Lincoln Avenue;
  - C. Discussion and possible action concerning approval of a contract for easement acquisition services for the 24" Water Transmission Line Upgrades Project;
  - D. Discussion and possible action concerning approval a contract to conduct and complete a Phase 1 Archaeological Survey for Water Treatment Plant and 24" Water Transmission Line Upgrade Projects;
  - E. Discussion and possible action concerning approval of maintenance responsibilities at Boones Creek Elementary School with the Washington County School Board;
  - F. Adjournment.



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 1 *Consent Agenda*

**SUBJECT:** Approval of Minutes

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The minutes of the February and BMA meetings will be presented at the next regular BMA meeting.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 2

**SUBJECT:** Approval of Bills

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Attached for BMA approval is the list of March bills.

**Check Register - General Fund - March 2024**

03/01/24	108882 - 108908	\$50,904.170
03/01/24	108909 - 108964	\$59,604.880
03/05/24	108965	\$1,058.490
03/06/24	108918 - void	(\$88.990)
03/07/24	108966 - 109026	\$24,952.200
03/13/24	109027 - 109050	\$1,002,796.730
03/14/24	109051	\$3,601.400
03/15/24	109052 - 109094	\$105,305.910
03/22/24	109095 - 109157	\$290,229.290
		<b>\$1,538,364.080</b>

**Check Register- Water Fund March 2024**

03/01/24	67131 - 67148	\$5,310.00
03/01/24	67149 - 67187	\$163,153.94
03/05/24	67188 - 67189	\$5,920.00
03/05/24	67190	\$1,356.87
03/06/24	67191 - 67202	\$10,013.49
03/13/24	67203 - 67215	\$22,106.34
03/14/24	67216	\$2,592.58
03/15/24	67217 - 67234	\$269,307.88
03/22/24	67235 - 67270	\$92,329.53
		<b>\$572,090.63</b>

**Check Register -Sanitation Fund -March 2024**

03/01/24	10351 10352	\$950.00
03/01/24	10353 - 10355	\$656.80
03/06/24	10356 - 10358	\$2,034.44
03/13/24	10359 - 10362	\$16,491.77
03/15/24	10363 - 10365	\$5,339.59
03/22/24	10366 - 10373	\$4,731.56
		<b>\$30,204.16</b>

**Check Register -School Fund January - 2024**

02/09/24	1151 Void	
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**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 3

**SUBJECT:** Town Administrator Report

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Employee Hire/Promotions/Resignations – March 1, 2024 – March 31, 2024

Employee Resignations:

- 3-1-24 – Joshua Peddle resigned as Solid Waste Relief Driver (Solid Waste Dept)
- 3-8-24 – Howard Brown resigned as Recycle Collection Worker (Solid Waste Dept)
- 3-22-24 – Anthony Garrett resigned as Equipment Operator (Wate Dsitribution Dept)

## MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: March 2024 Monthly Report

Date: April 04, 2024

The Street Department completed the repairs to the Barkley Creek pedestrian bridge caused by the August 15, 2023 storm. There were also a couple of places in the trails between the two bridges that tree roots had caused some significant damage. Park and Recreation staff will stain the bridge, once they finish mulching the medians.

I instructed the Street Department to remove these sections and repave the trail between the bridges to make it safer for pedestrians by removing the trip hazard. All this work has now been completed. The Street Department did an excellent job.

The Street Department cleaned the upper parking lot owned by the Town on Fox Street and a private contractor has re-striped that parking.

The Street Department finally removed some of the Birch trees on Cherokee Street beside the ISC building. It is still the plan to remove them all to stop the damage to the brick stairs that run parallel to the building and the street.

The Street Department also completed a project at the Jonesborough School. There was a foot-bridge being constructed in the courtyard that required concrete footers. Although this could have been completed by the contractor, town staff was obligated to complete it.

The Street Department has been assisting Solid Waste in a couple of areas. Personnel had been operating the brush truck as that operator resigned. The individual the Town employs as our seasonal leaf pick-up operator is currently operating the brush truck now, until we can get someone hired for the position.

The Street Department is also assisting Chris Craig, our new Solid Waste Director, in getting the brush cleaned up from the brush yard. It will more than likely take a couple of weeks to get the brush yard back in order.

The Recreation Department has also been working on spring landscape duties. A private contractor weeded and mulched Lincoln Park, the Senior Center, and McKinney Center. The contractor did an awesome job.

We also had a private contractor weed and edge the landscaped medians. Park and Recreation staff is currently working on getting the medians mulched. All of the have been completed, with the exception of the first long median at Boone Street intersection.

The mowing contractors have begun mowing throughout town. The contractors were released to begin the first mowing cycle the week of March 25.

The new position descriptions for the Parks and Recreation Department have been completed. I need to add two positions to our current compensation plan, but the re-organizational structure positions are complete and ready for BMA approval.

I have met with all the department heads and reviewed their budget requests for the 2024/2025 fiscal year. I have completed preparing budget notes for the general fund departments and am working on completing the same for the water fund.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 5

**SUBJECT:** Committee Reports

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1. McKinney Center Advisory Committee



Subject: Approval of Minutes

**McKinney Center Advisory Committee Meeting**

**Thursday, March 21, 2024, 3:30pm**

**McKinney Center – in Person**

**Agenda Presentation**

1. Call to Order: Theresa Hammons, Bre Walker-Schadler, Michelle Treece, Isaac Woods, Richie Hayward, Sharon Squibb, Ernest "Buttons" McKinney, Skye McFarland
2. Approval of Minutes: Will approve February and March minutes in April.
3. Director's Report:
  - i. AmeriCorps Volunteer, Jennifer Cobble-Stout, resigned. After discussing options with AmeriCorps, we have the opportunity to offer a 6-month full time position that could roll into a year-long contract or we could wait until October to hire another year long full time contract.
  - ii. At the end of February, we had eighty-four members. We exceeded our \$2,000 goal.
  - iii. We appeared on Daytime Tri-Cities in late February. We had teachers give demonstrations, artists talk about their exhibit, a general talk for the center, and radio show volunteers did a skit.
  - iv. For the spring semester, 28 classes have made. We are down on registrations this year. However, Theresa is planning on meeting with faculty to plan classes and potentially grow the program further.
  - v. Washington County schools will be holding their school exhibition here on April 9<sup>th</sup> from 6:00-8:00 pm.
  - vi. Ernest McKinney Day of Giving will be April 4<sup>th</sup> all day on streamed on Facebook. Skye has started filming for this event. We have created an amazon wish list. We plan to stream prerecorded videos, so people get the notification we are live. We will also announce the day and tell people to turn on notifications to see if that increases our views.
  - vii. We are still collecting artwork for the Masterpiece Mingle. We have eighty-eight tickets sold and 98 works of art collected. The TriCities Jazz Orchestra will be our musicians for that night. We will have Main Street Café and Catering as our caterers.
  - viii. We have nineteen students registered for camps as of 3/15.
  - ix. Quad City Builders will begin painting on May 9<sup>th</sup>. They will be done tentatively on June 9<sup>th</sup>. We need good boxes for packing supplies and may need help moving items from room to room.
4. Outreach:



- i. We attended St. Paddy's Day downtown doing a shamrock scratch kids craft. We interacted with over five hundred people. Isaac, our AmeriCorps Volunteer, got all his signatures that day.
  - ii. Our ad reach in the past 30 days has been 16,251. We have run ads for our final spring classes and for the mingle.
  - iii. Ubinibi-Afia Short has agreed to be a member of the Diversity & Equity committee.
  - iv. March Conversations That Matter featured Dr. Elwood Watson and was released on March 15<sup>th</sup>.
5. StoryTown:
  - i. The February Radio Show was sold out! We did have an issue with parking. Going forward, the cast will park at the Senior Center and walk/carpool down to the McKinney.
  - ii. StoryTown has secured \$2,300 in scholarships. We are waiting on a sponsorship from the Wild Women of Jonesborough.
  - iii. Everyone enjoyed the vintage commercials. However, they cannot be aired on WETS due to FCC restriction.
  - iv. We have collected eight stories for the Jackson Theatre project.
  - v. We are thinking about seat cushions for seats for the radio shows. Some suggestions are we sell them, we rent them, we have local businesses donate to be on the cushions.
6. Visitation Update:
  - i. We had 229 general visitors in January and 489 general visitors in February. The increase in visitors is due to the radio show, the membership brunch, the 10-year celebration, and other events we held in February.
  - ii. In January we had thirty-four people for classes. In February we had 346 students. This is due to the spring semester officially kicking off.
  - iii. Rental revenue for February was \$690.00 and rental revenue for February was \$692.50.
  - iv. Asked for suggestions for places to put our rental brochures at.
7. New Business:
  - i. The TriCities Orchestra would like to barter services in the future. They would like to rent one of our rooms twice a month. In exchange, they would play at 3-4 of our events guaranteed.
  - ii. Ed Wolfe would like to do a partnership with Black and White Dialogue, with the play Nancy. Ed has guaranteed he can get sponsors. However, he would very much like it to be at ISC.

Meeting Dismissed at 4:42 PM

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: APRIL 8, 2024 AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

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1. McKinney Center
2. McKinney Center Program Manager
3. Fire Department
4. Director of Tourism & Main Street
5. Utility Manager
6. Water Quality
7. Water Distribution
8. Wastewater
9. Water Treatment
10. Police Department
11. Marketing & Promotions Coordinator
12. Building Inspector
13. Website & Marketing Specialist
14. Street Department
15. Animal Control
16. Director of Special Events

**Theresa Hammons**  
**McKinney Center Director**  
**Monthly Report – March 2024**

**General Comments** – Since my last report we have wrapped up a successful Membership campaign, had our membership brunch, opened an art exhibit, started the spring semester, published summer camps, been on live TV, and had the Radio Show and Gala. The February Radio Show and Gala was an enormous success. The show was sold out. Everyone enjoyed the show. I got several compliments. We received eleven surveys back and those surveys showed how satisfied people were with the show. Anne Mason has stepped right into her role and is doing a wonderful job.

There are so many things that start this time of year. We are getting ready for the Outreach season beginning with St. Paddy's Day and Easter Eggstravaganza. Staff have been planning these events and AmeriCorps projects. Summer camps are published on the website. We have added more camps this year. We have two Artsploration camps, three pottery camps, a printmaking camp and play-in-a-week camp.

Due to the interior painting of the building I have spent some time this month rescheduling events. This has meant emailing and calling artists, teachers, students, to work out alternative plans. People have been very understanding and excited about the facelift.

**March Events**

<b>March 8</b>	<b>StoryTown Podcast – Voices From the Archives</b>
<b>March 16</b>	<b>St. Paddy's Day Celebration</b>
<b>March 25</b>	<b>StoryTown Radio Show</b>
<b>March 28</b>	<b>StoryTown Radio Show Podcast</b>
<b>March 30</b>	<b>Easter Eggstravaganza</b>

**Spring 2024 Class Update** – We are up to 258 registrations for the spring semester. Twenty-eight classes have made. Last spring on 3/14 we had 282 registrations, so we are only off by twenty-four. However, by the end of Spring 2023, we had a total of 307 registrations (-16%). We had several big classes that semester including a Gyrokensis workshop, watercolor had a huge class and there was a large painting workshop.

I estimate that we will bring in around \$30,000 for spring semester revenue. I estimate that the total amount of class revenue for July 1, 2023 – June 29, 2024, will be \$60,000. With the additional front-desk position, I expect our class offering to grow as well as our revenue in the future. As we grow, our next obstacle will be space. We only have three classrooms, and most are used or scheduled to be used every evening, Monday – Friday. We also must work around rentals and our own dedicated events and programs. We are looking at adding more offerings on Monday nights, Friday nights, during the daytime, and even on Sundays.

I've worked with my staff this month to push the final few classes and workshops. We have advertised more on social media. The marketing team has also been very helpful to share information on their social media sites.

I have been communicating and meeting with individuals about possibly teaching in the future. Jason and Rebecca Ramsey who own a local farm and teach various herb and soap making classes, Laura Hausler regarding drawing classes, Carla Crader with Windsong Gallery about jewelry classes and Darlene Hatley about a workshop using antique and costume jewelry.

**Summer 2024** – Camps are published and online! We have sent out the press release and are doing a flurry of media spots in the upcoming weeks for camps and for Mingle. We have thirty-two students registered for camps as of 3/26/24. A digital flier went out on Washington County School System's notification service to 8,000 households. We have another 8,000 fliers printed and ready to count out and deliver to Johnson City Schools.

**Membership Campaign** - My goal for membership is not just to reach our financial goal of \$2,000, but I always want to see us reach the 100-member mark, if not more. 2023 ended with eighty-six members. As of February 29, 2024, we have eighty-four members. This number will increase as the year progresses, so I am sure we will have more by the end of this year. While I have not met my 100-member goal, I am pleased. Due to several of this year's members donating more than their \$25 membership fee, we have exceeded our \$2,000 goal. We will continue to promote membership throughout the year. I also expect more memberships just because people want that special membership discount for Masterpiece Mingle tickets!

The brunch was lovely with several attendees. The music by Roxanne McDaniel was a nice addition. The quiche and food were great. Thanks to Skye's husband, Ben, who made the quiche and helped prep and serve food. People stayed and socialized longer than usual. It went well.

**Daytime Tri Cities LIVE TV Show – February 26** – Nora from the Marketing Team helped coordinate the logistics. I scheduled two artists to talk about their exhibited artwork. I also scheduled two of our teachers to do demonstrations during the show. Anne got two of her cast members to do a snippet from that evening's Radio Show. The one-hour live show and interviews all went well. It was so gracious for them to feature us live on their show as part of our 10-year Anniversary.

**Hallway Exhibition Program** – February 23 was the opening of Karen Hitchcock and Carolyn McLaney's exhibition. The exhibit went down March 22. We sold several pieces the night of the opening and during the weeks following. The reception was well attended with over thirty people. **Our next opening is Jeanne G'Fellers and Cristina Nech from A Peace of Me Pottery, opening July 19.**

**Ernest L. McKinney Day of Giving** – April 4 – all day – online. Skye has now filmed five videos that will be streamed live throughout the day. We created an Amazon wish list. The link to that wish list will be on social media throughout the day. We hope to raise awareness about the McKinney Center, our scholarship, and classes. Please tune in that day and share our videos.

**Masterpiece Mingle** – April 26, 2024, - We have sold ninety-five tickets as of 3/26/24. Our music has been secured – TriCities Jazz Orchestra. Main Street Café and Catering will be doing the food after much back and forth. We had an exceptionally good quote from Taste Budz but were waiting for a third quote. By the time we got the final quote, Taste Budz had already booked another event on the same date. I requested quotes from two other Jonesborough restaurants and went back to Main Street Café asking if they could provide any kind of alternative and they were able to do so. After careful consideration, the Advisory Committee felt it best to go with Main Street Café and Catering. We expect to bring in around \$4,000 after expenses. We do expect to sell out. I have also spent much time securing art donations and Silent Auction Donations. My office is full of artwork at the moment!

**StoryTown** – The Marketing Team is assisting us in rebranding StoryTown. We have spent time this month working on the season rack card which is now complete. Nora and Cameo did the design work. We all had input and approval. Mitchell has worked on a new StoryTown logo which is now more like the McKinney Center logo. The goal is for people to identify that StoryTown is a product of the McKinney Center. Again, we all spent time looking for images, and had input into the final product. The Marketing Team is also putting together a Marketing package for us that will help with consistent graphics, designs, and branding in the future. We have been discussing other improvements for the Radio Show such as purchasing seat cushions for our chairs, etc.

**Washington County School Exhibition – April 9** – The Washington County Art Teachers are having their annual exhibition here again on April 9. They wish to expand the night's event with music and food. I think it will be just as successful as last year's. I am collaborating with the teachers' committee to plan the evening.

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**AmeriCorps Volunteers and Projects** – Isaac Woods is working on a documentary photo exhibition. He and Skye McFarland have interviewed and videoed three individuals so far. The exhibit will include documentary photography of diverse people living in Jonesborough. This is an exhibition that I have wanted to do for years but never had enough hands to do it!

Isaac is also reinventing the Voices from the Archives, StoryTown podcast. We all help Isaac develop ideas for the podcast and review it for feedback before it is uploaded. Isaac will be doing his AmeriCorps project at St. Paddy's Day.

**Jackson Theatre Stories** – Anne, our staff, I, and the Marketing Team have now met a couple of times regarding the Jackson Theatre Stories Video Project. Anne, Isaac, and Skye are identifying people to interview and moving forward with getting those stories for documentation reasons. It will also help us give the creative team who produces the films more information. So far, they have interviewed seven people. Cameo developed the RFP and vetted proposals. We met and decided on a proposal to recommend to the BMA.

**Nancy** – Ed Wolff approached Anne and I to partner with the Black & White Dialogue organization and present Anne's play, *Nancy*, at ISC sometime in the future. We decided on August 12. Anne has secured ISC. Our Advisory Committee feels that this will be a good partnership and voted to move forward. Mr. Wolff has already secured a \$500 donation from State Farm for the event.

**Building Improvements** – I received a second quote for ADA doors. It was over \$13,000. I have requested this funding in our budget. I have budget meetings with Glenn and Craig in the last two weeks of March.

Quad City Builders will begin painting on May 9. Completion date is tentatively June 9. They will need to work on weekends. We may need help moving items from room to room during the painting. We also need good boxes for packing supplies in the pottery room.

Several improvements have been made to the Gillespie Building in preparation for us to move the canning class to their kitchen. We will have a workday (or two) for this and a call for volunteers to help us clean. This will be mid-May.

**Engel Property** – I received an update from Don Engel. Don has given his attorney the Right of First Refusal to review. Don also said the improvements he has wanted to make on the structures is near completion.

**Marketing** – Nora arranged for me to be on, *A Closer Look*, on March 18<sup>th</sup>. I wrote press releases for Summer Camps, Ernest L. McKinney Day of Giving, Masterpiece Mingle, and the Call for Artists for the Fall Market. I worked with Allison Outdoor on two digital billboards this month. We have worked with Marcella at the H&T to do print ads for summer classes, the Radio Show, and for rentals. I worked with Skye on setting priorities for social media advertising including paid promos. Bre developed a rental brochure and we all helped with the idea, content, and photos. The Marketing Team helped with this as well.

## Visitation Numbers:

Month	Classes	General		Outreach Events	MBM	StoryTown	Paper Outreach
		Visitors	Rentals		Digital Outreach	Digital Outreach	
January	37.00	229.00	116.00		24573.00	2387.00	8300.00
February	353.00	489.00	439.00				
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							

## Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Monthly meeting with the Marketing Team.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Assisted with a patron looking for a free Storyteller for a school event.
- Completed my Health Assessment.
- Prepared and attended a budget meeting with Craig Ford
- Attended three of ISC's meet and greets for candidates.
- Prepared and coded invoices.
- Prepared a memo for advisory committee appointments for BMA approval.
- Corresponded and worked with AmeriCorps to release Jennifer Stout from her position.
- Worked with Church rental on bathroom issues during their rentals.
- Corresponding with TriCities Orchestra on a rental request.
- Helped staff cut water bottles for Easter craft.

## Upcoming Events

- **March 30, Easter Eggstravaganza**
- **April 9, Washington County Art Students and Reception** –I am working with Washington County art teachers to plan a student art reception on April 9.
- **April 4, Ernest L. McKinney Day of giving** – April 4. This event will be online, on Facebook live throughout the day. We will have speakers, performances, and demonstrations though out the day. Our goal is to raise \$2,000 for scholarships.
- **April 22, StoryTown Radio Show**
- **April 26, Masterpiece Mingle**

## March 2024 Monthly Report, Anne G'Fellers-Mason

### Program Manager

#### StoryTown Radio Show

The second live show of the 13<sup>th</sup> season was held on March 25<sup>th</sup>. There were 10 comps given out to sponsors and invited guests and 78 tickets sold before the show. We sold some tickets at the door the night of the show. There were 30 people in the cast. Momma Molasses was the musical guest, she is a local favorite. Two of the Clinch Mountain Girls (Nancy Withington Bell and Joanne Irvin) shared their experiences on the show. Unfortunately, the League of Women Voters canceled the day of due to illness. This was the first time we serialized a story, with a to be continued at the end of it. The audience reacted with overall excitement to that. Seeing as Donald Davis was the same night at the Visitors Center, I am pleased with the turnout at StoryTown. Notes for April, the show was a little long, I need to trim it down closer to the one-hour mark. I need to work closely with the cast to be sure they are getting close enough to the microphones. We did implement the policy of cast members parking at the Senior Center to reserve spaces for audience members, but I need to go over some safety information with the cast.

- 1) We have currently raised \$2,300.00 in sponsorships for the 2024 season. Season sponsors are Gary and Sandee Degner, the Silver Raven, Trivia with Budds, Mountain Empire Cremation and Burial Services, and the Tennessee Arts Commission.
- 2) Allandale Mansion in Kingsport was the show sponsor for March.
- 3) My goal is to get a show sponsor for every show. I am waiting on a season sponsor check from the Wild Women of Jonesborough.
- 4) Unfortunately, I learned that the original commercials cannot be aired on the WETS broadcast as it violates FCC rules. This may impact sponsorships in the future. I will focus on other ways to include them in the podcasts.
- 5) The Marketing Team is still working on a Marketing Guide for StoryTown Radio Show. The new logo has been finalized, and the season rack card is up to date. Bre is currently getting quotes from printers on the rack card.
- 6) We advertised in the local papers and had a media spot on WJCW. The event was boosted through the StoryTown page.
- 7) Grant review for the TAC grant for 2024-2025 occurred on March 20<sup>th</sup> and seemed to go well.
- 8) We are still getting quotes on seat cushions.

#### Story Brigade

Beverly Harrison went and collected stories from the Garden Club ahead of the April StoryTown show and another story was collected from some local farmers. Listening Days will return on May 15<sup>th</sup> and be hosted once a quarter through the end of the year. I am actively working on ways to recruit new brigade members and plan to schedule a new training in the spring.

#### Play in a Week Camp

Registration is open with four students registered so far. I am actively reviewing the curriculum and lining up guest artists.



### Jackson Theatre Project

Skye, Isaac, and I collected stories from Dr. Alex Williams, Dava Lee Russell, John Russell, Nancy McCracken, and Montreal Brown. More interviews are scheduled with Elmer Gillespie and Ernest McKinney, Jr. The transcriptions are coming in at a regular pace. There are potentially five other people to interview. The main goal is to get the story of the tractor from Greenwood Drive, but all the other core stories have been collected. The project was approved by the BMA and an offer was made to the selected videographer. Work on the script will begin soon.

### Tennessee Association of Museum Conference (TAM)

I was supposed to attend this conference from March 18-22 in Murfreesboro. Sadly, I developed Covid on the second day of the conference and had to return home.

### Podcast

Isaac released “Voices of the Archive: Irene Mitchell, Part One” on March 8<sup>th</sup>. This is the first of a two-part interview. The next edition will be posted in April. The StoryTown podcast will be the February show “Loves Leads the Way.” It will be posted on the last Thursday of March. I have the material for the Director’s Cut Podcast. I plan to have that podcast launched by the first week in April. Isaac also posted “Voices of the Archive” to the StoryTown YouTube channel for the first time.

### **Total Downloads: 186 in the last thirty days**

“Voices of the Archive: Irene Mitchell, Part One” had 28 downloads within the first seven days of release.

### Social Media Posts

#### **Facebook last 28 days**

Page Followers: 1,472

Page Following: 426

Most interacted with Post (non-boosted) – Wrap up post from 2/26 Show (2/27/24)

Post Reach 1,286, Post Engagement 457

Second most interacted with Post (non-boosted) – Announcement of Clinch Mountain Girls

(3/21/24) Post Reach 608, Post Engagement 97

The musical promo video for the Cast of Crowns was the second most interacted with post.

**Post reach:** 9,842

**Post engagement:** 2,009

**New Page Followers:** 15

**Interactions Reactions:** 818

**Comments:** 36

**Shares:** 117

**Photo views:** 421



**Link clicks: 56**

**Instagram last 28 days**

Followers: 750

**Reach: 1.3K**

**Content Interactions: 266**

**Profile Visits: 36**

**Link Clicks: 6**

Paid reach was up thanks to the event ad, but organic reach was down.

A post sharing a music video from Momma Molasses and the story teaser featuring a picture with the Washington County Courthouse had the most likes and reached 115 and 114 views respectively.

**YouTube last 28 days – Note YouTube is having issues with their analytics; these numbers may not be accurate.**

Subscribers: 19 (down 1)

Views: 22

Watch Time: 0.7

New Subscribers: -1

Most Viewed Video during Period: Crowns Announcement Video for StoryTown Show

**Number of Volunteers from StoryTown:33**

**Story Brigade: 3**

**Writers Group: 6**

**Interactions:** JAMSA – 15, Jackson Theatre related - 8, SRS Production Meeting – 3, Storytelling Director Search – 48, Chuckey Depot – 3, Advisory Board – 0 (did not attend meeting this month), Marketing Team – 3, Media – 1, StoryTown Audience – 88, TAM conference – 35, TAC Grant Review – 25, Misc Meetings – 5

**Total for Month - 276**

## March 2024 Monthly Report, Skye McFarland

### Outreach

March is our first in-person outreach event at St. Paddy's Day with an interaction with about 550 individuals. We made scratch-off shamrocks, ran out, then switched to coloring sheets. We also handed out flyers about summer camps and other upcoming events. We will also be at the Easter Eggstravaganza event on March 30<sup>th</sup>, which will increase this outreach. We have run many adds on social media this month for the Masterpiece Mingle and Spring semester. This has upped our social media outreach significantly.

Facebook- Page Followers: 5000

Page Following: 113

Most interacted with: Masterpiece Mingle Ad, Reach- 11,149, Impressions- 23,991, Interactions – 239, Link Clicks- 62

Instagram- Followers: 1875

Reach: 1066

Accounts Engaged: 82

YouTube- Subscribers: 234

Views: 457

Watch Time: 20.4 hrs

New Subscribers: 2

Most viewed Video: Kristy Ottinger Art Exhibition

Month	Number	Digital	Paper	
January		24,573	8,300	32,873
February		11,296	145	11,441
March	550	37135	50	37,735
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
December				0
				82,049

## Volunteers

Volunteers from this month have come from St. Paddy's Day event and the StoryTown Radio Show. We will have more with the Easter Eggstravaganza event at the end of this month. I worked to recruit these volunteers, contact them before the event, and give instructions appropriate for their event.

	McKinney	StoryTown	Total
January		32	32
February	4	33	37
March	18		18
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
			87

## Diversity & Equity

The Diversity & Equity Sub-Committee met on February 22<sup>nd</sup>, same as last monthly report. We planned to meet March 28<sup>th</sup>, but I am currently home with Covid, so I went ahead and cancelled this month's meeting. I did work with the committee to find a time to meet as well as inviting two new members, with only one saying yes. Our new member is Ubunibi-Afia Short.

Conversations That Matter in March was with Dr. Elwood Watson, a professor of Black American Studies and an author who is featured in the Johnson City Press as well as published several books. This was a very interesting session, and we will host two indigenous women who work at ETSU on April 11<sup>th</sup> for our release on April 19<sup>th</sup>. I worked to record, edit, and publish the podcast on both SimpleCast and our YouTube channel. I also wrote the press release and created a video to publish on social media.

## Miscellaneous

I took photos of: Watercolors class, the February Radio Show, Handbuilding class, Creative Construction class, Voice lessons, Zentangle class, Pottery wheel 1, Dance Discovery, Voice lessons with a kid, art exhibition opening, membership brunch, guitar lesson, Modern Dance, Kids & Teens Metals, Printmaking, Mixed Media class, and Kids N Clay class.

I took video of: Jimmy Rhein Interview, Wesley Wilson Interview, Cody Armstrong Our Lives project video, Kay Grogg for Ernest McKinney Day of Giving, Sydney Jackson for Ernest McKinney Day of Giving, Ernest "Buttons" McKinney for Ernest McKinney Day of Giving, Linda Poland for Ernest McKinney Day of Giving, and Jonathan Edens for Ernest McKinney Day of Giving.

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I edited video for: T. Mcleod and TK for Our Lives project, Conversations That Matter, Summer Camp Video to post on social media, Kay Grogg's Day of Giving video, Sydney's Day of Giving video, Buttons' Day of Giving video, Linda Poland's Day of Giving video, Art Exhibit Video.

I created graphics for: Call for Water bottles, March Radio Show, April Radio Show, Summer Camp, Ms. Brown's End of the Year Program, Coloring sheet for St. Paddy's Day, ½ sheet for summer, mingle, radio show, and Day of Giving, 2 week, 1 week, and day of graphic for radio show, and Ernest McKinney Day of Giving donation links and day of schedule.

I have also worked to cut water bottles for our Easter Eggstravaganza event and made two large yellow roses for stage props for the radio show.

## Breanna Walker-Schadler March Monthly Report- McKinney Center

### Front Desk:

At the front desk, I typically get between 3-8 phone calls a day ranging in topics from classes to general questions. When the weather gets warmer, people tend to venture out more. During the spring and summer, we get visitors throughout the week who want to check out what the center does and what we have. I typically give them a small talk about what we do, go over the McKinney legacy that is on the wall, and show them our catalog. These people get general tours of the building, but it all depends on what activities are happening in the rooms that day. We launched summer camps this month, so I have been helping people over the phone and in person register for classes. I help check students in and out of children's classes. We give rosters to teachers of adult classes to keep track of adult students attending class. I provide customer service to people who come to the building in person or who call in, whether it be for classes, rentals, or special events. I attended the March Advisory Committee meeting, took minutes, and spoke over my visitation section of the agenda.

### Rentals:

We had eleven rentals for the month of March with a total of 529 attendees. A church group met on four Sundays and paid the nonprofit rate of \$390.00 for all four events. They received a discount of \$210.00 total for the four rentals. We had two rentals over the span of two weekends by the same private individual and received \$335.00 for both rentals. A community member held a private dance party on a Friday and paid a total of \$195.00 for the rental. He received a discount of \$105.00 for the rental. A community member held a birthday party on a Saturday night and paid \$270.00 for the rental. Jonesborough Locally Grown held a farmers market meeting at the center and paid the community partner rate of \$20.00 per hour for a total payment of \$50.00. They received a discount of \$200.00 off their rental. The center hosted a townhall rental, which the individuals paid \$150.00 for the rental. A community member held a birthday party on a Saturday night for \$450.00. **Total rental revenue for March is \$1,840.00.**

I spent time creating the host schedule for the month of April. I communicated with the hosts about all needs for rentals and special events that happened in March. I made the April weekly calendars for classes, meetings, and rentals. I spent time adjusting the March weekly and host calendar as rentals were added. I spent time communicating with rentals on booking reservations, from last minute rentals in March to booking Christmas parties in December. Every rental receives a rental contract, a rental invoice, a payment schedule with two payments before the day of the event, and auditorium rentals get refunds for their damage deposit. I communicated with staff at the center to make sure each rental is set up as discussed prior to the event.

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### **Special Events & Classes:**

Staff attended the St. Patrick's Day festival downtown to do a kids craft. Children did scratch art four leaf clovers while AmeriCorps volunteer Isaac did his AmeriCorps presentation about clover lawns. We interacted with over 500 people that day. The March Radio Show was March 25<sup>th</sup> and had 82 people in attendance. There was a cast of 25 with a music guest of 1. Staff attended the Easter Eggstravaganza and made little Easter baskets out of old plastic bottles.

Classes are in full swing at the McKinney Center. We are rotating through weekly kids art, clay, and dance classes, private vocal and guitar lessons, and adult classes across different curriculum. We had over 400 people come into the center in the month of March just for classes alone. There are a couple of clay classes that have not started that we are pushing to finish off the spring semester. We released summer camps for summer of 2024 and have been promoting them. We have two summer camps that have made, and will continue pushing them after each class is full.

### **Exhibit Support:**

Carolyn and Karen had their exhibit from February 23<sup>rd</sup> to March 22<sup>nd</sup>. They came to collect their pieces that had not sold on the morning of the 22<sup>nd</sup>. We then sent them the breakdown the document with the items that sold and the breakdown of how much they made. I assisted in sending check requests with their portion to town hall. I called the individuals who had purchased art to come get their pieces.

We are getting ready for the Masterpiece Mingle in April, which is the biggest fundraiser that the center holds every year. We are accepting artwork from members of the community for both the mingle and the silent auction. Donations are kept organized in an excel sheet and then are stored for the event.

### **MBM Support:**

I assisted Theresa with March teacher payments for the classes that have begun. We made sure each room was set up with the correct number of tables and chairs, as well as audio and video equipment before the classes start.

### **Donations:**

We received \$1,100.00 in donations in the month of March.

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## Isaac Wood – March 2024 Monthly Report - McKinney Center

### Story Initiative:

- StoryTown Podcast
  - Voices from the Archive:
    - Found story from Irene Mitchell for March episode
    - Distilled interview into a small narrative, sorted into audio segments and edited them together with music to tell the story
    - Wrote and recorded narration for the story
    - Went through edits with Anne and whole staff. Contacted Irene Mitchell who confirmed the story and how we edited it together
    - Posted to Simplecast and YouTube with episode description and all other information
  - Made social media posts
    - Post for Voices from the Archive
    - Edited audio of a story spotlight and posted with a graphic
- Radio Show
  - Helped with Radio Show rehearsal
  - Printed off scripts, cut program inserts, helped Jonathan stuff programs
  - Helped decorate stage
  - Set up concession stand with popcorn and candy
  - Delivered Radio Show rack cards and posters to businesses in JBO and JC

### McKinney Center:

- Set up camera and recording equipment for Jackson Theatre interviews
- Prepared for Eggstravaganza by helping team cut water bottles to use for our craft
- Found and edited story to share with Members for March newsletter
- Helped at St. Patrick's Day festival
- Delivered Masterpiece Mingle posters to businesses in JBO and JC

### Living Here – interview project on life in Jonesborough

- Led meeting to discuss where we are at with the project. Specifically, I asked coworkers to ask people they know to do interviews.
- Anne and Theresa reached out to people they are connected with, who then contacted me to do interviews.
- I went out into the community asking people if they would do interviews. I am in the process of scheduling times with those people.
- Interviewed three people

### AmeriCorps:

- Put together presentation for AmeriCorps performance review project on energy efficiency
- Presented benefits of clover lawns to over 150 people at St. Patrick's Day festival
- Attended Zoom meeting with AmeriCorps supervisors



**Jonesborough Fire Department  
Call History Report by Date - Main Station  
3/1/2024 - 3/31/2024**

**Total Calls**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 03/01/2024 09:11	Fire	2400123	137 Camper or recreational vehicle (RV) fire	11 Extinguishment by fire service personnel	120 County Farm RD	6	01:02
Sat 03/02/2024 12:43	Motor Vehicle Accident	2400124	322 Motor vehicle accident with injuries	86 Investigate	Old St Route 34 HWY	4	00:27
Sun 03/03/2024 22:19	Motor Vehicle Accident	2400125	322 Motor vehicle accident with injuries	86 Investigate	Fair Ridge	4	00:57
Mon 03/04/2024 14:29	Other	2400126	600 Good intent call, other	86 Investigate	179 Summit	3	00:26
Mon 03/04/2024 15:46	Other	2400127	611 Dispatched & canceled en route	93 Cancelled en route	1300 Shell RD	2	00:02
Mon 03/04/2024 18:00	Other	2400128	611 Dispatched & canceled en route	93 Cancelled en route	178 Frank Hilbert	2	00:04
Tue 03/05/2024 14:39	Haz Mat	2400129	412 Gas leak (natural gas or LPG)	86 Investigate	3 Dove Tree LN	4	00:34
Tue 03/05/2024 15:50	Other	2400130	410 Combustible/flammable gas/liquid condition, other	86 Investigate	170 John France RD	4	00:21
Tue 03/05/2024 17:55	Fire Alarm	2400131	611 Dispatched & canceled en route	93 Cancelled en route	111 Magnolia Ridge DR	3	00:02
Tue 03/05/2024 18:41	Fire	2400132	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	1208 W College ST	6	00:21
Thu 03/07/2024 10:32	Motor Vehicle Accident	2400133	322 Motor vehicle accident with injuries	86 Investigate	159 Sycamore DR	3	00:27
Fri 03/08/2024 01:49	Motor Vehicle Accident	2400134	324 Motor vehicle accident with no injuries.	86 Investigate	600 E Main ST	2	00:24
Fri 03/08/2024 12:29	Motor Vehicle Accident	2400135	324 Motor vehicle accident with no injuries.	86 Investigate	3861 W Market ST	3	00:54
Fri 03/08/2024 19:42	Fire	2400136	113 Cooking fire, confined to container	87 Investigate fire out on arrival	147 Pecanwood DR	5	00:42
Fri 03/08/2024 22:41	Other	2400138	442 Overheated motor	86 Investigate	113 Cedar Ridge LN	2	00:40
Fri 03/08/2024 22:44	Motor Vehicle Accident	2400137	324 Motor vehicle accident with no injuries.	75 Provide equipment	507 Boones Creek RD	1	00:28
Sat 03/09/2024 07:27	Motor Vehicle Accident	2400139	322 Motor vehicle accident with injuries	86 Investigate	W College ST	3	00:38
Tue 03/12/2024 13:40	Medical Assist	2400141	311 Medical assist, assist EMS crew	73 Provide manpower	109 Timber Ridge RD	2	00:14
Tue 03/12/2024 14:48	Fire	2400140	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	3905 Greenwood DR	4	01:03
Tue 03/12/2024 17:31	Medical Assist	2400142	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	00:20





**Jonesborough Fire Department  
Call History Report by Date - Main Station  
3/1/2024 - 3/31/2024**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Tue 03/12/2024 21:43	Medical Assist	2400143	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	01:00
Thu 03/14/2024 00:06	Other	2400145	600 Good intent call, other	86 Investigate	117 Chestnut Ridge DR	2	00:27
Thu 03/14/2024 01:15	Other	2400146	611 Dispatched & canceled en route	93 Cancelled en route	229 Old Wagon RD	1	00:18
Thu 03/14/2024 08:04	Other	2400147	600 Good intent call, other	86 Investigate	403 New Hope RD	2	00:14
Thu 03/14/2024 14:43	Other	2400148	600 Good intent call, other	86 Investigate	Pizza Hut	7	00:35
Thu 03/14/2024 16:03	Motor Vehicle Accident	2400149	322 Motor vehicle accident with injuries	86 Investigate	E Jackson BLVD	3	00:06
Thu 03/14/2024 21:51	Other	2400150	622 No incident found on arrival at dispatch address	86 Investigate	Weigels	2	00:09
Thu 03/14/2024 21:59	Other	2400144	611 Dispatched & canceled en route	93 Cancelled en route	17 Red Maple CT	2	00:08
Fri 03/15/2024 07:32	Fire	2400151	130 Mobile property (vehicle) fire, other	86 Investigate	S 81 HWY	5	01:42
Fri 03/15/2024 15:11	Motor Vehicle Accident	2400152	324 Motor vehicle accident with no injuries.	86 Investigate	N Third AVE	2	00:15
Fri 03/15/2024 22:15	Fire Alarm	2400153	700 False alarm or false call, other	86 Investigate	284 Mt Zion Church RD	2	00:26
Sat 03/16/2024 19:59	Fire Alarm	2400154	745 Alarm system activation, no fire - unintentional	86 Investigate	1106 Payne RD	3	00:15
Sun 03/17/2024 12:12	Fire	2400155	161 Outside storage fire	11 Extinguishment by fire service personnel	111 Max Cloyd LN	5	00:38
Sun 03/17/2024 13:26	Fire Alarm	2400156	745 Alarm system activation, no fire - unintentional	86 Investigate	2127 Ida Sue DR	5	00:15
Sun 03/17/2024 13:38	Other	2400157	611 Dispatched & canceled en route	93 Cancelled en route	147 Black Thorn DR	2	00:13
Mon 03/18/2024 15:17	Other	2400158	500 Service Call, other	86 Investigate	Jonesborough Visitors Center	3	00:16
Tue 03/19/2024 15:51	Fire Alarm	2400159	744 Detector activation, no fire - unintentional	86 Investigate	965 Pampas DR	4	00:09
Tue 03/19/2024 16:54	Motor Vehicle Accident	2400160	322 Motor vehicle accident with injuries	86 Investigate	111 Conley RD	3	00:44
Wed 03/20/2024 05:42	Fire	2400161	111 Building fire	11 Extinguishment by fire service personnel	385 Headtown RD	5	01:15
Wed 03/20/2024 12:38	Fire Alarm	2400162	744 Detector activation, no fire - unintentional	86 Investigate	Farm Bureau of Washington County	3	00:06
Thu 03/21/2024 16:14	Fire Alarm	2400163	745 Alarm system activation, no fire - unintentional	86 Investigate	106 Heritage Place DR	3	00:12



**Jonesborough Fire Department  
Call History Report by Date - Main Station  
3/1/2024 - 3/31/2024**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Thu 03/21/2024 20:23	Motor Vehicle Accident	2400164	322 Motor vehicle accident with injuries	86 Investigate	Highway 81 HWY N	2	01:32
Fri 03/22/2024 01:00	Other	2400165	251 Excessive heat, scorch burns with no ignition	86 Investigate	160 Hales RD	5	00:36
Fri 03/22/2024 14:18	Other	2400166	445 Arcing, shorted electrical equipment	86 Investigate	114 Country Hill DR	5	00:56
Fri 03/22/2024 15:38	Other	2400167	311 Medical assist, assist EMS crew	92 Standby	122 Tipton RD	2	00:22
Fri 03/22/2024 21:12	Fire	2400168	600 Good intent call, other	86 Investigate	105 GreenFields DR	4	00:25
Sat 03/23/2024 14:07	Fire Alarm	2400169	736 CO detector activation due to malfunction	86 Investigate	1004 W College ST	3	00:23
Sat 03/23/2024 14:33	Fire	2400170	140 Natural vegetation fire, other	11 Extinguishment by fire service personnel	McCarty Church RD	5	00:21
Mon 03/25/2024 07:18	Medical Assist	2400171	311 Medical assist, assist EMS crew	73 Provide manpower	620 E Main ST	1	00:10
Tue 03/26/2024 15:48	Motor Vehicle Accident	2400172	322 Motor vehicle accident with injuries	86 Investigate	Bacon Branch RD	3	01:16
Thu 03/28/2024 09:30	Public Service	2400173	553 Public service	86 Investigate	1501 Ben Gamble RD	1	00:10
Thu 03/28/2024 19:23	Other	2400174	622 No incident found on arrival at dispatch address	86 Investigate	116 Max Cloyd LN	2	00:16
Thu 03/28/2024 20:46	Motor Vehicle Accident	2400175	322 Motor vehicle accident with injuries	86 Investigate	Weigels	2	00:58
Fri 03/29/2024 14:25	Other	2400176	500 Service Call, other	86 Investigate	105 GreenFields DR	2	00:32
Fri 03/29/2024 16:05	Fire Alarm	2400177	611 Dispatched & canceled en route	93 Cancelled en route	105 Woodlawn DR	2	00:05
Fri 03/29/2024 19:55	Other	2400178	600 Good intent call, other	86 Investigate	448 Claude Simmons RD	2	00:21
Sat 03/30/2024 19:21	Fire Alarm	2400179	611 Dispatched & canceled en route	93 Cancelled en route	3441 McKinley RD	3	00:03

Total calls for Assist :	0
Total calls for EMS:	0
Total calls for Fire:	9
Total calls for Fire Alarm:	10
Total calls for Fire Drill:	0
Total calls for Fire Extinguisher:	0
Total calls for Haz Mat:	1
Total calls for Medical Assist:	4



**Jonesborough Fire Department  
Call History Report by Date - Main Station  
3/1/2024 - 3/31/2024**

Total calls for Motor Vehicle Accident:	13
Total calls for Other:	19
Total calls for Public Education:	0
Total calls for Public Service :	1
Total calls for Special Duty:	0
<b>Total calls:</b>	<b>57</b>
<b>Total Time:</b>	<b>27:55</b>
	<b>Avg. Call Attendance: 3.07</b>





**Jonesborough Fire Department  
Call History Report by Date - Main Station (1)  
3/1/2024 - 3/31/2024**

**City Calls**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 03/04/2024 15:46	Other	2400127	611 Dispatched & canceled en route	93 Cancelled en route	1300 Shell RD	2	00:02
Tue 03/05/2024 18:41	Fire	2400132	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	1208 W College ST	6	00:21
Fri 03/08/2024 01:49	Motor Vehicle Accident	2400134	324 Motor vehicle accident with no injuries.	86 Investigate	600 E Main ST	2	00:24
Fri 03/08/2024 22:44	Motor Vehicle Accident	2400137	324 Motor vehicle accident with no injuries.	75 Provide equipment	507 Boones Creek RD	1	00:28
Sat 03/09/2024 07:27	Motor Vehicle Accident	2400139	322 Motor vehicle accident with injuries	86 Investigate	W College ST	3	00:38
Tue 03/12/2024 13:40	Medical Assist	2400141	311 Medical assist, assist EMS crew	73 Provide manpower	109 Timber Ridge RD	2	00:14
Thu 03/14/2024 14:43	Other	2400148	600 Good intent call, other	86 Investigate	Pizza Hut	7	00:35
Thu 03/14/2024 16:03	Motor Vehicle Accident	2400149	322 Motor vehicle accident with injuries	86 Investigate	E Jackson BLVD	3	00:06
Thu 03/14/2024 21:51	Other	2400150	622 No incident found on arrival at dispatch address	86 Investigate	Weigels	2	00:09
Fri 03/15/2024 15:11	Motor Vehicle Accident	2400152	324 Motor vehicle accident with no injuries.	86 Investigate	N Third AVE	2	00:15
Sat 03/16/2024 19:59	Fire Alarm	2400154	745 Alarm system activation, no fire - unintentional	86 Investigate	1106 Payne RD	3	00:15
Sun 03/17/2024 13:26	Fire Alarm	2400156	745 Alarm system activation, no fire - unintentional	86 Investigate	2127 Ida Sue DR	5	00:15
Mon 03/18/2024 15:17	Other	2400158	500 Service Call, other	86 Investigate	Jonesborough Visitors Center	3	00:16
Tue 03/19/2024 15:51	Fire Alarm	2400159	744 Detector activation, no fire - unintentional	86 Investigate	965 Pampas DR	4	00:09
Wed 03/20/2024 12:38	Fire Alarm	2400162	744 Detector activation, no fire - unintentional	86 Investigate	Farm Bureau of Washington County	3	00:06
Thu 03/21/2024 16:14	Fire Alarm	2400163	745 Alarm system activation, no fire - unintentional	86 Investigate	106 Heritage Place DR	3	00:12
Fri 03/22/2024 01:00	Other	2400165	251 Excessive heat, scorch burns with no ignition	86 Investigate	160 Hales RD	5	00:36
Sat 03/23/2024 14:07	Fire Alarm	2400169	736 CO detector activation due to malfunction	86 Investigate	1004 W College ST	3	00:23
Mon 03/25/2024 07:18	Medical Assist	2400171	311 Medical assist, assist EMS crew	73 Provide manpower	620 E Main ST	1	00:10
Thu 03/28/2024 09:30	Public Service	2400173	553 Public service	86 Investigate	1501 Ben Gamble RD	1	00:10
Thu 03/28/2024 20:46	Motor Vehicle Accident	2400175	322 Motor vehicle accident with injuries	86 Investigate	Weigels	2	00:58



**Jonesborough Fire Department  
Call History Report by Date - Main Station (1)  
3/1/2024 - 3/31/2024**

Total calls for Assist :	0
Total calls for EMS:	0
Total calls for Fire:	1
Total calls for Fire Alarm:	6
Total calls for Fire Drill:	0
Total calls for Fire Extinguisher:	0
Total calls for Haz Mat:	0
Total calls for Medical Assist:	2
Total calls for Motor Vehicle Accident:	6
Total calls for Other:	5
Total calls for Public Education:	0
Total calls for Public Service :	1
Total calls for Special Duty:	0
<b>Total calls:</b>	<b>21</b>
<b>Total Time:</b>	<b>06:42</b>
	<b>Avg. Call Attendance: 3</b>





**Jonesborough Fire Department  
Call History Report by Date - Main Station (2)  
3/1/2024 - 3/31/2024**

*County Calls*

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 03/01/2024 09:11	Fire	2400123	137 Camper or recreational vehicle (RV) fire	11 Extinguishment by fire service personnel	120 County Farm RD	6	01:02
Sat 03/02/2024 12:43	Motor Vehicle Accident	2400124	322 Motor vehicle accident with injuries	86 Investigate	Old St Route 34 HWY	4	00:27
Sun 03/03/2024 22:19	Motor Vehicle Accident	2400125	322 Motor vehicle accident with injuries	86 Investigate	Fair Ridge	4	00:57
Mon 03/04/2024 14:29	Other	2400126	600 Good intent call, other	86 Investigate	179 Summit	3	00:26
Mon 03/04/2024 18:00	Other	2400128	611 Dispatched & canceled en route	93 Cancelled en route	178 Frank Hilbert	2	00:04
Tue 03/05/2024 14:39	Haz Mat	2400129	412 Gas leak (natural gas or LPG)	86 Investigate	3 Dove Tree LN	4	00:34
Tue 03/05/2024 15:50	Other	2400130	410 Combustible/flammable gas/liquid condition, other	86 Investigate	170 John France RD	4	00:21
Tue 03/05/2024 17:55	Fire Alarm	2400131	611 Dispatched & canceled en route	93 Cancelled en route	111 Magnolia Ridge DR	3	00:02
Thu 03/07/2024 10:32	Motor Vehicle Accident	2400133	322 Motor vehicle accident with injuries	86 Investigate	159 Sycamore DR	3	00:27
Fri 03/08/2024 12:29	Motor Vehicle Accident	2400135	324 Motor vehicle accident with no injuries.	86 Investigate	3861 W Market ST	3	00:54
Fri 03/08/2024 19:42	Fire	2400136	113 Cooking fire, confined to container	87 Investigate fire out on arrival	147 Pecanwood DR	5	00:42
Fri 03/08/2024 22:41	Other	2400138	442 Overheated motor	86 Investigate	113 Cedar Ridge LN	2	00:40
Tue 03/12/2024 14:48	Fire	2400140	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	3905 Greenwood DR	4	01:03
Tue 03/12/2024 17:31	Medical Assist	2400142	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	00:20
Tue 03/12/2024 21:43	Medical Assist	2400143	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	01:00
Thu 03/14/2024 00:06	Other	2400145	600 Good intent call, other	86 Investigate	117 Chestnut Ridge DR	2	00:27
Thu 03/14/2024 01:15	Other	2400146	611 Dispatched & canceled en route	93 Cancelled en route	229 Old Wagon RD	1	00:18
Thu 03/14/2024 08:04	Other	2400147	600 Good intent call, other	86 Investigate	403 New Hope RD	2	00:14
Thu 03/14/2024 21:59	Other	2400144	611 Dispatched & canceled en route	93 Cancelled en route	17 Red Maple CT	2	00:08
Fri 03/15/2024 07:32	Fire	2400151	130 Mobile property (vehicle) fire, other	86 Investigate	S 81 HWY	5	01:42
Fri 03/15/2024 22:15	Fire Alarm	2400153	700 False alarm or false call, other	86 Investigate	284 Mt Zion Church RD	2	00:26



**Jonesborough Fire Department  
Call History Report by Date - Main Station (2)  
3/1/2024 - 3/31/2024**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sun 03/17/2024 12:12	Fire	2400155	161 Outside storage fire	11 Extinguishment by fire service personnel	111 Max Cloyd LN	5	00:38
Sun 03/17/2024 13:38	Other	2400157	611 Dispatched & canceled en route	93 Cancelled en route	147 Black Thorn DR	2	00:13
Tue 03/19/2024 16:54	Motor Vehicle Accident	2400160	322 Motor vehicle accident with injuries	86 Investigate	111 Conley RD	3	00:44
Wed 03/20/2024 05:42	Fire	2400161	111 Building fire	11 Extinguishment by fire service personnel	385 Headtown RD	5	01:15
Thu 03/21/2024 20:23	Motor Vehicle Accident	2400164	322 Motor vehicle accident with injuries	86 Investigate	Highway 81 HWY N	2	01:32
Fri 03/22/2024 14:18	Other	2400166	445 Arcing, shorted electrical equipment	86 Investigate	114 Country Hill DR	5	00:56
Fri 03/22/2024 15:38	Other	2400167	311 Medical assist, assist EMS crew	92 Standby	122 Tipton RD	2	00:22
Fri 03/22/2024 21:12	Fire	2400168	600 Good intent call, other	86 Investigate	105 GreenFields DR	4	00:25
Sat 03/23/2024 14:33	Fire	2400170	140 Natural vegetation fire, other	11 Extinguishment by fire service personnel	McCarthy Church RD	5	00:21
Tue 03/26/2024 15:48	Motor Vehicle Accident	2400172	322 Motor vehicle accident with injuries	86 Investigate	Bacon Branch RD	3	01:16
Thu 03/28/2024 19:23	Other	2400174	622 No incident found on arrival at dispatch address	86 Investigate	116 Max Cloyd LN	2	00:16
Fri 03/29/2024 14:25	Other	2400176	500 Service Call, other	86 Investigate	105 GreenFields DR	2	00:32
Fri 03/29/2024 16:05	Fire Alarm	2400177	611 Dispatched & canceled en route	93 Cancelled en route	105 Woodlawn DR	2	00:05
Fri 03/29/2024 19:55	Other	2400178	600 Good intent call, other	86 Investigate	448 Claude Simmons RD	2	00:21
Sat 03/30/2024 19:21	Fire Alarm	2400179	611 Dispatched & canceled en route	93 Cancelled en route	3441 McKinley RD	3	00:03

Total calls for Assist :	0
Total calls for EMS:	0
Total calls for Fire:	8
Total calls for Fire Alarm:	4
Total calls for Fire Drill:	0
Total calls for Fire Extinguisher:	0
Total calls for Haz Mat:	1



**Jonesborough Fire Department  
Call History Report by Date - Main Station (2)  
3/1/2024 - 3/31/2024**

Total calls for Medical Assist:	2
Total calls for Motor Vehicle Accident:	7
Total calls for Other:	14
Total calls for Public Education:	0
Total calls for Public Service :	0
Total calls for Special Duty:	0
<b>Total calls:</b>	<b>36</b>
<b>Total Time:</b>	<b>21:13</b>
	<b>Avg. Call Attendance: 3.11</b>



Jonesborough Fire Department  
 Call Distribution Report  
 3/1/2024 - 3/31/2024



**Total (57 Calls)**

Time	Number
0000	1
0100	3
0200	0
0300	0
0400	0
0500	1
0600	0
0700	3
0800	1
0900	2
1000	1
1100	0
1200	4
1300	3
1400	8
1500	7
1600	4
1700	2
1800	2
1900	5
2000	2
2100	4
2200	4
2300	0

Day	Number
Saturday	6
Friday	16
Thursday	13
Wednesday	2
Tuesday	11
Monday	5
Sunday	4



Storytelling Capital of the World™

Cameo Waters

Director of Tourism & Main Street

March 2024 Monthly Report

### **Updates and Projects**

1. Main Street and Downtown Update
2. Tourism Update
3. Marketing
4. Events

### **Main Street and Downtown Update**

Attended the JAMSA board meetings for the month, multiple marketing meetings, event meetings, etc. (such as Star Wars Event)

Involved in assisting JAMSA with event planning and marketing

Brainstormed with JAMSA on the Solar Eclipse Block Party and Masters on Main event

Worked with Christmas décor on daytime décor options for the holiday season

### **Tourism update**

Attended and led a group for NETN Tourism's Legislative visits in Nashville

Continued working with Visit JC and other regional partners on large events coming to the area in a year (motorcoach association and Miss TN pageant and the travel writers association) it's looking like the Miss TN pageant may not have an event in downtown Jonesborough as planned. It's very close to JBO Days and this may be better

### **Marketing**

Marketing was heavy for the St. Paddy's Festival

We are continuing our weekly segment on WJCW. The goal is to share information regarding Town projects and to keep individuals informed

I did a number of media interviews for St. Paddy's Festival, Easter, summer events and the Donald Davis concert

Updated the Chuckey Depot rack card and assisted in getting the quote to review Reworking design and layout for the events guide

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A large portion on the month was spent on the Visitor guide project, edits, new photos, and lining up a cover photoshoot

### **Events**

Attended meeting with the Community Chest to discuss volunteer probation event and to assist in planning the ice cream social

Majority of March was dedicated to the St. Paddy's Festival. Below is the full event review:

## **St. Paddy's Event Review 2024**

### **Event Details**

- Saturday March 16 from 11-7 p.m. on ISC Plaza, in Jimmy Neil Smith Park, along Main Street, and the cabin
- Great weather
- Inaugural parade
- Streets were closed
- Estimated 8k-10k in attendance

### **Preparation and Setup**

- App Highland Celts and food trucks setup most items on Friday afternoon
- Craft vendors, cow panels, and other items setup on Friday evening
- Owls, fiddler, band, McKinney center, face painting and other activity stations setup on Saturday morning

### **Food and Drinks**

- MSC (Zac) offered Depot St. and bangers and mash for lunch but ran out before dinner at 4 p.m.
- MAC needs additional food or to only offer dinner. They need to be closer to ISC and not up against the column
- Look at booking a second or third food truck
- 11am-7pm:
  - Whiskey Kitchen
  - Kettel Corn from Lil Delights
  - Southern Belle Lemonade
  - Sweet Caroline's
- Texas Burrito's and More as well as Opossums Tale began running low on food
- Increase the vendor fees Maybe up \$100 to \$200 for large food trucks and \$125 for tent food and then \$100 for craft vendors

### **Staffing/Volunteers**

- Paul 8:45-11:30
- Cameo 8:30-9:30
- Amber 9am-7:30
- Mitch, Nora, Matt 9am-6pm
  - Whoever does merch setup needs to arrive at 8:30am and have assistance
- Volunteers:
  - 9-11am Suki assisting with parade setup
  - 10:30am-1pm - Lisa Friday assisting with info table (no later than 10am to be briefed)
  - 4-7pm - Hayden assisting with info table (wasn't needed)
  - Ask volunteers to take a program to each activity station and to hand walk around handing out programs

## Parade

- Reach out to more Celtic-themed parade entrants
- Look to keep parade setup in the same location
- Could add 5-8 more floats and a number of walkers
- Find a way to give the parade a definite ending
  - Maybe the leprechauns (Aaron bible and Joe N.) with a banner and telling folks thanks you!
- Get more floats with music
- Sword fighters in the parade..?
- Special Olympics should be on a float

## Publicity

### Media spots

- 10am WJHL about Parade Entries - Feb. 8
- Noon WJHL about Parade Entries - Feb. 15
- Dave Lite Radio - Feb. 26
- Daytime - March 4 and 14
- JBO Radio Show - March 13
- Noon WJHL - March 15

### Social

- Historic FB - 11 posts
- Historic Instagram - 7 posts
- Main Street FB - 18 posts. Live stream of the parade included
- Main Street Instagram - 11 posts, 1 reel, Facebook page originated from this page
- JBO Visitors Center FB - 2 posts
- JBO Visitors Center Instagram - 2 posts

- All pages had multiple posts on story the day before and of the event.
- No boosted posts.

### **Other Marketing**

- Included on tent cards for the month of Feb. and March.
- Two press releases were sent out. One about the parade entries on Jan. 24 and another about the event on March 1.
- .com for St. Paddy's had 6,581 views.
- Fun Run Preregistration was at 108 signed up with 248 runners.
- \$840 in donations for the animal shelter.

### **Marketing Changes**

- Need to have posts about craft vendor highlight

## **Additions or changes for next year**

### **Performances and Activities**

- Nail down the Highlands Pipe and Drum band early in the year
- Music playing throughout the festival
- Pads for the Step Dancing performance after the parade and better amplification
- Invite blacksmith back to be in the park at the top of the stairs
- Have a sword fighting performance the top of each hour

### **Setup**

- Notify Library and HA at least 3 weeks in advance
- Ask Highland Celts to bring straw bales for archery
- Place signs above archery in the park
- Have Everblade set their tent up on the pathway half way back closer to the courtyard
- Get no alcohol beyond this point signs out by 3:30 p.m.
- Create a finish line for the runners and excitement for the runners
- Create "no dogs" signs for the cows
- Add yard signs near each activity and maybe the large tri fold signs too (but this is costly)
- Send programs to activity directors in advance if possible

### **Logistics involving other Town Departments**

- "No parking signs after 5pm" to be collected on Friday evening
- Move the parade lineup to Senior Center or McKinney Center parking lot?
- Ensure that 1<sup>st</sup> Ave. and the alleyway that leads to the Presbyterian Church to Main Street are sufficiently blocked off
- More officers stationed at intersections and especially needed for the parade

- Refuse collection during the event
- Need to rent golf cart for event staff
- Add “tow away zone” and “no parking” signs to Spring Street and the center of Woodrow Avenue

**Other Notes:**

- Send event info to the BMA in December and start advertising earlier
- Consider doing a dinner the night before as a fundraiser
- Do we want to bring liquor back? In 2023 overheard a few folks comment they didn’t like the drinks
- Could have 5-6 more craft vendors
- Look to incorporate shuttles

**Budget**

**Spent**

- \$250 Sam Love for sound
- \$400 Wild Blue Yonder band
- \$360 Judy Butterfly face painter
- \$1000 Highland Cows (2 farms)
- \$200 for Appalachian Highland Celts
- \$100 for Everblade Academy
- \$300 bagpiper for parade
- \$200 Owl Ridge Raptor Center
- \$400 Mardipaints Hair Dos
- \$456.00 A Super Party
- \$450 Wild Grove Studio

\$4,116

**Made**

- \$800 JAMSA sponsorship
- \$240 from MSC for beer (waiting for updated number)
- \$350 food trucks
- \$1,350 craft vendors

\$2,740

**Other Notes**

- McKinney Craft in the cabin said they estimate 550 with 400 doing the craft. They noted it was more than they’ve seen the past two years at JBO Days.
  - They also noted they want to borrow tables from ISC for their setup

“I made more sales during the St. Paddy’s Festival than I did on Storytelling Saturday. The parade was a grand slam. It got people into Town early and they stayed.”

-Jeff Gurley, Lollipop Shop

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“My shop made more money during the St. Paddy’s Festival than it did the entire week of the Storytelling Festival.”

-Jerome Bowers, Crystal Raven

“Excellent festival and parade! We heard so much great feedback from our customer and we had a busy day! Thank you to and all of your team to produce a successful event once again! I appreciate you all!”

-April Wilhelm, Noelle

Look at March 15, 2025 date



# Utility Manager Monthly Report

## March 2024

All utilities departments operated under normal operating conditions for the month of March.

**Distribution department** installed 18 new service taps and repaired 24 service leaks for the month of March. The distribution department also completed 30 miscellaneous work orders, repaired 21 water leaks and located 192 TN 811 one calls.

**Water Quality Department** read 12,941 meters for the month of March. The Water Quality Department cut off 124 meters with 106 of those for nonpayment. The Water Quality Department had a total of 14,857 total actions taken in the month of March. As of March 31<sup>st</sup>, the Water Quality Department has changed out 12,941 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of March.

**Water Plant** processed 77.214 million gallons of water with a daily average of 2.490 million gallons per day in the month of March. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 45 feet for March and Woodlawn Tank has maintained an average level of 22 feet for March.

**Wastewater Department** operated under normal conditions for the month of March. Wastewater had 1 release in March due to mechanical failures. The North Cherokee extension is at the 99% completion mark. The new school sewer was completed. All industries are within compliance. The WWTP is operating well. The diesel redundancy pump did operate in March. The month of March experienced 11 days of precipitation for a total of 5.96 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For March, this rate was 54%, equating to an average of nearly 536,000 gallons daily.

**County water line construction crew** started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew finished the installation of 16,000 feet of 6" DIP waterline on Dry Creek in the month of February and have installed @ 1500 feet of 6" DIP on Rockhouse rd. To date the Construction crew has installed @ 62,500' of 6" DIP.



We had a busy March in Utilities. As of March 31<sup>st</sup>, 2024, Wastewater, Water Quality Department and Water Treatment Plant have no vacancies and Distribution has 1 vacancy. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant, transmission line and "A" Station replacement. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

**Town of Jonesborough**  
**Water Quality Department**  
**Monthly Report**  
**March**

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
12,941	151	124	177

<u>Meter Maintenance:</u>	<u>Water Cut Off List:</u>	<u>Customer Inquiries:</u>
35 Meter Lids Replaced	106	49

55 Meters Marked

76 Meters Located	<u>New Service Taps:</u>	<u>Reports &amp; Spreadsheets:</u>
	31	152

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Programmed AMR Meter Heads:</u>
33	97	28

<u>Valve Maintenance:</u>	<u>Cross Connection:</u>	<u>Water Line Locates:</u>
31 Valves exercised	No Cross Connections Found	87

Dispatch & Service Calls:  
696

Total Actions Taken:  
14,857



## TOWN OF JONESBOROUGH

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

### Monthly Report 2024

#### Water Distribution

**Complaints Total - 3** \_\_\_\_\_ **2 - Total Complaints Last Month**

**Taps Installed - 18** \_\_\_\_\_ **23 - Total Taps Last Month**

**Tennessee One Call - 192** \_\_\_\_\_ **175- Total Last Month**

*This Month there were 192 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.*

**Water Leaks Total- 21** \_\_\_\_\_ **24 - Total Last Month**

**Down Meters Installed Total - 3** \_\_\_\_\_ **5 - Last Month**

**Meter Box Replaced Total - 7** \_\_\_\_\_ **7 - Total Last Month**

**Paving Locations - 10** \_\_\_\_\_ **0- Total Last Month**

**Yard Work Clean Total - 35** \_\_\_\_\_ **0 - Total Last Month**

1. Yards to sow (164 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =2

### GPS Project Goals

**March 2024:** For the month of March 2024 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from **July 2020- July 2021**.

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak

repair. It has been suggested that we utilize an intern program from ETSU for the summer. This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

### **Meter Change Out Program**

*Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.*

*It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.*

### **For the month of March Town Crew**

*Assisted County Crew with paving Dry Creek Rd.*

*The Town Crew repaired 3 hydrants this month.*

*They are currently on Blalock Rd with the rock hammer and installing 12" water main.*

### **Upcoming Line Extensions Town Crew**

*12" waterline on Blalock Rd tie in 11E and Slate Hill tie in. In Progress*

*Install 2" water line and 19-yard hydrants for K-8 school.*

*Vines Farm- 800' of 2" plastic line.*

**Completed Line Extensions Town Crew**

Paynetown Road 300' – **Completed**

Industrial Park EDA Project 4,000' - **Completed**

Fire line 6" k-8 school – **Completed**

Big Wood Road 750' of 6" D.I. - **Completed**

**Upcoming Line Extensions County Crew**

McCall Road- 3,000' DI

- Taylor Bridge Road
- Jackson Bridge
- Slaughterhouse 1,000' on 11E

**County Crew Completed Projects**

Treadway Trail- 3,000' DI-- **County Crew Completed**

Greenwood Drive- Cecil Gray to Mill Springs 3,100' DI, Shipley Ct to Oliver Edwards  
2,000' DI – **County Crew Completed**

Ralph Hoss 4,300' DI – **County Crew- completed**

Mathes Circle/ Nolechuckey Fire Dept 800' **County Crew-Completed**

Malone Hollow- **County Crew- Completed**

Saylor Hill Road- **County Crew -Completed**

Rock House Road- **County Crew- Completed**

Dry Creek Road- **County Crew- 95% Complete**

### **County Construction Crew**

***For the month of March 2024, the County Construction Crew has finished pipe installation for Dry Creek. The crew has paved all the road crossings and driveways (10) in all. The crew also have finished all the new service line tie -ins (16) for the month. They have had two leaks on the new 6" line and both have been repaired. The new lines on Dry Creek and Rock House have been flushed and the samples have come back negative. The crew has approximately 1,500' of cleanup to finish and the job should be completed. I would like to see the crew on McCall Road by the second week of April 2024.***

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#### **Current County Crew Project Dry Creek Road**

15,000' D.I. total to date

**The County Crew started Dry Creek Road September 11, 2023.**

**The County Crew started Rock House Road February 26, 2024.**



**TOWN OF JONESBOROUGH**

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

## Wastewater – March 2024 Monthly Operations Summary

Date: April 1, 2024

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Customer Calls:

Total: 8                      Resolved: 9

TN811:            Taken: 244                      Required Action: 117

Sewer Taps:

New: 30                      Completed: 17                      Pending: 2                      Pending Contracted: 141

Projects Underway:

1. Washington County Industrial Park

System Maintenance:

Line Cleaning: 0'	Line Inspections: 0'	System Repairs: 0
Station Repairs: 2	Station Cleaning: 7	STEP Unit Repairs: 2

Overflows/Releases/Bypasses:

- 3/20/24 – Release – Bush Hog LS



Town of Jonesborough  
Environmental Services  
Department Monthly Report

March 1, 2024  
thru  
March 31, 2024

**Wastewater Plant:** The WWTP is running well. The Diesel Redundancy Pump did operate in March. The month of March experienced 11 days of precipitation for a total of 5.96 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For February, this rate was 54%, equating to an average of nearly 536,000 gallons daily. No Bypasses occurred in the Month of March.

**Wastewater Plant Compliance – March 2024**

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	7mg/l – 59lb/d	21mg/l – 167lb/d	N
CBOD Weekly	8mg/l – 97lb/d	25mg/l – 208lb/d	N
CBOD Daily	10mg/l – 89%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	0.4mg/l – 2.1lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	0.4 mg/l – 4lb/d	12mg/l – 100lb/d	N
Ammonia Day.	0.8mg/l	16mg/l	N
TSS Monthly	8mg/l – 59lb/d	30mg/l – 250lb/d	N
TSS Weekly	11mg/l – 110lb/d	40mg/l – 304lb/d	N
TSS Daily	16mg/l – 86%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	1.7/100ml	126/100ml	N
E. coli Daily	9/100ml	941/100ml	N
Chlorine	0.54 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	9.2mg/l	6.0mg/l Minimum	N
pH	7.6su/8.0su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 3/24/24 and should not be considered conclusive for the entire month.

**Sewer Construction/Collection System:** One Release occurred during the month of March. The Washington County Industrial Park Extension is underway and is currently 85% complete.

**Industrial Pretreatment:** Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab. Inspections were conducted on all 4 permitted industries this month.

**NPDES Permit:** The WWTP had no exceptions in March due to I&I which resulted in high flow.

If you have any questions, please do not hesitate to contact me at: Office: 753-1022

Cobern O. Rasnick  
Director of Environmental Services

## Work Orders By Type

03/01/2024 to 03/31/2024 as of 4/1/2024  
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	187
<b>Total Work Orders:</b>	<b>187</b>

## Work Orders By Type

09/01/2017 to 03/31/2024 as of 4/1/2024  
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	96
WW-Requested Work	7
WW-Corrective	13
<b>Total Work Orders:</b>	<b>117</b>

	Current Month	Previous Month	% Change
Work Orders Generated	248	286	-13%
Percentage of Completion	75%	82%	-7%
Work Orders Completed	187	236	-20%

\*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.

# Jonesborough Water Treatment Facility

## Monthly Report

### March 2024

For the month of March, the total amount of water processed was 77.214 million gallons, with a daily average of 2.490 million, a maximum of 2.833 million, and a minimum of 1.546 million.

- 3/2- Experienced an issue with our number three filter turbidimeter. We calibrated and cleaned the vial to resolve the issue.
- 3/3- We cleaned the piston, cell, and sediment in our streaming current monitor.
- 3/4- Replaced the shoe bearings on the pre-chlorination peristaltic pump.
- 3/5- Collected TOC, DOC, and fluoride samples to be sent to Waypoint Analytical for our monthly verifications.
- 3/6- Zion Marine came and sent divers down the wet well at the intake to begin dredging sediment that had built up. The water plant was shut down a total of 5 hours (2pm-7pm)
- 3/7- Collected quarterly TTHM & HAA'5 samples required by the state. Valley Equipment came and replaced pump number one at Rockhouse pump station. Zion Marine continued dredging the wet well at the intake. The water plant was shut down a total of 11 hours (7:45am-6:45pm)
- 3/8- Zion Marine continued dredging the wet well at the intake. The water plant was shut down a total of 3.5 hours (8:30am-12:00pm). A pump fuse at Woodlawn blew. Osborn electric came and changed the fuse. Brightridge also came and changed a blown shotgun fuse at the top of the electric poll.
- 3/11- Zion Marine continued dredging the wet well at the intake. The water plant was shut down a total of 10.5 hours (8:00am-6:30pm)

- 3/12- Collected first round of bacteriological samples.
- 3/13- Persimmon Ridge SCADA system was experiencing an issue with reading the tank level. Called Jerry from Wascon and he informed us that the transducer is not working properly and he would send us one ASAP.
- 3/14- Installed new transducer for SCADA system at Persimmon Ridge tank.
- 3/15- Contacted SUEZ to set up tank inspection for Persimmon Ridge tank and level indicator repair.
- 3/16- Replaced a busted hose on our pre-disinfection peristaltic pump.
- 3/18- Zion Marine came and continued dredging the wet well at the intake. The water plant was shut down a total of 10 hours (8:20am-6:15pm)
- 3/19- Zion Marine came and finished dredging the wet well at the intake. The water plant was shut down a total of hours 7 hours (8:00am-3:00pm)
- 3/20- Performed quarterly calibration on our 4 turbidimeters and replaced the electrolyte on the amperometric chlorine analyzer. Also, we turned over Bumpus Cove tank for water quality.
- 3/22- Began mowing season for the plant, intake, and all pump stations. Old Town Lock and Key came and ordered a fluoride door and new latch for the intake main entrance.
- 3/24- Replaced pre-Miox peristaltic shoe, cleaned streaming current probe & piston, and Tightened packing on number one H.S. pump.
- 3/25- Performed quarterly quality control and quality assurance for our state lab certification.
- 3/27- Blew off debris on our Johnson Screens at the intake.
- 3/28- Changed buffer and indicator solution for our amperometric chlorine analyzer Cl17sc. Started preparing the March MOR information.
- 3/29- **Holiday** (Good Friday).
- All pump stations/tanks have been checked and maintenance performed as needed

---

In conclusion, all in house laboratory test results as well as all external laboratory test results came out well within appropriate standards and regulations.

Prepared by Luke Cole, Director of Water Treatment, if you have any questions, you can reach me by email ([lukec@jonesboroughtn.org](mailto:lukec@jonesboroughtn.org)) or by phone at 423-791-3837.





### Jonesborough Department of Public Safety March 2024 Monthly Report

- **CITATIONS**

The department issued a total of **(369)** citations for the month of March which consisted of the following violations: **(207)** Speeding, **(26)** Financial Responsibility, **(33)** Registration Violations, **(4)** Seatbelt Law, **(9)** Failure to Obey Traffic Control Device, **(41)** Light Law Violations, **(31)** Hands-Free Cell Phone Use, as well as other moving violations. There were also **(201)** written warnings issued for various violations. There was **(1)** Parking Citation and **(1)** Municipal Ordinance Violation.

- **ARRESTS**

A total of **(41)** arrests were made for the month of March, including **(0)** DUI, **(3)** Felony Charges, and **(63)** Misdemeanor Charges.

- **CRIMINAL INVESTIGATIONS**

CID has several cases they have been working on and had several presentments to the Grand Jury in March.

- **MOTOR VEHICLE CRASHES**

A total of **(21)** crashes were reported and investigated for the month of March. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

- **CANINE**

For March, K9, *Cygan*, was involved in **(1)** deployments and **(16)** training hours. K9, *Falco* had **(1)** deployments and **(16)** training hours. K9, *Bond* had **(0)** deployments and **(18)** training hours. K9, Daryl was involved in **(0)** deployments and **(18)** Training Hours.

- **RESERVES**

The reserve officers contributed **(25.5)** hours for the month of March. Reserve Officer Greenway contributed the most with **(9)** hours.

- **CODE ENFORCEMENT**

There was **(1)** ordinance violation issued during the month of March. This matter will be heard in the Municipal Court.

- **DISPATCH TRANSACTIONS FOR JCPD**

For March, our dispatchers assisted Johnson City Police Department with approximately **(20)** transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1341)** CAD Entries for the month of March.





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# Monthly Report – April 2024

*Nora Sword, Marketing and Promotions Coordinator*

## **Social Media**

### **Civic Page**

- Promoted Employee of the Month for March
- Posted traffic notices
- Promoted water outage
- Promoted Wetlands now hiring information

### **Historic Facebook and Instagram Pages**

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted Easter event
- Promoted Donald Davis
- Promoted St. Paddy's Celebration: fun run, highland games, cows, general posts
- Created canva video for St. Paddy's and posted on Historic
- Promoted StoryTown Radio Show
- Promoted Garden Gala
- Promoted Solar Eclipse
- Promoted Masters on Main
- Promoted May the Fourth event
- Promoted new blog I wrote
- Promoted USA Today voting
- Promoted Music on the Square Fundraiser

### **Mainstreet Facebook and Instagram Pages**

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted Easter event
- Promoted Donald Davis
- Promoted St. Paddy's Celebration: fun run, highland games, cows, general posts
- Promoted StoryTown Radio Show
- Promoted Garden Gala
- Promoted Solar Eclipse
- Promoted Masters on Main
- Promoted USA Today voting
- Promoted Music on the Square Fundraiser
- Hosted Highland Cow Photoshop Contest.

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## **Other Social**

- Posted on Jonesborough Senior Center Facebook page
- Posted on the Chuckey Depot page
- Posted on the Jonesborough Visitors Center page
- Posted on Paws in Blue page
- Posted on Wetlands page

## **Media**

- Scheduled and sent reminders for media spots for the McKinney Center, StoryTown Radio Show, Easter, St. Paddy's Celebration, Donald Davis, Garden Gala, and Wetlands.
- Scheduled weekly media spots for the JBO Radio Show.
- Sent new releases for the Heritage Alliance, McKinney Center, StoryTown Radio Show, Easter, Paws in Blue, Solar Eclipse Party, Masters on Main, Music on the Square Fundraiser, and May the Fourth event.
- Attended BMA meeting and wrote recap for media

## **Meetings**

- Attended McKinney Center marketing meeting
- Attended senior center marketing meeting
- Attended Paws in blue meeting and updated brochure/flyers
- Attended St. Paddy's wrap-up meeting

## **Graphics**

- Designed tent cards and distributed downtown
- Created graphic for JAMSA's upcoming events on the tent cards
- Updated McKinney Center's graphic for their upcoming events for the tent cards
- Updated Wetlands graphic
- Created graphic for volunteer appreciation event

## **Other**

- Took photos of Chuckey Depot's new exhibit
- Emailed merchants about Music on the Square donation items. Picked up two items.
- Took photos at St. Paddy's event
- Organized staff photo with St. Paddy's display
- Took photos during senior center hike

## GRAPHICS



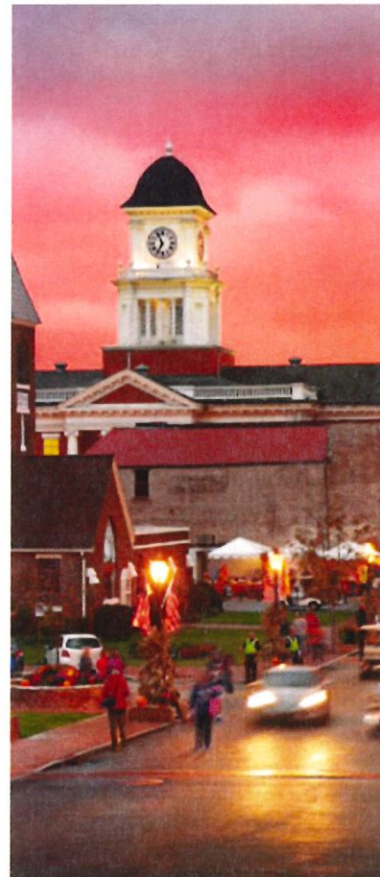
## Upcoming Merchant Events

**08** SOLAR ECLIPSE EVENT  
April 8, 1-5pm

**13** MASTERS ON MAIN  
April 13, 2-7pm

**04** STAR WARS DAY  
May 4, 1-8pm

Jonesborough.com  
Hosted by JAMSA  
Events take place in downtown



## 2024 BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	9	2,995,200.00	16,743.60	9	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4		1
March	9	4,515,000.00	24,832.50	6	1	2	0	0
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>TOTALS</b>	<b>25</b>	<b>\$7,991,940.74</b>	<b>\$43,968.11</b>	<b>16</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>1</b>

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	4,080,000.00	\$7,395,200.00
New House Permit Fees	22,440.00	\$40,943.60
Commercial Permits	360,000.00	\$375,240.74
Commercial Permit Fees	1,980.00	\$2,062.66
Renovations, Additions Permits	75,000.00	\$221,500.00
Renovations, Additions Permit Fees	412.50	\$961.85



JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2023				YEAR - 2024			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	5	350,900.00	1,929.95	January	9	2,995,200.00	16,743.60
February	12	2,031,200.00	11,171.60	February	7	481,740.74	2,392.01
<b>March</b>	<b>35</b>	<b>3,776,990.00</b>	<b>23,648.20</b>	<b>March</b>	<b>9</b>	<b>4,515,000.00</b>	<b>24,832.50</b>
April	13	284,035.04	1,662.20	April			
May	25	2,322,195.00	12,791.70	May			
June	32	2,278,158.00	12,529.92	June			
July	36	109,225.15	600.74	July			
August	55	2,021,948.00	10,378.69	August			
September	No Report - Due to Resignation of Building Inspector						
October	31	643,786.00	3,755.25	October			
November	55	5,573,016.00	30,769.02	November			
December	5	1,090,173.54	6,270.80	December			
<b>TOTALS</b>	<b>304</b>	<b>\$20,481,626.73</b>	<b>\$115,508.07</b>	<b>TOTALS</b>	<b>25</b>	<b>\$7,991,940.74</b>	<b>\$43,968.11</b>

**TOWN OF JONESBOROUGH  
2024 BUILDING PERMITS**

	<b>DATE</b>	<b>OWNER</b>	<b>ADDRESS</b>	<b>TYPE OF CONSTRUCTION</b>	<b>PROJECT COST</b>	<b>PERMIT FEE</b>
<b>March</b>						
	03/03/24	Douglas Brothers GP	1577 West Jackson Blvd	Interior Build Out	360,000.00	1,980.00
	03/13/24	Wolfe Development	146-152 Longhunter Lane	4 Unit - Bldg	650,000.00	3,575.00
	03/13/24	Wolfe Development	147-153 Longhunter Lane	4 Unit - Bldg	650,000.00	3,575.00
	03/13/24	Wolfe Development	404-414 Flintlock Trail	6Unit - Bldg	975,000.00	5,362.50
	03/13/24	Wolfe Development	420-430 Flintlock Trail	6 Unit - Bldg	975,000.00	5,362.50
	03/19/24	Bair Electric & Construction	469 English Ivy Trail	House	430,000.00	2,365.00
	03/18/24	Glen Rose/Swartz Construction	100 Jaybird Drive	Deck Replacement	35,000.00	192.50
	03/20/24	Tucker Home Builders	445 English Ivy Trail	House	400,000.00	2,200.00
	03/22/24	Precision Workers Home Imprv.	25 Thistledown Circle	New Deck	40,000.00	220.00
				<b>TOTAL</b>	<b>\$4,515,000.00</b>	<b>\$24,832.50</b>

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## Monthly Report March 2024

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Mitchell Calvin, Website and Marketing Specialist

### Websites

- Updated the .com home page to show the newest events coming up
- Daily website edits for the .com, .org, McKinney Center and Wetlands sites
- BMA Agenda updates on the .org site
- BMA Meeting Minutes updated on the .org site
- Post links for online town meetings when needed
- Update Google calendar (used on .org, McKinney and tourism sites)
- Update back end calendar for .com site
- Post Town Employment openings on the .org site
- Answer/forward email inquiries that come to .com site
- Review websites for broken links etc.
- Track online Employment Applications
- Prepare WePay deposit summaries and submit to Gina
- Track online Registration Forms
- Working on SEO for .com, .org, and the McKinney Center to help drive traffic to the websites

### Senior Center

- Updated the calendar to show their daily events
- Updated the weekly newsletter on Fridays
- Updating the centers page on the website
- Adding event announcements to the centers page

### McKinney Center

- Monthly marketing meeting to help improve the users experience on the site
- Working with the McKinney Center and Marketing Team to revise and improve the final draft of the logo guide.
- Creating webpages for upcoming events

### Marketing

- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Attending Event meetings with Merchants leading the events
- Creating an Events Page that will show all of the town events in an easy to find webpage
- Creating the layout and design for the Events Page and developing the system to pull the information we need
- Reviewing and collaborating on the new Visitor's Guide

### This week in Jonesborough Newsletter

- Creating the newsletter that is sent out every Sunday with the events for the week
- Making sure the calendar is up to date on the events for the week
- Checking Facebook for events happening at downtown restaurants and shops
- Reviewing the analytics to see how many users opened the email and how many clicked on links leading them to Jonesborough events
- We are growing the newsletter each week as more and more people find it and subscribe

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### **BMA Livestream**

- Learning what would work best for the BMA
- Live Streaming the BMA Meeting

### **St. Paddy's Day**

- Updated the .com website with new information
- Handed out posters to merchants
- Set up sound system
- Helped with the fun run
  - Set up the online form
  - Used the sound systems at the event to encourage visitors to sign up.
- Helped at the information tent
- Created the program

### **Easter**

- Created the program
- Updated webpage for this year and updated the graphics for the website

### **Jackson Theater Video Project**

- Working with the marketing and McKinney Center teams to brainstorm ideas for the Jacksons opening.

### **Analytics**

- Mailed out 37 Visitor's Guides in February
- The weekly newsletter is viewed by 350-450 people each week with 25-35 clicks in the newsletters links
- Monitored the Google analytics for the .org, .com, McKinney and Wetlands site
- Town Employment had 1,534 views on the .org site
- Chocolate Fest had 4,227 views on the website which is right around the same views from last years event

	Page title and screen name ▾	+	↓ Views .....
			<b>21,880</b>
			100% of total
1	Welcome - Town of Jonesborough, Tennessee		8,333
2	Town Employment - Town of Jonesborough, Tennessee		1,346
3	I want to... - Town of Jonesborough, Tennessee		826
4	Senior Center - Town of Jonesborough, Tennessee		784
5	Town Calendar - Town of Jonesborough, Tennessee		741
6	History - Town of Jonesborough, Tennessee		637
7	Water Administration - Town of Jonesborough, Tennessee		591
8	Town Services - Town of Jonesborough, Tennessee		546
9	Property Tax Information - Town of Jonesborough, Tennessee		390
10	Solid Waste & Recycling - Town of Jonesborough, Tennessee		356

	Page title and screen name ▾	+	↓ Views .....
			<b>14,284</b>
			100% of total
1	Chocolate Fest 2024 - Town of Jonesborough		4,227
2	Town of Jonesborough - Storytelling Capital of the World		2,002
3	St. Paddy's Festival - Town of Jonesborough		1,081
4	Events Archive - Town of Jonesborough		717
5	Sweet Scenes - Town of Jonesborough		513
6	Beautiful: The Carole King Musical - Town of Jonesborough		270
7	Persimmon Ridge Park - Town of Jonesborough		264
8	Storytelling - Town of Jonesborough		254
9	Lodging - Town of Jonesborough		213
10	The Historic Eureka Inn and Event Center - Town of Jonesborough		202



## TOWN OF JONESBOROUGH

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

Street Department

Monthly Report

March 2024

Even with the usual cool, wet and unpredictable weather, March proved to be a productive month for continuing construction projects for the Street Department. Forces completed the pedestrian bridge replacement project on the walking trail @ Barkley Creek, worked on another pedestrian bridge project @ the new K-8 School, removed offending trees in two locations in town, prepared a parking lot for striping and provided traffic control support for a pair of town events during the festive month of March. Also, while the Solid Waste Department was enduring low staffing issues, Street Forces ran the town brush truck routes in a support role of that department.

Forces completed construction of the pedestrian bridge on the walking trail over Barkley Creek near 615 W. Main Street. After installing the bridge railing, support posts for the approach ramps, and approach ramp railings and balustrades, Forces worked on improving the trail itself. Forces cut and removed two sections of the existing walking trail due to tree roots having buckled the asphalt. Forces then removed the offending tree roots and organic material, and placed base stone in the excavated areas so asphalt could be placed back into the areas. Forces also addressed another issue adjacent to the walking trail, an area of standing water between the pond and the walking trail. Forces cut the trail in another location, and excavated a narrow channel in which to place drainage piping. Forces constructed a shallow drainage basin, using a poured concrete floor, and masonry walls. Forces fabricated a metal grated top to be used as a drop inlet for the new area drain. Forces daylighted the piping towards the existing stream so that the low area would no longer hold runoff following rain events. Forces then cut/removed offending tree branches, tree stumps and tree debris from all along the trail, from the W. Main St. end, to the existing larger bridge over Barkley Creek. Forces then placed a 'leveling' course of asphalt over the trail cuts that had been placed to remove tree roots and to install the drainage piping. Also, on the north side of the bridge, towards W. Main Street, a leveling course of asphalt was placed to remove a very definitive 'swag' in the existing asphalt. Forces then laid out and placed an asphalt overlay on the walking trail, first on the north side, effectively taking out the low swagging area of the trail. Forces then placed asphalt on the south side of the new pedestrian bridge, all the way to the existing pedestrian bridge. Some asphalt modifications/improvements were also made near the existing bridge.....some patched areas were removed and much improved. The pedestrian bridge replacement project is now complete, with a widened bridge, much better approach alignments, scrub vegetation removed, drainage installed, and a fresh



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layer of asphalt overlay. Hopefully the new pedestrian bridge and trail improvements will serve dutifully for many years to come.

Forces worked on another small bridge construction project at the new K-8 School. Forces were called upon to complete work where a new pedestrian bridge would be placed in the school courtyard. Forces worked with Rachel Conger to lay out the area in which the bridge would be placed. Forces then excavated the area for placement of the bridge abutment formwork. Forces constructed, placed and squared the formwork according to plans provided. Forces constructed rebar cages and stem wall reinforcement, so the concrete for the bridge abutments could be placed. Forces removed spoil, framing cut-offs, and cleaned the area upon completion of the work. Forces also formed and poured a section of sidewalk @ 307 W. Main Street between an existing section of brick sidewalk, and a section of concrete sidewalk. This section had been removed to perform utility improvements, and had never been replaced. Forces also formed and poured a section of walkway/ramp leading to N. Cherokee Street as part of the N. Cherokee Street improvement project in the 600 block. Forces formed, poured and finished a segment of sidewalk to connect the resident's sidewalk to the existing street.

Forces removed some of the worst offending (leaning) trees on N. Cherokee Street adjacent to the International Storytelling Center. Forces used rigging, winches and saws to remove offending river birch trees. Forces also cut/removed three leaning/dying river birch trees hanging over the parking area of Christopher Taylor Lane in advance of a town event. Forces swept and removed debris from the parking lot area adjacent to the Parson's Table. Forces cleaned the lot of debris, dust and dirt in advance of the Custom Asphalt Services paint striping the parking area. Forces also worked w/Custom Asphalt Services on parking area layout. Forces provided traffic control for two events during the month, the St. Paddy's Day parade and fun run, the Easter Eggstravaganza event. Forces provided logistics and traffic control for the St. Paddy's Day activities and parade, and Forces provided traffic control and a clean brush truck for the Easter Eggstravaganza event. Forces removed traffic control after the events and provided street cleaning where needed. During the month, Street Forces played a support role to the Solid Waste Department in operating the brush truck while SW was short staffed. Forces also provided support for Parks and Recreation Department during their 'spring' push to get town landscapes ready for the year.

As ever, Forces monitored, maintained and repaired the storm water system and drainage inlets and structures throughout town. Forces performed animal control duties as well. Forces responded to debris/trees/limbs in roadway calls during the month. Forces also continued to mow town Right of Ways (ROW's) and to trim/clear vegetation at intersections and from around signage at every opportunity. As an ongoing commitment to motorist's safety and driver information, the Street Department continues a 'sign replacement and upgrade' program. Street Forces continue to bring faded or non-retroreflective signage up to modern standards set forth by the MUTCD (Federal standard).

There are many more daily maintenance and routine operations the street department undertakes. The Street Department strives to give Town management and the Town's people an excellent return on their investment. The Street Department is happy to serve the town, the leadership, and other departments to provide better, safer roadways, more effective drainage, and safety and support during special events and happenings in town.

Director of Streets  
Malcolm Highsmith

## Street Department – 1320 – March 2024 Daily Work Record (DWR)

3/1/2024

1. Street Department Forces continued removing equipment and materials from existing Street Department shed, and moving into storage so the existing building could be demolished for replacement
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
4. Forces took TDOT Title VI training online as the day was extremely rainy

3/4/2024

1. Street Department Forces used tractors and mowers to remove vegetation from town ROW's. Forces mowed Old SR34, Jackson Blvd.
2. Forces patched potholes in many locations throughout town
3. Forces trimmed low hanging tree branches and bushes/shrubs obstructing line of sight on town streets in various locations
4. Forces hauled (3) loads of top soil from K-8 school site to stockpile @ Fleet Maintenance Facility

3/5/2024

1. Street Department Forces excavated area to form/pour lid over existing open pipes in area adjacent to newly installed pedestrian bridge. Since the drain/inlet? pipes purpose was unable to be fully understood, a concrete 'lid' was formed and poured over the open area, so pedestrians could not fall into the area
2. Forces loaded the mini excavator from pedestrian bridge project, and transported to the Street Dept. facility.
3. Forces placed asphalt 'rolled curbing' on May Drive to prevent storm runoff from going toward residence on May Drive
4. Street Dept. Forces used brush truck to pick up brush for Solid Waste Dept.

3/6/2024

1. Street Department Forces replaced and secured storm drain utility lid onto manhole that had been displaced by passing motorist @ corner of E. Jackson Blvd and Headtown Road
2. Forces used traffic control to close a partial lane of S. Cherokee St/Jenny Lane to cut and remove a large section of tree/limb that had fallen into the roadway
3. Forces modified and replaced Crosswalk and Speed Hump signs to gain bottom clearance so passers by could bump their person on the sign bottoms. Forces reinstalled the signs onto sign posts on Main Street
4. Street Forces used brush truck to pick up brush for Solid Waste Dept.

3/7/2024

1. Street Department Forces gathered materials for sidewalk pour on Oak Grove Ave
2. Forces loaded and transported (2) sheets of plywood from Parks and Rec for sidewalk pour on Oak Grove
3. Forces cut reinforcing steel panels for sidewalk pour on Oak Grove Ave. Forces transported Georgia buggy from Rentals place to Oak Grove Ave
4. Forces returned Georgia buggy after concrete pour on Oak Grove Ave
5. Forces spotted and placed traffic counters on Shell Road for 're-count'

3/8/2024

1. Street Department Forces installed 'rain chains' on the Stage structure @ Lincoln Park
2. Forces transported and placed Grade D base stone on pedestrian bridge approaches in advance of placing asphalt
3. Forces used brush truck to pick up brush for Solid Waste Dept.
4. Forces used Street brush truck to pick up 'junk' stops for Solid Waste Dept.

3/11/2024

1. Street Department Forces loaded and transported the mini excavator to Holmes Drive for Waste Water Forces to use
2. Forces loaded and transported skid steer to new pedestrian bridge over Barkley Creek bridge for use in removing tree roots/materials, and for placing base stone for asphalt
3. Forces cut existing asphalt on walking trail adjacent to new pedestrian bridge so asphalt and tree roots could be removed, and the asphalt replaced
4. Forces placed grade D base stone @ pedestrian bridge approaches so asphalt could be placed @ bridge approaches. Forces cleaned the walking trail after grade work
5. Street Forces picked up brush for Solid Waste Department

3/12/2024

1. Street Department Forces repaired a curb inlet drain @ 1010 Hackberry Drive that had a fallen/depressed area adjacent to the inlet. Forces excavated/explored the area to diagnose the issue. Forces poured a concrete base as one corner of the drain had settled. Forces 'parged' the inside and outside of the catch basin to prevent erosion. Forces loaded out the 'spoil' from the excavation work.
2. Forces patched offending potholes on Headtown Road and Presidential Way
3. Forces hooked road tractor to trailer @ Fleet Maintenance containing chairs/seating and accessories for the Jackson Theater.
4. Forces moved items for GovDeals out of SW building so contractor could pick up the items.

3/13/2024

1. Street Department Forces transported the tractor/trailer to The Jackson to be offloaded. The trailer contained seating for The Jackson. Forces assisted in unloading seating and accessories into the Jackson for the contractor to assemble. Forces provided all traffic control necessary on Main Street in front of The Jackson Theater so the tractor/trailer could be offloaded. Forces flagged traffic while the seats were taken into The Jackson.
2. Forces scored, cut and removed buckled asphalt near the approach to the newly constructed Barkley Creek pedestrian bridge, so tree roots could be excavated out. Forces removed tree roots from the area. Forces excavated and placed a small area drain adjacent to the walking trail, in a low area the holds storm runoff. Forces installed drainage piping to drain this area. Forces bed the pipe, and covered the pipe to grade.
3. Forces loaded equipment sold on GovDeals, for the Solid Waste Dept.
4. Forces collected brush for the Solid Waste Dept, due to short staffing in SW Dept.
5. Forces cleaned dump truck for use in asphalt patching the following day

3/14/2024

1. Street Department excavated spalled areas of asphalt on Goldenrod Drive for spot patching. Forces removed the material, and placed hot mix asphalt patch
2. Forces placed hot mix asphalt patch in (3) areas of the walking trail near the new Barkley Creek bridge. Forces had removed (3) sections of asphalt due to tree roots undermining of the walking trail. The tree roots had been removed, and a small area drain and drain pipe were also installed to carry standing water away from the low area. WCHD supplied 8 tons of hot mix asphalt for the projects
3. Forces loaded and transported a roll of carpet for the JRT from Gaylin Carpets to the JRT warehouse where the carpet was off loaded for storage
4. Forces loaded and transported (3) pallets bagged wood mulch to the Lincoln Park project. The mulch was off loaded so contractor could place the mulch

3/15/2024

1. Street Department Forces loaded and transported (6) pallets of bagged wood mulch to the Lincoln Park project for contractor to place. Forces offloaded the mulch behind locked bollards @ walking trail
2. Forces replaced damaged STOP sign @ intersection of Payne Road/W. Jackson Blvd
3. Forces used brush truck to collect solid waste @ stops that had been called in. This work was an effort to support the Solid Waste department
4. Forces placed traffic control for the St. Paddy's Day events planned for the weekend. Forces used traffic control (h2O barricades, traffic cones, sawhorse barricades) to close Main Street from Fox – 2<sup>nd</sup> Avenue for event activities and 1<sup>st</sup> Annual parade etc.

3/16/2024 Saturday

1. Street Department Forces removed traffic control to open Main Street following event activities associated with St. Paddy's Day festivities

3/18/2024

1. Street Department Forces went to East TN Rentals to load and transport Georgia buggy for transporting dirt/spoil from the courtyard area @ the new K-8 school. Forces loaded and returned the rental equipment following completion of the excavation work
2. Forces met and worked with Rachel Conger to layout, excavate and place concrete forms for (2) bridge abutments. The abutments were to be poured by a contractor and would support a small pedestrian bridge in the courtyard area
3. Forces began to clean parking area of Parsons Table in advance of paint striping crew the following day

3/19/2024

1. Street Department Forces cleaned the parking lot @ the Parson's Table in advance of Custom Asphalt Services coming to lay out and paint stripe the parking area. Forces removed debris, dirt, dust from the parking area. Forces used heat gun to remove tape striping that had been placed in the parking lot for vendor set up. The Director worked with Custom Asphalt Services staff to lay out paint striping in the parking lot.
2. Forces used wood framing to form two long abutments (footings) for pedestrian bridge @ the new K-8 school courtyard area. Other Forces would be pouring the concrete abutments using a pump truck
3. Forces operated brush truck for Solid Waste Department

3/20/2024

1. Street Department Forces completed construction of concrete formwork/falsework for (2) bridge abutments @ K – 8 school. Forces cut, placed and strapped reinforcing steel into formwork in advance of concrete pour of bridge abutments. Forces cleaned work area of any extra materials, cut-offs, etc. Forces loaded and removed dirt/spoil from project site
2. Forces laid up brick catch basin near the new pedestrian bridge in low area which

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previously collected water after rain event. The base/footing for the catch basin had already been poured, and the drainage piping was in place as well

3. Forces operated brush truck for Solid Waste Department

3/21/2024

1. Street Department Forces placed 18 tons of asphalt @ both bridge approaches of the newly constructed pedestrian bridge @ Barkley Creek. Forces also placed a leveling course of asphalt so that a 'swag' on the Main Street side of the bridge would have grading easier to walk on. Forces then placed asphalt from the north bridge approach, to the tie in @ W. Main Street. Forces placed asphalt on the south side bridge approach and trail as well. The slightly increased elevation of the trail was to protect existing asphalt, as well as to raise the grading slightly so as to shed water more readily. Forces also installed a shallow catch basin and drain pipe under the trail, to drain water that stood in a low area. WCHD supplied 18 tons of asphalt
2. Forces operated brush truck for Solid Waste Department

3/22/2024

1. Street Department Forces used concrete saw to cut asphalt approach of existing Barkley Creek bridge, so newly placed asphalt could be tied into the bridge approach
2. Forces met General Shale Forces (tractor trailer) to offload brick pavers that will be used for the JRT – Main Street Café sidewalk replacement project.
3. Forces cut/removed (3) leaning river birch trees on N. Cherokee Street adjacent to the ISC, as the trees were leaning towards the structure across the street and in danger of falling
4. Forces cleaned up granular material spilled by motorist on 2<sup>nd</sup> Avenue
5. Forces placed (6) trees on median of E. Jackson for Parks and Recreation Forces to plant. Forces provided traffic control so the large trees could be offloaded for placement. Forces also picked up and removed loose dirt/spoil in medians of E. Jackson during the tree work
6. Forces used knuckleboom truck to load trash dumpsters sold on GovDeals so the purchasing party could transport. The dumpsters were located @ the Fleet Maint. facility
7. Forces moved a steel pipe rack so sign posts could be placed on the rack. The rack had previously been in a less than optimal location



3/25/2024

1. Street Department Forces loaded top soil onto knuckleboom truck to place @ walking trail/bridge project following asphalt placement.
2. Forces loaded and transported Leeboy paver to Boones Creek Wolfe Development as part of rental agreement
3. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
4. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
5. Forces cleaned up fallen tree adjacent to new JPD/JFD training facility
6. Forces used brush truck to pick up brush in support of Solid Waste department

3/26/2024

1. Street Department Forces formed and poured a segment of missing concrete sidewalk near 307 W. Main Street. The segment of sidewalk was between existing brick and concrete sidewalks, and would serve as a better transition to both
2. Forces discovered drop inlet catch basin lid damaged on Forest View Drive. Forces measured for repair of drain inlet
3. Forces removed (3) dead parts of river birch trees leaning towards parking area in parking area behind Christopher Taylor cabin. The trees were removed in advance of the Easter Eggstravaganza events taking place in that area. Forces cut and removed the damaged trees and brush
4. Forces used brush truck to remove brush from town ROW in support of the Solid Waste department

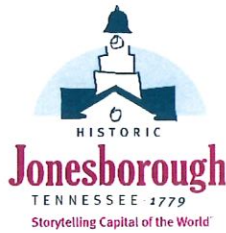
3/27/2024

1. Street Department Forces repaired drop inlet drain @ 146 Forest View Drive. Forces placed concrete to support newly constructed/welded top grate to catch basin
2. Forces removed concrete formwork from concrete sidewalk pour @ 307 W. Main St
3. Forces repaired street sign @ corner of 2<sup>nd</sup> Ave and W. Main Street
4. Forces used brush truck to remove brush from town ROW in support of the Solid Waste department

3/28/2024

1. Street Department Forces removed snow plow/spreader equipment from truck #1 so the truck could be used to haul asphalt
2. Forces transported snow plow truck #2 from B & H plow to Fleet Maint for prep as CDL training vehicle
3. Forces fabricated/welded tail piece for use on truck #1 so it could be used for asphalt placement/haul truck
4. Forces transported truck #2 to Ace Equipment for repairs per Fleet Maintenance. Ace Equipment ordered parts and released the truck to town for use until parts arrive
5. Forces cleaned the Solid Waste brush truck so it would be presentable in the Easter Eggstravaganza 'touch a truck' event
6. Forces supplied and placed traffic control items for Easter Eggstravaganza event
7. Forces parked brush truck on CT Lane for Easter Eggstravaganza event
8. Forces used back up brush truck to pick up brush on town ROW in support of Solid Waste department





## March 2024 Monthly Report

### Amber Crumley, Director of Special Events

- Ticketing duties for March 2024 completed:
  - March 2024 ticketing revenue and donation through the ticketing site was \$23,673.00.
  - Completed event audit & financials for: JRT's Beautiful the Carol King Story, Donald Davis Storytelling Concerts at the VC, March StoryTown Radio Show.
  - Input tickets to sell: JAMSA's Masters on Main, Music on the Square Fundraiser, JAMSA's Star Wars Day, April's StoryTown Radio Show.
- Completed payables and purchase order requisitions for the Old Town Emporium, Department of Tourism and Visitors Center.
- Completed the Stripe transaction reconciliation for all ThunderTix March 2024 transactions/payouts and submitted to Gina Larkins and Janet Jennings.
- Continue to assist Matt Gulley with ideas, merchandising and ordering for the Olde Town Emporium.
- Continue to meet with Sam Love on plans, bands, food trucks and sponsorships for the 2024 MOTS season, which will kick off on May 3<sup>rd</sup>.
- Working with WNCW in Western North Carolina on advertising for the 2024 MOTS Season.
- Coordinated and attended CPR training for the Visitors Center & Tourism Department staff with Chason Freeman.
- Continue to work on sponsorships and event details for our 54<sup>th</sup> Annual Jonesborough Days Festival.

- 
- Participated in media interviews on WJHL and WCYB to promote Donald Davis and his 2-night storytelling event that is held at the Visitors Center. Mr. Davis is very generous and gives us 50% as a fundraiser for the department.
  - Attended the March supervisors meeting as well as the Spring Forward class at the Senior Center.
  - Assisted with prep for and day of needs during the St. Paddy's Festival.
  - Continue to work on new merchandise for the 2024 Music on the Square season. This year, in addition to shirts (which we will have 3 different designs for), we are also selling two different sticker styles, bandanas and ball caps.
  - Organized the 2024 Easter Eggstravaganza, here are the event details:
    - Promoted this event with interviews on two WJHL shows and the JBO Show
    - Saturday, March 30<sup>th</sup> from 11am-3pm in Downtown Jonesborough
    - Events/activities included:
      - 2 face painters at ISC
      - Cotton Candy giveaway with Miss Historic Jonesborough, Miss Johnson City and Miss State of Franklin
      - Pictures with the Easter Bunny by Wild Grove Studios
      - McKinney Center craft
      - Animal meet-n-greet with The Funny Farm
      - Touch-A-Truck with a firetruck, brush truck, excavator, dump truck and police cruiser
      - 5,000 egg hunt in Jimmy Neil Smith Park
      - Popcorn with Crystal Raven
      - Egg toss with Appalachian Knockerball
      - Pictures with Mr Ducky and Counseling & Consultation Foster Care Services
      - Compliments of Central Christian Church: 40' inflatable obstacle course, free nachos & cheese, Easter craft
  - Continue to assist Kay Grogg and the JBO Community Chest with an ice cream social on April 20<sup>th</sup> for Volunteer Appreciation Month in JBO.
  - Attended the March JAMSA Membership Breakfast at ISC to discuss upcoming events.
  - Completed event permit & info for the 2024 Jonesborough Days Festival.





**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: APRIL 8, 2024 AGENDA ITEM #: 7

SUBJECT: Town Event – 2024 Jonesborough Days

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**BACKGROUND:**

The dates for this year's Jonesborough Days Festival, pre-events, and set-up are:

Wednesday, July 3 from 5 p.m.-9 p.m. (Craft & Food Vendor Set Up)

Thursday, July 4<sup>th</sup> from 10 a.m.-10 p.m. (Parade at 10 a.m.)

Friday, July 5<sup>th</sup> from 10 a.m. - 10 p.m. (Red, White & Blue BBQ Dinner at ISC at 6 p.m.)

Saturday, July 6<sup>th</sup> from 10 a.m. - 10 p.m. (fireworks at 10 p.m.)

**Activities and Areas Pre-Festival:**

- After Hours Swimming on Wednesday, July 3<sup>rd</sup> at Wetlands Water Park per Parks and Recreation approval.

**Activities and Areas During Festival:**

- Parade will be Thursday, July 4<sup>th</sup> at 10 a.m.
- Fireworks will be Saturday, July 6<sup>th</sup> at 10 p.m.
- Hours for Doc's Front Porch: Saturday 12 p.m. and 6 p.m.
- Beer Garden each evening from 5 p.m. - 10 p.m. on the Plaza
- Patriot Park behind the Storytelling Center in cooperation with JBO Athletic Boosters
- Main Stage Music Thursday-Saturday from 6 p.m. - 10 p.m., Eastside of the Courthouse
- Contests and Socials the afternoons each day
- Food Vendors will be set-up on the West side of the Courthouse
- Craft Vendors will be set-up all along Main Street

**Street Closure Requests:**

1. Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Wednesday for vendors to set-up. The streets need to officially close for the weekend on Thursday, at 8:00 am until the streets are clean on Saturday night around 11 pm.

2. The East and West sides of the Courthouse will be closed starting at 5:00 pm on Wednesday for vendor set-up and stay closed until Saturday evening after 10 pm.
3. Close Boone Street for Parade on Thursday, approx. 9:30 - 11 am.
4. Any other streets will be closed by the Police Department on an as needed basis.

**RECOMMENDATION:**

Approve holding Jonesborough Days per the event schedule, dates and times, and street closure requests, as presented.

**Jonesborough Days 2024  
Special Event Permit Application**

1. **Hold Harmless Agreement-** Not required since this is a Town event
2. **List of pre-events and post-events**

Swim Party at Wetlands Water Park on Wednesday, July 3 pending Parks and Recreation's approval.
3. **Map with city streets-** See attached
4. **Outline of your publicity plan-**

Event organizers will work closely with the Marketing team and will utilize the below forms of marketing to promote the event.

  - **Press Releases**

Press releases and announcements will be written by the Marketing Team and reviewed by the Team as a whole. This will then be distributed to all media outlets.
  - **Social Media**

Will be the primary source of marketing. This platform will be utilized throughout the season and handled by the Marketing Team.
  - **Website**

Creation and updates are made by the Website and Marketing Specialist. We will utilize jbdays.com, jonesboroughtn.org and jonesborough.com
  - **Post Event Publicity**

The Marketing Team will send out post event press releases and create post event social media posts.
  - **Media Relations**

The Marketing Team has a strong relationship with the local media and will schedule media interviews as deemed necessary.
  - **Printed Pieces**

Thousands of programs will be printed and made available online. These are distributed throughout Town, during the events, and in the surrounding areas.
5. **Security Plan- Parking**
  - A. Main Street needs to be blocked to all motorized traffic starting Wednesday, July 3 at 5:00 pm until the streets are clean on Saturday evening, 7/6.
  - B. Handicap Parking- Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk
  - C. Vendor Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot



- D. Downtown Merchant Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot, Library (Thursday and Friday only)
- E. Main Stage Entertainment Parking- Performers may park in designated spaces of the Courthouse parking lot while performing for loading/unloading purposes

6. **Emergency Plan-** EMS will be located on Christopher Taylor Lane. We will leave 15' on Main Street and beside the Courthouse for emergency vehicles passing.

7. **Event Sponsors List-** I will have a complete list of sponsors available 30 days prior to event.

8. **Proof of your liability insurance-** This is a town sponsored event and is covered by our TML policy. We do require Dynamic Effects Fireworks Company and Little Pete's Railroad to add the Town of Jonesborough as an "Additional Insured" on their insurance policy.

9. **Anticipated vendors and concession booth list:** Craft and Food Vendors are being finalized. List will be provided 48 hours prior to event. We have space for 10 food vendors and 70 craft vendors.

10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.**

A. Stage and Performance Area will be set-up Wednesday 7/3 evening on the Eastside of the Courthouse and will be taken down Saturday evening 7/6.

B. Children's Area will be set-up in Jimmy Neil Smith Park and the lawn of Central Christian Church on Wednesday & Thursday am.

C. Small sound system will be set-up in front of Storytelling Center for Doc's Front Porch.

D. Food vendors, tables, chairs and umbrellas will be set-up on the west side of the Courthouse on Wednesday evening.

11. **Clean-up Plan-** Jonesborough Public Works and Street Departments will clean streets and collect garbage each night. Town employees will provide assistance cleaning during festival hours.

12. **Street Closure Request-**

A. Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Wednesday for vendors to set-up. The streets need to officially close for the weekend on Thursday, at 8:00 am until the streets are clean on Saturday night around 11 pm.

B. East and West sides of the Courthouse will be closed starting at 5:00 pm on Wednesday for vendor set-up and stay closed until Saturday evening after 10 pm.

C. Close Boone Street for Parade on Thursday, approx. 9:30 - 11 am

D. Any other streets will be closed by the Police Department on an as needed basis.

## **Jonesborough Days**

### **Festival dates July 4-6, 2024**

The dates for this year's Jonesborough Days Festival, pre-events, and set-up are:

Wednesday, July 3 from 5 p.m.-9 p.m. (Craft & Food Vendor Set Up)

Thursday, July 4<sup>th</sup> from 10 a.m.-10 p.m. (Parade at 10 a.m.)

Friday, July 5<sup>th</sup> from 10 a.m. - 10 p.m. (Red, White & Blue BBQ Dinner at ISC at 6 p.m.)

Saturday, July 6<sup>th</sup> from 10 a.m. - 10 p.m. (fireworks at 10 p.m.)

#### **Activities and Areas Pre-Festival:**

- After Hours Swimming on Wednesday, July 3<sup>rd</sup> at Wetlands Water Park per Parks and Recreations approval.

#### **Activities and Areas During Festival:**

- Parade will be Thursday, July 4<sup>th</sup> at 10 a.m.
- Fireworks will be Saturday, July 6<sup>th</sup> at 10 p.m.
- Hours for Doc's Front Porch: Saturday 12 p.m. and 6 p.m.
- Beer Garden each evening from 5 p.m. - 10 p.m. on the Plaza
- Patriot Park behind the Storytelling Center in cooperation with JBO Athletic Boosters
- Main Stage Music Thursday-Saturday from 6 p.m. - 10 p.m., Eastside of the Courthouse
- Contests and Socials the afternoons each day
- Food Vendors will be set-up on the West side of the Courthouse
- Craft Vendors will be set-up all along Main Street

Streets will close at 5:00 pm on Wednesday, July 3<sup>rd</sup> for set-up.

Merchant parking will be in the Courthouse and Parson's Table Parking Lots all weekend.



# FIREWORKS EXIT PLAN

ALL TRAFFIC LEAVING PARKING LOTS THAT ARE NORTH OF HWY-11E WILL TURN RIGHT, HEADING WEST, TOWARD GREENVILLE.

ALL TRAFFIC LEAVING PARKING LOTS THAT ARE SOUTH OF HWY-11E WILL TURN RIGHT, HEADING EAST, TOWARD JOHNSON CITY.

ALL CUT THROUGHS AND TURNING LANES IN THE HIGHLIGHTED BOUNDARY WILL BE CLOSED.

JPD RECOMMENDS THAT ATTENDEES ATTEMPT TO FIND A PARKING AREA THAT WILL COINCIDE WITH THEIR DEPARTURE PLANS. THIS WILL HELP TO CUT DOWN ON DELAYS AND DETOURS.

SHOULD PEDESTRIANS CHOOSE TO CROSS HWY 11E, WE ASK THAT THEY DO SO AT DUNKIN DONUTS AND RENESANT BANK. OFFICERS WILL BE PRESENT TO ASSIST PEDESTRIANS ACROSS AT THAT LOCATION.

IT IS HIGHLY RECOMMENDED THAT FESTIVAL GOERS UTILIZE THE SHUTTLE SERVICE THAT WILL RUN FROM JONESBOROUGH MIDDLE SCHOOL TO BOONE STREET.



JONESBOROUGH MIDDLE SCHOOL  
PARKING & SHUTTLE SERVICE

11E HWY

BOONE STREET

11E HWY

Open Door School

Historic Jonesborough

Escape Game 101

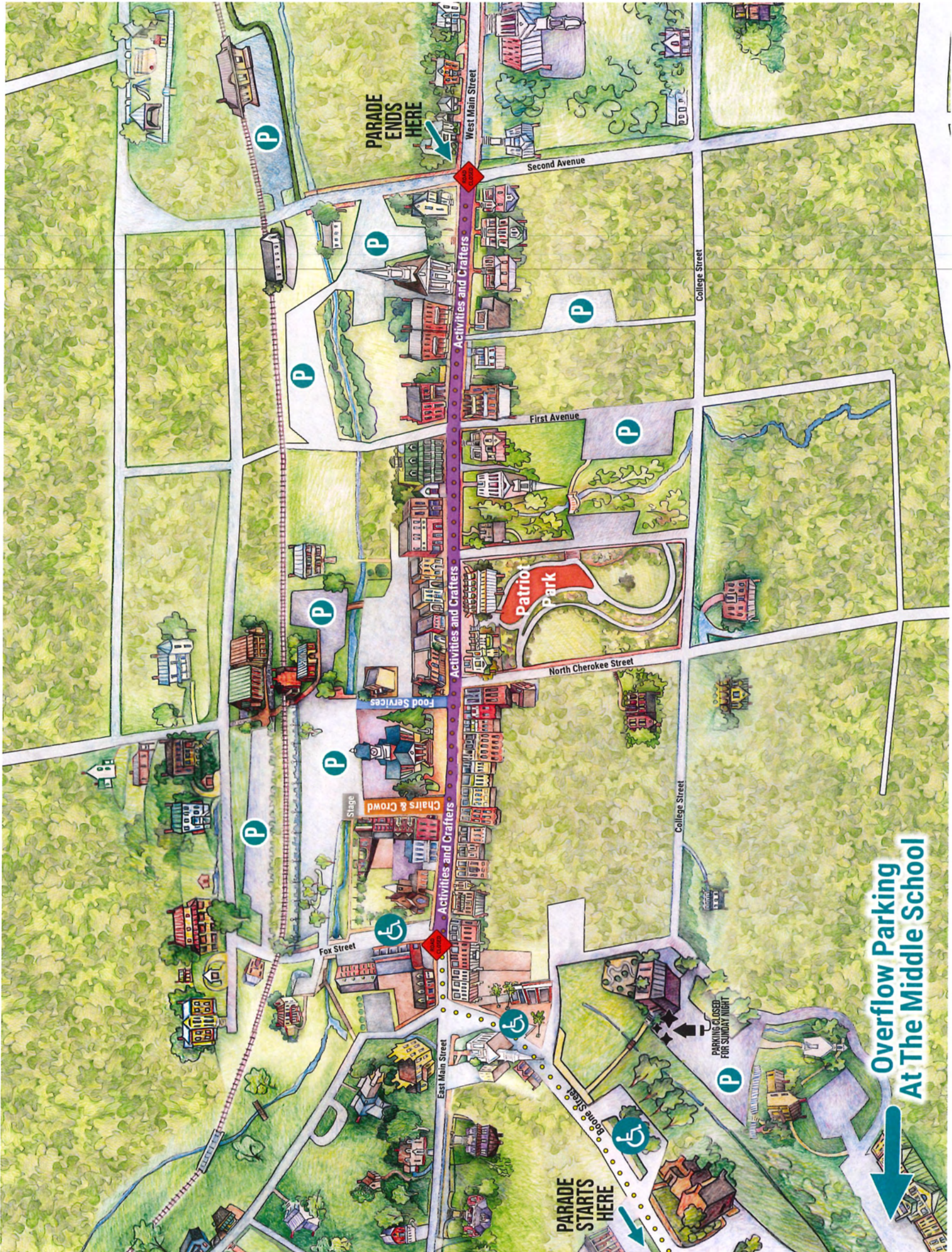
Jonesborough Gazebo

Ridgedale baptist church

Mockingbird Music Room & Gallery

McKinney Center at Booker T...





PARADE ENDS HERE

PARADE STARTS HERE

Overflow Parking  
At The Middle School

Activities and Crafters

Activities and Crafters

Activities and Crafters

Activities and Crafters

Activities and Crafters

Activities and Crafters

Food Services

Stage  
Chairs & Crowd

Patriot  
Park

West Main Street

Second Avenue

First Avenue

North Cherokee Street

Fox Street

East Main Street

Boone Street

College Street

College Street

PARKING CLOSED  
FOR SUNDAY NIGHT

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**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: APRIL 8, 2024 AGENDA ITEM #: 8-a

SUBJECT: Personnel – Boring Machine Operator to an Equipment Operator III Position

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**BACKGROUND:**

During a recent departmental review of position descriptions, Kevin Brobeck, Utility Manager, requested a review of the boring machine operator. The position is currently in the Equipment Operator II position description, and is a grade 5 position in the Town's compensation plan.

This is one of the most technical pieces of equipment to operate that the Town owns. It is a \$250,000.00 piece of equipment. It takes hours and hours of training. Currently, Water Distribution has one primary operator. Jimmy Green, who is a supervisor, is the backup operator.

Due to the expense of the equipment, and the technical nature of its operation, I concur that this operator should be in the Equipment Operator III class, which is grade 7 on the Town's compensation plan.

**RECOMMENDATION:**

Move the boring machine operator from an Equipment Operator II position to an Equipment Operator III position within the Town's compensation plan.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: APRIL 8, 2024 AGENDA ITEM #: 8-b

SUBJECT: Reorganization of Parks & Recreation Department

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**BACKGROUND:**

The Board of Mayor and Alderman was notified some time back of the desire to re-organize the Parks and Recreation Department. With the opening of the new school, there are more spaces Parks and Recreation are responsible for.

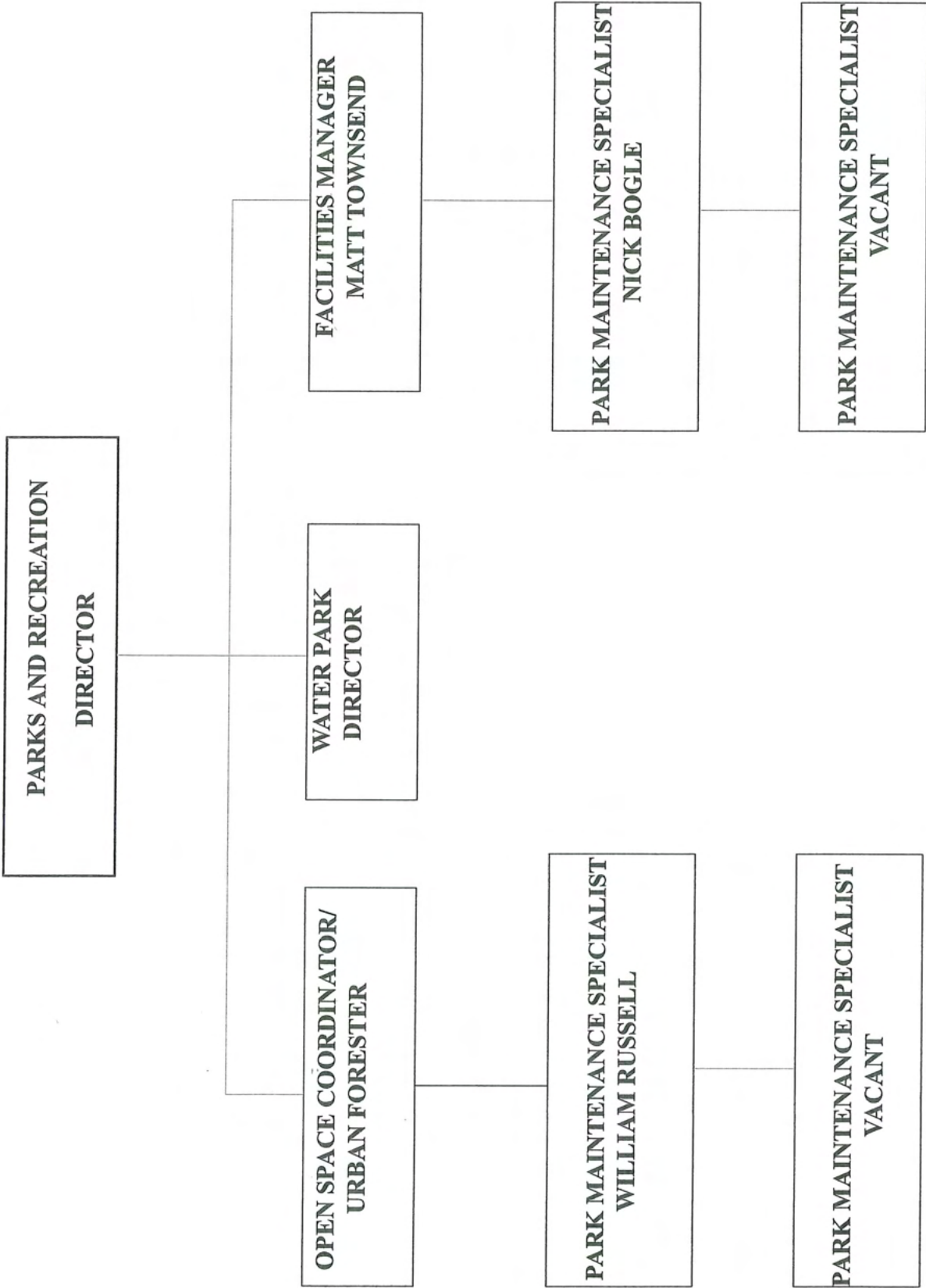
The re-organization establishes a new Open Space Coordinator/Urban Forester position, a new Facilities Manager position, and the addition of two (2) new Park Maintenance Specialists. In re-organizing, it is requested that Matt Townsend become the Facilities Manager, and William "Beebo" Russell's position be changed to Park Maintenance Specialist III.

Attached is the organization chart for the re-organized Parks and Recreation Department.

Attached are the position descriptions for the re-organization.

**RECOMMENDATION:**

- Approve the re-organization of the Parks and Recreation Department as presented.
- Approve Matt Townsend as the Parks Facilities Manager.
- Approve Park Maintenance Specialist II at Grade 3 of the Town's compensation plan as the employee in that position can operate equipment as outlined in Equipment Operator I.
- Approve Nick Bogle as a Park Maintenance Specialist II.
- Approve Park Maintenance Worker III as position is certified in spraying herbicide and/or pesticide as a grade 5 position on the Town's compensation plan.
- Approve William "Beebo" Russell as Park Maintenance Specialist III.





## **PARKS AND RECREATION DIRECTOR**

**GENERAL DESCRIPTION:** Performs complex technical and administrative work in managing, directing, supervising, and coordinating various recreation programs for the Community, including the maintenance of parks and related facilities. General duties include professional and administrative responsibility in planning, directing, and supervising the work of full-time and part-time staff that includes Parks and Open Spaces, Walkway System, Playgrounds, Wetlands Water Park, Athletic Facilities and Programs, Recreation Facilities, Landscape and Streetscape. Duties also include developing and managing the Department Budget, and providing staff support to advisory boards and committees. This position is under the direct supervision of the Operations Manager and the general supervision of the Town Administrator, and is subject to review through the study of operating records, inspection of facilities, and adequacy of effectiveness of services.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Has direct supervisory responsibility for the entire operation of Parks and Recreation facilities, staff and activities associated with the general program areas listed in the general description.
- Directs, assigns, supervises, and evaluates full-time, part-time, and seasonal management employees in areas of responsibility.
- Responsible for solicitation and staffing recommendations for the department and Wetlands Water Park.
- Works with youth sport organizations to carry out a comprehensive sports program for young people.
- Oversees the work efforts of departmental employees responsible for park maintenance and development and recreation programming.
- Develops, negotiates, and supervises Town's Mowing and Maintenance contract(s), monitor contract for compliance.
- Directs the Parks and Recreation staff and their activities.
- Provides oversight and direction to the Water Park Director, ensuring the quality operation of Wetlands Waterpark.
- Ensures playgrounds, Water Park and athletic and park facilities comply with all safety standards.
- Responsible for the development, presentation, and administration of the annual operating budget for Parks and Recreation as well as Wetlands Water Park.
- Responsible for reviewing and authorizing all purchase orders in the areas of responsibility and ensuring that the procedures meet Town purchasing policies.
- Maintains accurate records, statistics and files on correspondence, planning, maintenance activities and program participation, etc. in areas of responsibility.
- Participates in public meetings with civic organizations to solicit sponsorships and program funding and provide information through public speaking appearances.
- Assists in getting public input into short and long-range goals for the Parks & Recreation Department.

- Responds to and resolve sensitive and difficult public inquiries and complaints.
- Works directly with Town Marketing staff and other Town staff to promote and publicize recreation programs and activities; prepares and coordinates the development of program and event publicity, including flyers, brochures, news releases, etc., and works directly with Director of Special Events as assigned.
- Works directly with Park and Recreation Advisory Committee and attends meetings.
- Assists with Keep Jonesborough Beautiful initiatives that help promote park beautification efforts by Town staff and volunteers.
- Works with Management to develop fundraising activities that help support programs and activities, participating in public meetings with civic organizations to solicit sponsorships and program funding and to provide information to the public.
- Sets standards for providing quality recreational programs, activities, and facilities for Jonesborough area residents.
- Provides support for Town-sponsored events throughout the year.
- Assists management with the development, planning, design, and implementation of related Town Capital Improvement Projects and as well as capital improvements to existing facilities.
- Provides administrative assistance to the Operations Manager and the Town Administrator in all aspects of Parks and Recreation.
- Coordinates with other Town Departments to plan, implement and evaluate programmatic activities of the town.
- May be required to, at times, work in the field with parks and recreation maintenance staff, particularly when there's a project deadline to be met or the extra supervision and workforce is needed.
- Performs related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Must possess a comprehensive knowledge of the emerging trends in recreation programming and design; modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults, as well as the recreational, social, and cultural needs of the community; thorough knowledge of local, state, and federal codes, regulations, and guidelines affecting recreation programs and activities; thorough knowledge of the principles of human resource management, supervision, training, and performance evaluation, and the principles of facility supervision, facilitation, and management; must also possess good computer skills; knowledge of the methods, equipment, and materials used in parks and grounds maintenance, including knowledge of landscaping, horticulture, planting, and gardening; good computer skills; and the ability to establish and maintain cooperative relations with Town officials, department heads and the general public, and to promote community interest and enthusiasm in recreational activities.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. In lieu of



some education requirements, experience in the field of parks and recreation may be considered. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required. Must possess a valid Tennessee Driver's License.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior, or on a temporary basis, may be asked to assist other employees occupying a different position. The employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. The position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent lifting (5 – 50 lbs.); or dexterity in the use of fingers, limbs, or body in operation of maintenance and duties, shop, or office equipment.

**Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communication ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 18**

**Exempt**

**January 17, 2024**

## **OPEN SPACE COORDINATOR/URBAN FORESTER**

**GENERAL DESCRIPTION:** Performs professional work overseeing the planning, designing, planting, maintenance, and improvement of trees and landscaping on public grounds, and is responsible for supervising all landscaping and beautification activities undertaken by the Town. Performs intermediate professional work in developing, administering, and supervising the urban forestry program and landscaping activities involving public education and awareness, and tree planting and maintenance activities. Supervises and manages the proper care and maintenance of all Jonesborough Parks and Recreation facilities, parks, and open space areas. Works under the direct supervision of the Parks and Recreation Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Supervises staff for the planning, installing, cultivating, and maintenance of trees and landscape materials along Town streetscapes and thoroughfares, Town property, open spaces, and parks.
- Plans, designs, and supervises the landscaping, planting, transplanting, fertilizing, trimming, spraying, watering, pest/disease control, and general care of trees and planted spaces on Town-owned and maintained properties.
- Conducts general lawn care duties such as groundskeeping and lawn maintenance including mulching, weeding, fertilizing, edging, and pruning.
- Develops and maintains Tree Management Plan.
- Develops daily priorities for work tasks, scheduling of manpower needs, and operating procedures and works with staff and volunteers to see that these tasks and procedures are carried out in an effective manner.
- Consults with and provides professional advice to citizens, local organizations, and Town staff in matters relating to horticulture, landscaping, and urban forestry programs and activities.
- Supervises and manages staff on proper plant and tree care related to parks and other facilities.
- Assists on plan review and enforcement of Tree Ordinance and Landscape Ordinance requirements as staff support to the Tree and Townscape Board and the Planning Commission.
- Works with Recreation staff to carry out any task assigned through Parks and Recreation activities.
- Supervises the Town's seasonal mowing contractors ensuring proper adherence to all aspects of the mowing contract.
- Supervises and oversees the preparation, care, and maintenance of all trails and greenways.
- Coordinates with outside agencies, as needed, for technical support, such as the



University of Tennessee Extension Office, or other private professionals.

- Supervises and manages the preparation and maintenance of all athletic fields including dragging, mowing, turf management, placement of bases, soccer goals, and athletic markings that are the dictated requirements of the various leagues that utilize the facilities.
- Serves as staff to the Tree and Townscape Board
- Attends Parks and Recreation Advisory Board meetings as directed by the Parks and Recreation Director.
- Assists as requested with special events sponsored by the Town.
- Prepares and maintains records and files of related activities.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of tree planting and maintenance operations, such as planting, pruning, spraying, and removal of trees; thorough knowledge of landscaping construction and maintenance, thorough knowledge of equipment and tools utilized in landscaping activities; knowledge of Town policies, codes, and ordinances regarding landscaping, storm water, and trees; comprehensive knowledge of forestry, landscaping, and horticulture as applied to public operations and facilities; thorough of the hazards of tree maintenance work and of appropriate safety precautions; thorough knowledge of species of trees and shrubs grown in the area, especially those species that are native; ability to plan and supervise the work of others; ability to keep records and reports, including a tree inventory, ability to work from complex oral and written directions; thorough knowledge of and ability to operate a variety of equipment including, but not limited to riding and hand mowers, weed trimmers, leaf blowers, chain saws and hand tools; ability to work efficiently on a computer.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED, graduation from an accredited college or university with a four-year degree in forestry, horticulture, or related field preferred, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities. Must possess a valid Tennessee operator's license.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

## **ADA REQUIREMENTS:**

**Physical Requirements:** Task involves frequent walking, standing; frequent lifting and carrying of light weight (5-25 lbs.), some infrequent lifting and carrying of moderate weight (25-50 lbs.), and occasional lifting and carrying objects of heavy weight (75-100 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**Classification: 12**  
**Exempt**  
**February 09, 2024**



## **WATER PARK DIRECTOR**

**GENERAL DESCRIPTION:** This position involves the supervision and training of staff, and the development and supervision of programs and maintenance activities relating to Wetlands Water Park. This position performs intermediate professional work planning and supervising recreation aquatics programs and activities. This individual will be involved with people ranging from pre-school children through adult groups. Work is performed under the direct supervision of the Parks and Recreation Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Is responsible for the entire day-to-day operation of Wetlands Water Park.
- Assists the Parks and Recreation Director in developing, presenting, and administering the annual operating budget for Wetlands Water Park.
- Is responsible for the review and authorization for all purchase requests for Wetlands Water Park.
- Is responsible for the solicitation and interviewing of staff and for making staffing recommendations related to the Wetlands Water Park.
- Directs, assigns, supervises and evaluates the full-time, part-time, and seasonal employees within Wetlands Water Park.
- Is responsible for assisting in the implementation of all special programs and classes including sponsorship procurement, volunteer coordination, event planning, public relations, and evaluation.
- Maintains accurate records, statistics and updated files on programming and special classes;
- Keeps accurate progress reports on Recreation projects noting critical project milestones and scheduling of implementation activities.
- Assists in the scheduling and rentals of Wetlands parties and the Persimmon Ridge Pavilion
- Assists the Recreation Director in compiling all general recreation information that is presented to the Parks and Recreation Advisory Board and the Board of Mayor and Aldermen monthly.
- Assists in the development of a marketing plan for the Water Park, working with Town marketing staff and provides necessary content to the marketing staff to implement marketing throughout the year.
- Develops and assists in the implementation of special programming at the Water Park throughout the season.
- Develops departmental fundraising plans and maintains accurate financial records on department fundraising activities and the Recreation Fund.
- Prepares and maintains records and files of related activities.
- Attends meetings of the Parks and Recreation Advisory Board, as directed.

- Assists the Parks and Recreation Director in other areas as directed, when water park is in off-season;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the operation of a swimming pool including sanitation, maintenance and safety; thorough knowledge of emergency services and auxiliary services available in the community in the event of an accident; thorough knowledge of computer software packages, to include Windows-based operating systems, Word, Microsoft, and Graphics Programs; Ability to manage the Clover Point of Sale software; knowledgeable of the Tennessee Health Department Regulations regarding the operation of the Wetlands Café; thorough and specific knowledge of all the facets associated with recreation programming. Ability to work harmoniously with pool staff, patrons and the public while firmly enforcing facility regulations; ability to communicate effectively, clearly and concisely through all oral and written communication with the general public as well as employees; ability to communicate effectively, clearly and concisely through all oral and written communication with the general public as well as employees; ability to manage time and work effectively with minimal supervision. Must possess public relation skills including excellent telephone skills, personable skills, and the ability to relate to area media including television and radio interviews and assist in marketing.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; graduation with a bachelor's degree in recreation, physical education, leisure services, or related field; certified Pool or Aquatic Facility Operator preferred, (Must be certified within 24 months, or any equivalent combination of experience and training which provide the required knowledge, skills and abilities to supervise an aquatics facility). Must have direct experience in all facets of program development and implementation within a Parks and Recreation setting. Must possess a valid Tennessee Operator's License.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.), infrequent moderate lifting (20 -50 lbs.), or occasional heavy



lifting (100 lbs. or over); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Task may require infrequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 16**  
**Exempt**  
**January 22, 2024**

## **PARK FACILITIES MANAGER**

**GENERAL DESCRIPTION OF DUTIES:** This is a semi-skilled position that coordinates services and functions concerning the maintenance of buildings, facilities, and athletic fields. Supervision is exercised over subordinate personnel. The work of this class involves responsibility for performing a variety of skilled and semiskilled tasks in maintaining, repairing, altering and remodeling buildings and public facilities. Assignments are received in the form of oral or written work orders and may be accompanied by sketches, penciled layout or blueprints. The Park Facilities Manager is under the direct supervision of the Parks and Recreation Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Plans, organizes and maintains maintenance activities that will result in the maximum utilization of public park buildings and facilities;
- Analyzes and prioritizes work with staff;
- Assists the Parks and Recreation Director with the annual budget preparation;
- Conducts safety inspections of all Town Parks on a periodic basis and keeps submits findings and records to the Parks and Recreation Director;
- Completes and records repairs of playground equipment located in the Town Parks;
- Requests purchases for equipment and supplies;
- Performs rough and finish carpentry work in building and repairing buildings and facilities;
- Operates equipment in maintenance, construction and repair work;
- Keeps all Town Parks tidy and free from rubbish and debris;
- Assists with snow and ice removal in public parks;
- Performs general maintenance and custodial work on park buildings and facilities;
- Inspects and repairs, when applicable, park pedestrian bridges, outdoor tables, chairs and other wooden equipment;
- Mixes prepared paints and/or stain and paints a variety of surfaces both inside and outside buildings;
- Maintains athletic fields and prepares for practice and games;
- Works with various Little Leagues and local schools on scheduling practices, games, and tournaments;
- Collaborates with the Open Space Coordinator/Urban Forester in the maintenance of the athletic fields;
- Maintains walking trails with input and/or assistance from the Open Space Coordinator/Urban Forester;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the maintenance of public park buildings and facilities, athletic fields and/or open spaces, green spaces and walkways; ability to establish and maintain effective working relationships with subordinates, Town officials, and the general public; general knowledge of the methods, practices, tools and

materials used in routine maintenance and repair of park buildings, athletic fields, playgrounds and open park spaces; general knowledge of occupational hazards and necessary safety precautions applicable to building and mechanical maintenance work; ability to supervise a small group of semiskilled or unskilled subordinates when necessary; skill in the use and care of tools and equipment necessary to perform various building maintenance and repair tasks; ability to deal courteously with users of public facilities.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED. Experience in general building maintenance and/or landscaping preferred; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or manipulation of multiple controls.

**Environmental Requirements:** Task may require infrequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires oral communications ability. Task requires visual perception and discrimination.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 12**

**Exempt**

**April 03, 2024**



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: APRIL 8, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary March, 2024 Financial Operating Statements:

	Current Year		Prior Year	
	March	YTD	March	YTD
<b>GENERAL FUND</b>				
Revenues	1,318,185	15,243,155	616,088	7,900,572
Expenditures	1,519,792	12,590,155	773,224	7,930,356
Rev. Over/(Under) Exp.	(201,607)	2,653,000	(157,136)	(29,784)
<b>DRUG FUND</b>				
Revenues	103	7,575	4,767	55,375
Expenditures	-	17,385	1,759	8,259
Rev. Over/(Under) Exp.	103	(9,810)	3,008	47,116
<b>SOLID WASTE FUND</b>				
Revenues	59,583	635,446	69,308	562,562
Expenditures	57,069	546,825	62,927	565,004
Rev. Over/(Under) Exp.	2,514	88,621	6,381	(2,442)
<b>HRA INTERNAL SERV. FUND</b>				
Revenues	5,790	57,110	5,790	51,860
Expenditures	8,390	71,456	7,195	55,725
Rev. Over/(Under) Exp.	(2,600)	(14,346)	(1,405)	(3,865)
<b>WATER/SEWER FUND</b>				
Revenues	702,049	7,996,294	931,417	13,209,091
Expenditures	815,254	8,817,557	752,338	7,179,451
Rev. Over/(Under) Exp.	(113,205)	(821,263)	179,079	6,029,640
<b>K-8 CAPITAL PROJECT FUND</b>				
Revenues	75,512	40,399,078	1,748,555	32,603,484
Expenditures	153,615	42,968,500	1,850,370	32,781,890
Rev. Over/(Under) Exp.	(78,103)	(2,569,422)	(101,815)	(178,406)

General Fund Year-to-Date includes approximately \$6.8 million in bond and loan proceeds

K-8 Capital Project Fund Year-to-Date includes \$38.7 million in bond and loan proceeds; closed \$33.75 million in USDA loans

Water/Sewer Fund includes water line expenditures and other capital spending that will be reclassified to fixed assets at year-end

-includes \$319,000 of capital to be transferred to balance sheet and \$2,067,234 for Washington County Water Lines

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Town of Jonesborough  
 Statement of Revenues - City  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:43 PM  
 Page 1 of 10

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative		% UnRealized
					UnRealized	UnRealized	
31100	Property Taxes (Current)	2,689,962.00	(82,740.00)	(2,534,153.00)	155,809.00		5.79%
31120	Public Utilities Property Tax (Current)	36,000.00	(113.03)	(33,927.03)	2,072.97		5.76%
31310	Inter And Penalty On Prop Taxes (Current)	15,000.00	(3,820.88)	(14,053.08)	946.92		6.31%
31500	Payments In Lieu Of Property Taxes	260,000.00	(86,666.66)	(173,333.33)	86,666.67		33.33%
31510	Payments In Lieu of Power Board Tax	60,000.00	0.00	0.00	60,000.00		100.00%
31511	Pay In Lieu of TVA Tax	70,000.00	0.00	(35,907.40)	34,092.60		48.70%
31520	TVA Impact Payment	28,000.00	0.00	(21,546.99)	6,453.01		23.05%
31600	Local Option Sales Tax	2,800,000.00	(217,489.76)	(2,190,914.70)	609,085.30		21.75%
31710	Wholesale Beer Tax	230,000.00	(16,084.72)	(167,796.07)	62,203.93		27.05%
31720	Wholesale Liquor Tax	140,000.00	(8,974.13)	(95,397.37)	44,602.63		31.86%
31800	Business Taxes	170,000.00	(7,257.70)	(66,143.36)	103,856.64		61.09%
31870	Hotel/Motel Tax	75,000.00	(195.00)	(35,579.47)	39,420.53		52.56%
31912	Cable TV Franchise Tax	92,000.00	0.00	(1,640.45)	90,359.55		98.22%
32200	Alcoholic Beverage Fees/Applications	15,000.00	(620.00)	(3,620.00)	11,380.00		75.87%
32610	Building Permits	180,000.00	(24,832.50)	(123,076.89)	56,923.11		31.62%
32661	Rezoning/Plan Review/Variance Fee	2,000.00	(979.68)	(3,779.68)	(1,779.68)		-88.98%
33490	Other State Grants	22,400.00	0.00	0.00	22,400.00		100.00%
33491	State Revenue	14,000.00	(1,008.00)	(8,624.00)	5,376.00		38.40%
33510	State Sales Tax	700,000.00	(52,822.98)	(537,481.74)	162,518.26		23.22%
33520	State Income Tax	10,000.00	0.00	(376.40)	9,623.60		96.24%
33530	State Beer Tax	2,700.00	0.00	0.00	2,700.00		100.00%
33535	State Telecommunication Tax	6,500.00	(512.77)	(4,103.15)	2,396.85		36.87%
33536	State Local Occupancy Tax	8,000.00	(926.18)	(8,409.55)	(409.55)		-5.12%
33540	State Alcoholic Beverage Tax	10,000.00	(964.52)	(11,493.65)	(1,493.65)		-14.94%
33550	State Street Aid	240,000.00	(14,808.25)	(154,516.08)	85,483.92		35.62%
33552	State-City Streets And Transportation	10,500.00	(1,047.41)	(8,204.39)	2,295.61		21.86%
33570	State Maintenance Reimbursement	40,000.00	(11,517.74)	(19,110.61)	20,889.39		52.22%
33580	State Sports Betting	6,000.00	0.00	(7,789.81)	(1,789.81)		-29.83%
33593	Corporate Excise Tax	30,000.00	(94,236.46)	(94,236.46)	(64,236.46)		-214.12%
33600	State Police Training Supplement	0.00	0.00	(16,000.00)	(16,000.00)		No Budget
33711	County Revenue	50,000.00	0.00	(45,000.00)	5,000.00		10.00%

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative		% UnRealized
					Unrealized	% UnRealized	
34901	Stormwater Fees	3,000.00	0.00	0.00	3,000.00	100.00%	75.00%
36330	Sale Of Equipment	0.00	0.00	(285.12)	(285.12)	No Budget	No Budget
36351	Refunds and Reimbursements	0.00	(409.82)	(409.82)	(409.82)	No Budget	No Budget
36904	Proceeds - 2023 Capital Outlay Note	1,000,000.00	0.00	(1,000,000.00)	0.00	0.00%	0.00%
36905	Proceeds - 2021 RD Loan - Jackson	875,000.00	0.00	(348,279.64)	526,720.36	60.20%	60.20%
36921	Bond Proceeds - USDA	0.00	0.00	(2,832,100.00)	(2,832,100.00)	No Budget	No Budget
38101	SCNTR Title IIIB Transportation	6,000.00	(1,000.00)	(8,000.00)	(2,000.00)	-33.33%	-33.33%
38102	SCNTR Service Coordination Funds	46,960.00	(4,027.00)	(33,494.00)	13,466.00	28.68%	28.68%
38104	SCNTR Unified Way Funding	5,000.00	0.00	(2,500.00)	2,500.00	50.00%	50.00%
38105	SCNTR Tcad State Grant	0.00	0.00	(8,000.00)	(8,000.00)	No Budget	No Budget
38106	SCNTR Health Promo & Class Revenue	40,000.00	(929.50)	(36,558.50)	3,441.50	8.60%	8.60%
38107	SCNTR Rental Revenue	600.00	(60.00)	(1,230.00)	(630.00)	-105.00%	-105.00%
38108	SCNTR Membership Dues	25,000.00	(1,479.10)	(13,266.73)	11,733.27	46.93%	46.93%
38109	SCNTR My Ride Fees	11,500.00	(780.00)	(6,130.00)	5,370.00	46.70%	46.70%
38110	Veterans War Memorial Project	0.00	(250.00)	(250.00)	(250.00)	No Budget	No Budget
38111	Pep Safety Grant-Employee Wellnes	2,000.00	0.00	(2,000.00)	0.00	0.00%	0.00%
38112	Pep Driver Safety Grant	4,000.00	(5,000.00)	(5,000.00)	(1,000.00)	-25.00%	-25.00%
38113	Tree & Townscape Spec.Proj.Revenu	0.00	0.00	(15.95)	(15.95)	No Budget	No Budget
38114	Washington County Fire Funds	135,000.00	0.00	(101,250.00)	33,750.00	25.00%	25.00%
38115	Wash.Cnty-Special Appro-Fire Fund	0.00	0.00	(1,358.26)	(1,358.26)	No Budget	No Budget
38116	School Project Management Fees	30,000.00	0.00	0.00	30,000.00	100.00%	100.00%
38117	Visitor Center - Auditorium Rent	12,000.00	(1,170.00)	(13,799.55)	(1,799.55)	-15.00%	-15.00%
38118	Visitor Center Gift Shop	55,000.00	(843.65)	(37,947.59)	17,052.41	31.00%	31.00%
38119	Visitor Center Miscellaneous	1,000.00	34,431.89	(5,476.06)	(4,476.06)	-447.61%	-447.61%
38120	Visitor Center - Special Program	12,500.00	(18.40)	(14,780.91)	(2,280.91)	-18.25%	-18.25%
38121	Gazebo Rental	350.00	0.00	0.00	350.00	100.00%	100.00%
38122	Recreation Events/Special Program	7,500.00	(300.00)	(4,967.05)	2,532.95	33.77%	33.77%
38123	State Of Tn Tourism Grant	30,000.00	0.00	(40,000.00)	(10,000.00)	-33.33%	-33.33%
38125	Music On The Square Revenues	36,000.00	(2,000.00)	(14,980.86)	21,019.14	58.39%	58.39%
38126	Recreation Reserve Revenues	1,000.00	0.00	0.00	1,000.00	100.00%	100.00%
38127	Repertory Theatre/Jpac	52,000.00	(62.00)	(11,651.86)	40,348.14	77.59%	77.59%



Template Name: LGC

Town of Jonesborough  
Statement of Revenues - City  
March 2024

User: Janet Jennings  
Date/Time: 4/3/2024 1:43 PM  
Page 3 of 10

Fund : 110		General Fund		Monthly Comparative		
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
38127	00009	0.00	0.00	(10,092.22)	(10,092.22)	No Budget
38127	00010	0.00	(1,500.00)	(882.12)	(882.12)	No Budget
38127	00011	0.00	(4,033.25)	(25,899.97)	(25,899.97)	No Budget
38127	00012	0.00	0.00	(9,817.14)	(9,817.14)	No Budget
38127	00013	0.00	265.65	(7,217.97)	(7,217.97)	No Budget
38127	00014	0.00	(1,932.39)	(33,265.16)	(33,265.16)	No Budget
38127	00015	0.00	0.00	(16,744.58)	(16,744.58)	No Budget
38127	00016	0.00	0.00	(11,765.77)	(11,765.77)	No Budget
38127	00017	0.00	150.00	1,182.18	1,182.18	No Budget
38127	00018	0.00	(9,000.00)	(2,581.66)	(2,581.66)	No Budget
38127	00019	0.00	0.00	(10,871.67)	(10,871.67)	No Budget
38127	00020	0.00	0.00	400.00	400.00	No Budget
38127	00021	0.00	(6,000.00)	(1,929.79)	(1,929.79)	No Budget
38127	00022	0.00	5,925.00	5,925.00	5,925.00	No Budget
38127	00100	0.00	(1,372.26)	(1,413.93)	(1,413.93)	No Budget
38127	00200	0.00	3,007.28	5,659.86	5,659.86	No Budget
38128		50,000.00	2,639.94	(38,015.47)	11,984.53	23.97%
38130		17,500.00	(73.60)	(23,286.17)	(5,786.17)	-33.06%
38131		3,000.00	0.00	(1,550.00)	1,450.00	48.33%
38132		2,500.00	(1,206.11)	(2,409.25)	90.75	3.63%
38133		12,000.00	0.00	(9,961.40)	2,038.60	16.99%
38134		31,900.00	(122.83)	(6,441.15)	25,458.85	79.81%
38135	WETL D	40,000.00	0.00	(1,719.33)	38,280.67	95.70%
38136	WETL D	35,000.00	0.00	(21,990.00)	13,010.00	37.17%
38137	WETL D	290,000.00	0.00	(191,331.71)	98,668.29	34.02%
38138	WETL D	90,000.00	0.00	(56,745.40)	33,254.60	36.95%
38139	WETL D	3,500.00	0.00	0.00	3,500.00	100.00%
38140	WETL D	9,000.00	0.00	(8,577.25)	422.75	4.70%

Fund :	110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	% UnRealized
38141	WETL D	Snowball Sales	3,000.00	0.00	(1,787.44)	1,212.56	40.42%
38142	WETL D	Swim Lessons/Cpr Training	3,500.00	0.00	0.00	3,500.00	100.00%
38143		Police Fines	160,000.00	(15,291.50)	(118,113.00)	41,887.00	26.18%
38144		Police Fines - Cameras	50,000.00	(2,300.00)	(31,192.00)	18,808.00	37.62%
38145		General Sessions Court Fines	3,500.00	(160.00)	(5,332.52)	(1,832.52)	-52.36%
38146		Litigation Tax	17,500.00	(538.77)	(11,638.53)	5,861.47	33.49%
38147		Defensive Driving School Revenue	20,000.00	(2,880.00)	(13,572.00)	6,428.00	32.14%
38148		Shop With Cop Program	25,000.00	0.00	(31,461.27)	(6,461.27)	-25.85%
38149		Driving School Tech Fees	2,250.00	0.00	(1,308.00)	942.00	41.87%
38150		Ps Electronic Citation Fee Reserv	3,500.00	0.00	(1,908.00)	1,592.00	45.49%
38151		Doj Bullet Proof Vests Grant	8,500.00	0.00	0.00	8,500.00	100.00%
38152		Doj Cops Grant	60,000.00	0.00	0.00	60,000.00	100.00%
38153		Tn Hwy Safety Grant	5,000.00	0.00	0.00	5,000.00	100.00%
38154		Clerk Electronic Citation Fee Res	1,000.00	0.00	(477.00)	523.00	52.30%
38155		Jonesborough Cops For Kids	2,500.00	0.00	0.00	2,500.00	100.00%
38156		Paws In Blue Canine Revenue Cont	0.00	0.00	(1,400.00)	(1,400.00)	No Budget
38157		Mckinney Center - Rental Fees	12,000.00	(665.00)	(9,798.43)	2,201.57	18.35%
38158		Mbm Prog.-Donations	0.00	(100.79)	(1,840.13)	(1,840.13)	No Budget
38159		Mary Martin-Education Fees	75,000.00	(3,266.35)	(59,197.90)	15,802.10	21.07%
38160		Mckinney Scholarship Fund Revenue	5,000.00	0.00	(475.00)	4,525.00	90.50%
38161		Mckinney Center Membership Revenu	2,500.00	(2,101.70)	(5,525.15)	(3,025.15)	-121.01%
38162		Tac Grant-Story Town Radio Show	8,880.00	0.00	(3,552.00)	5,328.00	60.00%
38165		Tac Grant Comm.Play Creative Plac	2,500.00	0.00	0.00	2,500.00	100.00%
38167		Interest Earned	7,500.00	0.00	(26,066.97)	(18,566.97)	-247.56%
38168		Post Office Rent	77,098.00	(7,333.99)	(51,337.93)	25,760.07	33.41%
38169		Lease Revenue	10,520.00	(5,064.01)	(52,068.07)	(41,548.07)	-394.94%
38169	WC	Lease Revenue	0.00	0.00	(540,300.00)	(540,300.00)	No Budget
38170		Miscellaneous Revenue	0.00	(11,681.76)	(2,092,698.74)	(2,092,698.74)	No Budget
38172		Auction Proceeds - Surplus Equip	15,000.00	0.00	(15,675.00)	(675.00)	-4.50%
38173		In Lieu Sidewalk Payment Reserve	20,000.00	0.00	(3,680.00)	16,320.00	81.60%

Fund :	110	General Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
38174	SCNTR	Special Projects Re	55,000.00	0.00	(21,802.15)	33,197.85	75.00%	60.36%
38175		Keep Jonesborough Beautiful Revenue	0.00	(24.00)	(84.00)	(84.00)	No Budget	No Budget
38176		Flag Replacement Revenue	200.00	0.00	(2,361.00)	(2,161.00)	-1080.50%	-1080.50%
38177		Chuckey Depot Museum Revenue	3,000.00	0.00	(3,711.46)	(711.46)	-23.72%	-23.72%
38184		Proceeds-Interim Loan-Jackson Tht	0.00	(642,008.77)	(642,008.77)	(642,008.77)	No Budget	No Budget
38191		Insurance Recoveries	0.00	0.00	(52,876.38)	(52,876.38)	No Budget	No Budget
38192		Police - Vehicle Towing Fees	0.00	0.00	(250.00)	(250.00)	No Budget	No Budget
38193		East TN Foundation - Hope in Action Grant	0.00	0.00	2,304.00	2,304.00	No Budget	No Budget
38196		Jrt Uso Show	0.00	0.00	0.00	0.00	No Budget	No Budget
38198		Jrt Dearly Beloved	0.00	0.00	0.00	0.00	No Budget	No Budget
38204		Jrt Concessions	0.00	0.00	0.00	0.00	No Budget	No Budget
38205		Jrt Due From Jrt Checking	0.00	0.00	0.00	0.00	No Budget	No Budget
38206		PEP Property Grant	5,000.00	0.00	0.00	5,000.00	100.00%	100.00%
38207		38207	50,000.00	0.00	0.00	50,000.00	100.00%	100.00%
38208		Tennessee Highway Safety Grant	93,801.00	0.00	(672.00)	93,129.00	99.28%	99.28%
38209		Interest - Leases	11,152.00	0.00	0.00	11,152.00	100.00%	100.00%
38210		Washington Co Contrib for K-8	291,900.00	0.00	0.00	291,900.00	100.00%	100.00%
<b>Total For Fund: 110</b>			<b>12,100,173.00</b>	<b>(1,318,185.16)</b>	<b>(15,243,155.47)</b>	<b>(3,142,982.47)</b>	<b>-25.97%</b>	

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Revenues - City  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:43 PM  
 Page 6 of 10

Fund :	131	Solid Waste Management Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
34312		Equipment Rental Charges	4,000.00	0.00	(900.00)	3,100.00		77.50%
34410		Solid Waste Collection Charges	780,438.00	(56,808.32)	(607,194.65)	173,243.35		22.20%
34420		Solid Waste Disposal	50.00	0.00	0.00	50.00		100.00%
34426		Solid Waste Service Charges	16,000.00	(1,900.00)	(10,950.00)	5,050.00		31.56%
34427		Tote Cart/Dumpster Charges	500.00	0.00	(392.00)	108.00		21.60%
34428		Bagster Bag Charges	300.00	(98.50)	(1,206.00)	(906.00)		-302.00%
34454		Sale Of Recyclable Materials	18,500.00	(2.00)	(4,470.79)	14,029.21		75.83%
34455		Sale of Compost/Mulch	20,000.00	(773.74)	(5,679.69)	14,320.31		71.60%
38170		Miscellaneous Revenue	0.00	0.00	(3,653.24)	(3,653.24)		No Budget
38191		Insurance Recoveries	0.00	0.00	(1,000.00)	(1,000.00)		No Budget
<b>Total For Fund:</b>	<b>131</b>		<b>839,788.00</b>	<b>(59,582.56)</b>	<b>(635,446.37)</b>	<b>204,341.63</b>		<b>24.33%</b>

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Revenues - City  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:43 PM  
 Page 7 of 10

Fund :	311	K-8 Capital Project Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
33492		State of TN Grant - LPRF	0.00	(75,512.27)	(1,395,531.10)	(1,395,531.10)		No Budget
36901	K8BAN	Loan Proceeds	0.00	0.00	(396,223.98)	(396,223.98)		No Budget
36901	K8P3	Loan Proceeds	0.00	0.00	(4,557,322.83)	(4,557,322.83)		No Budget
36920		Sale Of Bonds	0.00	0.00	(33,750,000.00)	(33,750,000.00)		No Budget
37743		Capital Contributions - Washington County	0.00	0.00	(300,000.00)	(300,000.00)		No Budget
<b>Total For Fund:</b>	<b>311</b>		<b>0.00</b>	<b>(75,512.27)</b>	<b>(40,399,077.91)</b>	<b>(40,399,077.91)</b>		<b>100.00%</b>



Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Revenues - City  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:43 PM  
 Page 8 of 10

Fund :	334	Health Reimbursement Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	% UnRealized
36350		Insurance Recoveries	0.00	0.00	(5,000.00)	(5,000.00)	No Budget
36992	110	HRA Contributions	0.00	(2,730.00)	(24,570.00)	(24,570.00)	No Budget
36992	131	HRA Contributions	0.00	(750.00)	(6,750.00)	(6,750.00)	No Budget
36992	413	HRA Contributions	0.00	(2,310.00)	(20,790.00)	(20,790.00)	No Budget
<b>Total For Fund:</b>	<b>334</b>		<b>0.00</b>	<b>(5,790.00)</b>	<b>(57,110.00)</b>	<b>(57,110.00)</b>	<b>100.00%</b>

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Revenues - City  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:43 PM  
 Page 9 of 10

Fund :	413	Water & Sewer Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% Unrealized
33101		2021 EDA Indust Park Grant	260,000.00	0.00	0.00	260,000.00		100.00%
33401		TN Direct Local ARPA Funds	347,450.00	0.00	(100,192.00)	247,258.00		71.16%
36100		Interest Earnings	5,000.00	0.00	(6,244.85)	(1,244.85)		-24.90%
36721		Cap Contr-Wash Cnty-WL Proj	10,000.00	0.00	(987,850.33)	(977,850.33)		-9778.50%
36750		Judgments and Settlements	0.00	0.00	(280.00)	(280.00)		No Budget
37110		Metered Water Sales	7,024,541.00	(494,620.62)	(5,054,916.97)	1,969,624.03		28.04%
37115		Collection on Delinquent Accounts	0.00	0.00	(135.29)	(135.29)		No Budget
37151		Disconnect Fees	12,500.00	(2,779.37)	(25,790.28)	(13,290.28)		-106.32%
37152		Service Charges	55,000.00	(4,450.00)	(34,750.00)	20,250.00		36.82%
37196		Water Tap Fees	375,000.00	(44,250.00)	(299,700.01)	75,299.99		20.08%
37196	5015	Water Tap Fees	0.00	(1,500.00)	(34,050.00)	(34,050.00)		No Budget
37197		Water Line Extension Charges	100,000.00	0.00	0.00	100,000.00		100.00%
37210		Sewer Charges	1,828,000.00	(117,974.50)	(1,305,335.62)	522,664.38		28.59%
37220		Sewer Tap Inspection Fees	2,500.00	(475.00)	(2,325.00)	175.00		7.00%
37230		Special Sewer User Fee	7,500.00	0.00	0.00	7,500.00		100.00%
37296		Sewer Tap Fees	225,000.00	(36,000.00)	(114,167.79)	110,832.21		49.26%
37726		Gain on Sale of Capital Assets	0.00	0.00	(3,764.65)	(3,764.65)		No Budget
38170		Miscellaneous Revenue	0.00	0.00	(26,791.59)	(26,791.59)		No Budget
<b>Total For Fund:</b>	<b>413</b>		<b>10,252,491.00</b>	<b>(702,049.49)</b>	<b>(7,996,294.38)</b>	<b>2,256,196.62</b>		<b>22.01%</b>

Template Name: LGC  
Created by:

Town of Jonesborough  
Statement of Revenues - City  
March 2024

User: Janet Jennings  
Date/Time: 4/3/2024 1:43 PM  
Page 10 of 10

Fund :	619	Drug Enforcement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% Unrealized
35140		Drug Related Fines	3,000.00	(103.23)	(1,398.29)	1,601.71		53.39%
36529		Auction Proceeds	3,500.00	0.00	(6,177.00)	(2,677.00)		-76.49%
36571		Property Forfeitures	3,000.00	0.00	0.00	3,000.00		100.00%
<b>Total For Fund:</b>	<b>619</b>		<b>9,500.00</b>	<b>(103.23)</b>	<b>(7,575.29)</b>	<b>1,924.71</b>		<b>20.26%</b>

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41500</b>	<b>General Administration</b>							
121			(624,262.00)	(624,262.00)	415,798.92	(208,463.08)	21.10%	44,209.26
		Salaries and Wages	0.00		0.00			0.00
141		Oasi (Employer's Share)	(47,756.00)	(47,756.00)	29,658.46	(18,097.54)	18.76%	3,195.08
			0.00		0.00			0.00
142		Hospital And Health Insurance	(86,182.00)	(86,182.00)	55,221.98	(30,960.02)	22.39%	6,886.35
			0.00		0.00			0.00
143		Employee Retirement Plan	(33,633.00)	(33,633.00)	19,848.52	(13,784.48)	17.56%	2,214.13
			0.00		0.00			0.00
146		Workmen's Compensation	(73,410.00)	(73,410.00)	0.00	(73,410.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(450.00)	(450.00)	219.48	(230.52)	43.37%	12.12
			0.00		0.00			0.00
166		Municipal Judge	(11,200.00)	(11,200.00)	7,700.00	(3,500.00)	25.00%	875.00
			0.00		0.00			0.00
167		Animal Control	(2,500.00)	(2,500.00)	95.14	(2,404.86)	0.00%	0.00
			0.00		0.00			0.00
168		USDA Wildlife Management	(3,100.00)	(3,100.00)	3,100.00	0.00	100.00%	3,100.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(4,000.00)	(4,000.00)	2,019.72	(1,980.28)	19.76%	562.92
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,000.00)	(1,000.00)	3,895.16	2,895.16	231.17%	0.00
			0.00		0.00			0.00
236		Public Relation	(6,500.00)	(6,500.00)	3,250.00	(3,250.00)	23.08%	0.00
			0.00		0.00			0.00
239		MTAS/TML Fees	(3,500.00)	(3,500.00)	3,247.00	(253.00)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(14,500.00)	(14,500.00)	8,872.76	(5,627.24)	27.78%	1,154.41
			0.00		0.00			0.00
242		Water	(1,500.00)	(1,500.00)	902.72	(597.28)	22.60%	150.02
			0.00		0.00			0.00

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(12,500.00)	(12,500.00)	6,833.61	(5,666.39)	23.03%	1,055.59
			0.00		0.00			0.00
248		GPS Services	(500.00)	(500.00)	864.38	364.38	48.47%	0.00
			0.00		0.00			0.00
250		Professional Services	0.00	0.00	38.11	38.11	No Budget	38.11
			0.00		0.00			0.00
251		Medical Services	(2,600.00)	(2,600.00)	1,700.40	(899.60)	21.93%	184.05
			0.00		0.00			0.00
252		Legal Services	(60,000.00)	(60,000.00)	57,736.47	(2,263.53)	25.22%	5,996.33
			0.00		0.00			0.00
253		Accounting And Auditing Services	(25,400.00)	(25,400.00)	28,092.50	2,692.50	110.60%	0.00
			0.00		0.00			0.00
255		Data Processing Services	(67,095.00)	(67,095.00)	21,971.59	(45,123.41)	6.40%	0.00
			0.00		0.00			0.00
256		Engineering Services	(35,000.00)	(35,000.00)	20,365.00	(14,635.00)	12.22%	1,215.00
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(3,000.00)	(3,000.00)	2,148.24	(851.76)	30.52%	0.00
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(8,000.00)	(8,000.00)	21,395.01	13,395.01	8.00%	225.00
			0.00		0.00			0.00
267		Repair And Maintenance Buildings - ISC Bldg	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
			0.00		0.00			0.00
270		Repair And Maintenance Surplus Vehicles &	(5,500.00)	(5,500.00)	160.00	(5,340.00)	2.91%	0.00
			0.00		0.00			0.00
279		Website Maintenance	0.00	0.00	250.00	250.00	No Budget	0.00
			0.00		0.00			0.00
288		Travel/Training/Car Allowance	(6,000.00)	(6,000.00)	1.00	(5,999.00)	4.18%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	23,254.99	23,254.99	No Budget	2,500.00
			0.00		0.00			0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
290	70000		(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
		Other Contracted Services	0.00		0.00			0.00
293		Software service	0.00	0.00	0.00	0.00	No Budget	0.00
297		Veterans Memorial	(2,500.00)	(2,500.00)	822.34	(1,677.66)	0.00%	0.00
311		Office Supplies	(6,000.00)	(6,000.00)	3,184.33	(2,815.67)	6.96%	24.99
312		Small Items Of Equipment	(4,500.00)	(4,500.00)	4,958.51	458.51	68.42%	900.00
313		Stationary/Forms	(2,000.00)	(2,000.00)	1,394.25	(605.75)	40.78%	0.00
323		Food	(15,500.00)	(15,500.00)	11,044.56	(4,455.44)	7.29%	99.15
324		Household And Janitorial Supplies	(4,200.00)	(4,200.00)	1,311.51	(2,888.49)	10.78%	229.04
326		Clothing And Uniforms	(1,800.00)	(1,800.00)	1,486.30	(313.70)	0.00%	0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(6,500.00)	(6,500.00)	769.62	(5,730.38)	2.33%	54.92
334		Tires, Tubes And Etc.	(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
336		Municipal Judge Supplies	(2,352.00)	(2,352.00)	0.00	(2,352.00)	0.00%	0.00
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	3,874.96	(625.04)	22.79%	324.17
520		Property/Liability Insurance	(152,500.00)	(152,500.00)	114,772.76	(37,727.24)	0.00%	0.00
535		Equipment Leases & Maint Contracts	(44,700.00)	(44,700.00)	28,183.91	(16,516.09)	24.05%	2,329.09
555		Bank Service Charges	(3,000.00)	(3,000.00)	2,645.44	(354.56)	23.70%	0.00
			0.00	0.00	0.00	0.00		0.00

Template Name: LGC  
 Created by: LGC

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 4 of 54

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
591	Property Taxes		0.00	0.00	864.00	864.00	No Budget	0.00
595			0.00		0.00			0.00
			(15,000.00)	(15,000.00)	16,734.00	1,734.00	75.01%	365.00
596	Tax Relief Program		0.00	0.00	0.00			0.00
			0.00	0.00	66.34	66.34	No Budget	0.00
			0.00	0.00	0.00			0.00
620	Penalties For Late Filing		0.00	0.00	26,136.94	26,136.94	No Budget	0.00
			0.00	0.00	0.00			0.00
620	Note Principal		0.00	0.00	14,479.31	14,479.31	No Budget	0.00
			0.00	0.00	0.00			0.00
620	RDA24		0.00	0.00	84,045.33	84,045.33	No Budget	0.00
			0.00	0.00	0.00			0.00
620	Note Principal		0.00	0.00	34,130.08	34,130.08	No Budget	0.00
			0.00	0.00	0.00			0.00
620	RDA28		0.00	0.00	60,986.16	60,986.16	No Budget	0.00
			0.00	0.00	0.00			0.00
620	MUNIB		(121,000.00)	(121,000.00)	121,000.00	0.00	0.00%	0.00
			0.00	0.00	0.00			0.00
620	Note Principal		0.00	0.00	2,204,998.43	2,204,998.43	No Budget	0.00
			0.00	0.00	0.00			0.00
620	COMMF		(60,005.00)	(60,005.00)	44,841.47	(15,163.53)	25.09%	5,030.21
			0.00	0.00	0.00			0.00
620	RDA25		0.00	0.00	84,471.98	84,471.98	No Budget	0.00
			0.00	0.00	0.00			0.00
620	Note Principal		0.00	0.00	34,312.71	34,312.71	No Budget	5,873.97
			0.00	0.00	0.00			0.00
640	RDA27		0.00	0.00	21,383.06	21,383.06	No Budget	0.00
			0.00	0.00	0.00			0.00
640	Interest On Notes		(50,000.00)	(50,000.00)	9,191.96	(40,808.04)	0.00%	0.00
			0.00	0.00	0.00			0.00
640	JBANO		0.00	0.00	74,342.67	74,342.67	No Budget	0.00
			0.00	0.00	0.00			0.00
640	Interest On Notes		0.00	0.00	0.00			0.00
			0.00	0.00	0.00			0.00
640	RDA24		0.00	0.00	74,342.67	74,342.67	No Budget	0.00
			0.00	0.00	0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	COMMF		(89,420.00)	(89,420.00)	67,226.53	(22,193.47)	24.94%	7,421.79
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA28		0.00	0.00	49,893.84	49,893.84	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	JRDNO		0.00	0.00	0.00	0.00	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	CAP23		(35,000.00)	(35,000.00)	16,195.83	(18,804.17)	22.94%	2,544.12
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA26		(37,250.00)	(37,250.00)	21,432.69	(15,817.31)	28.50%	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	K8PK		0.00	0.00	19,211.11	19,211.11	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA25		0.00	0.00	74,720.02	74,720.02	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	RDA22		0.00	0.00	30,189.92	30,189.92	No Budget	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
640	MUNIB		(15,662.00)	(15,662.00)	8,502.60	(7,159.40)	0.00%	0.00
	Interest On Notes		0.00	0.00	0.00			0.00
660			(2,000.00)	(2,000.00)	9,500.00	7,500.00	0.00%	0.00
	Debt Issuance Costs		0.00	0.00	0.00			0.00
802			(2,000.00)	(2,000.00)	2,000.00	0.00	0.00%	0.00
	NE TN Tourism Appropriation		0.00	0.00	0.00			0.00
803			(50,000.00)	(50,000.00)	41,666.70	(8,333.30)	33.33%	8,333.34
	WC Museum/Heritage Alliance Appro		0.00	0.00	0.00			0.00
804			(4,500.00)	(4,500.00)	988.20	(3,511.80)	3.00%	0.00
	Building Inspection		0.00	0.00	0.00			0.00
805			(7,000.00)	(7,000.00)	4,593.77	(2,406.23)	13.99%	353.76
	Dirty Street Fighters		0.00	0.00	0.00			0.00
806			(1,650.00)	(1,650.00)	1,649.00	(1.00)	0.00%	0.00
	F.T.D.D. Appropriation		0.00	0.00	0.00			0.00
807			(7,301.00)	(7,301.00)	0.00	(7,301.00)	0.00%	0.00
	F.T.H.R.A. Appro		0.00	0.00	0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
808	WC E.M.S. Appropriation		(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
809	NE TN Regional Economic Partnersh		(7,000.00)	(7,000.00)	0.00	(7,000.00)	0.00%	0.00
810	Historic Zoning Comm Training		(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
811	Vet Park Appropriation		0.00	0.00	250.00	250.00	No Budget	0.00
815	Main Street Jones.Program Exp		0.00	0.00	3,311.03	3,311.03	No Budget	449.99
817	Main St.-Jonesborough Days		0.00	0.00	2,116.08	2,116.08	No Budget	72.18
871	Washington Co-Jonesborough Library		(13,500.00)	(13,500.00)	0.00	(13,500.00)	0.00%	0.00
946	Computer Software		0.00	0.00	15,062.50	15,062.50	No Budget	0.00
991	Facade Renovation		(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
992	Street/Solid Waste Buidling		(285,000.00)	(285,000.00)	102,300.00	(182,700.00)	35.89%	0.00
998	Other Capital Projects		(149,742.00)	(149,742.00)	102,422.84	(47,319.16)	0.00%	0.00
<b>Total 41500 General Administration</b>			<b>(2,432,620.00)</b>	<b>(2,432,620.00)</b>	<b>4,318,306.75</b>	<b>1,885,686.75</b>	<b>177.52%</b>	<b>107,979.09</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>42100 Police</b>								
121	Salaries and Wages		(1,223,770.00)	(1,223,770.00)	926,783.08	(296,986.92)	23.60%	93,204.65
141	Oasi (Employer's Share)		(93,618.00)	(93,618.00)	63,977.62	(29,640.38)	19.84%	6,556.91
142	Hospital And Health Insurance		(225,889.00)	(225,889.00)	203,203.36	(22,685.64)	29.39%	23,963.98
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	(71,811.00)	(71,811.00)	51,600.20	(20,210.80)	21.39%	5,479.99
			0.00		0.00			0.00
147		Unemployment Insurance	(850.00)	(850.00)	561.62	(288.38)	60.89%	19.78
			0.00		0.00			0.00
148		Employee Education And Training	(16,000.00)	(16,000.00)	27,500.37	11,500.37	26.27%	0.00
			0.00		0.00			0.00
164		Reserve Officer Program	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
165		Court Costs	(10,000.00)	(10,000.00)	3,217.50	(6,782.50)	2.18%	217.50
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(2,500.00)	(2,500.00)	1,062.64	(1,437.36)	14.50%	284.52
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	2,341.74	341.74	39.35%	632.59
			0.00		0.00			0.00
236		Public Relation	(3,000.00)	(3,000.00)	1,512.13	(1,487.87)	0.00%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(15,500.00)	(15,500.00)	9,397.60	(6,102.40)	24.84%	561.72
			0.00		0.00			0.00
248		GPS Services	(5,250.00)	(5,250.00)	4,070.78	(1,179.22)	22.15%	0.00
			0.00		0.00			0.00
251		Medical Services	(11,500.00)	(11,500.00)	6,110.87	(5,389.13)	14.89%	549.90
			0.00		0.00			0.00
260		RADIO	(1,000.00)	(1,000.00)	642.39	(357.61)	24.73%	36.72
		Repair And Maintenance Services	0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(18,000.00)	(18,000.00)	24,484.44	6,484.44	55.46%	1,921.08
			0.00		0.00			0.00
261		990	0.00	0.00	3,910.55	3,910.55	No Budget	3,910.55
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	509.98	(490.02)	29.00%	0.00
			0.00		0.00			0.00
270		Repair And Maintenance Surplus Vehicles &	(5,000.00)	(5,000.00)	3,875.60	(1,124.40)	5.60%	0.00
			0.00		0.00			0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 110 Monthly Comparative: 75.00%								
280			(5,000.00)	(5,000.00)	4,629.44	(370.56)	45.10%	956.89
	Travel		0.00		0.00			0.00
289			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Travel - Surplus Vehicles & Equip		0.00		0.00			0.00
290			(39,739.00)	(39,739.00)	33,774.25	(5,964.75)	5.00%	475.00
	Other Contracted Services		0.00		0.00			0.00
307			(25,000.00)	(25,000.00)	28,644.49	3,644.49	25.59%	0.00
	Shop with a Cop		0.00		0.00			0.00
311			(3,000.00)	(3,000.00)	2,617.97	(382.03)	19.09%	250.31
	Office Supplies		0.00		0.00			0.00
312			(7,000.00)	(7,000.00)	5,580.44	(1,419.56)	17.14%	1,200.00
	Small Items Of Equipment		0.00		0.00			0.00
313			(1,200.00)	(1,200.00)	750.25	(449.75)	13.92%	167.00
	Stationary/Forms		0.00		0.00			0.00
314			0.00	0.00	43.16	43.16	No Budget	0.00
	Small Equip - TN Local Appropriation		0.00		0.00			0.00
326			(20,000.00)	(20,000.00)	20,064.08	64.08	48.84%	202.36
	Clothing And Uniforms		0.00		0.00			0.00
327			(7,000.00)	(7,000.00)	12,989.14	5,989.14	106.79%	77.68
	Fire Arm Supplies		0.00		0.00			0.00
331			(60,000.00)	(60,000.00)	35,879.59	(24,120.41)	21.52%	5,048.17
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00		0.00			0.00
334			(8,000.00)	(8,000.00)	10,853.18	2,853.18	13.71%	500.91
	Tires, Tubes And Etc.		0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Safety Supplies		0.00		0.00			0.00
390			(5,000.00)	(5,000.00)	2,887.17	(2,112.83)	31.34%	385.62
	Miscellaneous Supplies		0.00		0.00			0.00
535			(18,275.00)	(18,275.00)	19,754.99	1,479.99	24.49%	1,402.39
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
560			(25,000.00)	(25,000.00)	9,321.80	(15,678.20)	12.23%	1,086.10
	State Police Fines		0.00		0.00			0.00

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
596			0.00	0.00	184.59	184.59	No Budget	0.00
		Penalties For Late Filing	0.00	0.00	0.00			0.00
620	PSVEH		(119,000.00)	(119,000.00)	119,000.00	0.00	0.00%	0.00
		Note Principal	0.00	0.00	0.00			0.00
640	PSVEH		(5,129.00)	(5,129.00)	5,129.15	0.15	40.20%	2,061.80
		Interest On Notes	0.00	0.00	0.00			0.00
701			(8,500.00)	(8,500.00)	0.00	(8,500.00)	0.00%	0.00
		DOJ Bullet Proof Vests Grant	0.00	0.00	0.00			0.00
702			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		TN Highway Safety Grant	0.00	0.00	0.00			0.00
831			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Ps Electr.Citation Reserve Exp	0.00	0.00	0.00			0.00
832			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Clerk Electr.Citation Reserve Exp	0.00	0.00	0.00			0.00
833			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Handgun Permit Class Expense	0.00	0.00	0.00			0.00
834			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Driving School Tech Fund Expenses	0.00	0.00	0.00			0.00
835			0.00	0.00	8,301.27	8,301.27	No Budget	93.06
		Paws In Blue Canine Expenses	0.00	0.00	0.00			0.00
874			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Jonesborough Cops for Kids	0.00	0.00	0.00			0.00
940			(43,000.00)	(43,000.00)	43,000.00	0.00	0.00%	0.00
		Machinery And Equipment	0.00	0.00	0.00			0.00
952	990		0.00	0.00	48,800.00	48,800.00	No Budget	0.00
		Police Vehicles	0.00	0.00	0.00			0.00
952			0.00	0.00	20,117.60	20,117.60	No Budget	0.00
		Police Vehicles	0.00	0.00	0.00			0.00
955			0.00	0.00	(339.09)	(339.09)	No Budget	0.00
		PS Training Facility	0.00	0.00	0.00			0.00
		<b>Total 42100 Police</b>	<b>(2,134,531.00)</b>	<b>(2,134,531.00)</b>	<b>1,766,745.94</b>	<b>(367,785.06)</b>	<b>82.77%</b>	<b>151,247.18</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>42200</b>	<b>Fire Protection And Control Services</b>							
121			(432,579.00)	(432,579.00)	348,578.47	(84,000.53)	26.55%	38,369.74
		Salaries and Wages	0.00		0.00			0.00
141			(33,092.00)	(33,092.00)	24,311.89	(8,780.11)	23.05%	2,757.50
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(70,888.00)	(70,888.00)	59,163.76	(11,724.24)	25.12%	5,851.75
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,343.00)	(25,343.00)	19,095.07	(6,247.93)	22.71%	2,080.46
		Employee Retirement Plan	0.00		0.00			0.00
147			(340.00)	(340.00)	199.18	(140.82)	58.32%	11.08
		Unemployment Insurance	0.00		0.00			0.00
148			(8,500.00)	(8,500.00)	2,110.40	(6,389.60)	1.68%	84.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	119.04	(80.96)	29.87%	3.79
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(1,800.00)	(1,800.00)	1,207.26	(592.74)	17.78%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
236			(500.00)	(500.00)	283.10	(216.90)	0.00%	0.00
		Public Relation	0.00		0.00			0.00
245			(6,250.00)	(6,250.00)	3,230.14	(3,019.86)	20.77%	214.78
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(700.00)	(700.00)	1,526.49	826.49	62.31%	0.00
		GPS Services	0.00		0.00			0.00
251			(6,500.00)	(6,500.00)	4,379.20	(2,120.80)	21.75%	365.97
		Medical Services	0.00		0.00			0.00
261			(30,000.00)	(30,000.00)	22,058.28	(7,941.72)	23.38%	716.90
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(2,500.00)	(2,500.00)	2,002.57	(497.43)	26.44%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(10,000.00)	(10,000.00)	8,751.37	(1,248.63)	84.14%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00

Template Name: LGC

Town of Jonesborough  
Statement of Expenditures and Encumbrances  
March 2024

User: Janet Jennings  
Date/Time: 4/3/2024 1:45 PM  
Page 11 of 54

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
280		Travel	(1,000.00)	(1,000.00)	88.50	(911.50)	0.00%	0.00
290		Other Contracted Services	(1,000.00)	(1,000.00)	3,121.77	(7,878.23)	13.10%	918.66
311		Office Supplies	(1,000.00)	(1,000.00)	904.81	(95.19)	50.12%	117.68
312		Small Items Of Equipment	(45,000.00)	(45,000.00)	35,814.03	(9,185.97)	49.58%	9,188.50
313		Stationary/Forms	(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
326		Clothing And Uniforms	(11,000.00)	(11,000.00)	14,313.76	3,313.76	19.94%	833.82
329		Fire Fighting Gear	(30,000.00)	(30,000.00)	20,960.68	(9,039.32)	25.76%	3,484.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(12,000.00)	(12,000.00)	8,102.59	(3,897.41)	17.06%	0.00
334		Tires, Tubes And Etc.	(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
344		Safety Supplies	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
390		Miscellaneous Supplies	(5,500.00)	(5,500.00)	4,965.48	(534.52)	19.15%	287.02
535		Equipment Leases & Maint Contracts	(6,500.00)	(6,500.00)	4,024.95	(2,475.05)	17.65%	381.35
596		Penalties For Late Filing	0.00	0.00	71.92	71.92	No Budget	0.00
620		Note Principal	(38,760.00)	(38,760.00)	28,995.25	(9,764.75)	25.09%	3,248.86
620		FT21	(46,000.00)	(46,000.00)	46,000.00	0.00	0.00%	0.00
640		Note Principal	(3,167.00)	(3,167.00)	2,449.76	(717.24)	23.93%	245.03
		Interest On Notes	0.00	0.00	0.00	0.00		0.00

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	FT21		(10,109.00)	(10,109.00)	10,108.80	(0.20)	47.34%	4,785.30
		Interest On Notes	0.00		0.00			0.00
941		Vehicles	0.00	0.00	0.00	0.00	No Budget	0.00
957		Brush Truck	0.00	0.00	1,358.26	1,358.26	No Budget	0.00
			0.00	0.00	0.00			0.00
		<b>Total 42200 Fire Protection And Control</b>	<b>(859,428.00)</b>	<b>(859,428.00)</b>	<b>678,296.78</b>	<b>(181,131.22)</b>	<b>78.92%</b>	<b>73,946.19</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>43100</b>		<b>Highways And Streets</b>						
121		Salaries and Wages	(400,991.00)	(400,991.00)	301,881.08	(99,109.92)	19.78%	25,301.22
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(30,676.00)	(30,676.00)	21,196.71	(9,479.29)	16.69%	1,812.05
			0.00		0.00			0.00
142		Hospital And Health Insurance	(63,206.00)	(63,206.00)	48,242.51	(14,963.49)	21.68%	5,068.53
			0.00		0.00			0.00
143		Employee Retirement Plan	(23,191.00)	(23,191.00)	15,900.85	(7,290.15)	18.09%	1,518.05
			0.00		0.00			0.00
147		Unemployment Insurance	(310.00)	(310.00)	159.63	(150.37)	51.49%	6.22
			0.00		0.00			0.00
148		Employee Education And Training	0.00	0.00	110.00	110.00	No Budget	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(2,500.00)	(2,500.00)	1,201.75	(1,298.25)	18.28%	153.37
			0.00		0.00			0.00
247		Street Lighting (Electric And Maint.)	(192,500.00)	(192,500.00)	141,460.97	(51,039.03)	27.44%	17,456.09
			0.00		0.00			0.00
248		GPS Services	(1,800.00)	(1,800.00)	1,621.75	(178.25)	25.48%	0.00
			0.00		0.00			0.00
251		Medical Services	(3,300.00)	(3,300.00)	2,683.76	(616.24)	24.93%	329.81
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(41,250.00)	(41,250.00)	45,186.53	3,936.53	50.65%	14,175.54
			0.00		0.00			0.00



Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
262		Repair And Maintenance Equipment	(1,500.00)	(1,500.00)	269.97	(1,230.03)	7.52%	0.00
266		Repair And Maintenance Buildings	(6,000.00)	(6,000.00)	2,297.34	(3,702.66)	35.56%	0.00
268		Repair And Maintenance Roads And Streets	(15,000.00)	(15,000.00)	17,922.40	2,922.40	39.04%	3,200.00
311		Office Supplies	(400.00)	(400.00)	145.65	(254.35)	0.00%	0.00
312		Small Items Of Equipment	(4,000.00)	(4,000.00)	1,898.09	(2,101.91)	17.78%	465.99
326		Clothing And Uniforms	(3,850.00)	(3,850.00)	3,453.55	(396.45)	0.00%	0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(32,175.00)	(32,175.00)	21,704.26	(10,470.74)	19.24%	1,216.21
334		Tires, Tubes And Etc.	(7,000.00)	(7,000.00)	3,795.15	(3,204.85)	7.16%	500.91
342		Sign Parts And Supplies	(6,050.00)	(6,050.00)	5,992.04	(57.96)	37.43%	35.00
344		Safety Supplies	(2,200.00)	(2,200.00)	873.88	(1,326.12)	33.44%	0.00
390		Miscellaneous Supplies	(2,750.00)	(2,750.00)	1,156.95	(1,593.05)	11.20%	0.00
395		Storm Water	(6,000.00)	(6,000.00)	6,621.62	621.62	0.00%	0.00
454		Sodium Chloride	(10,000.00)	(10,000.00)	9,773.99	(226.01)	97.74%	9,773.99
473		Curbing, Sidewalks, and Rock	(100,000.00)	(100,000.00)	17,613.05	(82,386.95)	1.43%	874.16
474		Street Paving	(175,000.00)	(175,000.00)	53,529.21	(121,470.79)	29.89%	29.75
535		Equipment Leases & Maint Contracts	(2,500.00)	(2,500.00)	2,512.01	12.01	27.53%	228.81
			0.00	0.00	0.00			0.00

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
560			(5,000.00)	(5,000.00)	1,125.00	(3,875.00)	0.00%	0.00
		State Storm Water Maintenance Fees	0.00		0.00			0.00
596			0.00	0.00	65.45	65.45	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
973			(150,000.00)	(150,000.00)	76,750.00	(73,250.00)	0.00%	0.00
		3 - 2500 4 Wheel Drive Trucks	0.00		0.00			0.00
975			(30,000.00)	(30,000.00)	36,336.40	6,336.40	4.45%	0.00
		Oak Grove Curbing & Sidewalk	0.00		0.00			0.00
977			(106,000.00)	(106,000.00)	189,992.34	83,992.34	0.96%	0.00
		Lincoln Park Parking Lot	0.00		0.00			0.00
984			(105,000.00)	(105,000.00)	161,700.00	56,700.00	50.43%	0.00
		West Main Sidewalk	0.00		0.00			0.00
985			(52,000.00)	(52,000.00)	302,864.48	250,864.48	1.06%	0.00
		Thompson Meadow Lane Paving	0.00		0.00			0.00
986			(135,000.00)	(135,000.00)	0.00	(135,000.00)	0.00%	0.00
		Boone Street Paving	0.00		0.00			0.00
	<b>43100</b>	<b>Highways And Streets</b>	<b>(1,717,149.00)</b>	<b>(1,717,149.00)</b>	<b>1,498,038.37</b>	<b>(219,110.63)</b>	<b>87.24%</b>	<b>82,145.70</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>43170</b>		<b>City Garage</b>						
121			(75,157.00)	(75,157.00)	50,716.77	(24,440.23)	34.64%	8,369.19
		Salaries and Wages	0.00		0.00			0.00
141			(5,750.00)	(5,750.00)	3,286.07	(2,463.93)	29.74%	563.99
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(25,186.00)	(25,186.00)	20,112.32	(5,073.68)	31.75%	2,758.57
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,452.00)	(4,452.00)	2,891.99	(1,560.01)	32.33%	502.16
		Employee Retirement Plan	0.00		0.00			0.00
147			(130.00)	(130.00)	35.84	(94.16)	27.57%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 15 of 54

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
230			(250.00)	(250.00)	83.62	(166.38)	0.00%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(5,000.00)	(5,000.00)	5,619.94	619.94	56.63%	1,080.21
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	151.73	(848.27)	10.66%	64.51
		Water	0.00		0.00			0.00
245			(2,250.00)	(2,250.00)	1,898.59	(351.41)	30.07%	226.09
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(400.00)	(400.00)	145.38	(254.62)	12.12%	0.00
		GPS Services	0.00		0.00			0.00
251			(800.00)	(800.00)	683.24	(116.76)	15.34%	40.90
		Medical Services	0.00		0.00			0.00
261			(2,000.00)	(2,000.00)	2,757.15	757.15	-45.56%	387.37
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(500.00)	(500.00)	277.06	(222.94)	15.84%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(1,500.00)	(1,500.00)	1,322.98	(177.02)	43.08%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(500.00)	(500.00)	195.47	(304.53)	36.89%	184.47
		Office Supplies	0.00		0.00			0.00
312			(3,470.00)	(3,470.00)	4,558.92	1,088.92	115.24%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
324			(1,500.00)	(1,500.00)	2,123.72	623.72	58.57%	303.16
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(1,900.00)	(1,900.00)	1,580.35	(319.65)	29.70%	132.64
		Clothing And Uniforms	0.00		0.00			0.00
331			(2,300.00)	(2,300.00)	883.63	(1,416.37)	16.16%	85.59
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(1,000.00)	(1,000.00)	672.00	(328.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(2,300.00)	(2,300.00)	1,847.17	(452.83)	-82.87%	0.00
		Consumable Tools	0.00		0.00			0.00

Fund : 110

Monthly Comparative:

75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
344	Safety Supplies		(1,000.00)	(1,000.00)	387.79	(612.21)	21.49%	0.00
			0.00		0.00			0.00
345	Welding Supplies		(400.00)	(400.00)	129.87	(270.13)	0.00%	0.00
			0.00		0.00			0.00
346	Wash Bay Maintenance and Supplies		(2,500.00)	(2,500.00)	2,025.00	(475.00)	25.48%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(1,000.00)	(1,000.00)	374.14	(625.86)	0.00%	0.00
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(3,000.00)	(3,000.00)	2,815.76	(184.24)	24.69%	246.31
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	7.77	7.77	No Budget	0.00
			0.00		0.00			0.00
949	Other Machinery And Equipment		0.00	0.00	6,649.50	6,649.50	No Budget	6,649.50
			0.00		0.00			0.00
<b>Total 43170</b>	<b>City Garage</b>		<b>(145,745.00)</b>	<b>(145,745.00)</b>	<b>114,233.77</b>	<b>(31,511.23)</b>	<b>78.38%</b>	<b>21,594.66</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>44320</b>	<b>Senior Citizen Facilities</b>							
121	TRANS		(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
	Salaries and Wages		0.00		0.00			0.00
121	IIIB		(30,389.00)	(30,389.00)	21,213.34	(9,175.66)	12.90%	0.00
	Salaries and Wages		0.00		0.00			0.00
121	Salaries and Wages		(337,015.00)	(337,015.00)	247,395.00	(89,620.00)	23.55%	28,147.11
	Salaries and Wages		0.00		0.00			0.00
141	IIIB		(2,325.00)	(2,325.00)	1,431.12	(893.88)	9.50%	0.00
	Oasi (Employer's Share)		0.00		0.00			0.00
141	Oasi (Employer's Share)		(25,782.00)	(25,782.00)	17,061.25	(8,720.75)	19.92%	1,984.10
	Oasi (Employer's Share)		0.00		0.00			0.00
141	TRANS		(459.00)	(459.00)	0.00	(459.00)	0.00%	0.00
	Oasi (Employer's Share)		0.00		0.00			0.00
142	Hospital And Health Insurance		(64,437.00)	(64,437.00)	49,240.24	(15,196.76)	23.63%	5,372.66
			0.00		0.00			0.00

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 17 of 54

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 110 Monthly Comparative: 75.00%								
142	TRANS		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Hospital And Health Insurance		0.00		0.00			0.00
142	IIIB		(2,850.00)	(2,850.00)	8,065.48	5,215.48	105.59%	1,003.14
	Hospital And Health Insurance		0.00		0.00			0.00
143			(16,759.00)	(16,759.00)	12,089.28	(4,669.72)	22.19%	1,459.69
	Employee Retirement Plan		0.00		0.00			0.00
143	IIIB		(2,387.00)	(2,387.00)	1,089.51	(1,297.49)	9.86%	0.00
	Employee Retirement Plan		0.00		0.00			0.00
143	TRANS		(420.00)	(420.00)	156.86	(263.14)	0.00%	0.00
	Employee Retirement Plan		0.00		0.00			0.00
147			(310.00)	(310.00)	71.54	(238.46)	21.41%	32.27
	Unemployment Insurance		0.00		0.00			0.00
147	TRANS		(30.00)	(30.00)	0.00	(30.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00
147	IIIB		(35.00)	(35.00)	117.66	82.66	336.17%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148	IIIB		(2,500.00)	(2,500.00)	1,906.51	(593.49)	26.16%	215.45
	Employee Education And Training		0.00		0.00			0.00
148			(2,500.00)	(2,500.00)	1,713.17	(786.83)	59.08%	1,476.96
	Employee Education And Training		0.00		0.00			0.00
211			(800.00)	(800.00)	954.35	154.35	38.85%	7.24
	Postage, Box Rent, Etc.		0.00		0.00			0.00
230			(5,500.00)	(5,500.00)	3,242.01	(2,257.99)	4.45%	0.00
	Publicity, Subscriptions, And Dues		0.00		0.00			0.00
241			(40,000.00)	(40,000.00)	18,291.41	(21,708.59)	15.07%	1,769.84
	Electric		0.00		0.00			0.00
242			(4,000.00)	(4,000.00)	1,784.23	(2,215.77)	15.77%	230.73
	Water		0.00		0.00			0.00
245			(10,000.00)	(10,000.00)	5,830.66	(4,169.34)	21.52%	752.11
	Telephone And Other Communication Services		0.00		0.00			0.00
245	IIIB		(780.00)	(780.00)	520.00	(260.00)	25.00%	65.00
	Telephone And Other Communication Services		0.00		0.00			0.00



Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 18 of 54

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		(1,000.00)	(1,000.00)	678.44	(321.56)	19.38%	0.00
251	Medical Services		(2,500.00)	(2,500.00)	1,372.58	(1,127.42)	23.90%	293.15
261	Repair And Maintenance Motor Vehicles		(1,000.00)	(1,000.00)	217.39	(782.61)	0.00%	0.00
262	Repair And Maintenance Equipment		(1,000.00)	(1,000.00)	902.76	(97.24)	23.10%	0.00
265	Repair And Maintenance Grounds And		(9,000.00)	(9,000.00)	10,344.98	1,344.98	20.89%	1,500.00
266	Repair And Maintenance Buildings		(20,400.00)	(20,400.00)	21,000.81	600.81	28.14%	2,197.90
300	Supplies		(554.00)	(554.00)	338.69	(215.31)	43.46%	221.82
311	Office Supplies		(3,200.00)	(3,200.00)	2,900.99	(299.01)	38.70%	605.69
312	Small Items Of Equipment		0.00	0.00	1,095.40	1,095.40	No Budget	1,095.40
312	Small Items Of Equipment		(4,800.00)	(4,800.00)	22,942.54	18,142.54	392.48%	18,319.00
324	Household And Janitorial Supplies		(6,000.00)	(6,000.00)	2,743.25	(3,256.75)	17.33%	643.62
326	Clothing And Uniforms		(900.00)	(900.00)	241.26	(658.74)	0.00%	0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,700.00)	(2,700.00)	973.58	(1,726.42)	5.50%	0.00
334	Tires, Tubes And Etc.		(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
344	Safety Supplies		(2,000.00)	(2,000.00)	951.57	(1,048.43)	38.32%	0.00
360	Transportation		(12,000.00)	(12,000.00)	0.00	(12,000.00)	0.00%	0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	(1,500.00)	(1,500.00)	1,575.12	75.12	33.00%	152.93
535		Equipment Leases & Maint Contracts	0.00	(21,000.00)	19,255.25	(1,744.75)	18.48%	1,159.34
596		Penalties For Late Filing	0.00	0.00	57.71	57.71	No Budget	0.00
620		REFBD	(90,000.00)	(90,000.00)	0.00	(90,000.00)	0.00%	0.00
640		Note Principal	0.00	(91,050.00)	45,525.00	(45,525.00)	0.00%	0.00
		Interest On Notes	0.00	0.00	0.00	0.00	0.00%	0.00
836		Ada Compliance	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
837		Parrish Nurse/Wellness Program	(20,000.00)	(20,000.00)	8,919.24	(11,080.76)	11.69%	0.00
838		Health Promotion Program	0.00	(38,000.00)	18,416.50	(19,583.50)	15.91%	280.00
839		Senior Center-Special Projects Ex	(55,000.00)	(55,000.00)	29,244.19	(25,755.81)	0.00%	0.00
841		Senior Center State Grant Tcad Ex	0.00	0.00	6,973.02	6,973.02	No Budget	5,863.78
967		My Ride SUV	0.00	0.00	13,253.00	13,253.00	No Budget	0.00
968		My Ride Golf Cart	(13,253.00)	(13,253.00)	0.00	(13,253.00)	0.00%	0.00
969		Patio Pavilion	(11,981.00)	(11,981.00)	0.00	(11,981.00)	0.00%	0.00
		<b>Total 44320 Senior Citizen Facilities</b>	<b>(967,216.00)</b>	<b>(967,216.00)</b>	<b>602,096.89</b>	<b>(365,119.11)</b>	<b>62.25%</b>	<b>74,848.93</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
44400		<b>Parks and Recreation</b>						
121		Salaries and Wages	(257,084.00)	(257,084.00)	152,024.17	(105,059.83)	17.62%	15,377.19
			0.00	0.00	0.00	0.00	0.00%	0.00

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(19,667.00)	(19,667.00)	10,902.81	(8,764.19)	15.28%	1,135.26
			0.00		0.00			0.00
142		Hospital And Health Insurance	(43,051.00)	(43,051.00)	18,250.41	(24,800.59)	14.49%	2,352.98
			0.00		0.00			0.00
143		Employee Retirement Plan	(12,889.00)	(12,889.00)	6,526.87	(6,362.13)	14.35%	681.82
			0.00		0.00			0.00
147		Unemployment Insurance	(205.00)	(205.00)	98.68	(106.32)	40.97%	6.67
			0.00		0.00			0.00
148		Employee Education And Training	(500.00)	(500.00)	88.50	(411.50)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(400.00)	(400.00)	324.02	(75.98)	38.40%	27.64
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	1,152.26	(847.74)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(37,500.00)	(37,500.00)	24,718.81	(12,781.19)	23.42%	2,891.47
			0.00		0.00			0.00
242		Water	(15,000.00)	(15,000.00)	11,001.65	(3,998.35)	44.86%	1,032.49
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(8,500.00)	(8,500.00)	6,580.22	(1,919.78)	27.91%	755.52
			0.00		0.00			0.00
248		GPS Services	(950.00)	(950.00)	678.44	(271.56)	20.40%	0.00
			0.00		0.00			0.00
251		Medical Services	(2,300.00)	(2,300.00)	1,472.40	(827.60)	24.01%	184.05
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(6,500.00)	(6,500.00)	2,119.65	(4,380.35)	-14.51%	0.00
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(7,000.00)	(7,000.00)	741.05	(6,258.95)	4.15%	231.00
			0.00		0.00			0.00
265		Repair And Maintenance Grounds And	(95,000.00)	(95,000.00)	100,323.29	5,323.29	30.00%	11,877.42
			0.00		0.00			0.00

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266			(7,500.00)	(7,500.00)	9,287.42	1,787.42	13.31%	172.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Office Supplies	0.00		0.00			0.00
312			(5,000.00)	(5,000.00)	3,780.29	(1,219.71)	1.81%	(43.45)
		Small Items Of Equipment	0.00		0.00			0.00
324			(4,500.00)	(4,500.00)	3,563.49	(936.51)	13.23%	100.82
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(1,600.00)	(1,600.00)	860.16	(739.84)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
331			(7,000.00)	(7,000.00)	2,565.81	(4,434.19)	8.81%	211.37
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(1,000.00)	(1,000.00)	298.79	(701.21)	29.88%	298.79
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(250.00)	(250.00)	104.19	(145.81)	34.08%	0.00
		Safety Supplies	0.00		0.00			0.00
390			(1,300.00)	(1,300.00)	133.14	(1,166.86)	0.00%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(2,520.00)	(2,520.00)	1,727.49	(792.51)	17.05%	76.51
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	35.12	35.12	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
843			(50,000.00)	(50,000.00)	27,619.60	(22,380.40)	7.75%	0.00
		Jrt Players Education Program	0.00		0.00			0.00
844			(20,000.00)	(20,000.00)	5,707.52	(14,292.48)	8.98%	448.66
		Special Programs	0.00		0.00			0.00
845			(10,000.00)	(10,000.00)	6,368.14	(3,631.86)	26.70%	1,384.80
		Athletic Programs	0.00		0.00			0.00
847			(3,000.00)	(3,000.00)	4,074.00	1,074.00	2.47%	0.00
		Jrt-Don Squibb Scholarship Awards	0.00		0.00			0.00
848			(52,000.00)	(52,000.00)	43,479.29	(8,520.71)	28.11%	9,006.63
		Jpac/Repertory Theatre	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
849		Flag Committee Expenditures	(2,000.00)	(2,000.00)	361.37	(1,638.63)	0.00%	0.00
850		Townscape	(45,000.00)	(45,000.00)	6,592.45	(38,407.55)	-8.96%	0.00
851		Keep Jonesborough Beautiful Progr	(3,000.00)	(3,000.00)	60.00	(2,940.00)	0.00%	0.00
853		Chuckey Depot Museum Reserve Exp	(3,000.00)	(3,000.00)	1,262.48	(1,737.52)	37.76%	0.00
854		E.Gillespie Bldg.Utilities&Suppli	(16,000.00)	(16,000.00)	9,875.15	(6,124.85)	11.68%	1,183.23
855		Jackson Theatre Utilities	(25,200.00)	(25,200.00)	10,692.27	(14,507.73)	26.70%	3,111.33
856		Boone Street Mkt Utilities	(6,500.00)	(6,500.00)	4,914.75	(1,585.25)	47.92%	460.59
857		Chuckey Depot Operating Expenses	(7,000.00)	(7,000.00)	6,684.04	(315.96)	39.31%	1,688.77
858		Jrt Warehouse Expenses	0.00	0.00	3,142.09	3,142.09	No Budget	529.14
860		Tree & Townscape Exp	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
872		K-8 Maintenance	(125,000.00)	(125,000.00)	4,915.12	(120,084.88)	3.93%	3,682.50
875		McKinney Center Operating Expense	0.00	0.00	132.12	132.12	No Budget	0.00
962		Stage Door Renovations	(100,000.00)	(100,000.00)	152,593.28	52,593.28	14.85%	0.00
963		Jackson Thtre Renov	(875,000.00)	(875,000.00)	1,674,918.56	799,918.56	94.39%	821,036.16
965		Ballfield Upgrades	(135,500.00)	(135,500.00)	0.00	(135,500.00)	0.00%	0.00
966		Depot St Park Upgrades	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00



Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
987		Dog Park Project	(19,820.00)	(19,820.00)	0.00	(19,820.00)	0.00%	0.00
			0.00		0.00			0.00
988		Slemmons House Painting	(16,000.00)	(16,000.00)	0.00	(16,000.00)	0.00%	0.00
			0.00		0.00			0.00
989		Jonesborough Fitness Center	(49,000.00)	(49,000.00)	59,930.00	10,930.00	0.00%	0.00
			0.00		0.00			0.00
990		Gillespie Building Roof	(41,758.00)	(41,758.00)	53,670.00	11,912.00	0.00%	0.00
			0.00		0.00			0.00
		<b>Total 44400 Parks and Recreation</b>	<b>(2,176,494.00)</b>	<b>(2,176,494.00)</b>	<b>2,436,351.36</b>	<b>259,857.36</b>	<b>111.94%</b>	<b>879,901.36</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>44490</b>		<b>Wetlands Water Park</b>						
121		Salaries and Wages	(282,599.00)	(282,599.00)	163,943.56	(118,655.44)	0.00%	0.00
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(21,619.00)	(21,619.00)	10,985.78	(10,633.22)	-7.02%	0.00
			0.00		0.00			0.00
142		Hospital And Health Insurance	(2,400.00)	(2,400.00)	825.23	(1,574.77)	0.00%	0.00
			0.00		0.00			0.00
143		Employee Retirement Plan	(3,265.00)	(3,265.00)	1,090.66	(2,174.34)	-1.98%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(845.00)	(845.00)	424.24	(420.76)	0.00%	0.00
			0.00		0.00			0.00
148		Employee Education And Training	(2,000.00)	(2,000.00)	1,020.00	(980.00)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(200.00)	(200.00)	85.56	(114.44)	0.00%	0.00
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,000.00)	(1,000.00)	619.36	(380.64)	53.58%	0.00
			0.00		0.00			0.00
238		Marketing and Marketing Supplies	(20,000.00)	(20,000.00)	5,316.99	(14,683.01)	10.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241	Electric		(45,000.00)	(45,000.00)	27,968.65	(17,031.35)	11.57%	1,795.89
242	Water		(15,000.00)	(15,000.00)	11,973.90	(3,026.10)	5.09%	49.13
245	Telephone And Other Communication Services		(5,300.00)	(5,300.00)	4,258.45	(1,041.55)	28.57%	513.57
251	Medical Services		(2,000.00)	(2,000.00)	180.33	(1,819.67)	0.00%	0.00
262	Repair And Maintenance Equipment		(3,200.00)	(3,200.00)	0.00	(3,200.00)	0.00%	0.00
265	Repair And Maintenance Grounds And		(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
266	Repair And Maintenance Buildings		(10,000.00)	(10,000.00)	4,929.58	(5,070.42)	1.05%	0.00
288	Travel/Training/Car Allowance		(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
291	Pool Maintenance		(10,000.00)	(10,000.00)	2,772.23	(7,227.77)	0.00%	0.00
296	Pool Pump Repair/Replacement		(15,000.00)	(15,000.00)	5,518.54	(9,481.46)	0.00%	0.00
311	Office Supplies		(800.00)	(800.00)	39.63	(760.37)	0.00%	0.00
312	Small Items Of Equipment		(5,000.00)	(5,000.00)	1,794.92	(3,205.08)	0.00%	0.00
321	Paper/Plastics		(7,500.00)	(7,500.00)	250.35	(7,249.65)	0.00%	0.00
323	Food		(38,000.00)	(38,000.00)	23,594.06	(14,405.94)	0.00%	0.00
324	Household And Janitorial Supplies		(5,000.00)	(5,000.00)	34.69	(4,965.31)	0.00%	0.00
325	Beverages		(10,000.00)	(10,000.00)	122.36	(9,877.64)	0.00%	0.00
			0.00	0.00	0.00	0.00	0.00%	0.00

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
337			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Photo ID Supplies	0.00		0.00			0.00
344			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Safety Supplies	0.00		0.00			0.00
351			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Merchandise Purchased For Resale	0.00		0.00			0.00
390			(750.00)	(750.00)	4,312.80	3,562.80	0.00%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
493			(24,000.00)	(24,000.00)	11,900.71	(12,099.29)	0.00%	0.00
		Chemicals	0.00		0.00			0.00
535			(3,000.00)	(3,000.00)	3,592.31	592.31	38.36%	363.11
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(7,500.00)	(7,500.00)	7,524.49	24.49	4.72%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	188.24	188.24	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
620			(32,900.00)	(32,900.00)	32,900.00	0.00	100.00%	32,900.00
		TBF21	0.00		0.00			0.00
640			(1,799.00)	(1,799.00)	1,798.96	(0.04)	50.00%	899.48
		Note Principal	0.00		0.00			0.00
		Interest On Notes	0.00		0.00			0.00
958			(120,000.00)	(120,000.00)	0.00	(120,000.00)	0.00%	0.00
		Pump Room Renovations	0.00		0.00			0.00
959			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
		Building Renovations	0.00		0.00			0.00
<b>Total 44490</b>	<b>Wetlands Water Park</b>		<b>(746,977.00)</b>	<b>(746,977.00)</b>	<b>329,966.58</b>	<b>(417,010.42)</b>	<b>44.17%</b>	<b>36,521.18</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>44491</b>	<b>McKinney Center</b>							
121			(211,640.00)	(211,640.00)	136,618.37	(75,021.63)	22.20%	16,209.16
		Salaries and Wages	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund :	110	Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	Monthly Comparative:	
										75.00%	MTD Actual/ Encumbrance
141					(16,190.00)	(16,190.00)	9,898.97	(6,291.03)	20.05%	1,200.04	0.00
				Oasi (Employer's Share)	0.00		0.00			0.00	0.00
142					(24,330.00)	(24,330.00)	13,038.95	(11,291.05)	21.41%	2,084.07	0.00
				Hospital And Health Insurance	0.00		0.00			0.00	0.00
143					(11,599.00)	(11,599.00)	7,003.07	(4,595.93)	20.78%	882.08	0.00
				Employee Retirement Plan	0.00		0.00			0.00	0.00
147					(180.00)	(180.00)	134.65	(45.35)	70.13%	11.23	0.00
				Unemployment Insurance	0.00		0.00			0.00	0.00
148					(1,000.00)	(1,000.00)	794.10	(205.90)	74.41%	610.50	0.00
				Employee Education And Training	0.00		0.00			0.00	0.00
211					(300.00)	(300.00)	121.79	(178.21)	10.93%	16.39	0.00
				Postage, Box Rent, Etc.	0.00		0.00			0.00	0.00
220					(350.00)	(350.00)	291.10	(58.90)	83.17%	291.10	0.00
				Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00	0.00
230					(370.00)	(370.00)	257.26	(112.74)	13.51%	0.00	0.00
				Publicity, Subscriptions, And Dues	0.00		0.00			0.00	0.00
238					(2,000.00)	(2,000.00)	1,368.56	(631.44)	37.18%	200.00	0.00
				Marketing and Marketing Supplies	0.00		0.00			0.00	0.00
241					(8,500.00)	(8,500.00)	5,517.07	(2,982.93)	23.26%	594.05	0.00
				Electric	0.00		0.00			0.00	0.00
242					(800.00)	(800.00)	821.58	21.58	26.78%	0.00	0.00
				Water	0.00		0.00			0.00	0.00
245					(6,500.00)	(6,500.00)	3,869.80	(2,630.20)	7.04%	197.62	0.00
				Telephone And Other Communication Services	0.00		0.00			0.00	0.00
251					(800.00)	(800.00)	695.80	(104.20)	23.01%	61.35	0.00
				Medical Services	0.00		0.00			0.00	0.00
262					(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00	0.00
				Repair And Maintenance Equipment	0.00		0.00			0.00	0.00
266					(20,000.00)	(20,000.00)	6,470.57	(13,529.43)	1.08%	0.00	0.00
				Repair And Maintenance Buildings	0.00		0.00			0.00	0.00
272					(15,500.00)	(15,500.00)	0.00	(15,500.00)	0.00%	0.00	0.00
				Repair And Maintenance Buildings - Capital	0.00		0.00			0.00	0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 27 of 54

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
279	Website Maintenance		(2,400.00)	(2,400.00)	708.81	(1,691.19)	10.32%	49.28
311	Office Supplies		(1,100.00)	(1,100.00)	1,627.99	527.99	47.97%	232.60
312	Small Items Of Equipment		(5,000.00)	(5,000.00)	1,182.93	(3,817.07)	1.60%	79.99
313	Stationary/Forms		(200.00)	(200.00)	67.57	(132.43)	33.79%	67.57
323	Food		(1,100.00)	(1,100.00)	873.66	(226.34)	63.90%	354.79
324	Household And Janitorial Supplies		(3,000.00)	(3,000.00)	2,549.11	(450.89)	41.22%	68.54
344	Safety Supplies		(125.00)	(125.00)	114.96	(10.04)	5.72%	7.15
390	Miscellaneous Supplies		(450.00)	(450.00)	637.12	187.12	0.00%	0.00
535	Equipment Leases & Maint Contracts		(8,500.00)	(8,500.00)	10,239.22	1,739.22	25.63%	438.99
556	Credit Card Fees		(600.00)	(600.00)	651.86	51.86	22.70%	0.00
596	Penalties For Late Filing		0.00	0.00	28.26	28.26	No Budget	0.00
862	Special Programs		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
863	Americorps Worker Program		(8,500.00)	(8,500.00)	5,642.50	(2,857.50)	0.00%	0.00
864	Mary Martin Prog.For The Arts		(50,000.00)	(50,000.00)	31,461.60	(18,538.40)	20.96%	5,962.59
864	724		0.00	0.00	6,496.29	6,496.29	No Budget	836.62
865	Mary Martin Prog.For The Arts		(13,500.00)	(13,500.00)	21,382.36	7,882.36	11.48%	441.99
	Story Town Radio Show		0.00	0.00	0.00	0.00		0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 110 Monthly Comparative: 75.00%								
866		McKinney Scholarship Fund	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
867		Conversations That Matter Program	0.00	0.00	532.79	532.79	No Budget	0.00
		<b>Total 44491 McKinney Center</b>	<b>(422,534.00)</b>	<b>(422,534.00)</b>	<b>271,098.67</b>	<b>(151,435.33)</b>	<b>64.16%</b>	<b>30,897.70</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>
<b>44550</b>	<b>Jackson Theater</b>							
555		Bank Service Charges	0.00	0.00	76.95	76.95	No Budget	0.00
		<b>Total 44550 Jackson Theater</b>	<b>0.00</b>	<b>0.00</b>	<b>76.95</b>	<b>76.95</b>	<b>100.00%</b>	<b>0.00</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>
<b>47210</b>	<b>Tourism/Visitors Center</b>							
121		Salaries and Wages	(369,719.00)	(369,719.00)	275,854.96	(93,864.04)	23.06%	28,564.37
141		Oasi (Employer's Share)	(28,284.00)	(28,284.00)	19,657.61	(8,626.39)	20.10%	2,087.34
142		Hospital And Health Insurance	(39,821.00)	(39,821.00)	37,702.36	(2,118.64)	29.92%	4,175.35
143		Employee Retirement Plan	(18,114.00)	(18,114.00)	12,903.82	(5,210.18)	21.24%	1,390.64
147		Unemployment Insurance	(220.00)	(220.00)	187.81	(32.19)	85.37%	27.08
148		Employee Education And Training	(7,500.00)	(7,500.00)	3,714.50	(3,785.50)	13.55%	197.50
211		Postage, Box Rent, Etc.	(1,750.00)	(1,750.00)	943.25	(806.75)	24.81%	321.83
220		Printing, Duplicating, Typing, And Binding	(46,500.00)	(46,500.00)	8,988.75	(37,511.25)	6.44%	998.75
230		Publicity, Subscriptions, And Dues	(6,535.00)	(6,535.00)	5,107.13	(1,427.87)	21.35%	819.99
238		Marketing and Marketing Supplies	(60,000.00)	(60,000.00)	28,801.26	(31,198.74)	6.50%	19.99
			0.00	0.00	0.00			0.00



Template Name: LGC

Town of Jonesborough  
Statement of Expenditures and Encumbrances  
March 2024

User: Janet Jennings  
Date/Time: 4/3/2024 1:45 PM  
Page 29 of 54

Fund : 110

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241	Electric		(13,500.00)	(13,500.00)	7,145.65	(6,354.35)	22.01%	864.71
			0.00		0.00			0.00
242	Water		(2,300.00)	(2,300.00)	1,842.55	(457.45)	27.46%	28.58
			0.00		0.00			0.00
245	Telephone And Other Communication Services		(12,738.00)	(12,738.00)	5,283.35	(7,454.65)	12.59%	783.28
			0.00		0.00			0.00
248	GPS Services		0.00	0.00	24.23	24.23	No Budget	0.00
			0.00		0.00			0.00
251	Medical Services		(1,500.00)	(1,500.00)	749.40	(750.60)	16.36%	81.80
			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(1,500.00)	(1,500.00)	690.02	(809.98)	3.23%	0.00
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		(1,200.00)	(1,200.00)	0.00	(1,200.00)	0.00%	0.00
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		(20,000.00)	(20,000.00)	10,154.13	(9,845.87)	41.11%	7,299.18
			0.00		0.00			0.00
311	Office Supplies		(2,000.00)	(2,000.00)	1,062.79	(937.21)	4.86%	7.49
			0.00		0.00			0.00
312	Small Items Of Equipment		(12,000.00)	(12,000.00)	1,842.50	(10,157.50)	14.33%	1,063.00
			0.00		0.00			0.00
313	Stationary/Forms		(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00
323	Food		(500.00)	(500.00)	97.99	(402.01)	6.29%	0.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		(5,000.00)	(5,000.00)	2,604.24	(2,395.76)	17.87%	355.49
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,400.00)	(2,400.00)	288.47	(2,111.53)	2.61%	62.70
			0.00		0.00			0.00
344	Safety Supplies		(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(800.00)	(800.00)	719.26	(80.74)	1.78%	0.00
			0.00		0.00			0.00

Template Name: LGC  
Created by:

Town of Jonesborough  
Statement of Expenditures and Encumbrances  
March 2024

User: Janet Jennings  
Date/Time: 4/3/2024 1:45 PM  
Page 30 of 54

Fund : 110		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
535			(8,000.00)	(8,000.00)	6,771.90	(1,228.10)	17.13%	838.97
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(2,500.00)	(2,500.00)	2,434.09	(65.91)	12.60%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	59.99	59.99	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
598			(30,000.00)	(30,000.00)	26,242.38	(3,757.62)	24.32%	2,859.91
		Gift Shop Expenditures	0.00		0.00			0.00
815			(20,000.00)	(20,000.00)	4,459.76	(15,540.24)	16.82%	2,720.00
		Main Street Jones.Program Exp	0.00		0.00			0.00
816			(12,000.00)	(12,000.00)	7,364.08	(4,635.92)	0.00%	0.00
		Main St.-Brews & Tunes Program	0.00		0.00			0.00
817			(31,900.00)	(31,900.00)	2,220.04	(29,679.96)	0.00%	0.00
		Main St.-Jonesborough Days	0.00		0.00			0.00
846			(36,000.00)	(36,000.00)	28,355.97	(7,644.03)	12.43%	4,413.28
		Music On The Square Exp	0.00		0.00			0.00
861			(25,000.00)	(25,000.00)	20,918.85	(4,081.15)	14.88%	728.94
		Special Programs	0.00		0.00			0.00
873			(50,000.00)	(50,000.00)	49,750.18	(249.82)	0.00%	0.00
		Seasonal Lighting	0.00		0.00			0.00
<b>Total 47210 Tourism/Visitors Center</b>			<b>(869,881.00)</b>	<b>(869,881.00)</b>	<b>574,943.27</b>	<b>(294,937.73)</b>	<b>66.09%</b>	<b>60,710.17</b>
<b>Total For Fund: 110</b>			<b>(12,472,575.00)</b>	<b>(12,472,575.00)</b>	<b>12,590,155.33</b>	<b>117,580.33</b>	<b>100.94%</b>	<b>1,519,792.16</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 31 of 54

Fund : 131

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43200 Sanitation Services</b>								
121			(276,574.00)	(276,574.00)	177,076.58	(99,497.42)	19.48%	19,015.03
		Salaries and Wages	0.00		0.00			0.00
141			(21,158.00)	(21,158.00)	12,423.74	(8,734.26)	17.14%	1,359.86
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(68,021.00)	(68,021.00)	48,316.53	(19,704.47)	22.18%	5,223.14
		Hospital And Health Insurance	0.00		0.00			0.00
143			(16,423.00)	(16,423.00)	9,920.94	(6,502.06)	17.33%	995.30
		Employee Retirement Plan	0.00		0.00			0.00
147			(200.00)	(200.00)	130.76	(69.24)	61.28%	9.29
		Unemployment Insurance	0.00		0.00			0.00
235			(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			0.00	0.00	0.00	0.00	No Budget	0.00
		Keep Jonesborough Beautiful Program	0.00		0.00			0.00
238			(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
		Marketing and Marketing Supplies	0.00		0.00			0.00
241			(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
		Electric	0.00		0.00			0.00
245			(5,500.00)	(5,500.00)	3,969.50	(1,530.50)	24.71%	456.57
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(2,860.00)	(2,860.00)	1,531.32	(1,328.68)	15.13%	0.00
		GPS Services	0.00		0.00			0.00
251			(2,200.00)	(2,200.00)	1,880.89	(319.11)	51.20%	633.15
		Medical Services	0.00		0.00			0.00
259			0.00	0.00	0.00	0.00	No Budget	0.00
		Contract Lab Services	0.00		0.00			0.00
261			(66,000.00)	(66,000.00)	35,146.12	(30,853.88)	25.53%	3,082.58
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
266			(1,800.00)	(1,800.00)	6,259.33	4,459.33	347.74%	3,925.00
		Repair And Maintenance Buildings	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 131 Monthly Comparative: 75.00%								
280		Travel	(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
294		Tire Disposal Services	(1,100.00)	(1,100.00)	817.00	(283.00)	0.00%	0.00
295		Waste Disposal Fees	(120,000.00)	(120,000.00)	88,690.49	(31,309.51)	27.10%	10,319.71
310		Office Supplies And Materials	(550.00)	(550.00)	25.80	(524.20)	0.00%	0.00
312		Small Items Of Equipment	(825.00)	(825.00)	0.00	(825.00)	0.00%	0.00
326		Clothing And Uniforms	(5,250.00)	(5,250.00)	3,432.31	(1,817.69)	0.00%	0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(75,000.00)	(75,000.00)	46,530.98	(28,469.02)	22.03%	5,538.91
334		Tires, Tubes And Etc.	(10,800.00)	(10,800.00)	7,788.04	(3,011.96)	19.93%	2,152.37
344		Safety Supplies	(550.00)	(550.00)	170.40	(379.60)	30.98%	0.00
350		Supplies For Resale	(20,625.00)	(20,625.00)	7,083.00	(13,542.00)	0.00%	0.00
390		Miscellaneous Supplies	(4,800.00)	(4,800.00)	5,148.53	348.53	12.80%	173.15
515		Workers Compensation Insurance	(10,300.00)	(10,300.00)	0.00	(10,300.00)	0.00%	0.00
520		Property/Liability Insurance	(6,750.00)	(6,750.00)	0.00	(6,750.00)	0.00%	0.00
533		Machinery And Equipment Rental	(1,705.00)	(1,705.00)	884.07	(820.93)	9.00%	0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	76.51	76.51	No Budget	76.51
555		Bank Service Charges	(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00

Template Name: LGC  
 Created by:

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 33 of 54

Fund : 131

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
565	Permit Fee		(2,233.00)	(2,233.00)	0.00	(2,233.00)	0.00%	0.00
596	Penalties For Late Filing		0.00	0.00	45.44	45.44	No Budget	0.00
620	Note Principal		(43,807.00)	(43,807.00)	32,747.82	(11,059.18)	25.08%	3,670.30
640	Interest On Notes		(5,497.00)	(5,497.00)	4,229.40	(1,267.60)	24.35%	438.28
940	Machinery And Equipment		(60,000.00)	(60,000.00)	40,000.00	(20,000.00)	41.67%	0.00
976	Dumpster Pad		0.00	0.00	12,500.00	12,500.00	No Budget	0.00
<b>Total 43200 Sanitation Services</b>			<b>(839,788.00)</b>	<b>(839,788.00)</b>	<b>546,825.50</b>	<b>(292,962.50)</b>	<b>65.11%</b>	<b>57,069.15</b>
<b>Total For Fund: 131</b>			<b>(839,788.00)</b>	<b>(839,788.00)</b>	<b>546,825.50</b>	<b>(292,962.50)</b>	<b>65.11%</b>	<b>57,069.15</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

Fund : 311		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95003	AG Learning Center							
292	Landscaping Services		0.00	0.00	1,955.00	1,955.00	No Budget	0.00
			0.00		0.00			0.00
	<b>Total 95003 AG Learning Center</b>		<b>0.00</b>	<b>0.00</b>	<b>1,955.00</b>	<b>1,955.00</b>	<b>100.00%</b>	<b>0.00</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
95001	K-8 Capital Project							
252	Legal Services		0.00	0.00	19,000.00	19,000.00	No Budget	0.00
254	Architectural Services		0.00	0.00	50,104.47	50,104.47	No Budget	0.00
256	Engineering Services		0.00	0.00	11,468.00	11,468.00	No Budget	0.00
290	Other Contracted Services		0.00	0.00	150.00	150.00	No Budget	0.00
292	Landscaping Services		0.00	0.00	77,943.57	77,943.57	No Budget	0.00
390	Miscellaneous Supplies		0.00	0.00	2,297.79	2,297.79	No Budget	0.00
533	Machinery And Equipment Rental		0.00	0.00	750.00	750.00	No Budget	0.00
620	Note Principal		0.00	0.00	33,750,000.00	33,750,000.00	No Budget	0.00
640	Interest On Notes		0.00	0.00	910,222.11	910,222.11	No Budget	0.00
923	Institutional (Schools, Hospitals, Etc.)		0.00	0.00	5,896,072.80	5,896,072.80	No Budget	0.00
949	Other Machinery And Equipment		0.00	0.00	396,223.98	396,223.98	No Budget	0.00
	<b>Total 95001 K-8 Capital Project</b>		<b>0.00</b>	<b>0.00</b>	<b>41,114,232.72</b>	<b>41,114,232.72</b>	<b>100.00%</b>	<b>1,340.10</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>



Fund : 311		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>95002 Tiger Park - LPRF</b>								
555			0.00	0.00	1,250.00	1,250.00	No Budget	1,250.00
		Bank Service Charges	0.00		0.00			0.00
937		901	0.00	0.00	934,703.50	934,703.50	No Budget	0.00
		Parks And Recreation Facilities	0.00		0.00			0.00
937		902	0.00	0.00	765,649.00	765,649.00	No Budget	46,250.00
		Parks And Recreation Facilities	0.00		0.00			0.00
937		903	0.00	0.00	86,318.55	86,318.55	No Budget	84,368.55
		Parks And Recreation Facilities	0.00		0.00			0.00
937		904	0.00	0.00	64,391.17	64,391.17	No Budget	20,405.99
		Parks And Recreation Facilities	0.00		0.00			0.00
<b>Total 95002 Tiger Park - LPRF</b>			<b>0.00</b>	<b>0.00</b>	<b>1,852,312.22</b>	<b>1,852,312.22</b>	<b>100.00%</b>	<b>152,274.54</b>
<b>Total For Fund: 311</b>			<b>0.00</b>	<b>0.00</b>	<b>42,968,499.94</b>	<b>42,968,499.94</b>	<b>100.00%</b>	<b>153,614.64</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>

Fund : 334

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41591</b>	<b>Health Insurance Reimbursement</b>							
142	110		0.00	0.00	22,271.15	22,271.15	No Budget	0.00
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
142	413		0.00	0.00	23,959.30	23,959.30	No Budget	0.00
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
142	131		0.00	0.00	16,835.95	16,835.95	No Budget	0.00
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
<b>Total 41591 Health Insurance</b>			<b>0.00</b>	<b>0.00</b>	<b>63,066.40</b>	<b>63,066.40</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total For Fund: 334</b>			<b>0.00</b>	<b>0.00</b>	<b>63,066.40</b>	<b>63,066.40</b>	<b>100.00%</b>	<b>0.00</b>
			0.00	0.00	0.00			0.00
			0.00	0.00	0.00			0.00

Fund : 413

Monthly Comparative:

75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52113</b>	<b>Water Purification Facilities</b>							
121			(411,081.00)	(411,081.00)	312,901.34	(98,179.66)	24.88%	34,518.71
		Salaries and Wages	0.00		0.00			0.00
141			(31,448.00)	(31,448.00)	22,285.17	(9,162.83)	22.40%	2,486.98
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(63,368.00)	(63,368.00)	58,611.84	(4,756.16)	30.14%	6,772.44
		Hospital And Health Insurance	0.00		0.00			0.00
143			(24,408.00)	(24,408.00)	18,063.76	(6,344.24)	23.19%	2,071.13
		Employee Retirement Plan	0.00		0.00			0.00
147			(330.00)	(330.00)	189.01	(140.99)	57.28%	3.36
		Unemployment Insurance	0.00		0.00			0.00
148			(7,000.00)	(7,000.00)	1,837.00	(5,163.00)	26.24%	0.00
		Employee Education And Training	0.00		0.00			0.00
211			(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(750.00)	(750.00)	417.26	(332.74)	33.33%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(600,000.00)	(600,000.00)	355,651.97	(244,348.03)	22.18%	42,711.07
		Electric	0.00		0.00			0.00
242			(2,000.00)	(2,000.00)	1,460.00	(540.00)	32.25%	162.75
		Water	0.00		0.00			0.00
245			(12,000.00)	(12,000.00)	11,169.06	(830.94)	37.54%	1,504.66
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(1,500.00)	(1,500.00)	442.63	(1,057.37)	7.96%	0.00
		GPS Services	0.00		0.00			0.00
251			(3,250.00)	(3,250.00)	2,282.69	(967.31)	18.22%	184.05
		Medical Services	0.00		0.00			0.00
259			(15,000.00)	(15,000.00)	9,422.30	(5,577.70)	22.89%	1,456.60
		Contract Lab Services	0.00		0.00			0.00
261			(12,500.00)	(12,500.00)	11,421.30	(1,078.70)	22.62%	739.65
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 413 Monthly Comparative: 75.00%								
266			(60,000.00)	(60,000.00)	9,815.96	(50,184.04)	1.13%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
269			0.00	0.00	182.28	182.28	No Budget	0.00
		Repair And Maintenance Utility Lines	0.00		0.00			0.00
281			(120,000.00)	(120,000.00)	75,937.36	(44,062.64)	42.11%	35,274.85
		Repair and Maintenance Plant	0.00		0.00			0.00
311			(1,000.00)	(1,000.00)	489.73	(510.27)	22.19%	0.00
		Office Supplies	0.00		0.00			0.00
312			(25,000.00)	(25,000.00)	7,614.67	(17,385.33)	19.40%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
322			(25,000.00)	(25,000.00)	11,972.93	(13,027.07)	11.49%	219.36
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
324			(3,250.00)	(3,250.00)	447.96	(2,802.04)	1.09%	0.00
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(5,750.00)	(5,750.00)	5,002.60	(747.40)	23.00%	398.56
		Clothing And Uniforms	0.00		0.00			0.00
331			(8,000.00)	(8,000.00)	4,982.64	(3,017.36)	20.66%	556.95
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(2,500.00)	(2,500.00)	1,881.33	(618.67)	52.77%	1,319.16
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(3,000.00)	(3,000.00)	1,038.96	(1,961.04)	17.11%	0.00
		Safety Supplies	0.00		0.00			0.00
390			(4,500.00)	(4,500.00)	4,954.29	454.29	50.30%	53.92
		Miscellaneous Supplies	0.00		0.00			0.00
493			(250,000.00)	(250,000.00)	128,211.56	(121,788.44)	11.85%	7,814.40
		Chemicals	0.00		0.00			0.00
533			(70,000.00)	(70,000.00)	36,801.57	(33,198.43)	24.53%	1,857.50
		Machinery And Equipment Rental	0.00		0.00			0.00
535			(5,500.00)	(5,500.00)	2,609.83	(2,890.17)	12.51%	228.81
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	69.50	69.50	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
824			(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
		Intake Access Road Maintenance	0.00		0.00			0.00
980			(10,000.00)	(10,000.00)	9,957.00	(43.00)	99.57%	0.00
		New Exmark Lawnmower	0.00		0.00			0.00
981			(251,450.00)	(251,450.00)	111,600.00	(139,850.00)	3.34%	4,200.00
		WTP Plant Engineering	0.00		0.00			0.00
982			(96,000.00)	(96,000.00)	22,592.00	(73,408.00)	5.83%	2,800.00
		Plant Transmission Line	0.00		0.00			0.00
983			(9,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	0.00
		Woodlawn Pump House Re-Roof	0.00		0.00			0.00
		<b>Total 52113 Water Purification</b>	<b>(2,142,785.00)</b>	<b>(2,142,785.00)</b>	<b>1,242,317.50</b>	<b>(900,467.50)</b>	<b>57.98%</b>	<b>147,334.91</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>52114</b>		<b>Transmission And Distribution</b>						
121			(607,471.00)	(607,471.00)	441,008.48	(166,462.52)	23.78%	45,783.64
		Salaries and Wages	0.00		0.00			0.00
141			(46,472.00)	(46,472.00)	32,007.60	(14,464.40)	21.82%	3,351.33
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(89,011.00)	(89,011.00)	53,067.00	(35,944.00)	21.51%	8,467.12
		Hospital And Health Insurance	0.00		0.00			0.00
143			(34,804.00)	(34,804.00)	25,605.52	(9,198.48)	22.95%	2,747.01
		Employee Retirement Plan	0.00		0.00			0.00
147			(475.00)	(475.00)	322.31	(152.69)	64.98%	10.04
		Unemployment Insurance	0.00		0.00			0.00
148			(10,000.00)	(10,000.00)	3,379.99	(6,620.01)	33.80%	1,290.56
		Employee Education And Training	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	0.00
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(6,500.00)	(6,500.00)	4,528.68	(1,971.32)	64.02%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
245			(10,400.00)	(10,400.00)	6,528.41	(3,871.59)	21.45%	747.67
		Telephone And Other Communication Services	0.00		0.00			0.00

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		(3,950.00) 0.00	(3,950.00)	2,544.15 0.00	(1,405.85)	18.40%	0.00 0.00
249	GIS Mapping Services		(39,500.00) 0.00	(39,500.00)	0.00 0.00	(39,500.00)	0.00%	0.00 0.00
251	Medical Services		(6,500.00) 0.00	(6,500.00)	6,234.12 0.00	(265.88)	24.76%	178.22 0.00
259	Contract Lab Services		(1,000.00) 0.00	(1,000.00)	100.00 0.00	(900.00)	0.00%	0.00 0.00
261	Repair And Maintenance Motor Vehicles		(55,000.00) 0.00	(55,000.00)	30,287.47 0.00	(24,712.53)	17.36%	4,774.15 0.00
262	Repair And Maintenance Equipment		(7,000.00) 0.00	(7,000.00)	4,010.53 0.00	(2,989.47)	24.52%	0.00 0.00
266	Repair And Maintenance Buildings		0.00 0.00	0.00	1,000.00 0.00	1,000.00	No Budget	0.00 0.00
269	Repair And Maintenance Utility Lines		(150,000.00) 0.00	(150,000.00)	187,168.87 0.00	37,168.87	36.42%	18,662.16 0.00
290	Other Contracted Services		0.00 0.00	0.00	83.90 0.00	83.90	No Budget	41.95 0.00
293	Software service		0.00 0.00	0.00	3,850.00 0.00	3,850.00	No Budget	3,850.00 0.00
311	Office Supplies		(3,000.00) 0.00	(3,000.00)	770.46 0.00	(2,229.54)	2.83%	0.00 0.00
312	Small Items Of Equipment		(10,000.00) 0.00	(10,000.00)	6,530.49 0.00	(3,469.51)	27.26%	0.00 0.00
323	Food		0.00 0.00	0.00	532.42 0.00	532.42	No Budget	287.32 0.00
326	Clothing And Uniforms		(9,000.00) 0.00	(9,000.00)	6,411.62 0.00	(2,588.38)	21.56%	327.84 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(60,000.00) 0.00	(60,000.00)	46,392.43 0.00	(13,607.57)	26.69%	5,072.08 0.00
334	Tires, Tubes And Etc.		(13,000.00) 0.00	(13,000.00)	10,948.74 0.00	(2,051.26)	15.14%	1,967.60 0.00



Fund : 413

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
344			(13,000.00)	(13,000.00)	3,528.28	(9,471.72)	17.76%	1,238.96
	Safety Supplies		0.00		0.00			0.00
348			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Water Line Upgrades		0.00		0.00			0.00
349			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
	Water Loss Reduction		0.00		0.00			0.00
390			(20,000.00)	(20,000.00)	5,773.04	(14,226.96)	12.14%	889.19
	Miscellaneous Supplies		0.00		0.00			0.00
391			(180,000.00)	(180,000.00)	159,003.66	(20,996.34)	64.22%	95,801.41
	Water Meters		0.00		0.00			0.00
392			(35,000.00)	(35,000.00)	0.00	(35,000.00)	0.00%	0.00
	Fire Hydrants		0.00		0.00			0.00
451			(18,000.00)	(18,000.00)	21,457.64	3,457.64	55.61%	1,187.46
	Rock and Crushed Stone		0.00		0.00			0.00
491			(8,500.00)	(8,500.00)	3,629.89	(4,870.11)	30.05%	2,553.86
	Direct Boring Machine		0.00		0.00			0.00
533			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Machinery And Equipment Rental		0.00		0.00			0.00
535			(6,000.00)	(6,000.00)	6,380.59	380.59	41.03%	761.40
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
596			0.00	0.00	103.56	103.56	No Budget	0.00
	Penalties For Late Filing		0.00		0.00			0.00
818			0.00	0.00	3,899.67	3,899.67	No Budget	3,899.67
	TDOT Bridge Program		0.00		0.00			0.00
869			(28,000.00)	(28,000.00)	0.00	(28,000.00)	0.00%	0.00
	Water Booster Stations Engineering		0.00		0.00			0.00
870			(35,235.00)	(35,235.00)	23,303.16	(11,931.84)	0.00%	0.00
	EDA - Washington Co Industrial Park		0.00		0.00			0.00
940			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
	Machinery And Equipment		0.00		0.00			0.00
941			(110,000.00)	(110,000.00)	98,534.00	(11,466.00)	71.39%	0.00
	Vehicles		0.00		0.00			0.00

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
974			0.00	0.00	2,189.52	2,189.52	No Budget	0.00
	EDA - Washington Co Industrial Park		0.00		0.00			0.00
	<b>Total 52114</b>	<b>Transmission And</b>	<b>(1,738,818.00)</b>	<b>(1,738,818.00)</b>	<b>1,201,142.53</b>	<b>(537,675.47)</b>	<b>69.08%</b>	<b>203,890.64</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>52117</b>	<b>Administration And General Expenses</b>							
121			(557,294.00)	(557,294.00)	372,198.94	(185,095.06)	20.50%	39,554.54
		Salaries and Wages	0.00		0.00			0.00
141			(42,633.00)	(42,633.00)	26,063.58	(16,569.42)	17.90%	2,844.78
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(108,332.00)	(108,332.00)	65,721.26	(42,610.74)	18.42%	7,555.07
		Hospital And Health Insurance	0.00		0.00			0.00
143			(31,649.00)	(31,649.00)	16,298.52	(15,350.48)	14.26%	1,963.22
		Employee Retirement Plan	0.00		0.00			0.00
146			(44,640.00)	(44,640.00)	0.00	(44,640.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(275.00)	(275.00)	233.82	(41.18)	80.03%	18.77
		Unemployment Insurance	0.00		0.00			0.00
168			(3,050.00)	(3,050.00)	0.00	(3,050.00)	0.00%	0.00
		USDA Wildlife Management	0.00		0.00			0.00
211			(48,300.00)	(48,300.00)	45,972.92	(2,327.08)	29.50%	4,835.50
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(750.00)	(750.00)	495.25	(254.75)	11.33%	30.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
236			(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
		Public Relation	0.00		0.00			0.00
241			(9,500.00)	(9,500.00)	6,725.38	(2,774.62)	29.35%	844.44
		Electric	0.00		0.00			0.00
242		KINGS	0.00	0.00	9.35	9.35	No Budget	0.00
		Water	0.00		0.00			0.00
242			(4,000.00)	(4,000.00)	597.13	(3,402.87)	5.57%	150.01
		Water	0.00		0.00			0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

User: Janet Jennings  
 Date/Time: 4/3/2024 1:45 PM  
 Page 43 of 54

Fund : 413

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(6,000.00)	(6,000.00)	2,264.48	(3,735.52)	17.98%	403.61
251		Medical Services	(2,700.00)	(2,700.00)	1,472.40	(1,227.60)	20.45%	184.05
252		Legal Services	(45,000.00)	(45,000.00)	42,066.80	(2,933.20)	27.15%	4,967.94
253		Accounting And Auditing Services	(25,400.00)	(25,400.00)	28,092.50	2,692.50	110.60%	0.00
253		RATE	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
255		Accounting And Auditing Services	(71,595.00)	(71,595.00)	26,854.33	(44,740.67)	6.00%	0.00
256		Data Processing Services	(20,000.00)	(20,000.00)	1,500.00	(18,500.00)	0.00%	0.00
262		Engineering Services	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
266		Repair And Maintenance Equipment	(4,000.00)	(4,000.00)	3,535.25	(464.75)	0.42%	0.00
271		Repair And Maintenance Buildings	(33,235.00)	(33,235.00)	24,926.37	(8,308.63)	50.00%	0.00
288		Repair And Maintenance Water Tank	(1,000.00)	(1,000.00)	480.92	(519.08)	48.09%	0.00
290		Travel/Training/Car Allowance	0.00	0.00	685.50	685.50	No Budget	0.00
311		Other Contracted Services	(5,500.00)	(5,500.00)	6,055.16	555.16	34.35%	673.79
312		Office Supplies	(2,000.00)	(2,000.00)	3,803.37	1,803.37	81.28%	900.00
313		Small Items Of Equipment	(8,500.00)	(8,500.00)	7,266.55	(1,233.45)	73.93%	0.00
323		Stationary/Forms	(10,000.00)	(10,000.00)	11,100.38	1,100.38	11.28%	51.21
		Food	0.00	0.00	0.00	0.00		0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 413

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
324			(200.00)	(200.00)	111.06	(88.94)	55.53%	111.06
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(400.00)	(400.00)	298.15	(101.85)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
390			(2,000.00)	(2,000.00)	3,090.83	1,090.83	29.50%	262.18
		Miscellaneous Supplies	0.00		0.00			0.00
515			0.00	0.00	0.00	0.00	No Budget	0.00
		Workers Compensation Insurance	0.00		0.00			0.00
520			(99,200.00)	(99,200.00)	116,748.00	17,548.00	0.00%	0.00
		Property/Liability Insurance	0.00		0.00			0.00
535			(32,250.00)	(32,250.00)	19,504.00	(12,746.00)	17.34%	1,560.76
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
540			(1,600,000.00)	(1,600,000.00)	1,066,668.00	(533,332.00)	16.67%	0.00
		Depreciation	0.00		0.00			0.00
552			0.00	0.00	(7,751.20)	(7,751.20)	No Budget	0.00
		Amortization Of Bond Premium	0.00		0.00			0.00
555			(10,000.00)	(10,000.00)	(5,100.97)	(15,100.97)	-505.02%	322.60
		Bank Service Charges	0.00		0.00			0.00
564			(17,533.00)	(17,533.00)	18,889.00	1,356.00	0.00%	0.00
		Annual Maintenance Fee	0.00		0.00			0.00
570			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
		NE TN Regional Economic Partnership	0.00		0.00			0.00
592			(260,000.00)	(260,000.00)	173,333.33	(86,666.67)	33.33%	86,666.66
		Payments In Lieu Of Taxes	0.00		0.00			0.00
596			0.00	0.00	108.03	108.03	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
630		BD13B	(46,129.00)	(46,129.00)	34,699.98	(11,429.02)	24.93%	3,825.02
		Interest On Bond Debt	0.00		0.00			0.00
630		BND22	(80,000.00)	(80,000.00)	67,846.98	(12,153.02)	-15.19%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630		BD21B	(65,598.00)	(65,598.00)	32,798.75	(32,799.25)	0.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00

Fund : 413

Monthly Comparative: 75.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
630	BD22B		0.00	0.00	0.00	0.00	No Budget	0.00
	Interest On Bond Debt		0.00		0.00			0.00
630	BND13		(2,429.00)	(2,429.00)	1,691.94	(737.06)	13.62%	0.00
	Interest On Bond Debt		0.00		0.00			0.00
630	BD21A		(70,850.00)	(70,850.00)	35,425.00	(35,425.00)	0.00%	0.00
	Interest On Bond Debt		0.00		0.00			0.00
630	BND12		(23,424.00)	(23,424.00)	17,623.28	(5,800.72)	24.92%	1,941.85
	Interest On Bond Debt		0.00		0.00			0.00
640	CP22A		(59,943.00)	(59,943.00)	24,968.75	(34,974.25)	-58.35%	0.00
	Interest On Notes		0.00		0.00			0.00
640	TDEC		0.00	0.00	14,982.50	14,982.50	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
650			(3,350.00)	(3,350.00)	1,842.50	(1,507.50)	0.00%	0.00
	Bonds - Other Fees		0.00		0.00			0.00
946			0.00	0.00	15,062.50	15,062.50	No Budget	0.00
	Computer Software		0.00		0.00			0.00
<b>52117</b>	<b>Administration And</b>		<b>(3,475,659.00)</b>	<b>(3,475,659.00)</b>	<b>2,327,260.57</b>	<b>(1,148,398.43)</b>	<b>66.96%</b>	<b>160,352.56</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>52118</b>	<b>Meter Department</b>							
121			(408,820.00)	(408,820.00)	292,835.76	(115,984.24)	21.88%	29,898.48
	Salaries and Wages		0.00		0.00			0.00
141			(31,275.00)	(31,275.00)	20,743.06	(10,531.94)	19.78%	2,133.79
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(80,637.00)	(80,637.00)	52,576.92	(28,060.08)	20.95%	6,172.48
	Hospital And Health Insurance		0.00		0.00			0.00
143			(24,273.00)	(24,273.00)	17,011.17	(7,261.83)	22.56%	1,793.95
	Employee Retirement Plan		0.00		0.00			0.00
147			(335.00)	(335.00)	229.16	(105.84)	60.37%	14.03
	Unemployment Insurance		0.00		0.00			0.00
148			(5,000.00)	(5,000.00)	4,252.51	(747.49)	85.05%	1,290.56
	Employee Education And Training		0.00		0.00			0.00

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
213			0.00	0.00	52.66	52.66	No Budget	0.00
		Automobile Licenses And Titles	0.00		0.00			0.00
245			(5,500.00)	(5,500.00)	3,103.30	(2,396.70)	18.23%	334.69
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(1,600.00)	(1,600.00)	1,258.30	(341.70)	22.61%	0.00
		GPS Services	0.00		0.00			0.00
251			(4,000.00)	(4,000.00)	1,482.02	(2,517.98)	7.67%	102.25
		Medical Services	0.00		0.00			0.00
261			(10,000.00)	(10,000.00)	6,644.38	(3,355.62)	37.41%	2,356.06
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
290			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Other Contracted Services	0.00		0.00			0.00
311			(5,000.00)	(5,000.00)	2,166.49	(2,833.51)	5.65%	263.70
		Office Supplies	0.00		0.00			0.00
312			(10,000.00)	(10,000.00)	2,353.81	(7,646.19)	15.64%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	3,355.33	(1,644.67)	18.72%	267.10
		Clothing And Uniforms	0.00		0.00			0.00
331			(22,400.00)	(22,400.00)	14,075.93	(8,324.07)	23.14%	1,729.00
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(3,500.00)	(3,500.00)	1,256.20	(2,243.80)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(2,500.00)	(2,500.00)	445.17	(2,054.83)	17.81%	0.00
		Safety Supplies	0.00		0.00			0.00
353			(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
		Water Purchased For Resale	0.00		0.00			0.00
390			(5,400.00)	(5,400.00)	1,666.56	(3,733.44)	7.58%	79.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(8,000.00)	(8,000.00)	4,674.12	(3,325.88)	38.42%	381.35
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	56.79	56.79	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00



Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
941			(58,000.00)	(58,000.00)	0.00	(58,000.00)	0.00%	0.00
		Vehicles	0.00		0.00			0.00
951			0.00	0.00	59,000.00	59,000.00	No Budget	0.00
		Vehicles - Trucks	0.00		0.00			0.00
<b>Total 52118 Meter Department</b>			<b>(744,240.00)</b>	<b>(744,240.00)</b>	<b>489,239.64</b>	<b>(255,000.36)</b>	<b>65.74%</b>	<b>46,816.44</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>
<b>52119</b>	<b>Wash Co WL</b>							
121			0.00	0.00	164,215.28	164,215.28	No Budget	18,998.93
		Salaries and Wages	0.00		0.00			0.00
141			0.00	0.00	11,346.20	11,346.20	No Budget	1,319.35
		Oasi (Employer's Share)	0.00		0.00			0.00
142			0.00	0.00	42,259.90	42,259.90	No Budget	5,544.53
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	9,120.67	9,120.67	No Budget	1,139.94
		Employee Retirement Plan	0.00		0.00			0.00
147			0.00	0.00	187.85	187.85	No Budget	11.49
		Unemployment Insurance	0.00		0.00			0.00
251			0.00	0.00	1,103.50	1,103.50	No Budget	0.00
		Medical Services	0.00		0.00			0.00
261			0.00	0.00	8,054.07	8,054.07	No Budget	3,921.01
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
311			0.00	0.00	230.54	230.54	No Budget	0.00
		Office Supplies	0.00		0.00			0.00
326			0.00	0.00	3,422.15	3,422.15	No Budget	368.49
		Clothing And Uniforms	0.00		0.00			0.00
331			0.00	0.00	3,544.11	3,544.11	No Budget	1,223.01
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			0.00	0.00	1,274.40	1,274.40	No Budget	1,019.20
		Tires, Tubes And Etc.	0.00		0.00			0.00
596			0.00	0.00	42.99	42.99	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
828			0.00	0.00	401.20	401.20	No Budget	401.20
		Dry Creek Rd - County Water Line	0.00	0.00	0.00			0.00
934	5018		0.00	0.00	987.37	987.37	No Budget	987.37
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5021		0.00	0.00	224,562.09	224,562.09	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5020		0.00	0.00	711,102.99	711,102.99	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5016		0.00	0.00	243,805.22	243,805.22	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5019		0.00	0.00	583,169.72	583,169.72	No Budget	67,549.15
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5017		0.00	0.00	58,403.91	58,403.91	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
		<b>Total 52119 Wash Co WL</b>	<b>0.00</b>	<b>0.00</b>	<b>2,067,234.16</b>	<b>2,067,234.16</b>	<b>100.00%</b>	<b>102,483.67</b>
		<b>52213 Sewer Treatment And Disposal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
121			(636,567.00)	(636,567.00)	454,830.57	(181,736.43)	22.63%	49,022.25
		Salaries and Wages	0.00	0.00	0.00			0.00
141			(48,697.00)	(48,697.00)	31,995.80	(16,701.20)	20.17%	3,524.50
		Oasi (Employer's Share)	0.00	0.00	0.00			0.00
142			(115,424.00)	(115,424.00)	83,468.30	(31,955.70)	21.26%	8,226.55
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
143			(37,795.00)	(37,795.00)	26,065.88	(11,729.12)	21.02%	2,941.33
		Employee Retirement Plan	0.00	0.00	0.00			0.00
147			(435.00)	(435.00)	293.97	(141.03)	67.58%	16.63
		Unemployment Insurance	0.00	0.00	0.00			0.00
148			(5,000.00)	(5,000.00)	2,010.98	(2,989.02)	11.24%	122.75
		Employee Education And Training	0.00	0.00	0.00			0.00
211			(150.00)	(150.00)	143.84	(6.16)	24.85%	18.64
		Postage, Box Rent, Etc.	0.00	0.00	0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
213			0.00	0.00	26.33	26.33	No Budget	0.00
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(18,000.00)	(18,000.00)	13,549.57	(4,450.43)	18.93%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241		PLANT	(145,000.00)	(145,000.00)	99,511.17	(45,488.83)	28.68%	12,971.52
		Electric	0.00		0.00			0.00
241		ADMIN	(5,000.00)	(5,000.00)	1,548.96	(3,451.04)	9.04%	0.00
		Electric	0.00		0.00			0.00
241		LIFTS	(33,500.00)	(33,500.00)	39,811.35	6,311.35	50.83%	6,462.50
		Electric	0.00		0.00			0.00
245		Telephone And Other Communication Services	(22,000.00)	(22,000.00)	17,979.51	(4,020.49)	26.04%	1,707.88
			0.00		0.00			0.00
248			(2,700.00)	(2,700.00)	2,035.32	(664.68)	21.54%	0.00
		GPS Services	0.00		0.00			0.00
249		GIS Mapping Services	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
			0.00		0.00			0.00
251		Medical Services	(4,500.00)	(4,500.00)	3,775.72	(724.28)	26.05%	286.30
			0.00		0.00			0.00
259		Contract Lab Services	(16,500.00)	(16,500.00)	12,544.80	(3,955.20)	14.40%	0.00
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(25,000.00)	(25,000.00)	28,703.08	3,703.08	57.13%	4,818.45
			0.00		0.00			0.00
262		GENER	(10,000.00)	(10,000.00)	4,949.50	(5,050.50)	0.00%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
262		PLANT	(30,000.00)	(30,000.00)	10,036.73	(19,963.27)	9.03%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266		COMPO	0.00	0.00	500.00	500.00	No Budget	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
266		PLANT	(3,000.00)	(3,000.00)	1,894.54	(1,105.46)	27.23%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
269		Repair And Maintenance Utility Lines	(30,000.00)	(30,000.00)	33,978.17	3,978.17	31.13%	0.00
			0.00		0.00			0.00

Fund :	413	Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311	Office Supplies		(8,900.00)	(8,900.00)	6,754.82	(2,145.18)	1.15%	0.00
			0.00		0.00			0.00
322	Chemical, Laboratory, And Medical Supplies		(20,000.00)	(20,000.00)	17,356.31	(2,643.69)	22.05%	3,529.90
			0.00		0.00			0.00
324	Household And Janitorial Supplies		(1,500.00)	(1,500.00)	288.52	(1,211.48)	9.78%	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(11,000.00)	(11,000.00)	8,466.57	(2,533.43)	28.65%	673.17
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(30,000.00)	(30,000.00)	31,261.87	1,261.87	32.99%	3,972.94
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(5,000.00)	(5,000.00)	2,706.17	(2,293.83)	42.69%	2,134.68
			0.00		0.00			0.00
344	Safety Supplies		(6,000.00)	(6,000.00)	2,711.41	(3,288.59)	15.94%	33.47
			0.00		0.00			0.00
390	Miscellaneous Supplies		(5,500.00)	(5,500.00)	4,160.26	(1,339.74)	54.64%	107.75
			0.00		0.00			0.00
471	Asphalt And Asphalt Filler		(20,000.00)	(20,000.00)	18,413.31	(1,586.69)	53.26%	523.05
			0.00		0.00			0.00
493	Chemicals		(60,000.00)	(60,000.00)	51,785.53	(8,214.47)	13.10%	0.00
			0.00		0.00			0.00
494	Pretreatment		(5,000.00)	(5,000.00)	499.29	(4,500.71)	7.78%	388.80
			0.00		0.00			0.00
533	Machinery And Equipment Rental		(15,000.00)	(15,000.00)	25,620.90	10,620.90	116.49%	16,000.00
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(6,500.00)	(6,500.00)	6,129.37	(370.63)	33.41%	702.93
			0.00		0.00			0.00
568	Annual Permit Fees		(8,000.00)	(8,000.00)	10,380.00	2,380.00	0.00%	0.00
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	105.08	105.08	No Budget	0.00
			0.00		0.00			0.00
820	Sewer Rehabilitation		(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
821		Lift Stations Maintenance	(40,000.00)	(40,000.00)	51,226.82	11,226.82	58.15%	9,747.06
			0.00		0.00			0.00
822		Sludge Disposal Fees	(25,000.00)	(25,000.00)	16,857.51	(8,142.49)	31.52%	1,767.41
			0.00		0.00			0.00
823		Electrical Maintenance Service	(2,500.00)	(2,500.00)	2,555.90	55.90	7.20%	0.00
			0.00		0.00			0.00
940		Machinery And Equipment	(10,000.00)	(10,000.00)	9,939.00	(61.00)	99.39%	0.00
			0.00		0.00			0.00
941		Vehicles	(130,000.00)	(130,000.00)	67,558.99	(62,441.01)	51.97%	399.99
			0.00		0.00			0.00
951		Vehicles - Trucks	0.00	0.00	49,500.00	49,500.00	No Budget	0.00
			0.00		0.00			0.00
971		12" Boone Street - CIPP	(125,000.00)	(125,000.00)	6,373.60	(118,626.40)	0.00%	0.00
			0.00		0.00			0.00
972		Depot Street - CIPP	(125,000.00)	(125,000.00)	9,490.35	(115,509.65)	0.00%	0.00
			0.00		0.00			0.00
974		EDA - Washington Co Industrial Park	(159,800.00)	(159,800.00)	0.00	(159,800.00)	0.00%	0.00
			0.00		0.00			0.00
978		Sewer Pump Station A	(65,200.00)	(65,200.00)	0.00	(65,200.00)	0.00%	0.00
			0.00		0.00			0.00
979		Boones Creek Lift Station	(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
			0.00		0.00			0.00
<b>Total 52213 Sewer Treatment And</b>			<b>(2,169,168.00)</b>	<b>(2,169,168.00)</b>	<b>1,269,795.67</b>	<b>(899,372.33)</b>	<b>58.54%</b>	<b>130,100.45</b>
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>
<b>52315 Shop &amp; Maintenance</b>								
121		Salaries and Wages	(167,452.00)	(167,452.00)	132,683.05	(34,768.95)	18.86%	10,643.36
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(12,810.00)	(12,810.00)	9,061.97	(3,748.03)	16.12%	729.06
			0.00		0.00			0.00
142		Hospital And Health Insurance	(39,065.00)	(39,065.00)	33,884.58	(5,180.42)	21.98%	3,026.12
			0.00		0.00			0.00

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 413 Monthly Comparative: 75.00%								
143			(9,951.00)	(9,951.00)	7,716.67	(2,234.33)	17.60%	638.58
		Employee Retirement Plan	0.00		0.00			0.00
147			(155.00)	(155.00)	63.02	(91.98)	40.66%	4.31
		Unemployment Insurance	0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
241			(12,000.00)	(12,000.00)	5,200.49	(6,799.51)	20.10%	1,080.20
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	510.00	(490.00)	10.66%	64.50
		Water	0.00		0.00			0.00
245			(2,250.00)	(2,250.00)	1,898.57	(351.43)	30.07%	226.09
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(300.00)	(300.00)	169.61	(130.39)	16.15%	0.00
		GPS Services	0.00		0.00			0.00
251			(1,000.00)	(1,000.00)	539.21	(460.79)	12.27%	40.90
		Medical Services	0.00		0.00			0.00
261			(2,560.00)	(2,560.00)	808.95	(1,751.05)	16.12%	406.28
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(1,000.00)	(1,000.00)	446.24	(553.76)	20.88%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(2,000.00)	(2,000.00)	787.27	(1,212.73)	-133.53%	29.59
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Office Supplies	0.00		0.00			0.00
312			(9,217.00)	(9,217.00)	4,281.65	(4,935.35)	23.14%	39.36
		Small Items Of Equipment	0.00		0.00			0.00
324			(2,500.00)	(2,500.00)	241.53	(2,258.47)	8.41%	0.00
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(2,100.00)	(2,100.00)	2,126.39	26.39	26.87%	132.65
		Clothing And Uniforms	0.00		0.00			0.00
331			(2,800.00)	(2,800.00)	883.62	(1,916.38)	13.27%	85.58
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00



Fund : 413		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
334			(1,000.00)	(1,000.00)	516.86	(483.14)	51.69%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(12,810.00)	(12,810.00)	5,864.50	(6,945.50)	0.00%	0.00
		Consumable Tools	0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	1,110.99	110.99	45.33%	144.01
		Safety Supplies	0.00		0.00			0.00
345			(500.00)	(500.00)	663.08	163.08	107.69%	89.13
		Welding Supplies	0.00		0.00			0.00
346			(2,200.00)	(2,200.00)	1,130.52	(1,069.48)	0.00%	0.00
		Wash Bay Maintenance and Supplies	0.00		0.00			0.00
390			(1,000.00)	(1,000.00)	498.93	(501.07)	17.00%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(3,000.00)	(3,000.00)	2,799.26	(200.74)	24.69%	246.31
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	30.92	30.92	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
949			0.00	0.00	6,649.00	6,649.00	No Budget	6,649.00
		Other Machinery And Equipment	0.00		0.00			0.00
<b>Total 52315 Shop &amp; Maintenance</b>			<b>(290,970.00)</b>	<b>(290,970.00)</b>	<b>220,566.88</b>	<b>(70,403.12)</b>	<b>75.80%</b>	<b>24,275.03</b>
<b>Total For Fund: 413</b>			<b>(10,561,640.00)</b>	<b>(10,561,640.00)</b>	<b>8,817,556.95</b>	<b>(1,744,083.05)</b>	<b>83.49%</b>	<b>815,253.70</b>
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 March 2024

Fund : 619		Monthly Comparative:		75.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>42129</b>	<b>Drug Investigation And Control</b>							
280		Travel	(3,000.00) 0.00	(3,000.00)	2,000.00 0.00	(1,000.00)	0.00%	0.00 0.00
308		Undercover Cash (Drug Fund)	(3,000.00) 0.00	(3,000.00)	0.00 0.00	(3,000.00)	0.00%	0.00 0.00
309		K-9 Supplies and Training	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
312		Small Items Of Equipment	0.00 0.00	0.00	15,385.00 0.00	15,385.00	No Budget	0.00 0.00
519		Other Liability Insurance	(2,025.00) 0.00	(2,025.00)	0.00 0.00	(2,025.00)	0.00%	0.00 0.00
599		Sundry	(475.00) 0.00	(475.00)	0.00 0.00	(475.00)	0.00%	0.00 0.00
<b>Total 42129 Drug Investigation And</b>			<b>(9,500.00)</b>	<b>(9,500.00)</b>	<b>17,385.00</b>	<b>7,885.00</b>	<b>183.00%</b>	<b>0.00</b>
<b>Total For Fund: 619</b>			<b>0.00</b>	<b>(9,500.00)</b>	<b>17,385.00</b>	<b>7,885.00</b>	<b>183.00%</b>	<b>0.00</b>

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: APRIL 8, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report – *Special Accounts*

- 
- 
1. Current Year Property Tax
  2. Property Taxes Receivable Update
  3. Local Sales Tax Collections
  4. General Fund and Solid Waste Fund Savings Account Activity
  5. Jackson Theater Project - RD Cost Overrun Loan & GRC Contract
  6. Stage Door Project Analysis
  7. General Fund - Fund Balance Reserve Accounts
  8. Health Reimbursement Account 2023-24
  9. K-8 School Construction Project
  10. Water/Sewer Savings Account
  11. Water Fund Capital Projects Summary
  12. County Water Lines
  13. JRT - Schedule of Play Revenues and Expenses
  14. JRT - 2023-24 Players Education Program
  15. Jonesborough Locally Grown Activity

**Town of Jonesborough**  
**Current Year Property Tax Billing**  
**As of March 31, 2024**

	<u>Current Tax Year (2023-24)</u>	<u>Prior Tax Year (2022-23)</u>
<b><u>Property Appraised and Assessed Values</u></b>		
Real and Personal Property Value	658,721,526	617,430,740
Taxable Assessed Value	186,321,245	176,347,750
<b><u>Billings</u></b>		
Real and Personal	2,702,151	2,116,289
Public Utilities	33,867	35,874
<b>Total Billings</b>	2,736,018	2,152,163
<b>Adjustments:</b>		
Real and Personal Reductions	(1,612)	(1,009)
Real and Personal Pick-ups	634	2,536
<b>Adjusted Tax Billing</b>	2,735,040	2,153,690
<b>Payments:</b>		
Real, Personal and Public Utility	94.57% <u>(2,586,443)</u>	94.87% <u>(2,043,246)</u>
<b>Property Tax Outstanding</b>	5.43% <u>148,597</u>	5.13% <u>110,444</u>
<b>Reconciliation to Open Tax Listing:</b>		
Real and Personal	148,597	110,444
Public Utilities	-	-
Total Open Tax List	148,597	110,444
Difference	-	-

**Town of Jonesborough**  
**Property Taxes Receivable**  
**As of March 31, 2024**

Tax Year	Amount Billed	6/30/2023 Balance	Collected	Adjustments	3/31/2024 Balance	% Collected
2013	\$ 1,683,183	\$ 1,127	\$ -	\$ (1,127)	\$ 0	100.00%
2014	1,698,685	1,968	-		1,968	99.88%
2015	1,714,059	650	95		555	99.97%
2016	1,734,978	763	-		763	99.96%
2017	1,764,377	1,009	-		1,009	99.94%
2018	1,797,636	1,550	-		1,550	99.91%
2019	1,914,327	2,765	10		2,755	99.86%
2020	1,961,968	1,632	116		1,516	99.92%
2021	2,028,891	14,209	11,601	345	2,953	99.85%
2022	2,116,289	83,214	69,489	208	13,933	99.34%
<b>Totals</b>		<b>\$ 108,887</b>	<b>\$ 81,311</b>	<b>\$ (574)</b>	<b>\$ 27,002</b>	

2023 Real and Personal Taxes Billed	2,702,151	
2023 Public Utility Taxes Billed	33,867	
Collected Through 3/31/2024	(2,586,443)	<b>94.57%</b>
Total Adjustments:		
Reductions	(1,612)	
Pick-ups	634	
Balance 2023 Property Taxes	<u>148,597</u>	
 Total Outstanding Property Taxes	 <u><u>175,599</u></u>	

**Town of Jonesborough**  
Comparative Local Sales Tax Collections

Retail Sales Month	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Current Month % Growth	YTD % Growth
July	\$ 146,012.69	\$ 149,814.99	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	4.55%	4.55%
August	140,471.36	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	7.15%	5.80%
September	147,041.70	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	10.38%	7.36%
October	145,832.47	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	7.32%	7.35%
November	135,822.37	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	9.14%	7.73%
December	158,954.70	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	0.96%	6.47%
January	134,244.03	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	2.47%	5.93%
February	116,136.15	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61			
March	160,456.20	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97			
April	152,058.60	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71			
May	151,258.53	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54			
June	159,181.59	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07			
<b>Totals</b>	<b>\$ 1,747,470.39</b>	<b>\$ 1,760,195.19</b>	<b>\$ 1,862,668.38</b>	<b>\$ 1,996,862.92</b>	<b>\$ 2,299,725.72</b>	<b>\$ 2,566,459.74</b>	<b>\$ 2,859,153.94</b>	<b>\$ 1,693,234.09</b>		



GENERAL FUND SAVINGS ACCOUNT ACTIVITY  
 10-100-1117  
 SOLID WASTE SAVINGS ACCOUNT ACTIVITY  
 131-11221 (formerly 12-100-1112)  
 K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY  
 50-100-1112  
 2023-2024

	Undesignated	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Empire Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Est. Contrib. Jrt/Jackson Theatre	James Martin Est. Contrib. McKinney Center	Civilian Donation & Boyd Found. Grant-Dog Park	In-Lieu Sidewalk Reserve	Proceeds Bank of TN Loan \$1M	PS Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC BOE Savings 12-100-1112	Total In Bank Account
6/30/2023	\$ 1,191,614.06	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,195,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,588.25	\$ 135,512.29	\$ 2,958,374.99	\$ 149,174.91	\$ -	\$ 3,107,549.90
7/1/2023						35,000.00									35,000.00			3,142,549.90
7/19/2023	20,117.60												(20,117.60)					3,142,549.90
7/27/2023																5,000.00		3,147,549.90
7/31/2023	(100,000.00)														(100,000.00)			3,047,549.90
July Interest	4,659.06														4,659.06			3,052,208.96
7/31/2023	\$ 1,116,390.72	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,230,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 10,470.65	\$ 135,512.29	\$ 2,898,034.05	\$ 154,174.91	\$ -	\$ 3,052,208.96
8/1/2023																		
Aug Interest	4,584.89					35,000.00									35,000.00	5,000.00		3,092,208.96
8/31/2023	\$ 1,120,975.61	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,265,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 10,470.65	\$ 135,512.29	\$ 2,937,618.94	\$ 159,174.91	\$ -	\$ 3,096,793.85
9/1/2023																		
9/7/2023						35,000.00									35,000.00			3,131,793.85
9/20/2023																5,000.00		3,136,793.85
9/25/2023												1,000,000.00			1,000,000.00			4,136,793.85
9/25/2023	(20,000.00)														(20,000.00)			4,116,793.85
Sept Interest	4,779.97														4,779.97			4,121,573.82
9/30/2023	\$ 1,105,755.58	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,300,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 3,957,398.91	\$ 164,174.91	\$ -	\$ 4,121,573.82
10/1/2023																		
10/5/2023						35,000.00									35,000.00			4,156,573.82
10/17/2023	(100,000.00)														(100,000.00)			4,056,573.82
10/18/2023	(225,000.00)					(938,592.33)									(225,000.00)			3,831,573.82
10/31/2023*															(938,592.33)			2,892,981.49
10/31/2023																5,000.00		2,897,981.49
Oct Interest	2,643.02														2,643.02			2,900,624.51
10/31/2023	\$ 783,398.60	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 397,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,731,449.60	\$ 169,174.91	\$ -	\$ 2,900,624.51
11/1/2023																		
11/14/2023																	300,000.00	3,200,624.51
11/3/2023						35,000.00									35,000.00			3,235,624.51
11/27/2023																5,000.00		3,240,624.51
Nov Interest	1,833.42														1,833.42			3,242,457.93
11/30/2023	\$ 785,232.02	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 433,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,768,283.02	\$ 174,174.91	\$ 300,000.00	\$ 3,242,457.93
12/1/2023																		
12/5/2023						35,000.00									35,000.00			3,277,457.93
12/21/2023												(677,695.23)			(677,695.23)			2,599,762.70
12/21/2023																5,000.00		2,604,762.70
Dec Interest	1,320.14														1,320.14			2,606,082.84
12/31/2023	\$ 786,552.16	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,126,907.93	\$ 179,174.91	\$ 300,000.00	\$ 2,606,082.84
1/1/2024																		
Jan Interest	993.45														993.45			2,607,076.29
1/31/2024	\$ 787,545.61	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,127,901.38	\$ 179,174.91	\$ 300,000.00	\$ 2,607,076.29

GENERAL FUND SAVINGS ACCOUNT ACTIVITY  
 10-100-1117  
 SOLID WASTE SAVINGS ACCOUNT ACTIVITY  
 131-11221 (formerly 12-100-1112)  
 K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY  
 50-100-1112  
 2023-2024

	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Empire Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Est. Contrib. Jr/Jackson Theatre	James Martin Est. Contrib. McKinney Center	Civitan Donation & Boyd Found. Grant-Dog Park	In-Lieu Sidewalk Reserve	Proceeds Bank of TN Loan \$1M	PS Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC BOE Savings 12-100-1112	Total In Bank Account
2/2/2024					35,000.00									35,000.00			2,642,076.29
2/23/2024					35,000.00									35,000.00			2,677,076.29
2/28/2024														-	5,000.00		2,682,076.29
2/28/2024														-	5,000.00		2,687,076.29
Feb. Interest	945.38													945.38			2,688,021.67
2/29/2024	\$ 788,490.99	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 537,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,198,846.76	\$ 189,174.91	\$ 300,000.00	\$ 2,688,021.67
3/4/2024					35,000.00									35,000.00			2,723,021.67
Mar. Interest	1,036.58													1,036.58			2,724,058.25
3/31/2024	\$ 789,527.57	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 572,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,234,883.34	\$ 189,174.91	\$ 300,000.00	\$ 2,724,058.25

\*Transfer to advance funds due from State on LPRF Grant for down payments on Playground Equipment and Athletic Field Lighting; will be transferred back to Savings when LPRF funds received.

**Jackson Theater Project**  
**RD Cost Overrun Loan**

RD Cost Overrun Loan Funds	2,832,100.00	
Bank of TN interim Financing (8.31.23)	1,200,000.00	
<b>2021-22 Loan Draws/Payments</b>		
Total 2021-22 Draws	(411,960.13)	
Retainage Payable - 2021-22*	(38,968.92)	
<b>6/30/2022 Balance of Loan Funds Available</b>		<b><u>3,581,170.95</u></b>

**2022-23/2023-24 Loan Draws (3-010-030000-3993/110-36905)**

8/19/2022 Draw #6 - Ken Ross Architects - As Approved by BMA	(70,000.00)	
9/21/2022 Draw #7 - GRC Pay App Dated 8/31/22	(233,105.36)	
10/17/2022 Draw #7 - GRC Pay App Dated 8/31/22	(112,412.76)	
2/3/2023 Draw #8 - GRC Pay Apps Dated 11/30/22 & 12/31/22	(249,847.14)	
2/16/2023 Draw #9 - GRC Pay Apps Dated 1/31/23	(113,613.91)	
4/24/2023 Draw #11 - BrightRidge	(28,977.00)	
4/4/2023 Draw #10 - Clark Nexsen	(7,350.00)	
4/4/2023 Draw #10 - GRC Pay Apps Dated 2/28/23	(144,153.65)	
5/19/2023 Draw #11 - GRC Pay Apps Dated 3/31/23	(137,145.14)	
5/19/2023 Draw #11 - GRC Pay Apps Dated 4/30/23	(114,556.84)	
6/20/2023 Draw #12 - GRC Pay Apps Dated 5/31/23	(76,708.84)	
7/27/2023 Draw #13 - GRC Pay Apps Dated 6/30/23 AR/AP	(97,198.63)	
8/16/2023 Draw #14 - East TN Sprinkler Dated 3/28/23&4/2 AR/AP	(41,038.78)	
9/11/2023 Draw #15 - GRC Pay App #36	(90,820.15)	
9/11/2023 Draw #16 - GRC Pay App #37	(113,692.00)	
9/29/2023 Draw #17 - GRC Pay App #38	(162,418.10)	
11/20/2023 Draw #18 - GRC Pay App #40	(282,056.43)	
12/8/2023 Draw #19 - GRC Pay App #39	(108,297.53)	
12/14/2023 Draw #20 - GRC Pay App #41	(62,676.79)	
3/12/2024 GRC Pay App #42	(216,578.69)	
3/12/2024 GRC Pay App #43	(425,568.57)	
3/12/2024 GRC Pay App #44	(173,932.33)	
Total 2022-23/2023-24 Draws	(3,062,148.64)	
Retainage Payable - 2022-23/2023-24*	(153,409.62)	
<b>Balance of Loan Funds Available</b>		<b><u>365,612.69</u></b>

\* Funds not yet drawn for Retainage (192,378.54)

GRC Contract	1,778,000.00	
Change orders	4,117,973.95	
Amended Contract value	5,895,973.95	
Total GRC Expenditures (including retainage)	(5,631,983.30)	
Contract remainder (excluding retainage)	263,990.65	

East Tennessee Sprinkler Co	76,981.00	
Change orders (BMA approved 5.8.23)	14,200.00	
Amended Contract value	91,181.00	
Total Expenditures	(82,974.41)	
Contract remainder	8,206.59	

BAN obligated to Stage Door Concessions 30,000.00 \*\*

\* 6/12/23 BMA approved to use up to \$250,000 for Stage Setup to Todd Hensley until additional RD funds are obtained

**Balance of funds after contract obligations**

**63,415.45**

**Note: This report will be presented in-lieu of the detail contract analysis for GRC. Detail reports available upon request.**

\*\* = \$18,650.51 has been requested for Stage Kitchen Equipment to reimburse the General Fund. This is pending.



**Town of Jonesborough**  
**Goins Rash Cain, Inc. (GRC) Contract**  
**Jackson Theatre Renovations and Additions**  
**Project Account # 4-10-14200-6318/110-44400-963**  
**Retainage Account # 10-200-2350**

App. #	Total Complete and Stored	Less Retainage	Total Paid Less Retainage	Contract Balance Less Retainage	Date Paid	Ck #
				\$ 5,895,973.95		
1	\$ 62,849.26	\$ 3,142.46	\$ 59,706.80	\$ 5,833,124.69	5/14/2019	92740
2	96,447.38	4,822.37	91,625.01	5,736,677.31	6/29/2019	93233
3	129,485.61	6,474.28	123,011.33	5,607,191.70	7/10/2019	93376
4	189,839.91	9,492.00	180,347.91	5,417,351.79	8/23/2019	93734
5	303,943.04	15,197.15	288,745.89	5,113,408.75	9/16/2019	93984
6	104,227.45	5,211.37	99,016.08	5,009,181.30	10/17/2019	94271
7	59,984.90	2,999.25	56,985.65	4,949,196.40	12/4/2019	94726
8	112,999.45	5,649.97	107,349.48	4,836,196.95	12/13/2019	94862
9	152,503.59	7,625.18	144,878.41	4,683,693.36	2/13/2020	95375
10	113,985.10	5,699.25	108,285.85	4,569,708.26	3/30/2020	95726
11	347,106.72	17,355.34	329,751.38	4,222,601.54	4/22/2020	95987
12	43,956.85	2,197.84	41,759.01	4,178,644.69	5/26/2020	96243
13	48,485.24	(85,866.46)	134,351.70	4,130,159.45	8/7/2020	96893
14	18,579.01	-	18,579.01	4,111,580.44	11/10/2020	97565
15	45,004.65	2,250.23	42,754.42	4,066,575.79	3/25/2021	98538
16	96,914.71	4,845.74	92,068.97	3,969,661.08	3/25/2021	98538
17	77,251.42	3,862.57	73,388.85	3,892,409.66	6/10/2021	99193
18	108,730.95	5,436.55	103,294.40	3,783,678.71	5/25/2021	99056
19	44,170.12	2,208.50	41,961.62	3,739,508.59	6/30/2021	99446
20	54,641.64	2,732.08	51,909.56	3,684,866.95	2/15/2022	101552
21	137,699.95	6,885.00	130,814.95	3,547,167.00	4/1/2022	101992
22	104,922.49	5,246.13	99,676.36	3,442,244.51	4/25/2022	102165
23	36,758.33	1,837.91	34,920.42	3,405,486.18	7/13/2022	102981
24	43,512.93	2,174.70	41,338.23	3,361,973.25	7/13/2022	102981
25	29,790.12	1,489.51	28,300.61	3,332,183.13	8/10/2022	103271
26	245,374.06	12,268.70	233,105.36	3,086,809.07	9/21/2022	103603
27	118,329.22	5,916.46	112,412.76	2,968,479.85	10/18/2022	103923
28	224,814.79	11,240.74	213,574.05	2,743,665.06	2/8/2023	105049
29	38,182.20	1,909.11	36,273.09	2,705,482.86	2/8/2023	105049
30	119,593.59	5,979.68	113,613.91	2,585,889.27	2/16/2023	105119
31	151,740.69	7,587.04	144,153.65	2,434,148.58	4/5/2023	105616
32	144,363.30	7,218.16	137,145.14	2,289,785.28	5/22/2023	106117
33	120,586.15	6,029.31	114,556.84	2,169,199.13	5/22/2023	106117
34	80,746.15	4,037.31	76,708.84	2,088,452.98	6/29/2023	106514
35	102,314.34	5,115.71	97,198.63	1,986,138.64	7/28/23 AP	106835
36	95,600.16	4,780.01	90,820.15	1,890,538.48	9/11/2023	107336
37	119,675.79	5,983.79	113,692.00	1,770,862.69	9/11/2023	107336
38	170,966.42	8,548.32	162,418.10	1,599,896.27	9/29/2023	107456
39	113,997.41	5,699.87	108,297.54	1,485,898.86	12/8/2023	108180
40	296,901.51	14,845.08	282,056.43	1,188,997.35	9/29/2023	107456
41	65,975.57	3,298.78	62,676.79	1,123,021.78	9/29/2023	107456
42	227,977.56	11,398.87	216,578.69	895,044.22	3/12/2024	109034
43	447,966.91	22,398.35	425,568.57	447,077.31	3/12/2024	109034
44	183,086.66	9,154.33	173,932.33	263,990.65	3/12/2024	109034

**\$ 5,631,983.30    \$ 192,378.54    \$ 5,439,604.76**

<b>Contract Changes:</b>		<b>Revised Contract</b>
Original Contract		<u>\$ 1,778,000.00</u>
Change Order #1	4,128.06	
Change Order #2	11,236.44	
Change Order #3	18,579.01	
Change Order #4	130,823.00	
Change Order #5	215,325.00	
Change Order 6A	4,852.68	
Change Order #7	2,440,000.00	
Approved pay app 21 (8)	11,760.00	
Deduction (pay app 23)	(2,882.25)	
Change Order #9	18,556.90	
Change Order #10 (Time extension only)	-	
Change Order #11	979,200.00	
Change Order #12	286,395.11	
		4,117,973.95
		<u><u>\$ 5,895,973.95</u></u>

**\$400,000 STATE APPROPRIATION FUNDS:**

9/5/18	Funds Received	\$ 400,000.00
5/15/19	GRC Inc. - Pay Request #1	(59,706.80)
6/29/19	GRC Inc. - Pay Request #2	(91,625.01)
7/11/19	GRC Inc. - Pay Request #3	(123,011.33)
8/14/19	GRC Inc. - Pay Request #4	(125,656.86)
	Accrued Interest Through 8/31/201	3,394.42
9/16/19	GRC Inc. - Pay Request #6	(3,394.42)
	<b>Balance of Funds</b>	<u><u>\$ -</u></u>

**Payments by SourceThru GRC Pay Request #44**

State Appropriation	\$ 403,394.42	
ECD Tourism Enhancement Grant	50,000.00	
ARC Grant	437,176.90	
RD Loan #1	998,365.73	
ECU Contribution	103,038.70	
Sonia King/Martin Estate Contribution	145,886.02	
RD Loan #2 Draws	386,960.13	FY22
RD Loan #2 Draws	2,272,774.10	FY23/24
Bank of TN Loan Draw Down	642,008.77	
	<u><u>\$ 5,439,604.76</u></u>	



Stage Door Project Analysis

Project area	Comments	Company	Project Manager Cost Estimate	P.O. Issued	Expenses Paid	Expenses/Items applied to P.O.	P.O. Balance - Note - All liquidated at 6/30	Balance Remaining ***	Notes
	***Balance remaining column is judgement based on P.O. vs Estimate								
Framing/Construction	Includes cabinet install, box office booth, woodwork (Original estimate to BMA	Lewis Hulise/CD Builders	45,000.00	0.00	206,067.50	206,067.50	0.00	0.00	0.00 Balance Unknown - past original estimate
Framing/Construction	Purchased by Lewis on town account	Lowes	0.00	5,000.00	15,609.70	10,609.70	0.00	0.00	0.00 Used balance of P.O.
Framing/Construction	Lumber - Ordered by Lewis	Builders First Source	0.00	0.00	1,683.42	1,683.42	0.00	0.00	
Framing/Construction	Equipment Rental - Ordered by Lewis	East TN Rent-All	0.00	0.00	48.19	48.19	0.00	0.00	
Framing/Construction	Misc mortar? - Ordered by Lewis	C&C Masonry Supply	0.00	42.55	42.55	0.00	0.00	0.00	
Framing/Construction	Lumber for facade repair - Lewis	East Tennessee Millwork	0.00	0.00	2,128.58	2,128.58	0.00	0.00	
Electrical - Materials	Cable - Lewis?	Williams Electric	10,000.00	103.65	7,885.28	7,360.30	50.67	2,114.72	Used P.O. less actual expenses. More P.O. reduced from line item than issued. System allows...
Electrical - Materials	Additional items needed by Herman Archer	Williams Electric	0.00	5,404.40	8,687.39	3,282.99	0.00	0.00	
Electrical - Labor		Herman Archer	8,000.00	3,050.00	12,935.00	9,885.00	0.00	0.00	0.00 Estimate less actual expense
Light Fixtures	Wall Sconces downstairs	American Lighting	2,010.71	0.00	2,166.65	2,166.65	0.00	0.00	
Light Fixtures		American Lighting	0.00	1,736.85	2,087.40	-2,087.40	0.00	0.00	0.00 Added 4/26
HVAC	2 - 6 ton units, installation, per hour costs	TNT Heating & Air	80,000.00	38,237.10	71,027.10	32,790.00	0.00	8,972.90	Estimate less actual expense
Plumbing	Materials & Labor	Strickland Plumbing	8,800.00	0.00	4,500.00	4,500.00	0.00	4,300.00	
Plumbing	6 commodes, 2 urinals, 8 flush valves, 5 sinks and faucets	Modern Supply		2,955.35	4,883.79	0.00	-1,928.44	0.00	P.O. used beyond issuance
Bathroom Fixtures	Trash cans, grab bars, towel holders	Trimble Company	1,500.00	0.00	1,252.00	1,252.00	0.00	248.00	
Bathroom Accessories	Ordered '10/22	Trimble Company	7,263.00	7,263.00	10,743.00	3,480.00	0.00	0.00	Excess is installation
Bathroom Partitions	Includes 1st floor tile	Winco / Gaylin	20,857.57	20,857.57	20,518.76		338.81	338.81	
Bathroom Floor - Materials		Ed Lyte Tile	19,774.00	19,774.00	26,934.00	7,160.00	0.00	0.00	
Bathroom Floor - Installation		E.S. Dockery	12,000.00	9,330.00	15,200.00		-5,870.00	9,330.00	P.O. contract price
2nd Floor Carpet		Builders First Source	12,252.80	12,252.80	12,252.80		0.00	0.00	
Front Door	Door 5,077.80/Hardware 7,175	Builders First Source	4,000.00	4,411.13	4,658.46	247.33	0.00	0.00	Used P.O. for balance due
Front Façade Glass	Includes Installation	Keller Glass	4,000.00	4,411.13	4,658.46	247.33	0.00	0.00	
Front Brick Columns	2 Columns	A&D Masonry	1,650.00	0.00	1,650.00	1,650.00	0.00	0.00	
Staining of Brick Mortar		Creative Masonry	700.00	0.00	700.00	700.00	0.00	0.00	
Stucco Repair	Same firm as Jackson?	TBD	1,000.00	0.00			0.00	1,000.00	P.O. applied incorrectly. Contract balance
Interior Doors	Ordered '10/22	Trimble Company	13,780.00	13,780.00	13,338.00	0.00	0.00	442.00	accurate.
Door frame/hinges	Ordered by Lewis	Trimble Company	0.00	0.00	915.00	915.00	0.00	0.00	
Closers	Ordered by Lewis	Trimble Company	0.00	0.00	392.00	392.00	0.00	0.00	
Concession Cabinets	Cabinets and granite countertop - Both	Builders First Source	31,692.79	31,792.79	31,792.79	0.00	0.00	0.00	
Concession Equipment	30,000 USDA Loan	Katom Restaurant Supply	18,548.10	0.00	18,650.61	18,650.61	0.00	0.00	30K from RD, Request pending?
Sheet Rock	Materials, Installation, Finishing (includes all ceilings)	Full Circle Construction	13,750.00	13,750.00	13,850.00	100.00	0.00	0.00	
Painting	Walls & Ceiling	Cooper Painting	11,433.50	11,433.50	9,833.50		1,600.00	1,600.00	
Drop Ceiling - Installation	Acoustic Tile Materials	Dockery Floor Covering	8,850.00	0.00	8,850.00		0.00	0.00	
Drop Ceiling - Materials	110 Tiles/Shipping	American Tin	1,874.40	1,874.40	1,874.40		0.00	0.00	

2nd Floor Insulation	Return of Joist and OSB	Mullins Company	5,750.00	5,620.00	5,620.00	-1,114.90	0.00	5,620.00	0.00	5,620.00
Misc Equipment Rental.		Builders First Source	0.00	0.00	-1,114.90	-1,114.90	0.00	0.00	0.00	0.00
Purpose unknown	P.O. 52151 Usage?	East TN Rent-All	0.00	725.00	725.00	0.00	0.00	0.00	0.00	0.00
Fireplace @ Stage door		Fireplaces	0.00	0.00	1,399.00	1,399.00	0.00	0.00	0.00	0.00
Fireplace @ Stage door		Amazon	0.00	0.00	344.99	344.99	0.00	0.00	0.00	0.00
Trim Paint		Ferrell Calhoun	0.00	0.00	148.35	148.35	0.00	0.00	0.00	0.00
Panels/Breakers	Bought by Herman Archer	City Electric Supply	0.00	0.00	2,277.10	2,277.10	0.00	0.00	0.00	0.00
'Rewiring'	FY24 P.O.	Herman Archer	0.00	10,000.00	4,100.00	0.00	5,900.00	5,900.00	5,900.00	5,900.00
HVAC	Ordered through TNT Heating and Air	Pacific Register	0.00	2,949.00	3,051.78	102.78	0.00	0.00	0.00	0.00
Handrail		Precision Ironworks	0.00	786.00	786.00	0.00	0.00	0.00	0.00	0.00
Registers		First Horizon	0.00	0.00	1,511.61	1,511.61	0.00	0.00	0.00	0.00
Velvet Ropes	Amazon	First Horizon - Credit Card	0.00	0.00	37.98	37.98	0.00	0.00	0.00	0.00
Paint		Farrell Calhoun, Inc.	0.00	0.00	73.00	73.00	0.00	0.00	0.00	0.00
Point-of-Sale System		Lane Payments	0.00	7,618.00	7,618.00	0.00	0.00	0.00	0.00	0.00
Touch-up Paint		Dunbar Painting	0.00	1,645.00	1,645.00	0.00	0.00	0.00	0.00	0.00
		Other		67.42	67.42	67.42				
	4-010-014200-6317		340,486.87	232,392.09	561,448.20	317,829.20	91.04	<u>39,866.43</u>		
	110-44400-962								Est. exp.	
		2017-2018 Expenditures Paid		13,678.95					remaining	
		2018-2019 Expenditures Paid		37,397.78						
		2019-2020 Expenditures Paid		24,884.65						
		Total Project Expenditures		637,409.58						
				408,854.92	FY23					
				152,593.28	FY24					
				<u>561,448.20</u>						

# Town of Jonesborough

## General Fund

### Fund Balance Reserve Accounts

As of March 31, 2024

Reserve	Revenue	Expenditure	Balance 6/30/2023	Revenues	Expenditures	Transfer (To)/From Unrestricted Fund Balance	Balance 3/31/2024
McKinney Scholarship Fund	10-200-2702 110-38160	110-44491-866	17,126.94	475.00	-		17,601.94
Senior Center - Special Projects	10-200-2703 110-38174--SCNTR	110-44320-839	47,924.61	21,802.15	(29,244.19)		40,482.57
PS Driving School Tech Fees	10-200-2706 110-38149	110-42100-834	11,174.00	1,488.00	-		12,662.00
PS Gun Permit Classes	10-200-2707 10-30000-3719	110-42100-833	12,240.00	-	-		12,240.00
Police Litigation	10-200-2708 110-38146	110-42100-165	71,729.86	11,638.53	(3,217.50)		80,150.89
Volunteer Fire	10-200-2709 10-30000-3968	110-42200-765	2,528.45	-	-		2,528.45
Campground Reserve	10-200-2710 10-30000-3668	110-44400-842	23,907.16	-	-		23,907.16
PS Electronic Citation Fee	10-200-2711 110-38150	110-42100-831	25,351.61	1,908.00	-		27,259.61
Chuckey Depot Museum Rev	10-200-2712 110-38177	110-44400-853	6,698.95	3,711.46	(1,262.48)		9,147.93
Veterans War Memorial	10-200-2713 110-38110	110-41500-297	16,287.84	250.00	(822.34)		15,715.50
Flag Replacement	10-200-2716 110-38176	110-44400-849	3,331.46	2,361.00	(361.37)		5,331.09
Tree & Townscape	10-200-2717 110-38113	110-44400-860	2,519.62	15.95	-		2,535.57
Recreation Fundraising	10-200-2718 110-38126	110-44400-490	16,556.89	-	-		16,556.89
Clerk Electronic Citation Fees	10-200-2720 110-38154	110-42100-832	7,385.61	477.00	-		7,862.61
Cemetery Maintenance Fund	10-200-2723 110-38178	110-44400-861	3,838.94	-	-		3,838.94
In-Lieu Sidewalk Reserve	10-200-2728 110-38173	Board	60,819.75	3,680.00	-		64,499.75
Shop with a Cop	110-26028 110-38148	110-42100-307	18,990.78	31,461.27	(28,644.49)		21,807.56
Cops for Kids	110-26028 110-38155	110-42100-874	454.94	-	-		454.94
Keep Jonesborough Beautiful	110-26029 110-38175	110-44400-851	(528.53)	84.00	(60.00)		(504.53)
<b>Total Presented Reserved Amounts</b>			<b>328,893.16</b>	<b>47,891.09</b>	<b>(34,967.88)</b>		<b>341,816.37</b>



**Town of Jonesborough**  
**Health Reimbursement Account**  
**2023-24 Fiscal Year**

Date	Fund				Total	Balance
	General	Solid Waste	Water/Sewer			
6/30/2023	\$ 96,358.27	\$ 37,513.34	\$ 71,771.49	\$ 205,643.10	\$ 205,643.10	
Deposit	2,730.00	750.00	2,310.00	5,790.00	211,433.10	
Fees	(1,074.44)	-	-	(1,074.44)	210,358.66	
7/17/2023	(7,047.07)	-	(2,976.50)	(10,023.57)	200,335.09	
7/31/2023	(3,587.25)	(1,522.25)	(372.00)	(5,481.50)	194,853.59	
7/31/2023	\$ 87,379.51	\$ 36,741.09	\$ 70,732.99	\$ 194,853.59		
Aug Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 200,643.59	
Fees	(315.00)			(315.00)	200,328.59	
8/7/2023		(3,787.93)		(3,787.93)	196,540.66	
8/14/2023		(11,899.09)		(11,899.09)	184,641.57	
8/21/2023			(666.58)	(666.58)	183,974.99	
8/28/2023	(376.74)			(376.74)	183,598.25	
8/31/2023	\$ 89,417.77	\$ 21,804.07	\$ 72,376.41	\$ 183,598.25		
Sept Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,388.25	
Fees				-	189,388.25	
9/1/2023	1,344.99			1,344.99	190,733.24	
9/8/2023	(4,128.83)		(6,040.95)	(10,169.78)	180,563.46	
9/15/2023	(902.07)		(50.00)	(952.07)	179,611.39	
9/22/2023	(568.00)		(3,500.00)	(4,068.00)	175,543.39	
9/30/2023	\$ 87,893.86	\$ 22,554.07	\$ 65,095.46	\$ 175,543.39		
Oct Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 181,333.39	
10/2/2023	(34.28)	373.32	(371.26)	(32.22)	181,301.17	
10/10/2023	(1,612.64)		(188.37)	(1,801.01)	179,500.16	
10/16/2023	(197.46)		(71.95)	(269.41)	179,230.75	
10/23/2023	(129.42)		(342.01)	(471.43)	178,759.32	
10/30/2023	(246.95)		(821.22)	(1,068.17)	177,691.15	
10/31/2023	\$ 88,403.11	\$ 23,677.39	\$ 65,610.65	\$ 177,691.15		
Nov Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 183,481.15	
11/6/2023			(246.34)	(246.34)	183,234.81	
11/13/2023	1,145.98			1,145.98	184,380.79	
11/20/2023	(84.16)		(307.22)	(391.38)	183,989.41	
11/27/2023	(508.68)		(50.00)	(558.68)	183,430.73	
11/30/2023	\$ 91,686.25	\$ 24,427.39	\$ 67,317.09	\$ 183,430.73		

**Town of Jonesborough**  
**Health Reimbursement Account**  
**2023-24 Fiscal Year**

Date	Fund				Balance
	General	Solid Waste	Water/Sewer	Total	
Dec Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,220.73
12/4/2023			(50.00)	(50.00)	189,170.73
12/11/2023	(376.74)			(376.74)	188,793.99
12/26/2023	(128.81)		(1,512.98)	(1,641.79)	187,152.20
12/31/2023	\$ 93,910.70	\$ 25,177.39	\$ 68,064.11	\$ 187,152.20	
Jan Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 192,942.20
1/2/2024	(767.30)		(50.00)	(817.30)	192,124.90
1/8/2024			(600.23)	(600.23)	191,524.67
1/31/2024	\$ 95,873.40	\$ 25,927.39	\$ 69,723.88	\$ 191,524.67	
Feb Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 197,314.67
UHC Refund	5,000.00			5,000.00	\$ 202,314.67
2/12/2024	(376.74)		(2,358.36)	(2,735.10)	\$ 199,579.57
2/20/2024			(1,365.33)	(1,365.33)	198,214.24
2/26/2024	(2,299.54)		(2,018.00)	(4,317.54)	193,896.70
2/29/2024	\$ 100,927.12	\$ 26,677.39	\$ 66,292.19	\$ 193,896.70	
6/30/2023 Balance			\$ 205,643.10		
Year-to-date HRA Contributions			46,320.00		
Year-to-date UHC Refund			5,000.00		
Year-to-date HRA Fees			(1,389.44)		
Year-to-date HRA Claims			(61,676.96)		
1/31/2024 Balance			<u>\$ 193,896.70</u>		

Note: March details not available at time of publication

**Town of Jonesborough**  
**K-8 School Construction Project**

<b>Total Loan Draws</b>		<b>38,669,001.39</b>
Less 2020-21 Payments	(3,415,481.66)	
Less 2021-22 Payments	(12,727,076.05)	
Less 2022-23 Payments	(15,708,035.77)	
Less 2023-24 Payments	(6,887,100.46)	
<b>Total Project Payments</b>		<b>(38,737,693.94)</b>
<b>1/24/2021 Transfer from General Fund Checking</b>		<b>20,000.00</b>
<b>Cleared by check #1094 to Town of Jonesborough</b>		<b>(20,000.00)</b>
<b>Loan Draws Less Payments Plus Transfer From GF</b>		<b>(48,692.55)</b>
<b>Tree Grant Reimbursement (Expenditure of K-8 reimbursed by grant)</b>		<b>7,970.00</b>
<b>Loan Draws Less Payments</b>		<b>(56,662.55)</b>
<b>Balance of Cash on Hand</b>		<b>(48,692.55)</b>
<b>Balance of Cash on Hand 8/31/23:</b>		
<b>Pinnacle Checking Account #1 (BAN Proceeds Balance ONLY presented here)***</b>		-
<b>Pinnacle Checking Account #2</b>		<b>12,850.72</b>
*** Contains Balance of TN Ag Learning Center Grant. Separate Project under department No. 5500		<b>12,850.72</b>
<b>INTERIM LOAN FUNDS:</b>		
Total Funds Available	42,750,000.00	
Total Draws	(38,669,001.39)	
<b>Balance of Loan Funds Available</b>	<b>4,080,998.61</b>	
<b>Balance of Contract With Burwil Construction (including retainage)</b>	<b>(3,811,266.63)</b>	
<b>Balance of Contract With Clark Nexsen</b>	<b>(22,500.00)</b>	
<b>Balance of Contract With Burseson Construction, Inc</b>	<b>(60,106.73)</b>	
<b>Balance of Contract With TriMark (Kitchen Equip)</b>	-	
<b>Balance of Funds After Contract Obligations</b>	<b>187,125.25</b>	

NOTE: Summary presented above. Project detail tracking available upon request.



Water/Sewer Savings Account & Money Market Account  
40-100-1125/40-100-1126  
2023-24

	Unreserved	Equipment Reserve	Debt Service Reserve	County Crew Advanced Labor	2022 \$1M CON Note	ARPA Funds	40-200-2139 Line Extensions	Total
<b>6/30/2023</b>	\$ 1,387.17	\$ 271,281.13	\$ -	\$ 49,257.20	\$ 472,821.05	\$ 453,119.24	\$ -	\$ 1,247,985.79
7/5/2023	To Savings from Revenue						16,306.22	
7/13/2023	Reallocate ARPA/\$1M CON spent (June AP)	83,784.00			(5,724.00)	(78,060.00)		
7/19/2023	To OPM (Used County Trucks, Operating Exp)	(4,700.00)			(10,300.00)			
7/24/2023	To OPM - Operating Expenses	(30,000.00)						
7/31/2023	Reallocate Used County Crew Labor	27,824.28		(27,824.28)				
7/31/2023	To Savings from Revenue		86,423.25					
7/31/2023	July Interest	975.43						
	<b>Balance as of July 31, 2023</b>	\$ 79,270.88	\$ 231,281.13	\$ 86,423.25	\$ 21,432.92	\$ 456,797.05	\$ 16,306.22	\$ 1,266,570.69
8/8/2023	To OPM for ARPA/1M CON expenses				(2,600.00)	(57,040.00)		
8/21/2023	Reallocate County Crew use of labor	19,172.59		(19,172.59)				
8/21/2023	Reallocate \$1M CON use on projects	1,604.46			(1,604.46)			
8/21/2023	To OPM for operations	(50,000.00)						
8/24/2023	TDEC ARPA Funds (for 1M CON payoff)		905,036.86					
8/24/2023	To OPM (1M CON Prin. Pmt)		(905,000.00)					
8/30/2023	Revenue to Savings - Advanced Funding for County Crew labor costs			74,202.50	(1,000.00)	(43,152.00)		
8/31/2023	Reallocate ARPA/\$1M spent		44,152.00					
8/31/2023	Reallocate County Crew use of labor		4,829.09	(4,829.09)				
8/31/2023	August Interest	675.29						
8/31/2023	August Interest - MMA	262.99						
	<b>Balance as of August 31, 2023</b>	\$ 50,986.21	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 16,306.22	\$ 1,232,108.33
9/29/2023	September Interest	678.56						
9/29/2023	September Interest - MMA	263.11						
	<b>Balance as of September 30, 2023</b>	\$ 51,927.88	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 16,306.22	\$ 1,233,050.00
10/2/2023	Prepaid Water Line Extension Materials							
10/31/2023	October Interest	352.89						
10/31/2023	October Interest - MMA	280.78						31,629.16
	<b>Balance as of October 31, 2023</b>	\$ 52,561.55	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 16,306.22	\$ 1,265,312.83
11/27/2023	Perma Corp Invoice				(67,899.35)			
11/27/2023	Perma Corp Retainage Pmt to 1st Horizon				(3,573.65)			
11/28/2023	Blue Water Invoice				(3,219.12)			
11/28/2023	East TN Rent-alls Invoice				(2,900.00)			
11/28/2023	Ferguson Enterprises				(4,065.60)			
11/28/2023	East TN Rent-alls Invoice				(2,700.00)			
11/28/2023	East TN Rent-alls Invoice				(3.30)			
11/30/2023	November Interest	325.26						
11/30/2023	November Interest - MMA	263.36						
	<b>Balance as of November 30, 2023</b>	\$ 53,150.17	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 16,306.22	\$ 1,181,540.43
12/11/2023	Comm. Dev. Partners Invoice (pd. 8/23)				(5,000.00)			
12/11/2023	Comm. Dev. Partners Invoice (pd. 12/23)				(15,000.00)			
12/29/2023	December Interest	159.49						
12/29/2023	December Interest - MMA	254.70						
	<b>Balance as of December 31, 2023</b>	\$ 53,564.36	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 16,306.22	\$ 1,161,954.62
1/22/2024	Comm. Dev. Partners Invoice (pd. XXXXX)				(7,000.00)			
1/31/2024	January Interest	124.29						
1/31/2024	January Interest - MMA	280.47						
	<b>Balance as of January 31, 2024</b>	\$ 53,969.12	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 16,306.22	\$ 1,155,359.38
2/29/2024	February Interest	115.36						
2/28/2024	February Interest - MMA	263.01						
	<b>Balance as of February 29, 2024</b>	\$ 54,347.49	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 16,306.22	\$ 1,155,737.75
3/29/2024	March Interest	123.34						
	<b>Balance as of March 31, 2024</b>	\$ 54,470.83	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 16,306.22	\$ 1,155,861.09
	<b>Balance in Savings Account</b>	\$ 562,621.42	(E)	(A)	(D)	(B)	(C)	
	<b>Balance in Money Market Account</b>	\$ 573,239.67						
		\$ 1,155,861.09						

\*Statement not received as of report publication date  
(A) = Agrees with County Line project analysis  
(B) = Agrees with ARPA Projects analysis  
(C) = Developer deposit. To be liquidated when completed  
(E) = \$62,095 budgeted from reserve for new software



**Town of Jonesborough**  
**Washington County Water Lines Funding**  
**Individual Projects**  
**As of March 31, 2024**

Description	Greenwood Drive	Hwy 815	Ralph Hoss	Malone Hollow	Saylor Hill	Dry Creek	Taylor Bridge	Mathes Circle	Jackson Bridge	Rockhouse Road	McCall Road	Labor	Other	Total	EDA (Separate Analysis)	Adjusted Total
<b>Funding:</b>																
County 12/10/21												74,202.49		74,202.49		74,202.49
County 3/21/22												148,405.00		148,405.00		148,405.00
County 5/11/22												148,333.07		148,333.07		148,333.07
County 10/5/22	288,084.81	290,109.60		309,366.00	155,340.00	60,593.61		30,348.12				158,295.50	1,408.81	1,293,546.45	18,604.75	1,312,151.20
County 2/23/23					47,023.92	31,363.74								78,387.66		78,387.66
County 3/6/23						36,569.34								36,569.34		36,569.34
County 4/25/23														52,323.63		52,323.63
County 4/26/23														94,091.22		94,091.22
County 5/31/23				25,767.26	25,138.84	94,091.22	43,143.62							94,049.72		94,049.72
County 5/31/23												74,202.50		74,202.50		74,202.50
County 6/21/23						138,420.12	83,797.86							222,217.98		222,217.98
County 6/29/23					10,324.57									10,324.57		10,324.57
County 7/24/23					3,500.00	10,600.00								14,100.00		14,100.00
County 8/3/23									123,673.84					123,673.84		123,673.84
County 8/3/23							110,859.49						7,946.38	110,859.49		110,859.49
County 8/3/23						18,257.30								7,946.38		7,946.38
County 8/9/23							107,080.53							18,257.30		18,257.30
County 8/10/23														107,080.53		107,080.53
County 8/21/23							280,132.74		49,961.60			74,202.50		74,202.50		74,202.50
County 8/22/23												330,094.34		330,094.34		330,094.34
County 12/7/23					72,019.57							74,202.50		146,222.07		146,222.07
County 12/11/23	31,694.57		156,086.14						69,513.88					69,513.88		69,513.88
Reallocation				(23,530.82)	(141,108.44)	56,814.41	84,294.03					(206,921.50)	19,140.79	-		-
Reallocation		9,890.50		18,091.78				1,359.20				23,530.82		-		-
Reallocation								(3,896.33)				(29,341.48)		-		-
<b>Total Funding</b>	319,779.38	300,000.10	156,086.14	329,694.22	224,562.09	446,709.74	709,308.27	27,810.99	243,149.32	-	-	543,007.73	28,495.98	3,328,603.96	18,604.75	3,347,208.71
<b>Expenditures:</b>																
Water/Line Construction	(310,246.12)	(290,109.60)	(142,241.39)	(311,602.44)	(224,562.09)	(583,570.92)	(711,102.99)	(26,451.79)	(243,805.22)	(58,403.91)	(987.37)	(147,606.23)	(15,776.87)	(3,066,466.94)	(18,604.75)	(3,085,071.69)
Construction Labor	(9,533.26)	(9,890.50)	(13,844.75)	(18,091.78)				(1,359.20)				(433,007.74)	(29,244.38)	(462,252.12)		(462,252.12)
Distribution Labor	(319,779.38)	(300,000.10)	(156,086.14)	(329,694.22)	(224,562.09)	(583,570.92)	(711,102.99)	(27,810.99)	(243,805.22)	(58,403.91)	(987.37)	(580,613.97)	(45,021.25)	(3,581,438.55)	(18,604.75)	(3,600,043.30)
<b>Total Expenditures</b>	-	-	-	-	-	(136,861.18)	(1,794.72)	-	(655.90)	(58,403.91)	(987.37)	(37,606.24)	(16,525.27)	(252,834.59)	-	(252,834.59)

Complete



JONESBOROUGH REPERTORY THEATRE  
SCHEDULE OF PLAY REVENUES AND EXPENSES  
FISCAL YEAR 2023-24

Account	Anything Goes 110-38127- 00008	USO Show 110-38127- 00009	Peter Pan 110-38127- 00010	Dearly Beloved 110-38127- 00011	It's a Wonderful Life 110-38127- 00012	The Play that Goes Wrong 110-38127- 00013	Beautiful 110-38127- 00014	Music Man 110-38127- 00015	Crazy For You 110-38127- 00016	Into the Woods 110-38127- 00017	Anastasia 110-38127- 00018	USA 110-38127- 00019	9 to 5 The Musical 110-38127- 00020	A Christmas Story 110-38127- 00021	TOTAL	
<b>Carryover from Prior Fiscal Year</b>																
Revenues (through 6/30/23)	35,973.00	22,692.50						2,500.00								61,165.50
Expenditures (through 6/30/23)	(21,695.98)	(2,751.30)	(400.00)	(2,055.00)	(844.00)	(2,255.00)	(1,550.00)	(3,750.00)	(5,014.52)	(400.00)	(6,361.95)					(47,078.75)
<b>Beginning Balance (7/1/2023)</b>	<b>14,276.02</b>	<b>19,941.20</b>	<b>(400.00)</b>	<b>(2,055.00)</b>	<b>(844.00)</b>	<b>(2,255.00)</b>	<b>(1,550.00)</b>	<b>(1,250.00)</b>	<b>(6,014.52)</b>	<b>(400.00)</b>	<b>(6,361.95)</b>					<b>14,088.75</b>
<b>REVENUES:</b>																
<b>July</b>																
Ticket Sales Thundertix	2,578.00	6,001.00														8,579.00
Euan Morton Donations																
Gift Certificates																
Season Pass Allocation	5,872.00		2,000.00						1,500.00			3,000.00				5,872.00
Donations:																6,500.00
Playbill Advertisements																
Costume Donations																
T-shirt Sales																
<b>July Total</b>	<b>8,450.00</b>	<b>6,001.00</b>	<b>2,000.00</b>						<b>1,500.00</b>			<b>3,000.00</b>				<b>20,951.00</b>
<b>August</b>																
Ticket Sales								30,773.50								30,773.50
Donations:									1,000.00	2,000.00						3,000.00
Gift Certificates																
Season Pass Allocation								5,700.00								9,262.00
Donations:		3,562.00														10,950.00
Playbill Advertisements		1,700.00														
Costume Donations								3,050.00								3,050.00
T-shirt Sales																
<b>August Total</b>		<b>5,262.00</b>						<b>48,773.50</b>	<b>1,000.00</b>	<b>2,000.00</b>						<b>57,035.50</b>
<b>September</b>																
Ticket Sales									14,214.50							14,214.50
Donations:																
Gift Certificates																
Season Pass Allocation			3,000.00		1,750.00				4,575.00			2,000.00				11,325.00
Donations:																
Playbill Advertisements																
Costume Donations																
T-shirt Sales									364.00							364.00
<b>September Total</b>			<b>3,000.00</b>		<b>1,750.00</b>				<b>19,153.50</b>			<b>2,000.00</b>				<b>25,903.50</b>
<b>October</b>																
Ticket Sales									12,703.50							12,703.50
Euan Morton Donations																
Gift Certificates																
Season Pass Allocation																
Donations:							6,000.00		764.76							7,014.76
Playbill Advertisements																
Costume Donations																
T-shirt Sales																
<b>October Total</b>					<b>250.00</b>		<b>6,000.00</b>		<b>13,468.26</b>							<b>19,718.26</b>
<b>November</b>																
Ticket Sales																
Euan Morton Donations												23,858.50				23,858.50
Gift Certificates																
Season Pass Allocation												4,402.00				4,402.00
Donations:																1,060.00
Playbill Advertisements																
Costume Donations																
T-shirt Sales																
<b>November Total</b>					<b>10,984.50</b>				<b>1,060.00</b>			<b>28,260.50</b>				<b>40,305.00</b>
<b>December</b>																
Ticket Sales																
Euan Morton Donations																
Gift Certificates																
Season Pass Allocation																
Donations:																6,050.00
Playbill Advertisements												500.00				500.00
Costume Donations																
T-shirt Sales																
<b>December Total</b>									<b>6,050.00</b>							<b>479.00</b>
<b>January</b>																
Ticket Sales Thundertix							15,148.50									15,148.50
Euan Morton Donations																
Gift Certificates																
Season Pass Allocation																
Donations:																
Playbill Advertisements																
Costume Donations																
T-shirt Sales																
<b>January Total</b>									<b>6,050.00</b>							<b>7,029.00</b>
<b>February</b>																
Ticket Sales Thundertix																
Euan Morton Donations																
Gift Certificates																
Season Pass Allocation																
Donations:																
Playbill Advertisements																
Costume Donations																
T-shirt Sales																
<b>February Total</b>																<b>3,608.00</b>







JONESBOROUGH REPERTORY THEATRE  
SCHEDULE OF PLAY REVENUES AND EXPENSES  
FISCAL YEAR 2023-24

Account	Anything Goes 110-38127- 00008	USO Show 110-38127- 00009	Peter Pan 110-38127- 00010	Dearly Beloved 110-38127- 00011	It's a Wonderful Life 110-38127- 00012	The Play that Goes Wrong 110-38127- 00013	Beautiful 110-38127- 00014	Music Man 110-38127- 00015	Crazy For You 110-38127- 00016	Into the Woods 110-38127- 00017	Anastasia 110-38127- 00018	USA 110-38127- 00019	9 to 5 The Musical 110-38127- 00020	A Christmas Story 110-38127- 00021	TOTAL	
Lights																
Marketing																(599.50)
Miscellaneous					(829.55)				(599.50)							(3,468.93)
Production-General									(2,639.38)							(5,653.35)
Director									(5,653.35)							
Director/Music Director																
Choreographer																
Sound Designer																
Light Designer																
Set Designer																
Costumes Design																
Band																
Technical Director / Karen Elb								(250.00)								(250.00)
Pam Johnson								(1,262.99)								(1,262.99)
Set									(1,317.88)							(1,317.88)
Sound									(14.21)							(14.21)
Props									(643.20)							(643.20)
Gala									(193.35)							(193.35)
Wig									(273.89)							(273.89)
<b>October Total</b>					(829.55)			(1,512.99)	(13,685.69)			(225.76)				(16,253.99)
<b>November</b>																
Costume											(56.39)					(56.39)
Lights												(2,447.37)				(2,503.76)
Marketing																
Miscellaneous					(289.50)											(289.50)
Production-General																
Director/Music Director																(5,045.00)
Choreographer																
Band																
Credit Card																
Set																
Sound																(529.73)
Props																
Gala																(304.76)
Wig																
<b>November Total</b>					(289.50)			(13,685.69)	(13,685.69)		(56.39)	(3,281.86)				(8,672.75)
<b>December</b>																
Costume																(617.96)
Lights																
Marketing																
Miscellaneous																
Production-General					(1,545.55)											(2,087.91)
Director/Music Director																(869.10)
Choreographer																(250.00)
Light Designer																(350.00)
Sound Designer																(150.00)
Band																(4,965.00)
Pam Johnson																(976.79)
Credit Card																
Set																
Sound																
Props																
Gala																
Wig																
<b>December Total</b>					(1,545.55)						(56.39)	(3,281.86)				(11,783.31)
<b>January</b>																
Costume																(77.91)
Lights																
Marketing																
Miscellaneous																
Production-General																
Set																
Sound																
Props																
Gala																
Wig																
<b>January Total</b>												(10,237.76)				(11,783.31)
<b>February</b>																
Costume																(77.91)
Lights																
Marketing																
Miscellaneous																



JONESBOROUGH REPERTORY THEATRE  
SCHEDULE OF PLAY REVENUES AND EXPENSES  
FISCAL YEAR 2023-24

Account	Anything Goes 110-38127- 00008	USO Show 110-38127- 00009	Peter Pan 110-38127- 00010	Dearly Beloved 110-38127- 00011	It's a Wonderful Life 110-38127- 00012	The Play that Goes Wrong 110-38127- 00013	Beautiful 110-38127- 00014	Music Man 110-38127- 00015	Crazy For You 110-38127- 00016	Into the Woods 110-38127- 00017	Anastasia 110-38127- 00018	USA 110-38127- 00019	9 to 5 The Musical 110-38127- 00020	A Christmas Story 110-38127- 00021	TOTAL
Production-General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Costume	-	-	-	(116.79)	-	(61.02)	(5,712.59)	-	-	-	-	-	-	-	(5,810.40)
Lights	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	(2,403.37)	-	-	(180.37)	-	-	-	-	-	-	-	(2,583.74)
Production-General	-	-	-	(3,885.00)	-	-	(4,126.00)	-	-	-	-	-	(400.00)	(4,070.21)	(12,481.21)
Director/Music Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Choreographer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Band	-	-	-	(125.00)	-	(487.49)	(986.01)	-	-	-	-	-	-	-	(1,25.00)
Don Squibb Scholarship Fund	-	-	-	(1,554.27)	-	-	-	-	-	-	-	-	-	-	(3,037.77)
Set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Props	-	-	-	(346.22)	-	(187.14)	(150.50)	-	-	-	-	-	-	-	(683.86)
Gala	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wig	-	-	-	-	-	-	(501.88)	-	-	-	-	-	-	-	(501.88)
March Total	-	-	-	(8,430.65)	-	(765.65)	(11,657.35)	-	-	-	-	-	(400.00)	(4,070.21)	(25,323.86)
<b>Total Expenditures</b>	<b>(658.89)</b>	<b>(12,635.26)</b>	<b>(5,217.88)</b>	<b>(9,671.03)</b>	<b>(2,769.98)</b>	<b>(1,006.03)</b>	<b>(11,897.73)</b>	<b>(14,034.32)</b>	<b>(13,685.69)</b>	<b>(5,182.18)</b>	<b>(56.39)</b>	<b>(13,996.17)</b>	<b>(400.00)</b>	<b>(4,070.21)</b>	<b>(94,281.76)</b>
<b>Revenues Over (Under)</b>	<b>22,067.13</b>	<b>18,568.94</b>	<b>882.12</b>	<b>23,482.97</b>	<b>13,089.52</b>	<b>7,217.97</b>	<b>31,332.77</b>	<b>33,489.18</b>	<b>23,531.55</b>	<b>(1,582.18)</b>	<b>2,581.66</b>	<b>21,743.33</b>	<b>(400.00)</b>	<b>1,929.79</b>	<b>197,934.75</b>
Plays Settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25% Jennifer Bernhardt	5,516.78	4,642.24	220.53	5,870.74	3,272.38	1,804.49	7,833.19	8,372.30	5,882.89	(395.55)	645.42	5,435.83	(100.00)	482.45	49,483.69
25% JRT Checking	5,516.78	4,642.24	220.53	5,870.74	3,272.38	1,804.49	7,833.19	8,372.30	5,882.89	(395.55)	645.42	5,435.83	(100.00)	482.45	49,483.69
50% Town of Jonesborough	11,033.57	9,284.47	441.06	11,741.49	6,544.76	3,608.99	15,666.39	16,744.59	11,765.78	(781.09)	1,290.83	10,871.67	(200.00)	964.90	98,967.38
<b>Total Settled</b>	<b>22,067.13</b>	<b>18,568.94</b>	<b>882.12</b>	<b>23,482.97</b>	<b>13,089.52</b>	<b>7,217.97</b>	<b>31,332.77</b>	<b>33,489.18</b>	<b>23,531.55</b>	<b>(1,582.18)</b>	<b>2,581.66</b>	<b>21,743.33</b>	<b>(400.00)</b>	<b>1,929.79</b>	<b>197,934.75</b>

**TOWN OF JONESBOROUGH  
2023-24 JRT PLAYERS EDUCATION PROGRAM**

Balance 7/1/23	\$6,061.24
 <b>Revenues 110-38128</b>	
<b>July</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	
<b>Total July</b>	\$-
<b>August</b>	
Theatre Class Fees (Gross)	\$16,275.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	\$(100.00)
<b>Total August</b>	\$16,175.00
<b>September</b>	
Theatre Class Fees (Gross)	\$1,200.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total September</b>	\$1,200.00
<b>October</b>	
Theatre Class Fees (Gross)	\$3,142.90
Theatre Class Fees (Town portion retained 20%)	
Performance Ticket Sales	
Education Workshop	
Fundraiser	\$45.00
<b>Total October</b>	\$3,187.90
<b>November</b>	
Theatre Class Fees (Gross)	\$6,868.00
Theatre Class Fees (Town portion retained 20%)	
Summer camps	
Summer camp refund	
<b>Total November</b>	\$6,868.00
<b>December</b>	
Theatre Class Fees (Gross)	\$-
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Donation Pam Pope	
<b>Total December</b>	\$-
<b>January</b>	
Theatre Class Fees (Gross)	\$16,005.00
Theatre Class Fees (Town portion retained 20%)	

Education Workshop	
RETURNED CHECKS	
<b>Total January</b>	<u>\$16,005.00</u>
<b>February</b>	
Theatre Class Fees (Gross)	\$905.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total February</b>	<u>\$905.00</u>
<b>March</b>	
Theatre Class Fees (Gross)	\$-
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total March</b>	<u>\$-</u>
<b>April</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Performance Ticket Sales	
Education Workshop	
Fundraiser	
<b>Total April</b>	<u>\$-</u>
<b>May</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Summer camps	
Summer camp refund	
<b>Total May</b>	<u>\$-</u>
<b>June</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Donation Pam Pope	
<b>Total June</b>	<u>\$-</u>
<b>Total Revenues</b>	<u><u>\$44,340.90</u></u>

**Expenditures 110-44400-843**

<b>July</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	\$ (445.80)
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	\$-
Class Expense	

Fundraiser	
<b>Total July</b>	<u>\$(445.80)</u>
<b>August</b>	
Education Director Stipend	
5% Class Fees - Education Director	\$(35.00)
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(6,250.00)
Camp Expense	\$(86.59)
Class Expense	\$(2,197.29)
Fundraiser	
<b>Total August</b>	<u>\$(8,568.88)</u>
<b>September</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total September</b>	<u>\$-</u>
<b>October</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(8,497.00)
Camp Expense	
Class Expense	\$(1,849.38)
Fundraiser	
<b>Total October</b>	<u>\$(10,346.38)</u>
<b>November</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Adult Acting Class	
JRT Education Teacher Payments	\$-
Camp Expense	
Class Expense	\$(4,205.28)
Fundraiser	
<b>Total November</b>	<u>\$(4,205.28)</u>
<b>December</b>	



Education Director Stipend	
5% Class Fees - Education Director	\$-
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Camp Expense	
Fundraiser	
<b>Total December</b>	<u>\$-</u>
<b>January</b>	
Education Director Stipend	\$(1,000.00)
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total January</b>	<u>\$(1,000.00)</u>
<b>February</b>	
Education Director Stipend	
5% Class Fees - Education Director	\$(45.50)
10% Ticket fees - Education Director	\$(843.75)
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(4,559.99)
Camp Expense	
Class Expense	\$(2,030.52)
Fundraiser	
<b>Total February</b>	<u>\$(7,479.76)</u>
<b>March</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(4,218.75)
Camp Expense	
Class Expense	\$(921.19)
Fundraiser	
<b>Total March</b>	<u>\$(5,139.94)</u>
<b>April</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	

JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total April</b>	<u>\$-</u>
<b>May</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Adult Acting Class	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total May</b>	<u>\$-</u>
<b>June</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Camp Expense	
Fundraiser	
<b>Total June</b>	<u>\$-</u>
<b>Total Expenditures</b>	<u><u>\$(37,186.04)</u></u>
<b>Balance of Funds</b>	<u><u>\$13,216.10</u></u>

Reviewed and approved by Janette Gaines, JRT Education Director

\_\_\_\_\_  
Janette Gaines, Education Director

\_\_\_\_\_  
Date



# Jonesborough Locally Grown

## Profit and Loss by Class

January - March, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
<b>Income</b>				
Fundraising Events				\$0.00
Sponsorships		4,050.00		\$4,050.00
<b>Total Fundraising Events</b>		<b>4,050.00</b>		<b>\$4,050.00</b>
<b>Grants</b>				
Grants				\$0.00
FMPP (USDA)			8,666.26	\$8,666.26
Town of Jonesborough - Utilities	725.56			\$725.56
<b>Total Grants</b>	<b>725.56</b>		<b>8,666.26</b>	<b>\$9,391.82</b>
<b>Memberships</b>				
Memberships			6,102.55	\$6,102.55
<b>Other Contributions</b>				
Other Contributions				\$0.00
Credit card cash back			125.00	\$125.00
Donation - general	127.00		1,028.15	\$1,155.15
Farm Fresh Fit Walking Program	12.00	3,669.50		\$3,681.50
Interest Earned			63.97	\$63.97
<b>Total Other Contributions</b>	<b>139.00</b>	<b>3,669.50</b>	<b>1,217.12</b>	<b>\$5,025.62</b>
<b>Program Service Revenue</b>				
Program Service Revenue				\$0.00
Local food sales	25,007.57	35.00		\$25,042.57
BSM Kitchen Sales	5,254.80			\$5,254.80
Build It Up Reimbursement	17.00			\$17.00
DTC Sales	26,578.24			\$26,578.24
DUFB Reimbursement	76.00			\$76.00
Token Sales for FM		120.00		\$120.00
Wholesale Sales	23,343.89			\$23,343.89
<b>Total Local food sales</b>	<b>80,277.50</b>	<b>155.00</b>		<b>\$80,432.50</b>
<b>Program Fee Income</b>				
Program Fee Income				\$0.00
Vendor Fees	543.00	1,720.70		\$2,263.70
<b>Total Program Fee Income</b>	<b>543.00</b>	<b>1,720.70</b>		<b>\$2,263.70</b>
<b>Total Program Service Revenue</b>	<b>80,820.50</b>	<b>1,875.70</b>		<b>\$82,696.20</b>
Sales of Promotional Products		75.00		\$75.00
<b>Total Income</b>	<b>\$81,685.06</b>	<b>\$9,670.20</b>	<b>\$15,985.93</b>	<b>\$107,341.19</b>
<b>GROSS PROFIT</b>	<b>\$81,685.06</b>	<b>\$9,670.20</b>	<b>\$15,985.93</b>	<b>\$107,341.19</b>
<b>Expenses</b>				
<b>Administrative</b>				
Administrative				\$0.00
Donor Management Software Fee/Expense			727.52	\$727.52
Meeting expense			230.35	\$230.35
Postage, Mailing Service			40.64	\$40.64
Professional memberships			25.00	\$25.00

# Jonesborough Locally Grown

## Profit and Loss by Class

January - March, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Taxes and License Fees				\$0.00
Business License Fee			20.46	\$20.46
Sales Tax Paid	3,217.00			\$3,217.00
<b>Total Taxes and License Fees</b>	<b>3,217.00</b>		<b>20.46</b>	<b>\$3,237.46</b>
<b>Total Administrative</b>	<b>3,217.00</b>		<b>1,043.97</b>	<b>\$4,260.97</b>
cash on hand	0.00			\$0.00
Facilities and Equipment				\$0.00
Property Expense				\$0.00
Maintenance and Repair Costs	94.99			\$94.99
<b>Total Property Expense</b>	<b>94.99</b>			<b>\$94.99</b>
Utilities				\$0.00
Electric	2,185.13			\$2,185.13
Gas	191.98			\$191.98
Phone/internet	361.18			\$361.18
<b>Total Utilities</b>	<b>2,738.29</b>			<b>\$2,738.29</b>
<b>Total Facilities and Equipment</b>	<b>2,833.28</b>			<b>\$2,833.28</b>
Operations				\$0.00
Bank and Credit Card Fees	1,848.93	19.18	88.69	\$1,956.80
Program Expense (food)				\$0.00
Donation In-Kind (JAMA)	70.78			\$70.78
DTC	38,960.90			\$38,960.90
Events	5.98			\$5.98
Kitchen	2,518.46			\$2,518.46
Wholesale	29,667.99			\$29,667.99
<b>Total Program Expense (food)</b>	<b>71,224.11</b>			<b>\$71,224.11</b>
Program Expense (non-food)				\$0.00
Token Payments for FM		113.00		\$113.00
<b>Total Program Expense (non-food)</b>		<b>113.00</b>		<b>\$113.00</b>
Promotions				\$0.00
Advertising	702.50		1,577.50	\$2,280.00
Promotional Products (t-shirts, totes, cookbooks)		-60.00	1,100.67	\$1,040.67
<b>Total Promotions</b>	<b>702.50</b>	<b>-60.00</b>	<b>2,678.17</b>	<b>\$3,320.67</b>
Service Expenses				\$0.00
Dishwasher	1,262.19			\$1,262.19
Kitchen Linens	252.54			\$252.54
Pest Control	42.00			\$42.00
Rentals for events		315.00		\$315.00
Shopkeep	387.00			\$387.00
Subscriptions/Shopping Memberships			1.80	\$1.80
Web hosting/services			95.00	\$95.00
<b>Total Service Expenses</b>	<b>1,943.73</b>	<b>315.00</b>	<b>96.80</b>	<b>\$2,355.53</b>

# Jonesborough Locally Grown

## Profit and Loss by Class

January - March, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Supplies				\$0.00
Food Service Consumables	633.74			\$633.74
Office Supplies	55.73	50.25	129.10	\$235.08
Paper Products	164.69			\$164.69
<b>Total Supplies</b>	<b>854.16</b>	<b>50.25</b>	<b>129.10</b>	<b>\$1,033.51</b>
<b>Total Operations</b>	<b>76,573.43</b>	<b>437.43</b>	<b>2,992.76</b>	<b>\$80,003.62</b>
Personnel Expenses			29.00	\$29.00
Employees				\$0.00
Hourly	8,275.41		3,712.90	\$11,988.31
Salaried	6,838.79		4,343.19	\$11,181.98
IRA match	403.68		208.00	\$611.68
<b>Total Salaried</b>	<b>7,242.47</b>		<b>4,551.19</b>	<b>\$11,793.66</b>
<b>Total Employees</b>	<b>15,517.88</b>		<b>8,264.09</b>	<b>\$23,781.97</b>
Payroll Expense	2,975.94		8,634.11	\$11,610.05
QuickBooks Direct Deposit Fee			96.75	\$96.75
<b>Total Personnel Expenses</b>	<b>18,493.82</b>		<b>17,023.95</b>	<b>\$35,517.77</b>
<b>Total Expenses</b>	<b>\$101,117.53</b>	<b>\$437.43</b>	<b>\$21,060.68</b>	<b>\$122,615.64</b>
<b>NET OPERATING INCOME</b>	<b>\$ -19,432.47</b>	<b>\$9,232.77</b>	<b>\$ -5,074.75</b>	<b>\$ -15,274.45</b>
<b>NET INCOME</b>	<b>\$ -19,432.47</b>	<b>\$9,232.77</b>	<b>\$ -5,074.75</b>	<b>\$ -15,274.45</b>

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: APRIL 8, 2024 AGENDA ITEM #: 2-a

SUBJECT: Mayor Communications – Committee Appointment

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**McKinney Center Advisory Committee**

Appoint Kay Grogg to fill an unexpired term ending April 2026.

Re-appoint Michelle Treece and Karen Sullivan to three-year terms ending April 2027.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: APRIL 8, 2024 AGENDA ITEM #: 2-a

SUBJECT: Mayor Communications – Committee Appointment

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**McKinney Center Advisory Committee**

Appoint Kay Grogg to fill an unexpired term ending April 2026.

Re-appoint Michelle Treece and Karen Sullivan to three-year terms ending April 2027.



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 7-A

**SUBJECT:** Employee(s) - Commercial Driver's License

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**BACKGROUND:**

The Town has several positions that require a Commercial Driver's License. Federal regulations have changed dramatically over the last few years making it much more difficult for an individual to obtain a CDL license.

There are basically three kinds of CDL license in Tennessee. They are as follows:

1. Class A License – Allows an operator to drive a combination of vehicles weighing more the 26,000 pounds while towing over 10,000 pounds. This license is required to operate a tractor trailer.
2. Class B License – Allows an operator to drive a single vehicle weighing more than 26,000 pounds.
3. Class C License – Allows an operator to drive a single vehicle, or combination of vehicles that do not fall into either Class A or Class B, but is designed to carry more than 16 people, including the driver, or hazardous materials or toxins. Most operators needed for the Town fall into the Class B category; however, we do need a couple of operators with a Class A license.

There are also a range of endorsements for CDL operators. Again, the Town is focused on two. The first is a Class A/57 endorsement. This license applies to operators who do not require a full Class A license, but who haul an excess of 10,001 pounds. As an example, if one of our operators was driving a dual-axle dump truck and pulling a track hoe, they would be required to have a Class A/57 endorsement.

The second endorsement we would occasionally need would be the hazmat, or hazardous materials endorsement. It is rare we need this, but we still do from time to time.

In order for an individual to obtain a CDL license, they must first obtain a CDL permit. This is completed at the Department of Safety Office and requires the operator to pass a knowledge test. The cost of this test for Class A and Class B is typically less than \$20.00.



Operators must obtain their CDL permit and hold it for a minimum of 14 days before they can take the CDL Operator's test.

So why does this matter, or why are we bringing this information to the Board of Mayor and Alderman? It is because we currently have 14 employees who have not obtained their CDL license. This goes back to 2017.

There are 7 employees in Water Distribution, 5 in Wastewater, 1 in Street Department, and 1 in Solid Waste that must obtain their CDL license. Again, this goes back to 2017, with no solution being offered. These employees are in positions that require them to operate heavy equipment that requires a CDL license. The problem continues to get worse.

I have reached out to other municipalities in the area and they are experiencing the same problem with employees obtaining their CDL license. After research, I have found two companies that are willing to work with the Town on a long-term basis.

The first is Central Buses, Incorporated located in Blountville Tennessee. They provide training and testing for the Class B CDL licenses. Their normal classes are Monday, Wednesday, and Friday; however, after speaking to the instructor, they agreed to complete three successive classes exclusively for Jonesborough.

The first class would begin Monday April 15 and go through Wednesday April 17. The next class would begin on Thursday April 18 and would run the 18<sup>th</sup>, 19<sup>th</sup>, and Monday the 22<sup>nd</sup>. The final class would occur on April 23 through April 25. This would get the eleven (11) employees through the Class B CDL class, and wouldn't put an unnecessary burden on the departments as they would just send one or two at a time. The test would be scheduled by the Company.

The cost of the training is \$1,800.00, plus the cost of the test; however, the company is waiving the testing schedule and charging the Town a flat \$1,800.00 per student. After initially getting our current employees certified, we would send new hires to Central Buses within the six-month orientation period and keep certified drivers. At that point, if they fail to obtain their CDL license, they would not be moved to permanent employee status. The Class A CDL license is a little more difficult. I have contacted Tri-Cities Truck Drive School on West Market Street in Johnson City. I understand this is the current vendor BrightRidge utilizes. It is a four-week class and the cost is \$4,000.00.

There are two in Water Distribution and one in Wastewater that needs the Class A license. We would send one from each department in the first class and the final one from Water Distribution the next class. In speaking with Tri Cities, as soon as they finish a class, they begin a new one the very next week.

The biggest reason we are behind in our CDL operators is simply the cost of the class they must take in order to obtain their CDL license. The Town's employees simply can't afford the \$1,800.00 or the \$4,000.00 for the required class.

I am proposing the Town pay for the cost of the class for the employee. I am also proposing each employee sign a contract that if they resign, or are terminated for violating Town policy within two years of obtaining their CDL license, they will be required to reimburse the Town the cost of the training pro-rated at 1/24<sup>th</sup>.

I have attached a proposed copy of the Class B and Class A contract for your review. It should be noted that the pages of the contract are numbered 1 of 2 and 2 of 2. The page numbers did not transfer to this agenda presentation.

Further, we recommend that the entry-level salary for anyone hired for a CDL position who holds a CDL license prior to employment would automatically begin at no less than step two of the appropriate salary level.

**RECOMMENDATION:**

Approve the Town of Jonesborough paying for required CDL training for employees whose positions require them to have a CDL license and approve the contract for reimbursement that must be signed by the employee prior to attending the training.

Approve the entry-level salary for anyone hired for a CDL position who holds a CDL license prior to employment would automatically begin at no less than step two of the appropriate salary level.



**TOWN OF JONESBOROUGH**  
**AGREEMENT FOR REIMBURSEMENT FOR COST OF TRAINING**  
**(CDL – Class B)**

I understand and agree that in consideration of my employment by the Town of Jonesborough that I will reimburse the Town for all costs related to my training necessary to become a Commercial Driver's License Operator, Class B designation, subject to the following terms and conditions:

- (1) In the event I voluntarily resign from the employment of the Town, or am terminated for violating Town policies during the two years after completion of the CDL Class B training required to become a Commercial Driver's License holder, I agree to repay the cost of the training outlined herein which are incurred by the Town of Jonesborough on a prorated basis. For each month I am employed after completion of the CDL Class B training the amount owed the Town will be reduced by 1/24.
- (2) I understand and agree that the costs and expenses incurred by the Town for my training is \$1,800.00 and that I will repay this amount pursuant to the above referenced terms and conditions.

I understand that this Agreement does not constitute an employment contract. I understand that this Agreement does not grant me any rights or benefits from the Town of Jonesborough, and does not require the Town to offer me a position as a permanent employee, or change the status of any probationary or orientation period. I understand that if I successfully complete the CDL Class B training required to be certified that this Agreement does not alter or affect any other terms or conditions of my employment with the Town of Jonesborough.

I understand that if it becomes necessary to enforce this contract and judgement is entered against me, I will pay all costs and expenses incurred by the Town of Jonesborough including reasonable attorney fees.

I further understand that it is a condition of my employment to successfully complete the CDL Class B training and obtain my CDL Class B license upon completion of the training.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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EMPLOYEE

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DATE

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DEPARTMENT HEAD

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DATE

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OPERATIONS MANAGER

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DATE

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TOWN ADMINISTRATOR

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DATE

**TOWN OF JONESBOROUGH**  
**AGREEMENT FOR REIMBURSEMENT FOR COST OF TRAINING**  
**(CDL – Class A)**

I understand and agree that in consideration of my employment by the Town of Jonesborough that I will reimburse the Town for all costs related to my training necessary to become a Commercial Driver's License Operator, Class A designation, subject to the following terms and conditions:

- (1) In the event I voluntarily resign from the employment of the Town, or am terminated for violating Town policies during the two years after completion of the CDL Class A training required to become a Commercial Driver's License holder, I agree to repay the cost of the training outlined herein which are incurred by the Town of Jonesborough on a prorated basis. For each month I am employed after completion of the CDL Class A training the amount owed the Town will be reduced by 1/24.
- (2) I understand and agree that the costs and expenses incurred by the Town for my training is \$4,000.00 and that I will repay this amount pursuant to the above referenced terms and conditions.

I understand that this Agreement does not constitute an employment contract. I understand that this Agreement does not grant me any rights or benefits from the Town of Jonesborough, and does not require the Town to offer me a position as a permanent employee, or change the status of any probationary or orientation period. I understand that if I successfully complete the CDL Class A training required to be certified that this Agreement does not alter or affect any other terms or conditions of my employment with the Town of Jonesborough.

I understand that if it becomes necessary to enforce this contract and judgement is entered against me, I will pay all costs and expenses incurred by the Town of Jonesborough including reasonable attorney fees.

I further understand that it is a condition of my employment to successfully complete the CDL Class A training and obtain my CDL Class A license upon completion of the training.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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EMPLOYEE

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DATE

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DEPARTMENT HEAD

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DATE

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OPERATIONS MANAGER

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DATE

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TOWN ADMINISTRATOR

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DATE



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024      **AGENDA ITEM #:** 7-B

**SUBJECT:** Private/Public Partnership with Steve Cook – Corner of Spring St & S Lincoln

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**BACKGROUND:**

We continue to experience problems at the intersection of Spring Street and South Lincoln Avenue. Vehicles turning right off of Spring Street onto South Lincoln have a hard time making the turn and strike the decorative wall of the property owner, Steve Cook. The problem is worse with larger trucks, or vehicles pulling trailers.

Street Director Malcolm Highsmith and Engineer Todd Wood assessed the problem and Mr. Wood has provided a drawing that he feels will help remedy the problem.

The Street Department will make the radius larger by cutting a minimum of three feet into the apex of the intersection. This may require the Town to be on Mr. Cook's property and the wall will have to be moved back further onto his property.

Once the new radius is established, the Street Department will asphalt this area and construct an 8-inch curb. Mr. Cook will then re-establish the rock wall directly behind the curb. It was explained to Mr. Cook that the Street Department did not possess the expertise necessary to construct the stone wall. The grade work, asphalt, and curb will be completed at the Town's expense.

Mr. Cook will need to sign a public/private partnership agreement prior to the work being completed.

I am attaching a copy of Mr. Wood's drawing. There may need to be some slight "field adjustments" when the Street Department completes the work.

**RECOMMENDATION:**

Approve the public/private partnership with Mr. Cook to re-construct the radius at the corner of Spring Street and South Lincoln Avenue.

**PROPERTY OWNER AGREEMENT FOR  
STREET RADIUS IMPROVEMENTS  
AT SPRING STREET AT SOUTH LINCOLN AVENUE**

THIS AGREEMENT entered into the \_\_\_\_\_ day of April, 2024, between the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee (hereinafter referred to as “the Town”), and Steve Cook hereinafter, referred to as the “Property Owner”.

WHEREAS, the Property Owner is the sole owner of property located at the corner of Spring Street and South Lincoln Avenue in the Town of Jonesborough, Washington County, Tennessee; and

WHEREAS, the parties wish to enter in an agreement whereby the Town will make alterations the radius of the aforementioned intersection to improve the flow of traffic; and

WHEREAS, the Board of Mayor and Aldermen of the Town of Jonesborough have determined that it is in the public’s interest to improve this intersection, and the Property Owner agrees with the determination; and

WHEREAS, the parties agree that the Town is entering into an arrangement to do work on private property for the benefit of the public without obligation to do so; then

IT IS THEREFORE UNDERSTOOD AND AGREED THAT:

The parties agree that the Town will perform the scope of work shown on the Plan of the Town’s consulting engineer, DTWood Engineering, Inc. dated the \_\_\_\_\_ day of April 2024, and attached as Exhibit A.

The parties agree that the Town of Jonesborough is granted authority to enter on to the property of the Property Owner to complete the work as outlined in the above referenced Plan and the Exhibit to this agreement, and the Town of Jonesborough agrees to restore the property with

respect to grading and seeding to its current condition and to minimize the effect of the construction to the extent possible.

The parties agree that the Town will be responsible for the labor, asphalt, and concrete curb improvements made on the property of the Property Owner. The parties acknowledge that each has been afforded the opportunity to review the Plan referenced above as "Exhibit A," as well as the plan of service as outlined on the April 08, 2024, BMA Agenda Presentation, and understand the scope and nature of the work outlined therein, and have additionally had the opportunity to have an engineer or other expert of their choosing, review the property if they so desire, and therefore agree to release and hold-harmless the Town of Jonesborough and DTWood Engineering, Inc. for the design of the improvements to this intersection.

The parties acknowledge and agree that the improvements agreed to herein may not resolve all traffic turning issues associated with this intersection, and that the improvements are designed to make the situation at the above referenced property better, but not necessarily prevent any additional problems. The parties agree that the Town and DTWood Engineering, Inc. make no representations or warranties with respect to the design construction or operation of the improvements discussed herein.

The parties acknowledge that the Town of Jonesborough is offering to conduct this work on private property as a general benefit to the welfare of the surrounding neighborhood within the corporate limits of the Town of Jonesborough, and that the Town of Jonesborough has no legal responsibility for undertaking such improvement and therefore, the parties agree to release and hold-harmless the Town of Jonesborough and DTWood Engineering, Inc. for any and all claims related to the operation and use of the improvements outlined in the April 08 BMA Agenda Presentation and on "Exhibit A" to this agreement, to the extent they are implemented according to the Plan and "Exhibit A" to this agreement whether those improvements are located on the property of the Property Owner or otherwise.

The parties agree that employees, contractors or other laborers working on these improvements will remain at all times employees of the Town of Jonesborough and the Town of Jonesborough shall provide workers' compensation coverage for all such persons, or required proof of such coverage from any contractor.

The parties specifically agree that all obligations and rights granted hereunder shall run with the land and that their heirs, agents or assigns shall be bound by this agreement



IN WITNESS whereeto, the parties affix their signatures on the date set forth above.

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**PROPERTY OWNER**

**STATE OF TENNESSEE**

**COUNTY OF WASHINGTON**

**PERSONALLY** appeared before me, a Notary Public in and for the State and County aforesaid, with whom I am personally acquainted (or who proved his identity to me on the basis of satisfactory evidence), and who acknowledged that he executed this instrument for the purposes therein contained, and as he free act and deed.

**WITNESS** my hand at office in the State and County aforesaid, this, the \_\_\_\_\_  
Day of \_\_\_\_\_, 2024.

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**NOTARY PUBLIC**

My Commission Expires:

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**BOARD OF MAYOR AND ALDERMEN  
OF JONESBOROUGH, TENNESSEE**

By: \_\_\_\_\_  
**CHUCK VEST, Mayor**

**ATTEST:**

\_\_\_\_\_  
**JANET JENNINGS, Town Recorder**

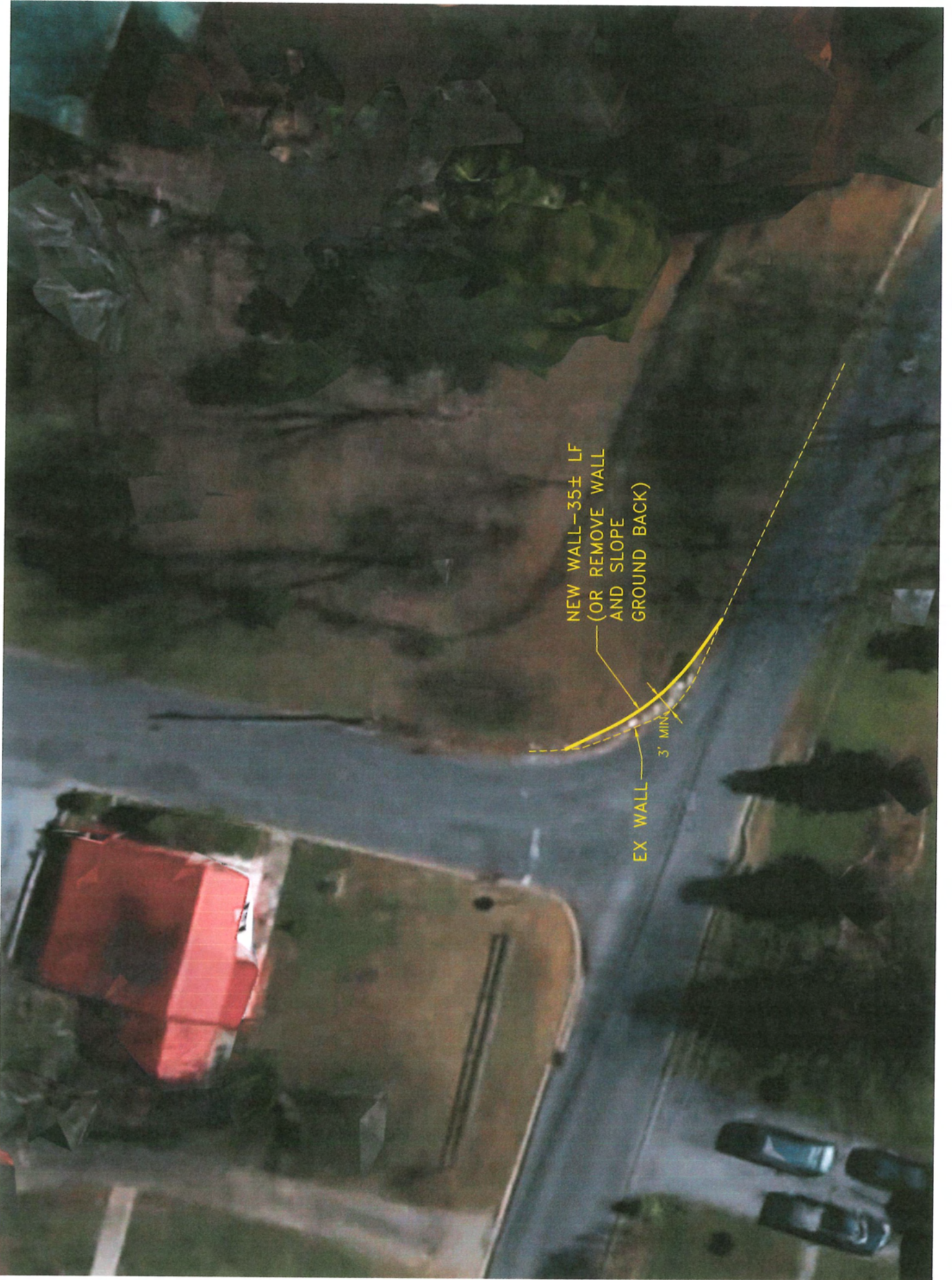
**APPROVED AS TO FORM:**

\_\_\_\_\_  
**JAMES R. WHEELER, Town Attorney**

NEW WALL-35± LF  
(OR REMOVE WALL  
AND SLOPE  
GROUND BACK)

EX WALL

3' MIN





**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 7-C

**SUBJECT:** Contract for Easement Acquisition Services for 24" Water Transmission Line

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**BACKGROUND:**

As you are aware, the town is working with USDA to seek funding for the 24" Water Transmission Line Upgrades and one of the major components to complete is securing both temporary construction easements and permanent utility easements with property owners in which the transmission line is located within their property. There are approximately 140 property owners to work with to secure said easements. Letters from the town were sent out to these owners several months, but this process being conducted internally has not moved the project forward in this regard and we need project momentum. Therefore, staff coordinated with Evan Sanders, Community Development Partners, to formally solicit for Statements of Qualifications for Easement Acquisition Services for Jonesborough's USDA public utilities funding. The town received two proposals, including Colliers Engineering & Design, and D&D Easement Service. The town has not worked with either company. Both companies appear to be qualified to conduct the work that needs to be done. In completing the review of the proposals, staff evaluated both companies. The total possible point in scoring is 100 and Colliers Engineering & Design scored 82/100 and D&D Easement Service scored 83/100. One part of the proposal from D&D stood out with them understanding where the Town of Jonesborough is in the process, and positioning themselves to hit the ground running, which is the momentum that we need sooner than later. In recommending D&D, we will still negotiate with them on over project costs. If for some reason their cost projections are not reasonable to staff, the Board will be notified about potentially having to contact Colliers. For now, staff recommend approving D&D's proposal. Funding for easements is part of the overall budgetary costs associated with the town's pursuit with USDA in funding our major utility capital projects (Water Treatment Plant and Transmission Line Projects).

**RECOMMENDATION:**

Approve D&D Easement Service as the company of choice in providing the town with easement acquisition services for the 24" Water Transmission Line Upgrades Project, as presented.

**JONESBOROUGH, TENNESSEE**  
**STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET**  
**EASEMENT ACQUISITION SERVICES**

In response to solicitations for Statements of Qualifications for Easement Acquisition Services for Jonesborough's USDA public utilities funding, submittals were received from the following firms on or before the designated deadline of 2:00 p.m. EST, March 27, 2024.

- A. Colliers Engineering & Design
- B. D&D Easement Service
- C. \_\_\_\_\_

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

	<b>SCORING</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
1. Demonstrated understanding of regulatory requirements. <b>Maximum 25 points</b>	22	20	
2. Specific experience on similar projects. <b>Maximum 25 points</b>	20	22	
3. Overall project approach. <b>Maximum 25 points</b>	20	21	
4. Strength of team credentials. <b>Maximum 25 points</b>	20	20	
<b>Total score out of 100 possible points</b>	<b>82</b>	<b>83</b>	

Based on the foregoing evaluation,

\_\_\_\_\_ is determined to be the most qualified organization to undertake the solicited services and is recommended for contract award. If the parties are unable to negotiate and agree upon a contract price, the next highest rated firm will begin negotiations.

Approved by:	Glenn Rosenoff	Town Administrator
	Name	Title
	<i>Glenn Rosenoff</i>	
	Signature	
	4/4/2024	
	Date	





Engineering  
& Design

Prepared For

Town of Jonesborough

Easement Acquisition Services for Water System  
Transmission Main Project

March 27, 2024

Prepared for:

Town of Jonesborough  
Attn: Janet Jennings  
123 Boone Street, Jonesborough,  
Tennessee 37658

Contact Person:

*Holly Cataldo*

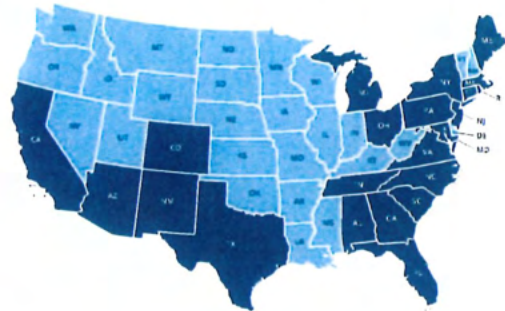
Holly Cataldo, Director  
[holly.cataldo@collierseng.com](mailto:holly.cataldo@collierseng.com)  
704-618-9005

Proposal No. 24002940P  
5141 Virginia Way, Suite 420  
Brentwood, TN 37027



Colliers Engineering & Design, Inc. would like to formally express interest in providing easement acquisition services for the Town of Jonesborough, Tennessee. Our team does not foresee any conflicts of interest working on this contract.

Colliers Engineering & Design is a multidiscipline, engineering, and surveying firm with a unique balance of public and private sector experience. Originally established in 1984 as Maser Consulting, we have 72 offices nationwide and employ over 2,500 professionals. In 2020, Maser Consulting was partially acquired by Colliers International becoming Colliers Engineering & Design. In early 2017, the decision was made to add right of way services to the company portfolio; therefore, creating our Land Services Division. Since then, have expanded our team throughout the SE, into TN. To date we have approximately 35 right of way professionals and we continue to grow.



Our Land Services team has become a full-service land acquisition division that has experience working on projects for local, state, and federal governments. Complete program management services are offered, providing clients with a turn-key solution for their land acquisition needs. Our local professionals have the necessary knowledge and expertise to provide comprehensive land services through all phases of the acquisition process. Therefore, our team understands the need to communicate on all the requisites up front.

We are quite diverse in our expertise where we have supported voluntary acquisitions, utility projects, public outreach, conventional bid-build projects, and design-build projects. We are experienced in whole parcel takes, partial acquisition, permanent and temporary easement acquisitions and relocation following the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Our ROW team utilizes condemnation as a last resort; however, many of our projects do operate under eminent domain.

Tyler Robinson will be the main point of contact for this contract as our Project Manager. Mr. Robinson joined our ROW team in late 2023 due to his extensive management experience with site development projects that required coordination with local government and TDOT for new water and sewer infrastructure.

Our proposal will demonstrate the depth of experience our land team brings to the Town of Jonesborough for the completion of easement acquisition along the approximate 33,000 linear foot transmission main corridor on schedule and within the agreed upon budget. We will work as an extension of your staff to provide professionalism and trustworthiness within the communities impacted by this project.

## Understanding of Regulatory Requirements

We understand the Town of Jonesborough, TN plans to utilize U.S. Department of Agriculture, Rural Development funding to develop an approximately 33,000 linear foot transmission main to improve the water system in the area. We acknowledge the USDA is funded by federal dollars and therefore all federal funded land acquisition processes must be followed to receive reimbursement. Our team is experienced in fee simple and partial takes, permanent and temporary easement acquisitions and providing relocation advisory services in conformance with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs Act of 1970 (the Uniform Act).

Although relocation is not expected under this contract, we do want to note, we have an experienced relocation agent on our team, that is readily available if the need arises.

Prior to project commencement, Colliers Engineering & Design would request a meeting with the Town of Jonesborough to establish an accurate reporting structure to ensure regulatory requirements are being met.

Our proposal will outline the depth of experience in utility easement acquisition and related eminent domain proceedings our proposed ROW team has. We have worked with government agencies and private utility companies to facilitate the acquisition of easements for various infrastructure projects, including water transmission lines.

## Similar Projects

Below we outline similar project experience of our proposed ROW team. Our individual team members bring an array of project knowledge to the Town, not only while employed with CED but from previous employers as well. Showcasing all this experience is critical to highlight the depth of skill being brought to the Town.

*Tyler Robinson Similar Previous Experience:*

### Project: Reynolds Farm

Client Contact: Andrew Pieri

Client Phone No: 615-858-0880

Email: [planning@cityofmillersville.com](mailto:planning@cityofmillersville.com)

City: Millersville, TN

County: Sumner County TN

Description: While working at DR Horton, Tyler assisted the City of Millersville and White House Utility District to provide water service to a new DR Horton multi-family development adjacent to Millersville City Hall. This project required various pumps and easements to provide water to the new development. It also included the resubmission of NPDES to TDEC for Notice of Coverage as discharge location changed.



Project: Durham Farms Phase 3 & 4

Client Phone No: 615-672-4110

Email: whudengineering@whud.org

City: Hendersonville, TN

County: Sumner County TN

Description: In his previous role with Land Management Group, Tyler worked with the White House Utility District to extend a water main from Long Hollow Pike & New Shackle Island Rd to Durham Farms Phase 3 & 4. He was a public liaison with landowners and the surrounding neighborhood HOA. He assisted legal with title ownership research and existing easement exhibits on file.

Project: Parkside Point Development

City: Portland, TN

County: Sumner County TN

Description: The proposed single-family development required a Developers Agreement with the City of Portland to include sewer main improvements necessary for Portland Department of Utilities to provide service. Tyler worked with legal and survey to conduct title research and due diligence.

*Holly Cataldo Similar Previous Experience:*

Project: Yadkin Regional Water Supply Project

Client: Union County Public Works

Contact: John Shutak (704-283-3651)

City: Monroe, NC

County: Union County, NC

Description: Prior to joining CED, Ms. Cataldo worked on a project for Union County Public Works. The project included a new transmission waterline to span 2 counties along with the construction of a new water treatment plant site. This new water supply would help the County meet future supply demands. Holly's role on the engineering program management team, through HDR Engineering, was to provide ROW guidance and help establish ROW procedures for the easement acquisition portion of the project. This project impacted over 300 parcels. The project is currently under construction.



*CED Project Team Experience:*

Project: U-6106, Town of Huntersville (NCDOT Div. 10)

Client Contact: Lora Mastrofrancesco, Transportation Engineer

Client Phone No.: 704-766-2224

Subconsultants: Colliers International (Appraisal Services)  
and Grist Law Firm (Title Services)



Description: Colliers Engineering & Design was selected to provide right of way services for the road improvement project along Gilead Road from SR 2120 (McCoy Rd) to Wynfield Creek Parkway. The road widens from a 2-lane road to a 4-lane divided road with impacts along a 0.81-mile corridor. This project impacts 46 parcels with 3 potential residential relocations. Our team is currently 75% complete and in the final negotiations phase of this project with no condemnations filed to date.

This project is funded my federal and local funds.

Project: W-5705H NCDOT, Division 5

Client Contact: Brian Rogers - NCDOT Division Agent

Client Phone No.: 919-220-4710

Email: brianrogers@ncdot.gov

Subconsultants: Integra Realty Resources (Appraisal Services)  
and Bowens & Averhart, PLLC (Title Services)

Description: Maser Consulting (now known as Colliers Engineering & Design) was selected to provide right of way services for the road safety improvements that will be constructed on SR-2509 Mial Plantation Rd and SR-2506 Major Slade Road. This project impacts 4 parcels, mostly agricultural land. The project consisted of fee simple, permanent easement and temporary easement acquisition. This project is 100% complete.



This project was funded by federal dollars through the highway safety improvement program.

Project: U-4713A NCDOT, Division 10

Client Contact: Trent Culp- NCDOT Division Agent

Client Phone No.: 704-244-8900

Email: jculp@ncdot.gov

Subconsultants: Integra Realty Resources (Appraisal Services) and Grist Law Firm (Title Services)

Description: Maser Consulting (now known as Colliers Engineering & Design) was selected to provide right of way services for the road extension of McKee Road. This project impacts approximately 25 parcels, mostly residential. The road extension will be constructed between the back of two subdivisions to alleviate traffic volumes in this area. The project consisted of fee simple, permanent

easement and temporary easement acquisition. The project had 3 condemnations and all other claims were settled. This project is 100% complete.

Our team had weekly status meetings to ensure progress was taking place. We addressed any specific challenges and if we needed to take a new approach to resolve those. Our budget was monitored weekly with a weekly budget sheet that totaled our overall available hours to spend but also what was spent to date, to ensure overspending did not occur. This project had local and state highway trust funds.

Project: U-6020 NCDOT, Division 5

Client Contact: Brian Rogers - NCDOT Division Agent

Client Phone No.: 919-220-4710

Email: brianrogers@ncdot.gov

Subconsultants: Integra Realty Resources (Appraisal Services) and  
Bowens & Averhart, PLLC (Title Services)

Description: Maser Consulting was selected to provide Right-of-Way services for the realignment of the intersection at NC 56 and West Lyon Station Rd. This project impacts approximately 16 parcels, mostly commercial. There are several sign relocations on this project. The project consisted of fee simple, permanent easement and temporary easement acquisition. This project is 100% complete.



This project was funded by local and state highway trust funds.

*Additional Utility Project Experience*

Project: Grid Improvement Program, Georgia

Owner: Georgia Power Company

Client Contact: QUES Marie Borre (815-388-7295)

Description: Colliers Engineering & Design provided title research, right-of-way and construction workspace acquisition, customer engagement, exhibit preparation, site survey, construction support and condemnation support for the Grid Improvement Program in the state of Georgia. For the Distribution and Transmission Acquisition portion, compensation was provided to the landowners. Accomplishment included hit all milestones for the construction to date.

Dates: late 2020-late 2023

Project: Storm Secure Program, Florida

Owner: Florida Power & Light

Description: Colliers Engineering & Design provided title research, voluntary easement acquisition, site survey, exhibit preparation, customer engagement and electrical design. Accomplishments



included securing over 600 easements and 1,900 junction box agreements in the first year of the program. This equates to 26.8 miles of undergrounding in 12 months.  
Dates: January 2020-December 2021

### Project Approach

Our proposed project team is available to start working on this project immediately. We understand the importance of the U.S. Department of Agriculture, Rural Development funding timeline and therefore have identified team members that have the capacity to start without delay. We feel our project approach outlines key project tasks that we streamline in our processes, and our project team recognizes how to create an efficient work product. All starting with communication with our client and with the landowner at initial contact.

Colliers Engineering & Design understands the importance of effective communication. Mr. Robinson will serve as your primary point of contact. From our experience, applying a specific chain of communication keeps the information delivered in a more organized manner internally and externally. Mr. Robinson believes in responding within 24 hours. He also looks to his team to do the same. Our swift communication style has been one of the attributes contributing to our success.

*Our team recognizes that assessing risk upfront is key to keeping the project on schedule. Through initial field investigations, initial contacts, title research and negotiations, we will assess risk throughout the life of the project. Potential risks could involve septic tank impacts, chain of title issues that cannot be resolved without additional legal action, probate or foreclosure situations, or unwilling landowners. Our interaction with the Town of Jonesborough will be critical during the life cycle of this project. We will communicate any challenges foreseen immediately so we can put an action plan together to mitigate risk.*

CED will provide consistent and accurate reporting on each parcel. We will implement individual parcel tracking aligning with critical milestones. After our project kick-off meeting with the Town, we will determine what other information is needed or regular structured meetings. Mr. Robinson will address any questions or concerns with the client in a timely manner to keep the project moving forward. Not only is our parcel tracking important to manage the timeline of the project progression, but this is also where communication of any red flags we see early on is key and will be discussed immediately.



Working as an extension of the Town will give us the opportunity to have a positive experience within the community. We will engage with the public professionally, honestly, and sympathetically. Our staff will take the time to make certain the landowner understands the project's impacts to their property, the need for the acquisition, and answer any questions landowners have. *This is the most important part of our job - listening to the landowners.*

Our ROW Agents are trained to explain plans and advise property owners how a proposed project will affect their property. Our agents try to walk the property with the landowner to give a more in-depth explanation of the impacts and extent of those impacts to that area. Our agents travel with metal flags, spray paint and measuring devices; all things that can help give a detailed visual. The better we communicate upfront and address the concerns right away, the smoother the process.

We will put forth every effort to meet with property owners in-person. During the initial contact, we will carefully explain the following:

- Who we are, who we work for, and what our role is
- The necessity of the project
- Advise the owner of the acquisition process
- Explain how the property will be impacted and review project plans
- Advise the owner that an appraiser will contact them for an inspection of their property and inform them they are entitled to accompany the appraiser, if applicable
- If relocation is occurring, we will have our relocation specialist attend the initial contact to discuss the relocation impacts and the process

We will make in-person offers to property owners within 7 days upon receiving the approved fair market value. Upon a notice to proceed, our team will meet with the Town to outline the valuation technique to be used and the expectation on how to handle counteroffers and our maximum negotiation limits. We have included an appraisal sub if needed during the project for more detailed sales comparison reports. Our easement agreements utilized on the project will be provided by the Town.

We will allow a minimum of 30 days for negotiations once the offers are made to provide our due diligence to the Town. During this time, we will make multiple attempts to settle with the landowner and we will give additional time where needed to warrant a settlement for the Town. If we discover an unwilling landowner or receive any negative feedback, we will work directly with the Town to find the best course of action going forward including administrative settlements. Our goal is to find the win-win for all parties, all while meeting project schedule.

Our team has the ability to implement ArcGIS software to track easement acquisition progress. This is real time data shared with our client. We find this software capability is valuable on larger volume parcel utility projects. Not only can we identify the pipeline alignment, but also identify the critical path and the status of each impacted parcel. This program can be built out to include as much data capture as desired.

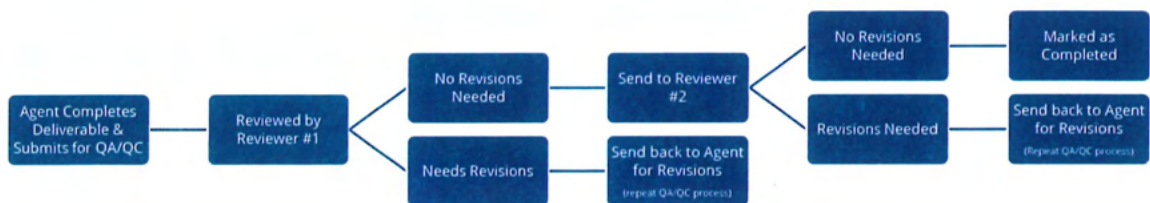




Example Photo

Condemnation is a last resort for us. Prior to any condemnation conversations with a landowner, we will have discussed the parcel and all landowner conversations with the Town. If condemnation is our last option to stay on schedule and is preapproved, we will submit such documentation to the Town. Our team is available for condemnation support as needed.

Colliers Engineering & Design prides itself on its QA/QC measures put in place for providing our clients with quality service and deliverables. Our document specialist and PM will be dedicated to this contract and will focus on the quality control of all deliverables. Our QA/QC process as defined below, indicates a two-review process for all client deliverables. We have found this to be the most effective process for delivering an accurate and complete work product to our clients. Our document specialist will have the first review and our PM will have the final review for all deliverables.



### Team Credentials

Our team has thorough knowledge working under federal guidelines to meet federal funding requirements as well as LAP funded projects. We typically work with tight schedules and coordination with multiple consultants or entities on our projects. Our proposed team will provide regular status reporting to the client. CED's Land Services Division has worked on a wide range of project types including voluntary acquisitions, conventional bid-build projects, design-build projects, as well as utility, oil and gas, and rail acquisition projects.

Our team is experienced in fee simple and partial takes, permanent and temporary easement acquisitions and providing relocation advisory services in conformance with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs Act of 1970 (the Uniform Act). We are familiar with small bridge replacement projects to larger scale projects that require multiple teaming partners and more management oversight to ensure project schedules and expectations are met. We feel our team's experience provides us the knowledge necessary to complete this project on time and within budget.

Tyler is supported by a team of experienced ROW professionals. We have selected the team based on proximity, qualifications, and capacity. Meet our proposed team:

**Tyler Robinson, Senior Project Manager | Colliers Engineering & Design,  
Brentwood, TN**

Mr. Robinson has more than five years of real estate development experience working on single-family and multi-family residential developments. His expertise spans the entire development lifecycle, showcasing proficiency from acquisition and entitlement to construction and owner turnover, and his diverse background also includes experience as a project manager where he led on-site development for affordable housing projects, conducting thorough due diligence, reviewing engineer plans for cost savings, and assisting with entitlements. Mr. Robinson's previous experience in water main improvement projects and landowner liaison will prove beneficial to the Town on this project. His relevant project experience is noted in more detail below in the project section.

In his previous roles, Mr. Robinson successfully managed entitlements for single-family developments along the coast of Mississippi and Alabama, demonstrating his ability to secure financing, manage consultants, and build strong relationships with city and county officials. His experience as a Land Acquisition Manager involved identifying, negotiating, and executing land deals in accordance with company goals, creating LOIs & PSAs, and managing a scattered lot program across multiple markets. *Several similar projects Mr. Robinson has worked on: City of Millersville, White House Utility District, Portland Department of Utilities.*

**Holly Cataldo, EIT, RWA, Executive Resource | Colliers Engineering & Design,  
Charlotte, NC**

Holly joined Colliers Engineering & Design over 6 years ago when the Land Services Division was primarily focused on TX and NM. She has spent the last 6 years growing the division across the SE adding DOT and utility market sectors. She focuses on project implementation, staff management and shares her ROW knowledge and experience with her team. Ms. Cataldo has been in the ROW industry for over 12 years; prior to that she managed structural engineering projects for 10 years. *Several similar projects Ms. Cataldo has provided services on: Yadkin Regional Water Supply Project, Georgia Power Grid Investment Program, Alabama Power Grid Investment Program, NCDOT U6106 Gilead Road for the Town of Huntersville, NCDOT U-6020 SR1215 at NC56 for Granville County.*



*Professional Registrations*

**TDOT Prequalified – Acquisition & Relocation**

NC Real Estate License  
NM Real Estate License  
GA Real Estate License (GDOT Prequals)  
TREC (TX Easement Certification)  
IRWA Chapter 31 President

**Tina Davis, Sr. ROW Agent | Colliers Engineering & Design, Charlotte, NC**

Tina joined our team as an entry level ROW agent over four years ago. Her work ethic and personal relationship with each landowner she has encountered has made her very successful in being promoted to Sr. ROW Agent tasks. She had previous experience performing right of way technician work on NCDOT projects prior to joining CED, along with over 20 years' experience in residential and commercial leasing along with new and existing home sales. Tina works effectively with her client to help navigate challenging situations in the field and mentors' staff from research to close out. She has been a rising star on our team from the very beginning. *Several similar projects Ms. Davis has provided services on: NCDOT U6106 Gilead Road for the Town of Huntersville, NCDOT U-4713A Mecklenburg County, NCDOT U-6020 SR1215 at NC56 for Granville County, and NCDOT W-5705H for Wake County.*

*Professional Registrations*

**TDOT Prequalified – Acquisition & Relocation**

TN Real Estate License – pending  
NC Real Estate License  
SC Real Estate License  
GA Real Estate License  
Notary Public, North Carolina  
IRWA Chapter 31 member

**Logan Lovely, Sr. ROW Agent | Colliers Engineering & Design, Jackson, KY**

Mr. Lovely recently joined CED as a Sr. ROW Agent. He has over 22 years of experience as a seasoned ROW professional overseeing many program areas such as appraisals, acquisitions, and negotiations. Mr. Lovely formerly represented the Kentucky Department of Transportation in the purchase of properties, condemnation of properties and relocation payments. He has also reviewed plans and negotiated with governmental agencies, attorneys, and landowners to resolve encroachment issues. In addition, he collaborates closely with engineers, project managers and property owners to ensure the common goal is met. *Mr. Logan has been providing ROW agent responsibilities on our Alabama Power undergrounding work securing easements.*

Professional Registrations  
**TDOT Prequalified – Acquisition & Relocation**

**Taylor Dowdle, ROW Agent | Colliers Engineering & Design, Charlotte, NC**

Ms. Dowdle is a ROW Agent for our team. She has over three years of experience in searching public records; examining titles to determine legal condition of property/title; and generating conveyance documents. She has been pivotal in the preparation of NCDOT final report and condemnation submissions. Her attention to detail reviewing title and appraisal documents has brought a high level of accuracy to our team. She was promoted to ROW Agent last year and is exceling in landowner contacts and negotiations. She is professional and a great extension to our client's staff. *Several similar projects Ms. Dowdle has provided services on: NCDOT U6106 Gilead Road for the Town of Huntersville, NCDOT B-4603 for Pitt County, NCDOT R-5858 Carteret County, NCDOT B-4926 for Lenoir County, and NCDOT W-5702R for Beauford County, and NCDOT R-2829 AA for Wake County.*

Professional Registrations  
**TDOT Prequalified – Trainee**  
NC Real Estate License  
IRWA Chapter 31 member

**Vivian Swanigan, Acquisition & Relocation Agent | Colliers Engineering & Design, Remote**

Mrs. Swanigan is currently a Senior Dual Agent for CED. She has been in ROW acquisition and Relocation for 20+ years. She specializes in preparing and administering relocation advisory benefits for both residential and non-residential parcels. Prior to beginning her career in ROW acquisition, Mrs. Swanigan obtained her Bachelor of Science in Business Administration from Troy University. Mrs. Swanigan is a former employee in the Office of ROW for the Alabama Department of Transportation. Throughout her career she has relocated over a combined 450 residential and non-residential property owners throughout the southeast. She holds her Real Estate license in NC and GA. *Several similar projects Mrs. Swanigan has provided relocation services on include NCDOT R-2707C City of Shelby, NCDOT R-2526 City of Asheboro, U-2524 City of Greensboro Lowdermilk Realignment Project, NCTA Monroe Bypass Project, and NCDOT I-2531 in Asheville.*

Professional Registrations  
**TDOT Prequalified – Acquisition & Relocation**  
NC Real Estate License  
GA Real Estate License (GDOT prequals)  
Notary Public, Georgia



### **Bart Wood, Sr. ROW Agent | Colliers Engineering & Design, Buford, Georgia**

Mr. Wood has been a ROW agent with CED for over 3 years now. He has transitioned from utility projects to transportation projects and previously worked on gas pipeline. With his quick learning and landowner communication abilities, he can work within various market sectors. He has worked within time sensitive, and goal-oriented environments. Mr. Wood has been involved in safety committees, promoting safe working environments, and led peer review boards to aid in promoting employee/management decency and order. *Several utility projects Mr. Wood has provided services on: Alabama Power undergrounding work, GA Power Grid Investment Program, FPL Storm Secure Program.*

#### **Professional Registrations**

##### **TDOT Prequalified – Acquisition**

AL Real Estate License

GA Real Estate License

### **Catrina Spears, Document Specialist | Colliers Engineering & Design, Remote**

Mrs. Spears is a title agent with 18 years of experience which includes clearing clouds on title for real estate transactions, searching public records, examining titles to determine legal condition of property/title, preparing abstracts of deeds, and analyzing resources. She has managed the ownership research task on large volume utility projects ranging from vesting deed research to 30-year ownership chain of title. She is supported by a research team with similar backgrounds that can undertake a project of this size. Mrs. Spears' primary role on this project will be the first round of QAQC on all deliverables. She will provide preliminary title research as needed and any title review on impacted parcels. *Several similar projects Mrs. Spears has provided services on: NCDOT U6106 Gilead Road for the Town of Huntersville, NCDOT U-4713A for Mecklenburg County, NCDOT U-6020 SR1215 at NC56 for Granville County, and NCDOT U-5717 US15-501 for Durham County.*

#### **Appraisal Services – Integra Realty Resources (IRR), TN**

We have added IRR to our team to provide fair market valuations as needed. Not only are they local to TN, but CED and IRR have a long-standing relationship having teamed together on numerous projects across the Carolinas. The level of work quality produced by IRR has been superior all while meeting our project schedules. This is why we chose to partner with them again for this project.

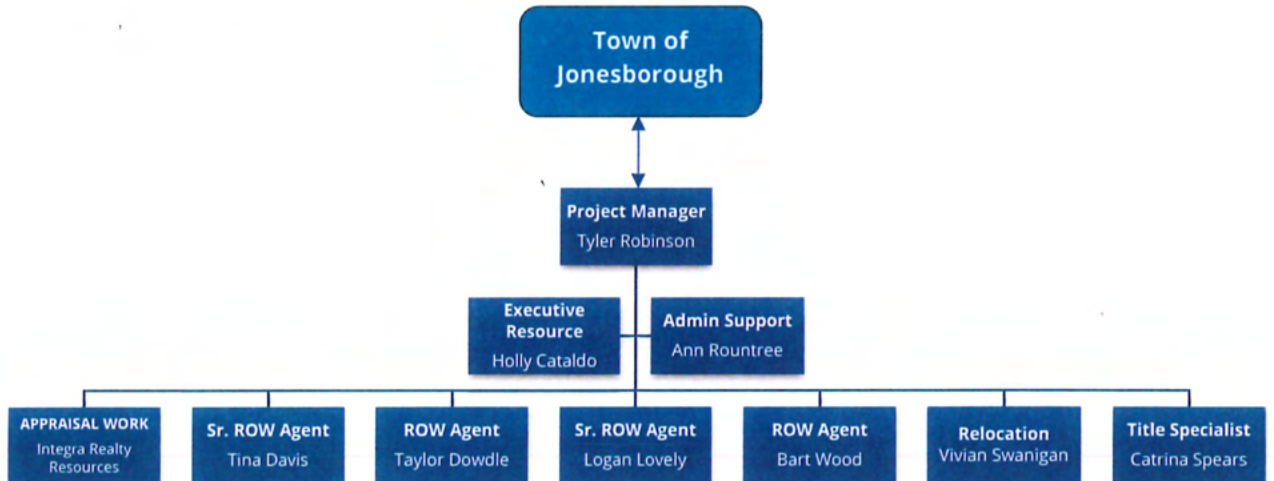
IRR has extensive experience working with public agencies in all aspects of property acquisition, disposition, eminent domain valuations, and fair market rent determinations. They work with federal, state, county, and municipal governments. Their staff are well-versed in land use, environmental and government regulatory matters to best serve their client's need.

Outlined below is our organizational chart for this project. It depicts Mr. Robinson as the distributor of information from the client to our team members. Also, Ms. Cataldo will be involved internally



carefully watching the project budget and schedule. As an executive resource and our Land Services Director, she will ensure the contract progresses accordingly.

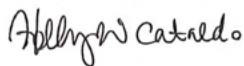
**Team ORG Chart**



Colliers Engineering & Design appreciates the opportunity to submit our team's qualifications for this contract. As a bidder, we reserve all rights to negotiate such terms upon receipt of an awarded contract. We feel we are competent to complete this project and our team would be a positive extension within the community for the Town of Jonesborough. If you have any questions, please reach out to Ms. Cataldo as noted below. She is authorized to sign on behalf of the company.

Sincerely,

Colliers Engineering & Design  
Holly Cataldo, Shareholder



(704) 618-9005  
holly.cataldo@collierseng.com

## Education

BS, Geography, Louisiana State University

# Andrew (Tyler) Robinson

Senior Project Manager | Land Services

Mr. Robinson has more than five years of real estate development experience working on single-family and multi-family residential developments. His expertise spans the entire development lifecycle, showcasing proficiency from acquisition and entitlement to construction and owner turnover, and his diverse background also includes experience as a project manager where he led on-site development for affordable housing projects, conducting thorough due diligence, reviewing engineer plans for cost savings, and assisting with entitlements.

In his previous roles, Mr. Robinson successfully managed entitlements for single-family developments along the coast of Mississippi and Alabama, demonstrating his ability to secure financing, manage consultants, and build strong relationships with city and county officials. His experience as a Land Acquisition Manager involved identifying, negotiating, and executing land deals in accordance with company goals, creating LOIs & PSAs, and managing a scattered lot program across multiple markets.

## Key Experience

### D.R. Horton

*Nashville, TN | Land Entitlement Manager*

Adeptly oversaw and facilitated the approval process for entitlements across his division, demonstrating a keen understanding of the regulatory landscape. He prepared comprehensive development budgets and estimates, showcasing his strategic financial acumen, and is presented strategic projects before key decision-making bodies such as the Planning Commission, Board of Supervisors, and City Council, highlighting his effective communication and advocacy skills.

### Elliot Land Development

*Gulfport, MS | Land Entitlement Manager*

Managed entitlements for single-family developments along the coast of Mississippi and Alabama, overseeing the acquisition of financing, managing consultants, and fostering relationships with city and county officials.

## Andrew (Tyler) Robinson



### **Community Housing Partnership of Williamson County**

*Franklin, TN | Project Manager*

Successfully managed on-site development for single-family and multi-family affordable housing projects, conducting due diligence, market, and financial analysis, while also reviewing engineer plans for potential cost savings and assisting consultants with entitlements.

### **EcoSun Homes**

*Orlando, FL | Land Acquisition Manager*

Identified, negotiated, and executed land deals, created letters of intent (LOIs) and purchase and sale agreements (PSAs), and managed a scattered lot program across five markets. Additionally, he analyzed and presented new development options to the executive team and investors.

### **Global Sun Partners**

*Nashville, TN | Site Specialist*

Performed reserve studies for commercial properties and residential HOA developments and analyzed development financial commitments and inventory assessments.

### **Land Management Group, Inc.**

*Nashville, TN | Land Development Associate*

Assisted the president of the firm with land acquisition, due diligence, entitlements, land planning, engineering, and construction of master-planned communities and single-family developments across Middle Tennessee.





## Holly Whitley-Cataldo, EIT, RWA, BIC

Principal Associate | Executive Resource | Land Services

Ms. Cataldo has over 12 years in the ROW industry. Her expertise is in transportation and utility projects from RFP through project completion. Ms. Cataldo's engineering background provides her with an educated understanding of the right of way/easement acquisition and construction process which has proven valuable throughout her ROW career. Her experience in Real Estate Services Project Management has given her an acute understanding of the importance of budget restraints and the need to work effectively to meet timeline demands. She has successfully managed multi-million dollar projects with tight schedules, where client communication and establishing priorities were vital to the success of the project.

### Education

B.S. Civil Engineering, North Carolina State University, 2001

### Professional Registrations

Engineer Intern Certification, North Carolina Board of Engineers and Surveyors

Broker in Charge (BIC) License, NC

Broker License GA and NM

North Carolina Notary Public

TX TREC Certification

International Right of Way Association, Chapter 31 President

IRWA RWA Certification

### Key Projects

#### New Wastewater Pump Station

*York County, SC*

Right of Way Project Manager

#### C-4934 South New Hope Road Widening (CMAQ project)

*City of Gastonia, NC*

Right of Way Project Manager & Relocation Agent. CMAQ Project (25% City funding and 75% Federal funding) involved acquisition on 26 residential and business properties along the project corridor, including a funeral home, multiple banks, medical office, retail, 28-unit condo and a non-profit.

#### NCDOT Division Projects

- NCDOT, U-4713A, Program Manager
- NCDOT, U-5717, Program Manager
- NCDOT, U-6020, Program Manager

#### NCDOT, I-3802B Design-Build I-85 Widening

*Rowan County, NC*

Right of Way Manager - Responsible for right of way subconsultant work product. Frequent interaction with the contractor and design-build team. Coordinated utilities, construction, and right of way schedules, along with asbestos inspection and abatement requests.

#### Confidential Energy Client

*Various States*

Responsible for the staff and project implementation of a multi-state utility easement acquisition program. Main point of contact with the client and responsible for the budget on this multi-million-dollar contract.

### **Quanta Services (QUES)**

*GA and AL*

Responsible for client relations as well as overseeing client deliverables. These projects included survey and easement acquisition on power distribution and transmission projects. Managed scope, budget, staffing and training. Over the last three year period, the team successfully acquired over 1,500 easements on this program.

### **Quanta Services - Irby Construction**

*FL*

Responsible for client relations on this project. Provided guidance to the local Program Manager and ensures the project continues to meet company financial expectations, maintains schedule and is overall progressing in a positive manner.

### **Williams Dalton Pipeline**

*Northwest GA*

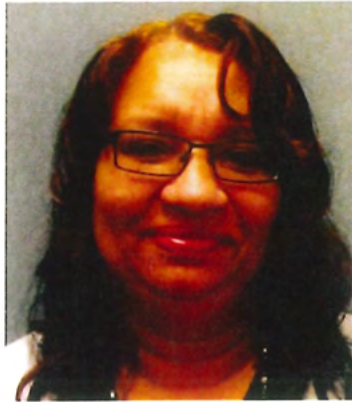
The William's Dalton Expansion project involved the construction of 115 miles of new pipeline connecting an existing natural gas line to an existing electric generating facility. Assisted in securing the right of entry agreements from property owners for pre-construction inspections of the dwellings and to complete well sampling.

### **Hillabee Pipeline Expansion**

*Various Locations, AL*

The Hillabee Expansion project involved the construction of a new pipeline into Alabama. Assisted in securing the right of entry agreements from property owners for pre-construction inspections of the dwellings and performing well sampling of the privately-owned wells.





## Tina Davis

Sr. ROW Agent | Land Services

Ms. Davis joined our team over four years ago as a ROW Agent. Ms. Davis has proven her ability to effectively communicate the details and objectives of a project to any audience which has fostered her success to become a Project Manager and as a right-of-way professional. Prior to working in the ROW industry, she has over 20 years' experience in residential and commercial leasing along with new and existing home sales. Her projects have ranged from NCDOT, utility, and local municipality market sectors.

### Education

A.A.S. Accounting, Central Piedmont Community College, 2013

### Professional Registrations

Licensed Real Estate Broker, North Carolina, South Carolina, Georgia

TN Broker Real Estate License-Pending

Notary Public, North Carolina  
Notary Public, Georgia

### Affiliations & Memberships

Member, International Right of Way Association (IRWA)

## Key Projects

### Town of Huntersville, NCDOT U6106

*Huntersville, NC*

Lead Field Agent – Colliers Engineering & Design was selected to provide right of way services for the road improvements. The road widens from a 2-lane road to a 4-lane divided road with impacts along a 0.81-mile corridor. A 6' sidewalk is being added along a portion of this project. This project impacts 46 parcels with 3 potential residential relocations. It has consisted of fee simple, permanent easement and temporary easement acquisitions. Ms. Davis provided ROW acquisition, managed our appraisal and title subconsultants and assisted with regular reporting to the client.

### North Carolina Department of Transportation, U-4713A

*Town of Matthews, Mecklenburg County, NC*

As lead field agent for 30+ parcel project, she attended meetings to discuss project schedule and/or challenges; made initial contact visits and discussed projects with property owners; verified and confirmed all improvements; advised property owners with next steps; negotiated offers for acquisitions needed for project; status updates daily to PM; and proceeded with the condemnation process as required when necessary.

### North Carolina Department of Transportation, U-6020 & North Carolina Department of Transportation, U-5717

*City of Durham, Durham County, NC*

Attended project meetings; visited parcels and discussed projects with property owners; advised property owners with next steps; provided property research details; negotiated offers for acquisition needed for project; assist lead field agent as needed.



## Logan Perry Lovely

Sr. Land Agent / Land Services

Mr. Lovely has over 22 years of experience as a seasoned ROW professional overseeing many program areas such as appraisals, acquisitions, and negotiations. Mr. Lovely formerly represented the Kentucky Department of Transportation in the purchase of properties, condemnation of properties and relocation payments. He has also reviewed plans and negotiated with governmental agencies, attorneys, and landowners to resolve encroachment issues. In addition, he works closely with engineers, project managers and property owners to ensure the common goal is met. As a trusted collaborator with clients, he has demonstrated proficiencies in navigating the intricacies of property transactions and ensuring seamless coordination between stakeholders.

### Education

BA, Business Administration,  
Sullivan University, 2001

AA, Applied Science, Hazard  
Community College, 2000

### Key Projects

#### Alabama Power Company

*Across AL*

ROW Agent - Duties include ownership research, completing easement agreement documents and meeting with property owners to successfully negotiate and execute easements for underground power line installation. His work included assignments across the state of AL where production was key to the client.

#### Kentucky Transportation Cabinet

*City of Jackson, Breathitt County, KY*

ROW Unit Leader - Duties included providing oversight for all phases of the ROW program areas. Coordinated and oversaw the work of ROW agents in obtaining fee simple ownership for KYTC road construction projects. Reviewed files for parcel payment packets and condemnation packets. Negotiated complex negotiations and worked with relocation claims to ensure the relocation process followed all Federal guidelines.

#### Kentucky Transportation Cabinet

*City of Campton, Wolfe County, KY*

ROW Property Manager - Duties included obtaining an inventory of all structures acquired through the ROW process. Coordinated with demolition contractors to remove all acquired improvements. Secured permits and worked with utility companies to ensure demolition was complete. process was successful. Inspected the cleared right of way site for approval.





## Taylor-Alexus J. Dowdle

ROW Agent / Land Services

Ms. Dowdle is a ROW Agent with over 3 years of experience at CED. She has experience in searching public records; examining titles to determine legal condition of property/title; and generating conveyance documents. Her most recent experience includes acting in the capacity of ROW Agent for North Carolina Department of Transportation Projects. Her depth of detail has been tremendous for our team and projects.

### Education

David W. Butler High School,  
North Carolina

### Professional Registrations

North Carolina Real Estate  
License

Notary Public, Georgia  
Notary Public, North Carolina

### Software Skills

LIMS Southern Co.

## Key Projects

### North Carolina Department of Transportation, U-5518

*Durham and Wake County, NC / ROW Agent*

As a ROW Agent she performs title research utilizing county recording offices, GIS, tax records, real estate records and estate documents, including current ownership and out-conveyances; prepares NCDOT forms, and provides administrative support to project manager and assistant project manager. Ms. Dowdle meets with property owners and discusses acquisition areas, outlining the acquisition process from beginning to end of project.

### North Carolina Department of Transportation, U-6106

*Town of Huntersville, Mecklenburg County, NC / ROW Agent*

As a ROW agent, she performs title research utilizing county recording offices, GIS, tax records, real estate records and estate documents, including current ownership and out-conveyances; prepares NCDOT forms, and has been making offers to impacted landowners. Ms. Dowdle has been very successful as settling claims with 45 days.

### North Carolina Department of Transportation, W-5705H

*City of Durham, Wake County, NC / ROW Technician*

As a ROW Technician, she performed title research utilizing county recording offices, GIS, tax records, real estate records and estate documents, including current ownership and out-conveyances; prepared NCDOT forms, and provided administrative support to project manager, assistant project manager and ROW agents in the field.

### North Carolina Department of Transportation, U-4713A

*Town of Matthews, Mecklenburg County, NC / ROW Technician*

As a ROW Technician, she performed title research utilizing county recording offices, GIS, tax records, deed/easement searches, including current ownership and out-conveyances; prepared NCDOT forms, and provided administrative support to the project team.



**Vivian B. Swanigan**, *SR/WA, R/W-RAC*  
Sr. Acquisition Agent & Relocation Agent | Land Services

Mrs. Swanigan has over 20 years of extensive experience in ROW acquisition services and specializes in the preparation and administration of relocation advisory benefits for both residential and non-residential parcels. She is a former employee in the Office of Right-of-Way for the Alabama Department of Transportation.

For the duration of her career, she has relocated more than 450 residential and non-residential property owners throughout the southeast. Some of her most recent experience has been on the I-285 Top End Express Lanes. Mrs. Swanigan prepared over 25 residential relocation benefit packages for this project to date.

**Education**

BS, Business Administration,  
Troy State University, Troy, AL  
1991

**Professional Registrations**

IRWA SR/WA Designation No.  
4788

R/W-RAC Relocation  
Assistance Certification.

Alabama Real Estate Sales  
License No 71356-0.

Georgia Real Estate Sales  
License No. 291326.

Texas Real Estate Sales  
License No. 547589.

North Carolina Broker License  
No. 266969.

GDOT Certification –  
Conceptual Stage Study

GDOT Certification –  
Relocation (Benefits Package)

GDOT Certification –  
Negotiation Agent 2

GDOT Certification –  
Relocation Negotiation Agent

**Key Projects**

**R-2307B - HWY 150 Project**

*NCDOT, Mooresville, North Carolina – Iredell County*

Right-of-Way Acquisition Agent/Relocation Specialist - Provided relocation assistance to business owners, residential owners, and tenant displaces for NCDOT.

**Lowdermilk Realignment Project**

*City of Greensboro, North Carolina*

Right-of-Way Acquisition Agent/Relocation Specialist - Provided relocation assistance to businesses and residential displaces.

**R-2707C**

*City of Shelby, Cleveland County, North Carolina*

Right-of-Way Acquisition Agent/Relocation Specialist - Provided relocation assistance to businesses and residential displaces for NCDOT.

**R-2536**

*City of Asheboro, Randolph County, North Carolina*

Right-of-Way Acquisition Agent/Relocation Specialist - Prepared EIS Relocation Study for NCDOT.

**R-2594**

*Various Locations, Transylvania County, North Carolina*

Right-of-Way Acquisition Agent/Relocation Specialist - Prepared EIS Relocation Study for NCDOT.





## Bart A. Wood

Sr. ROW Agent / Land Services

Mr. Wood is a Sr. Level ROW Agent experienced in securing easement agreements on various ROW projects including transportation, gas, and electric power distribution and transmission. His communication style in the field with landowners is professional, honest, and straightforward. Because of his style and experience, he is seen as a closer on our team. He is able to gain trust within the community along the project corridors, which makes him successful on any project we have assigned to him to date.

### Education

BA, Liberal Arts, University of Central Florida, '92

AA, Arts & General Education, Sierra Community College, '89

### Professional Registrations

Oklahoma Real Estate License

Georgia Real Estate License

GDOT D-4-A Negotiation Certification – Currently acquiring

## Key Projects

### Georgia Power GRID Investment Distribution Projects

*Various Locations: Lithonia, Stone Mountain & Atlanta, GA*

Mr. Wood negotiated and acquired triple digit underground easements for multiple Georgia Power GRID Projects while following up with property owners throughout the entire process to ensure open communication and that all aspects of compensation delivery, equipment placement, post-construction restoration and customer/client satisfaction were in order. He also became responsible for managing and directing tasks of other agents, training & development, weekly production meetings, safety protocol adherence, design/survey team collaboration, and timely completion of project.

### Florida Power & Light Storm Secure Undergrounding Project

*Port Charlotte, FL*

Mr. Wood acquired JBA's (Junction Box Agreements), assisted in acquiring underground easements, and kept open communication throughout the process with property owners to ensure customer/client satisfaction.

### Georgia Power GRID Investment Transmission Projects

*Various Locations: Wrens, E. Dalton, Madison, Conley Creek, N. Tifton & Waynesboro, GA*

Mr. Wood negotiated and acquired permanent easements and temporary construction easements, delivered survey and trimming notifications to property owners along various transmission project corridors. These projects ranged from upgrades to existing lines and new alignment.



**Statement of Qualifications for Professional Services**  
**Easement Acquisition Services for Transmission Water Main**  
**Town Of Jonesborough**  
**3/26/24**

This correspondence is in response to your request to provide our Statement of Qualifications and to express the interest of D&D Easement Service to provide Easement Acquisition Services for the Water System Transmission Main Project for The Town of Jonesborough.

**General Scope of Acquisition Services**

The scope of easement acquisition is to provide a liaison between the property Owners of the proposed utility easements and the Town of Jonesborough to help the property Owners understand how their property will be affected by the proposed easement and work through any concerns the owners may have, with the goal of signed easements from the property Owners.

**Acquisition Agent Background and Experience**

As Owner of D&D Easement, I specialize in Utility Easement and Right of Way Acquisition for projects of all sizes throughout East Tennessee. With over 30 years of experience interacting with Property Owners on behalf of Utility Companies I started D&D Easement Service to act on behalf of Utility Companies and Towns to help negotiate proposed Utility easements for upgrading infrastructure and expanding systems. I specialize in a personal interaction with property Owners to keep positive relationships between the Utility and Owners. With many years of Utility experience, I am familiar with the construction process and best practices. I use this experience to convey an honest description of the process that will take place on their property. When the Owners have a realistic idea of the process before the work starts on their property it helps to reduce complaints and issues during the construction process and helps to maintain a positive attitude toward the Utility. Most of the Owners that I interact with have my cell phone number and are told that they are more than welcome to call me with any issues during construction. I do this on all my projects and continue to serve as a liaison between the Owners and the crews. I feel this helps reduce misunderstandings and helps to get issues resolved along the way so there are fewer issues during the construction process.

With our years of experience for D&D Easement Service we have successfully completed several projects under the Uniform Relocation Assistance and Real Property Acquisition Act. (See Projects below) With this experience we are able to provide help with valuations and fair market pricing for the purchases of utility easements as well. I have several Appraisal Companies and Title Companies that I have partnered with for years to provide Market Studies for projects, Individual Appraisals for easements as well as Title searches and closings.

### **Project Management**

Based on my understanding of this project, the Owners have been mailed copies of the easements. I would recommend following up with the Owners and work to answer any remaining questions or concerns. D&D Easement Service will maintain a Tracking Sheet with any special notes and the stage of progress concerning the tract. Progress reports will be submitted periodically to the Project Manager. During negotiations, we will update the Project Manager on any foreseen issues or complications that may lead to increased monetary settlement or condemnation.

### **Experience of Current and Completed Projects**

D&D Easement Service has worked on multiple projects in East Tennessee including Blount, Cambell, Roane, Jefferson, Anderson, Hamilton, Putnam, and Knox Counties.

Some of these projects have included:

- City of Maryville Force Main to serve Smith & Wesson ~40 Easements with short timeframe.
- South Blount County Utility Smith & Wesson Water Main Upgrade ~20 Easements
- South Blount County Utility Calderwood Hwy Transmission Main ~90 Easements
- Tellico Area Service Systems Transmission Main ~75 Easements
- Town of Decatur Raw Water intake and Booster Pump Station (CDBG Grant) (URA)
- Lafollette Utilities Board Rural Water Line Extensions (America Rescue Plan Act) (URA) ~20 Easements
- City of Cookeville ROW Acquisition for Sidewalk Installation ~40 Properties TDOT LPA project in accordance with "Uniform Relocation Assistance and Real Property Acquisition Act (URA)"
- City of Clinton ROW Acquisition for Streetscapes Project ~40 Properties TDOT LPA project in accordance with "Uniform Relocation Assistance and Real Property Acquisition Act (URA)"
- South Blount County Utility Westside Transmission Main ~60 Easements
- Appalachian Electric Cooperative Electric Transmission Line upgrade ~100 Easements

### **Employee Bios**

**Doyle Dukes** has worked for Local Utility Companies for over 30 years. He founded D&D Easement Service in 2016 and has worked closely with many Utilities and Municipalities throughout East Tennessee purchasing hundreds of easements to successfully construct utility infrastructure and expand systems to improve communities and expand customer bases. Doyle and D&D Easement Service is prequalified with the State of Tennessee TDOT LPA Program and has a current certification for the TDOT Local Public Agency Workshop.

**Tina Newman** has worked for City and State Agencies since 2015 specializing in providing Right of Way Acquisitions for TDOT Federally Funded Local Programs and the American Rescue Plan Act. Her duties have included performing as the Senior Right of Way Agent responsible for maintaining Uniform Act guidelines with the intent to provide road widening, sidewalk expansions, greenway beautifications, upgraded sewer and waterline infrastructure. with a focus on the growth and enhancement of the State of Tennessee.

**Josh Veals** has over 23 years of experience working with property owners. 20 of those years were working for the State of Tennessee dealing with regulatory issues involving agriculture products. The last 3 years have been performing valuations for easement values and negotiating Utility Easements on various projects.

**Marlana Hutsell** has over 18 years of experience with a thriving manufacture plant in Morristown Tn. Her duties included Accounts Payable, Order Processing and Providing Material quotes. During her time there she served as Office Manager and as Plant Manager dealing with Employees and external clients daily. For the last 2 years she has been performing valuations for easement values and negotiating Utility Easements on various projects.

After you have had an opportunity to review the above material, please contact me with any questions or additional information.

I can be reached at:

D&D Easement Services

3635 Broken Wing Rd.

Knoxville, Tn. 37931

865-250-7902

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**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 7-D

**SUBJECT:** Phase 1 Archaeological Survey for Water Treatment Plant & 24" Water Line

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**BACKGROUND:**

In our continued efforts to maintain project momentum related to USDA's approval for funding both the Water Treatment Plant and 24" Water Transmission Line Upgrades, USDA requires the town to conduct a Phase 1 Archaeological Survey. Request for proposals were advertised and the town received a total of 3 proposals as follows:

Midsouth Cultural Resource Consultants (MCRC)	\$11,250.00
Power Engineers, Inc (POWER)	\$42,791.00
Cultural Resource Analysts, Inc (CRA)	\$59,915.00

The main scope of MCRC's proposal is to conduct a Phase I archaeological survey of the Water Treatment and Line Upgrades, Washington County, TN. This project is conducted in compliance with the National Historic Preservation Act (NHPA), 1966, to identify and define historic or archaeological resources that may be eligible for the National Register of Historic Places (NRHP). To achieve this objective, MCRC proposes to conduct (1) archival and background research, and (2) fieldwork including pedestrian and subsurface survey, and (3) report preparation. Laboratory analysis and determination of NRHP eligibility of any cultural resources identified during the project will also be conducted following completion of all archival, background, and fieldwork. More in-depth details of the proposal are included as part of the agenda packet.

MCRC can complete the project for a cost of \$11,250.00. This includes all archival/background research, fieldwork including shovel testing/subsurface investigations, and lab analysis/report preparation to The Division of Archaeology (TDOA) guidelines.

The overall time frame for the project is for the archival/background research to begin within five (5) business days of notice to proceed; fieldwork can be conducted within one to two business weeks (5-10 business days) following receipt of background information from the TDOA; and fieldwork can often be scheduled sooner but is dependent upon completion of archival/background research and inclement weather. It is expected that the survey can be completed in seven (7) business days with two individuals in the field.

Reports will be completed within two business weeks (10 business days) of completion of fieldwork notwithstanding the necessity of acquiring archaeological site numbers and/or extensive artifact analysis.

Funding the \$11,250.00 will be expensed to the Water Fund, and this phase of the project is eligible to be reimbursed through the anticipated USDA funding for the projects.

**RECOMMENDATION:**

Approve Midsouth Cultural Resource Consultants (MCRC) to conduct and complete a Phase 1 Archaeological Survey for the Water Treatment Plant and 24" Water Transmission Line Upgrade projects at a total cost of \$11,250.00, as presented.



# **Proposal to Conduct a Phase I Archaeological Survey for the Water Treatment and Line Upgrades; Washington County, TN**

J. Scott Jones, PhD., R.P.A.  
President and Senior Archaeologist, Midsouth Cultural Resource Consultants

March 22, 2024

## **Introduction**

Midsouth Cultural Resource Consultants (MCRC) proposes to conduct a Phase I archaeological survey of the Water Treatment and Line Upgrades, Washington County, TN. This project is conducted in compliance with the National Historic Preservation Act (NHPA), 1966, in order to identify and define historic or archaeological resources that may be eligible for the National Register of Historic Places (NRHP). In order to achieve this objective, MCRC proposes to conduct (1) archival and background research, and (2) fieldwork including pedestrian and subsurface survey, and (3) report preparation. Laboratory analysis and determination of NRHP eligibility of any cultural resources identified during the course of the project will also be conducted following completion of all archival, background, and fieldwork. These are described in greater detail below.

## **Methodology**

### *Archival/Background Research*

Archival and background research will be conducted at the Tennessee Division of Archaeology (TDOA) prior to conducting fieldwork. The archaeological site files at TDOA will be examined for the presence of previously recorded archaeological sites within the proposed APE that may be disturbed as a result of the undertaking. Additionally, previously recorded archaeological sites located within a 1-mile radius of the project area will be identified following the reporting standards in the Tennessee SHPO Standards and Guidelines for Archaeological Resource Management Studies.

Additional resources may also be evaluated including local inventories or on-line resources as needed.

### *Fieldwork*

Fieldwork will commence following completion of archival and background research. Fieldwork will consist of both pedestrian survey and subsurface or shovel testing. Any previously recorded archaeological sites or historic properties within the APE will be re-visited and appropriately documented.

The entire property will be traversed through pedestrian reconnaissance to identify artifacts, structures, or other cultural material visible on the surface. Subsurface or shovel testing will be conducted in areas with limited or no surface visibility and less than 15% slope. Shovel tests will be excavated at approximately 30-meter intervals on a grid and will measure 30 cm x 30 cm. Each shovel test will be excavated to sterile subsoil or maximum of 75 cm in depth. All shovel test fill will be excavated through ¼" mesh. All recovered artifacts will be bagged and labeled with appropriate provenience information. If artifacts are recovered, the distribution of artifacts demarcated the site's boundaries will be determined through excavation of shovel tests at regular intervals in a cruciform pattern. All shovel test information will be recorded and plotted on topographic maps.

### *Laboratory Analysis*

Artifacts recovered during field investigations will be washed, cataloged, and analyzed according to standard laboratory methods employed in modern archaeological investigations. Descriptions of recovered artifacts will be provided in the final report.

### *Reporting*

A complete report conforming to the Tennessee SHPO Standards and Guidelines for Archaeological Resource Management Studies will be produced following completion of field investigations. The report will include a complete description of the project undertaking, project area description, and cultural history. A full and detailed description of archival and background research, fieldwork, laboratory methods, and analysis will be included. Any previously documented or new archaeological or historical resources identified as a result of the project will be described and recommendations concerning eligibility for the NRHP and/or additional work or avoidance will be provided.

Electronic copies of the report will be provided for initial review. Once revisions are received, these will be made and electronic and/or hard copies distributed to the client.

### **Time Frame**

The archival/background research can begin within five (5) business days of notice to proceed. Fieldwork can be conducted within one to two business weeks (5-10 business days) following receipt of background information from the TDOA. Once again, fieldwork can often be scheduled sooner but is dependent upon completion of archival/background research and inclement

weather. It is expected that the survey can be completed in seven business days with two individuals in the field.

Reports will be completed within two business weeks (10 business days) of completion of fieldwork notwithstanding the necessity of acquiring archaeological site numbers and/or extensive artifact analysis.

**Cost**

MCRC can complete the project for a cost of **\$11,250.00**. This includes all archival/background research, fieldwork including shovel testing/subsurface investigations, and lab analysis/report preparation to TDOA guidelines.

A handwritten signature in black ink that reads "J. Scott Jones". The signature is written in a cursive style with a large initial "J".

J. Scott Jones, PhD., RPA  
President and Senior Archaeologist, MCRC



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** APRIL 8, 2024 **AGENDA ITEM #:** 7-E

**SUBJECT:** Maintenance Responsibilities at Boones Creek Elementary School

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**BACKGROUND:**

The school board authorized Washington County School Superintendent Jerry Boyd to negotiate an agreement with the town to assume our responsibilities at Boones Creek Elementary School. Mr. Boyd is requesting that the town pay the school system \$35,000 annually for a period of 10 years (the term our interlocal agreement ends). Mayor Vest supported bringing this amount before the BMA as the Mayor had previously suggested to the school system \$30,000 annually.

The scope of the maintenance is for all the Boones Creek Elementary School responsibilities assigned to the Town of Jonesborough, which was mowing and maintenance of the athletic fields and outside areas. It is recommended to make the agreement on the \$35,000 effective immediately. The agreement ends in 10 years, or when our responsibilities end per the interlocal agreement. It is further recommended that the town pay the school system the \$35,000 in one lump sum payment and to be paid July 31<sup>st</sup> for each year.

Further details on the agreement documentation will be presented by the Town Attorney Jim Wheeler at the time of our board meeting.

**RECOMMENDATION:**

Approve paying the Washington County School Board \$35,000 for the school system to maintain the Boones Creek Elementary School for maintenance responsibilities as per the interlocal agreement, as presented.