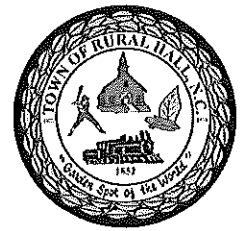


**Town of Rural Hall  
Council Meeting  
May 13, 2024 7:00 PM**



**Meeting called to order by Mayor Terry Bennett**

**Pledge of Allegiance led by Public Information Officer Alston Brown**

\*Please remain standing for a moment of silence

**Announcements:**

- Town of Rural Hall 50<sup>th</sup> Anniversary Celebration - May 31 – June 2, 2024
- July 3<sup>rd</sup> Fireworks Event (fireworks display – dusk)

**Adjustments or Adoption of Agenda**

**Mayor's Comments**

**Public Comment**

This agenda item is included to allow input to the Town Council from any citizen who wishes to address the Council without requesting to be on the agenda. Those who wish to address the Council are requested to sign up before the meeting and provide their name, address, including city/county of residence and topic. A speaker will be allowed up to 6 minutes to speak. The Council will only listen and not respond but may decide to place a topic on a future agenda.

**Yard of the Month**

- April - Charles & Margaret Sands 791 Bethania Rural Hall Road
- May - Bill & Martha Gribble 7395 Wellesley

**Proclamations for:**

- National Police Week May 15-21, 2024 (Attachment A)
- National Public Works Week May 19-25, 2024 (Attachment B)

**Consent Agenda**

- April 1 Executive Session meeting minutes and April 8 regular Council meeting minutes (Attachment C)

**New Business/Items of Discussion**

- Appoint a Council member to serve as the Town's liaison with Forsyth County America 250 NC Committee (Attachment D)
- Forsyth County Sheriff's Office Update (Attachment E)
- 50<sup>th</sup> Anniversary Update (Attachment F)
- Adoption of FY 2024 Audit Contract (Attachment G)
- License Plate Agency Pay Scale Amendment (Attachment H)
- FY 2025 Budget Presentation (Attachment I)
- Fire Works Contract (Attachment J)

**Department Reports (Attachment K)**

**Council Member Comments**

**Adjourn**

# *Garden Spot of the World*

The Town of Rural Hall Board of Councilmen  
proudly recognizes

*Charles & Margaret Sands*  
*791 Bethania Rural Hall Road*

for being named by the Garden Spot of the World Club  
April 2024 Yard of the Month  
and for doing their part in making Rural Hall  
the "Garden Spot of the World."

Presented this the 13th day of May 2024.

Terry Bennett  
Mayor

Eddie Horn  
Mayor Pro Tem

Anita Ring  
Councilwoman

Mark Lane  
Councilman

Michael Woodcock  
Councilman

# *Garden Spot of the World*

The Town of Rural Hall Board of Councilmen  
proudly recognizes

*Bill and Martha Gribble*  
*7395 Wellesley Road*

for being named by the Garden Spot of the World Club  
May 2024 Yard of the Month  
and for doing their part in making Rural Hall  
the "Garden Spot of the World."

Presented this the 13th day of May 2024.

Terry Bennett  
Mayor

Eddie Horn  
Mayor Pro Tem

Anita Ring  
Councilwoman

Mark Lane  
Councilman

Michael Woodcock  
Councilman

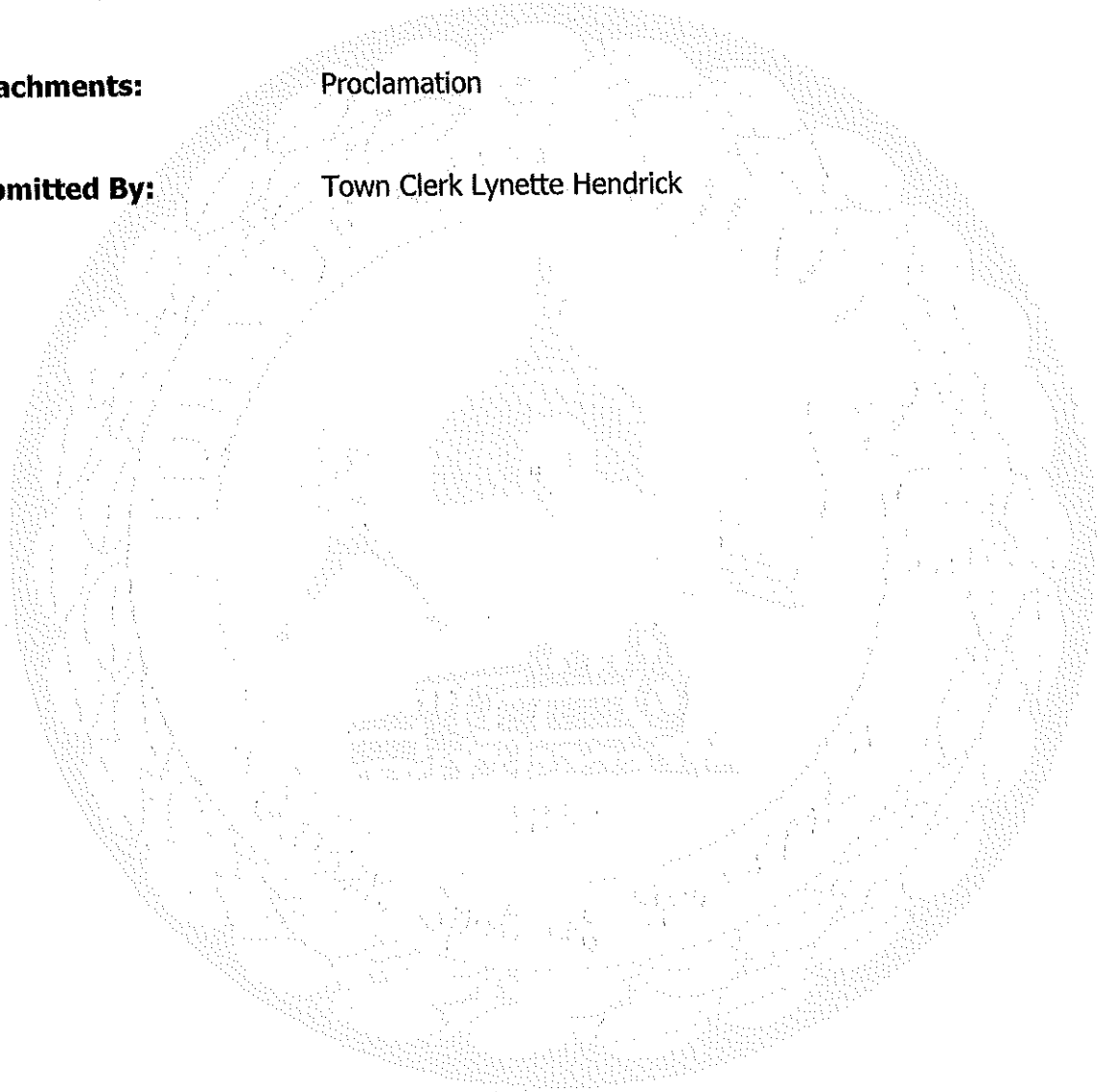
**Attachment A**

**Subject:** National Police Week May 15-21, 2024

**Action Requested:** Reading of Proclamation

**Attachments:** Proclamation

**Submitted By:** Town Clerk Lynette Hendrick



Office of the Mayor:

# Proclamation

**NATIONAL POLICE WEEK  
MAY 15-21, 2024**

*Whereas*, the Congress and the President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

*Whereas*, the members of the law enforcement agency of the Town of Rural Hall play an essential role in safeguarding the rights and freedoms of the Town of Rural Hall; and

*Whereas*, it is important that all citizens know and understand the problems, duties, and responsibilities of Forsyth County Sheriff Office and that members of our sheriff's office recognize their duty to serve the people by safeguarding life and property by protecting them against violence and disorder, and by protecting the innocent against deception, and the weak against oppression and intimidation; and

*Whereas*, the men and women of the Forsyth County Sheriff's Department unceasingly provide a vital public service;

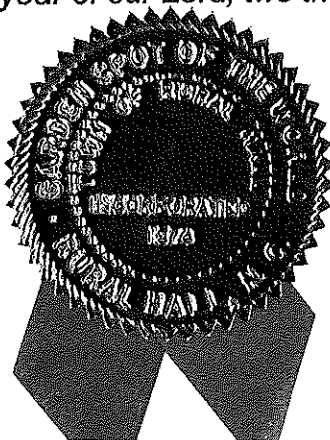
*Now, Therefore*, I, Terry Bennett by virtue of the authority vested in me as Mayor of the Town of Rural Hall, do hereby call upon all citizens of the Town of Rural Hall and upon all patriotic, civic, and educational organizations to observe the week of May 15-21, 2024 as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the Town of Rural Hall to observe Monday, May 15, 2024, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

*Witness Whereof*, I have hereunto set my hand and caused the Seal of the Town of Rural Hall to be affixed this the 13<sup>th</sup> day of May in the year of our Lord, two thousand and twenty-four.

ATTEST:

\_\_\_\_\_  
Lynette E. Hendrick-Town Clerk



\_\_\_\_\_  
Terry M. Bennett – Mayor

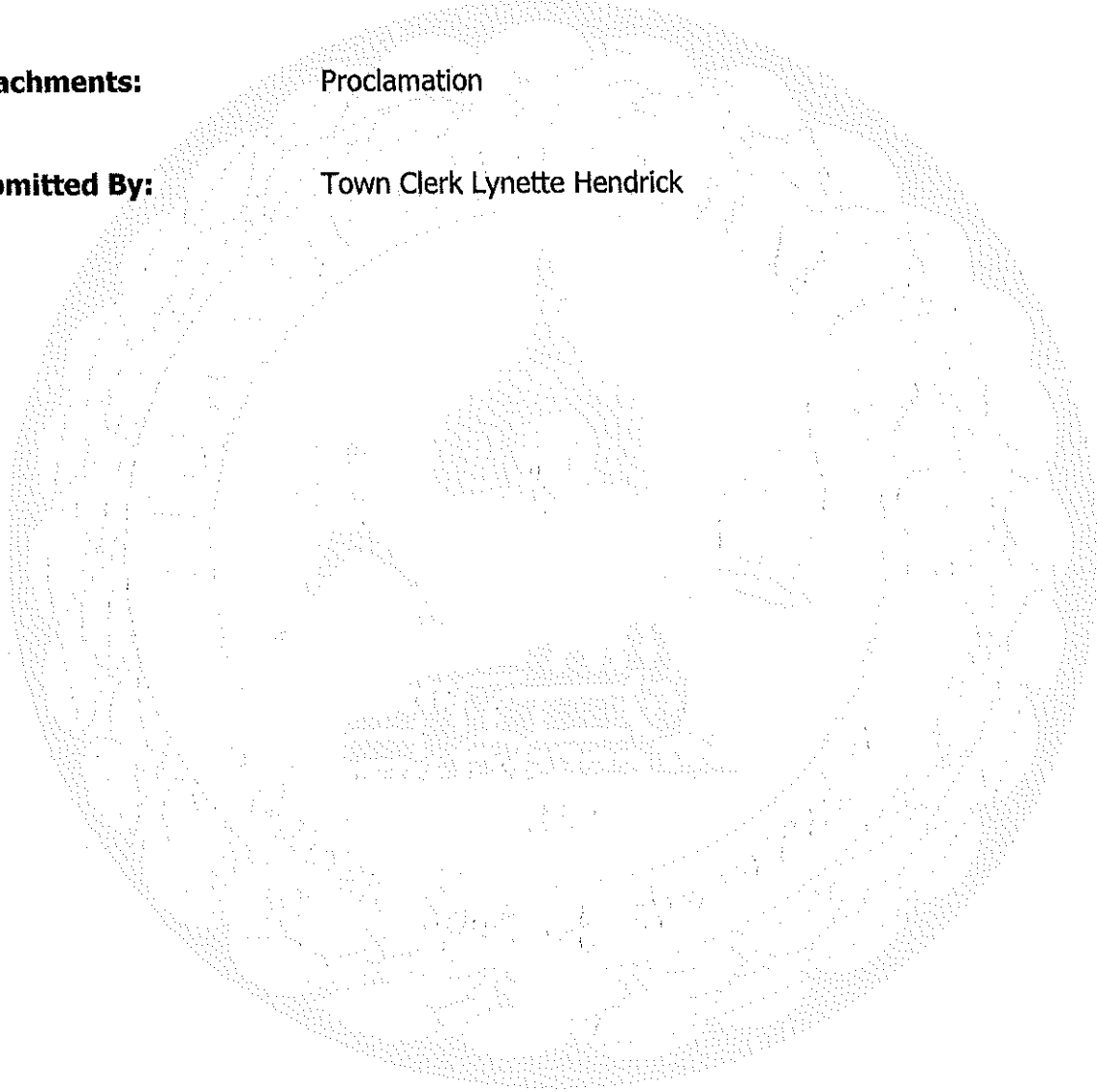
**Attachment B**

**Subject:** National Public Works Week May 19-25, 2024

**Action Requested:** Reading of Proclamation

**Attachments:** Proclamation

**Submitted By:** Town Clerk Lynette Hendrick



# Proclamation

NATIONAL PUBLIC WORKS WEEK  
May 19-25 2024

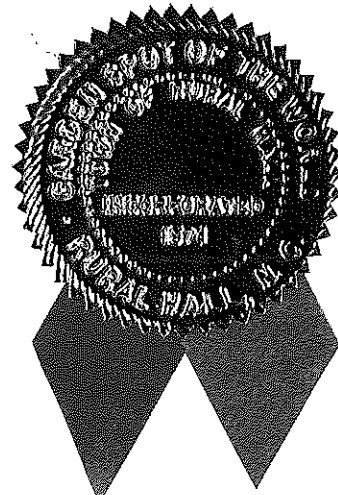
- Whereas:** public works services provided in our community are an integral part of our citizens' everyday lives; and,
- Whereas:** the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as streets, public buildings and grounds, parks, solid waste collection, and snow removal; and,
- Whereas:** the health, safety, and comfort of this community greatly depends on these facilities and services; and,
- Whereas:** the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works employees; and,
- Whereas:** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's understanding of the work they perform.
- Therefore:** I, Terry M. Bennett, Mayor of the Town of Rural Hall, North Carolina, do hereby designate the week of May 19-25, 2024, as National Public Works Week, and further extend appreciation to our public works department for the vital service they perform and their exemplary dedication to our community.

Proclaimed this on the 13<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Terry M. Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Lynette E. Hendrick, Town Clerk



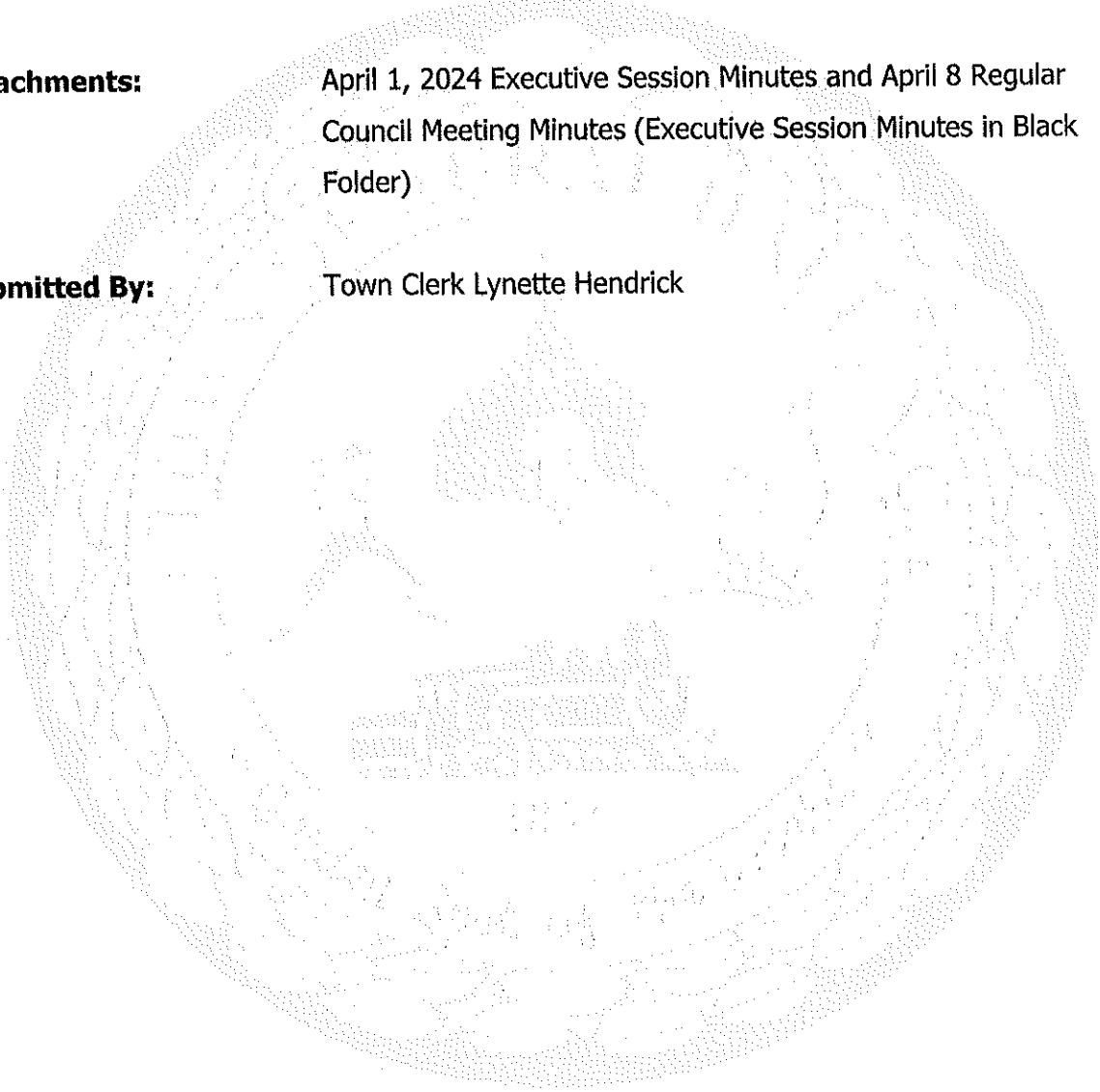
**Attachment C**

**Subject:** Council Meeting Minutes

**Action Requested:** Approval of Minutes

**Attachments:** April 1, 2024 Executive Session Minutes and April 8 Regular Council Meeting Minutes (Executive Session Minutes in Black Folder)

**Submitted By:** Town Clerk Lynette Hendrick





**REGULAR COUNCIL MEETING  
APRIL 8, 2024  
MINUTES**

The Rural Hall Town Council held their regular council meeting on April 8, 2024, at 7:00 PM in Town Hall Council Chambers. The following members were present: Mayor Terry M. Bennett - presiding; Mayor Pro Tem Eddie Horn; Councilman Mark Lane; Councilman Michael Woodcock; Councilwoman Anita Ring; Interim Town Manager Homer Dearmin; Attorney Hugh Campbell; Town Clerk Lynette E. Hendrick; Finance Clerk Donna Watson; LPA Supervisor Dawn Tysor; PIO Alston Brown; Public Works Director Jason Hill; and Fire Chief Mike Simone.

The Pledge of Allegiance to the flag was led by the Town Clerk Lynette Hendrick

A moment of silence was held.

**Announcements and Meeting Updates**

- Town Mulch Program – April 15-20, 2024
- 2024 CityVision - April 23-26
- National Day of Prayer – May 2, 2024, 12:00 meet at the flagpole at Town Hall
- Med & Shred/Community Health Fair - May 4, 2024, 9 am – 12 pm
- Town of Rural Hall 50<sup>th</sup> Anniversary Celebration - May 31 – June 2, 2024
- Flag Purchase by Judy Kiricoples in memory of Glenn Robin Reeves

**50<sup>th</sup> Anniversary Update**

Alston Brown Public Information Officer gave the schedule of events for the RuralFest event. He mentioned the town is still accepting vendors for Saturday, and volunteers are still needed.

**Adoption of Agenda**

Mayor Terry Bennett made recommendations for a few changes to the agenda by moving “Mayors Comments” before Public Comment Period, adding item G-1 Town of Rural Hall Capital Improvement Plan, and removing three closed session meeting minutes to be unsealed (December 12, 2022, July 10, 2022, and November 13, 2023). Mayor Pro Tem Eddie Horn made the motion, seconded by Councilman Mark Lane to adopt the agenda. Motion passed unanimously.

**Mayor’s Comments**

Mayor Terry Bennett mentioned recently he was told about a post that stated he had fallen asleep in the visioning meeting, so he told an incident that happened to him regarding that post. Being funny he brought in a bottle of NoDoz to help keep him awake.

**Public Comment Period**

Carol Newsome, 8495 Broad Street, Rural Hall signed up to speak with her topic being “moving forward”.  
June Nelson Koehn, 430 College Street, Rural Hall signed up to speak with her topic being “april fool”.  
Frank James, 7290 Broad Street, Rural Hall signed up to speak with the topic being “positive”.  
Abbie Bennett, 267 Spring Ridge Road, Rural Hall signed up to speak with her topic being “The Town”.

Mayor Terry Bennett mentioned this portion of the meeting is not on the agenda. The mayor stated, for the past few months the Council had accepted and reviewed applications for the Town Manager position. He recommended to the Council Homer Dearmin be appointed to serve as Town Manager for the Town of Rural Hall. Mayor Pro Tem Eddie Horn made the motion, seconded by Councilwoman Anita Ring to appoint Homer Dearmin to serve as Town Manager for the Town of Rural Hall and to adopt the Employment Agreement between the parties, to authorize Mayor Terry Bennett to sign the agreement on

behalf of the town and authorize Donna K. Watson to perform the preaudit function. Motion passed unanimously.

Mayor Terry Bennett introduced Judge Eric Morgan Forsyth County Superior Court and stated he was here to perform the swearing in of Homer Dearmin. Homer introduced his partner Lori Justis, and she assisted him in the swearing ceremony.

#### **Proclamation for Senior Services Month**

Mayor Terry Bennett read the Firefighters Appreciation Proclamation and expressed gratitude to all Firefighters for their service. Mayor also read the Municipal Clerks Proclamation declaring May 5-11 as the 55<sup>th</sup> Municipal Clerks Week.

Mayor Terry Bennett mentioned the National Day of Prayer Proclamation will be read May 2 at the event.

#### **Consent Agenda**

Councilman Mark Lane made the motion, seconded by Councilman Michael Woodcock to approve the consent agenda.

#### **Public Hearing for the Closing of Unnamed Alley off Broad Street**

Mayor Terry Bennett opened the public forum and mentioned no one has signed up to speak. He asked if anyone who may not have had time to sign up wanted to speak. Being there is on comments this public hearing was closed. Councilman Michael Woodcock made the motion, seconded by Mayor Pro Tem Edde Horn to adopt the Resolution # 861 and order the closing of the unnamed alley off Broad Street. Motion passed unanimously.

#### **Public Hearing for Covington Memorial Park Master Plan and PARTF Grant Application**

Mayor Terry Bennett opened the public hearing for Covington Memorial Park Master Plan. Public Information Officer (PIO) Alston Brown presented the Preliminary PARTF Phase 1 Plan. Detailing the North Carolina Parks and Recreation Trust Fund Grant and discussing their selection criteria. He then went into Phase 1 of the project which will consist of; relocating and expanding the playground, installing a splash pad, and creating a walking path that circulates the entirety of the park and across the pond via a boardwalk. Alston showed the map of Phase 1, highlighting the areas of the parks in which Phase 1 would consist of. He briefly touched on what Phase 2 would look like moving forward but stressed that this public hearing was focused on Phase 1 funding. The public comment period was opened to the audience. Randy Thomas residing at 521 Academy Street, Rural Hall signed up to speak in support of Phase 1 funding that would help accomplish the construction of relocating/expanding the playground, installing a splash pad, and creating a walking path around the entire pond. He mentioned Phase 1 was imperative for the citizens of Rural Hall because we need this type of recreation for our children, our young adults, and our aging adults. Randy mentioned Alston Brown should be recognized for the work he has done on this project. He encouraged the council to reach out to the Forsyth County Commissioners about connecting the greenway through Rural Hall. In his closing statement he stated, "please do whatever we have to do as a community to get this done for our children, because it's not going to benefit an old man like me for a splash pad but hopefully my grandchildren will enjoy it". James Crawford was present but did not speak. Mayor Terry Bennett closed the public hearing for the PARTF Grant.

#### **New Business**

Mayor Terry Bennett recognized May as Historic Preservation Month and asked Manager Homer Dearmin to read the Resolution and present it to Jon Hanna a member of the Forsyth County Historic Resource Commission. Michelle McCullough Historic Resource Officer Winston-Salem/Forsyth County Planning & development Service and college Heather Bratland reported on the progress of the Forsyth County Historic Resource Commission and mentioned Forsyth 250- the official county committee for America 250 NC. Heather invited Rural Hall to appoint a representative to the committee. Jon Hanna mentioned some of the

Historic Landmarks the committee was working on around the County. Mayor Pro Tem Eddie Horn made the motion, seconded by Councilwoman Anita Ring to adopt the resolution declaring May as Historic Preservation Month. Motion passed unanimously.

Mayor Pro Tem Eddie Horn made the motion, seconded by Councilman Michael Woodcock to adopt the NCDOT mowing and litter pick-up agreement and authorize the Town Manager Homer Dearmin to sign the agreement. Motion passed unanimously.

Town Manager Homer Dearmin stated he has been contacted by Mrs. Coward President of the Rural Hall Library Committee and their desire to have a representative from the Council on the Library Committee. Councilman Mark Lane made the motion, seconded by Councilwoman Anita Ring to appoint Councilman Michael Woodcock to represent the Town of Rural Hall on the Rural Hall Library Committee. Motion passed unanimously.

Councilwoman Anita Ring made the motion, seconded by Councilman Mark Lane to adopt the unsealing of closed session minutes of the following closed session meetings: February 4, 2013, October 7, 2014, February 22, 2014, February 24, 2014, November 13, 2017, August 10, 2021, December 13, 2021, January 3, 2022, January 27, 2022, April 8, 2022, and June 5, 2023. Motion passed unanimously.

Town Manager Homer Dearmin introduced the Town of Rural Hall Capital Improvement Plan. This plan outlines major capital projects and how the town plans to pay or finance for the next ten years. Mayor Pro Tem Eddie Horn made the motion, seconded by Councilman Michael Woodcock to adopt the Capital Project Plan. Motion passed unanimously.

#### **Department Reports**

Interim Town Manager Homer Dearmin stated the department reports are included in the agenda for Council to review.

#### **Council Members Comments**

Mayor Terry Bennett, Mayor Pro Tem Eddie Horn, Councilwoman Anita Ring, Councilman Mark Lane and Councilman Michael Woodcock congratulated Homer Dearmin as Town Manager and look forward to working with him. All was thankful for those in attendance at the meeting.

Mayor Pro Tem Eddie Horn made the motion, seconded by Councilwoman Anita Ring to adjourn the meeting.

Lynette E. Hendrick  
Town Clerk

## **Attachment D**

**Subject:** Appointment of Town Liaison to Forsyth 250 NC Committee

**Action Requested:** Appoint a Council member to serve as the Town's liaison with the Forsyth 250 NC Committee

**Attachments:** Invitation Email

**Submitted By:** Homer T. Dearmin, Interim Town Manager

### **Introduction and Background:**

As I shared with the council on Monday night, Forsyth 250 – the official county committee – for America 250 NC would like to invite Rural Hall to appoint a representative to the committee. The next committee meeting will be held on Thursday, May 23 at 3 p.m. at MUSE Winston-Salem, 226 S. Liberty Street. Once Rural Hall selects a representative, please share that person's name, email, and phone number with both of us. Mike will send them a calendar invite for the meeting, and I'll add them to our member roster.

Heather

### **Recommendation:**

On Fri, Apr 12, 2024 at 2:14 PM <forsyth250nc@gmail.com> wrote:

Good afternoon Lynette,

As I shared with the council on Monday night, Forsyth 250 – the official county committee – for America 250 NC would like to invite Rural Hall to appoint a representative to the committee. The next committee meeting will be held on Thursday, May 23 at 3 p.m. at MUSE Winston-Salem, 226 S. Liberty Street. I've attached some information about the America 250 NC effort and also the community programs grant information that Michelle shared in late March. I've copied Mike Wakeford, Forsyth 250's chair, on this message. Once Rural Hall selects a representative, please share that person's name, email, and phone number with both of us. Mike will send them a calendar invite for the meeting, and I'll add them to our member roster.

Best,

Heather

--

Mike Wakeford, Ph.D.

773 519 4613

*Executive Director, MUSE Winston-Salem*



**MUSE  
WINSTON  
SALEM**

Associate Professor, History and Humanities,  
Division of Liberal Arts, UNC School of the Arts

## **Attachment E**

**Subject:** Forsyth County Sheriff's Office Update

**Action Requested:** Hear presentation from Lt. Butch Moore concerning status of law enforcement services in Rural Hall and the possibility of adding coverage for additional hours

**Attachments:** Emails from FCSO Concerning Contract Pricing

**Submitted By:** Homer T. Dearmin, Town Manager

### **Introduction and Background**

The Town of Rural Hall contracts with the Forsyth County Sheriff's Office to provide law enforcement services within the Town limits. Each year in the budget process, funds are allocated for annual contract costs. The Town has been notified of contract cost increases that can be expected in the fiscal year beginning July 1, 2024. At the Council's Visioning Workshop on March 11, there was discussion about the possibility of adding additional officers to protect the Town, and having law enforcement coverage for the Town 24 hours a day. A quote was obtained for budgeting purposes following that workshop. In the early spring of this year, Town Manager Homer Dearmin met with Lt. Moore and Captain Sam Joyner to discuss the possibility and benefit of having a supervisor on duty within the Town limits. Lt. Moore has been invited to share information with the Council, and to answer questions that elected leaders may have about Forsyth County Sheriff's Office services within the Town of Rural Hall.

### **Recommendation:**

Hear presentation from Lt Butch Moore and ask questions that may better inform your deliberations on the FY 2024-25 Budget.

**Town Manager**

---

**From:** Hunsucker, Randy C. <hunsucrc@fcso.us>  
**Sent:** Wednesday, March 13, 2024 8:51 AM  
**To:** Town Manager; Donna Watson  
**Cc:** Joyner, Samuel L.; Foster, Joshua A.; Loveland, Van C.; Gray, Henry C.  
**Subject:** RE: FY24-25 law enforcement services

**CAUTION: This email originated from outside of the Town of Rural Hall's system. Maintain caution when opening external links/attachments**

Homer,

Good morning.

The Sheriff's Office recommends a Corporal position to provide the 24/7 coverage. Provided below is the 3-year cost *estimate*:

<b>Forsyth County "Mini-COPs" - Budget Planning Estimates</b>			
	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>
<b>**Corporal**</b>	<b><u>YEAR 1</u></b>	<b><u>YEAR 2</u></b>	<b><u>YEAR 3</u></b>
Salaries & Wages	\$59,650	\$61,440	\$63,290
Benefits			
Separation allowance contribution	\$5,070	\$5,230	\$5,380
Health insurance	\$11,350	\$11,700	\$11,346
Dental insurance	\$360	\$360	\$360
Life insurance	\$200	\$200	\$200
Employer share 401(k)	\$2,990	\$3,080	\$3,170
FICA/Retirement	\$4,570	\$4,700	\$4,850
Telephone service	\$400	\$400	\$400
Body Worn Camera, Taser and Vehicle Camera	\$5,690	\$5,690	\$5,690
Training & conference	\$500	\$500	\$500
Uniform/duty footwear	\$3,530	\$3,530	\$3,525
Operating supplies/office supplies	\$110	\$110	\$110
Patrol Vehicle/Future Replacement	\$45,000	\$10,200	\$10,200
Patrol Vehicle Equipment, includes in-vehicle camera	\$10,000	\$0	\$0
Portable Radio	\$5,700	\$0	\$0
Fleet Operating (Maint./Fuel)	\$7,790	\$7,790	\$7,790
Overhead	\$13,000	\$13,520	\$14,070
<b>Total Expenditures:</b>	<b>\$175,910</b>	<b>\$128,450</b>	<b>\$130,881</b>
County GF share (50% S/B):	\$42,095	\$43,355	\$0
FCSO Forfeiture:	\$60,700	\$0	\$0

► Municipality share:

\$73,115

\$85,095

\$130,881

**RANDY C. HUNSUCKER**

**Sheriff's Office Business Manager**

Forsyth County Sheriff's Office

301 North Church Street | 2<sup>nd</sup> Floor

Winston-Salem, NC 27101

Direct/Desk: (336) 917-7324 | Mobile: (336) 407-9083

Email: [hunsucrc@feso.us](mailto:hunsucrc@feso.us)

**JOIN THE FCSO TEAM!**

<https://gofcsonc.org/>

***New Year New Career! Join Team Forsyth***

***Job Opportunities | Careers at Forsyth County***

**From:** Town Manager <[manager@ruralhall.com](mailto:manager@ruralhall.com)>

**Sent:** Monday, March 11, 2024 7:52 PM

**To:** Hunsucker, Randy C. <[hunsucrc@feso.us](mailto:hunsucrc@feso.us)>; Donna Watson <[dwatson@ruralhall.com](mailto:dwatson@ruralhall.com)>

**Cc:** Joyner, Samuel L. <[joynersl@feso.us](mailto:joynersl@feso.us)>; Foster, Joshua A. <[fosterja@feso.us](mailto:fosterja@feso.us)>; Loveland, Van C. <[lovelavc@feso.us](mailto:lovelavc@feso.us)>;

Gray, Henry C. <[grayhc@feso.us](mailto:grayhc@feso.us)>

**Subject:** RE: FY24-25 law enforcement services

Randy,

Thank you for providing this information.

Can you provide an estimated cost for the Town to add adequate coverage to serve the Town on a 24/7 basis? I don't know how financially feasible this would be until I see the numbers, but I have at least one Council member who is interested in this information, and I would like to be able to share it with each of them as we move into the budget process.

Thank you,

Homer

*Homer T. Dearmin*

Interim Town Manager

Town of Rural Hall

P. O. Box 549

423 Bethania-Rural Hall Road

Rural Hall, NC 27045

**O 336-969-6856**

[www.ruralhall.com](http://www.ruralhall.com)

**From:** Hunsucker, Randy C. <[hunsucrc@feso.us](mailto:hunsucrc@feso.us)>

**Sent:** Wednesday, March 6, 2024 10:06 AM



To: Town Manager <[manager@ruralhall.com](mailto:manager@ruralhall.com)>; Donna Watson <[dwatson@ruralhall.com](mailto:dwatson@ruralhall.com)>  
Cc: Joyner, Samuel L. <[joynersl@fcso.us](mailto:joynersl@fcso.us)>; Foster, Joshua A. <[fosterja@fcso.us](mailto:fosterja@fcso.us)>; Loveland, Van C. <[lovelavc@fcso.us](mailto:lovelavc@fcso.us)>; Gray, Henry C. <[grayhc@fcso.us](mailto:grayhc@fcso.us)>  
Subject: FY24-25 law enforcement services

CAUTION: This email originated from outside of the Town of Rural Hall's system. Maintain caution when opening external links/attachments

Homer,

Good morning.

We have for you now a first look at the projected "status quo" cost for next year - \$362,200.

This is an increase of +\$51,360. Reasons for the increase:

- Personnel costs (+\$37,150) – several things are happening here. First, there was a very generous 6% merit package in the current year budget and an unexpected mid-year market increase that have significantly increased salaries. These actions were taken as a result of high competition for good employees. All of these things also lead to an increase in the fringe benefit costs. Finally, health care costs are up significantly (for the County and the employees), beginning July 1.
- Axon Contract for body worn cameras, Tasers and in-vehicle cameras (+\$6,190) – the old contract has ended and the new contract is heavily impacted by, among other things, inflation.
- Administration fee (+\$5,450) – this is basically for personnel costs for overhead positions, so it increases for the exact same reasons for the items mentioned in the first bullet.
- Vehicle costs (+\$9,650) – inflation and one more vehicle; the price of vehicles has really gone up due to high demand and limited supplies and options for getting law enforcement vehicles.

Let us know if you need anything else and I'll let you know if there are any adjustments to this estimate.

Randy

**RANDY C. HUNSUCKER**  
Sheriff's Office Business Manager  
Forsyth County Sheriff's Office  
301 North Church Street | 2<sup>nd</sup> Floor  
Winston-Salem, NC 27101  
Direct/Desk: [\(336\) 917-7324](tel:(336)917-7324) | Mobile: [\(336\) 407-9083](tel:(336)407-9083)  
Email: [hunsucrc@fcso.us](mailto:hunsucrc@fcso.us)

## Attachment F

**Subject:** RuralFEST Update

**Action Requested:** Review Update w/Maps, Vendor Lists, Volunteers, Banner Graphic, etc.

**Attachments:** Update Sheet, Vendors List, Proposed Layout Maps, Volunteer List, Banner Graphic

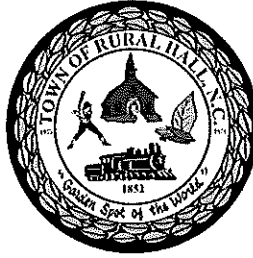
**Submitted By:** Alston H. Brown, Public Information Officer (PIO)

### **Introduction and Background**

The Town of Rural Hall's big 50<sup>th</sup> anniversary celebration is right around the corner. With that, I am providing an update on the festivities with an updated list of items in progress, a list of signed-up vendors, proposed layout maps for 5/31, 6/1, and 6/2, a volunteer list, and the banner graphic that will be placed in 5 locations around town.

### **Recommendation:**

Please review and provide feedback.



## RuralFEST Update

### Schedule of Events:

#### Friday, 5/31

- 6 p.m. – 9 p.m. – Car Show with a Musical Performance by “Chasing Daylight”
- Food Vendors on Site
  - See attached list
- Location: Town Hall Property
- Tractor Show at Rural Hall Moravian Church (on their property & promoted along with our car show)

#### Saturday, 6/1

- The Rural Hall Train Depot will be OPEN from 10 a.m. to 3 p.m. to help celebrate the 50<sup>th</sup>.
- Time Capsule Opening at Rural Hall License Plate Agency at 11 a.m.
- Fire Department Groundbreaking Ceremony at 8045 Broad Street at 12 p.m.
- Bake-Off Competition and Sale at RH Moravian Church from 9 a.m. to Noon
- 2 p.m. – 9 p.m. activities at Covington Park. Musical Performance by **“70s Kids Tribute Band”** (3-6 p.m.) and **“The Catalinas”** (7-9 p.m.)
- 50ft Obstacle Course, Ski Ball, and Basketball Challenge game ordered via Bouncing Bonanza
- 50<sup>th</sup> Anniversary Fireworks Show – 9 p.m. (at conclusion of Catalinas Performance)
- All types of vendors on site this day
  - See attached list
- Location: Covington Park

#### Sunday, 6/2

- 1 p.m. – 4 p.m. – Musical Performance by **“Alan Bibey and Grasstowne”**
- Food vendors on site

- See attached list
- 50ft Obstacle Course, Ski Ball, and Basketball Challenge game ordered via Bouncing Bonanza
- Location: Covington Memorial Park

**In-Progress:**

- Sending layout maps to all vendors this week.
  - Maps attached to handout for Friday, Saturday, and Sunday events
- Fire Chief Simone sent Fireworks plan to our Fire Marshal and he approved, said the fireworks show was compliant with regulatory codes and standards.
- Continuing to work to get volunteers. The list of volunteers is attached in your packet.
- I am planning to organize a final meeting, including all town staff and volunteers the week of May 20<sup>th</sup>. Date to be announced asap.
- WSJS has received our RuralFest flyer and I am working with them to promote the event in the final two weeks before the festival.
- Our RuralFest banners (photo attached) will be put up this week around town. These bright colors hopefully stand out and get everyone's attention!
- Have the opportunity to get arial shots of the festival from Hire Drone Pics
- Fireworks Music Playlist
- RuralFest flyer has been sent to all municipalities in the area and posted at local businesses.

**Questions, Comments, or Concerns?**

FRIDAY, MAY 31st - Town Hall

VENDOR NAME	CONTACT	ADDRESS	PHONE NUMBER	EMAIL	PRODUCT(S)	SPECIAL REQUESTS	VENDOR SPOT
Shikoa Express Japanese Grill	Robert DeVos	2133 Rockford St., Suite 900, Mt. Airy, NC	704-785-4153	shikora@earthlink.net	hibachi style food, spring rolls, gyoza, canned drinks	needs 30 ft. includes trailer and trailer tongue	
The Artisan Acte	Kelcie Lynch		336-486-4807	theartisanacte@gmail.com	lemonade, sweets, artisan crafts and goods	power if possible within 100'	
B & D Catering	George Massey Jr.	5004 Shalston Dr., Winston-Salem, NC	336-473-0808	bdcateringllc@gmail.com	fish, chicken wings, french fries, hush puppies, okra		
Bernys Ice Cream Truck	Marianna Adams	409 Burge Rd., Pinnacle, NC	336-817-5663	mariannadams@gmail.com	novelty prepackaged ice creams	n/a self contained unit	
Hot Dog Hideaway	Jonathan Phipps	5665 Remington Point Dr., Walkertown, NC	336-406-2843	philp298@aol.net	hot dogs, smoked sausage, chips, cookies, soda		
Dam Good Lemonade	Paul Bowling	161 Garden Path Apt. 4, Winston-Salem, NC	336-422-9474	missbowling@gmail.com	funnel cakes, fresh squeezed lemonade		
Fire Chiefs	Kim Freeman	320 Culler Rd., Pinnacle, NC	336-341-3712	frechieffire@gmail.com	hamburger, hot dogs, chicken tenders		
The Struggle Bus (Not Paid)	Zachary Williams	4217 Hollowoak Ct.	336-473-4948	thestrugglebus27@gmail.com	coffee truck/espresso bar		
Lakeside Drinks/The Mad Lemon	Dan Grayson	1049 Keswick Ln., Clemmons, NC	336-705-6823	lakesidedrinks@gmail.com	gourmet, handcrafted lemonades		
Old Richmond Grill	Jessica Sostala	6425 Reynolds Rd., Pfafftown, NC	336-575-2010	oldrichmondgrill1955@gmail.com	burgers, dogs, chicken phillips, wraps, hand cut french fries		
Midsummer Brewing	Jeff Noethlich	8544 NC 89 Hwy W, Westfield, NC	336-480-4000	-	beer vendor		
Haze Gray Vineyards	Becky Muhlenberg	761 Stony Knoll Rd., Dobson, NC	336-374-1072	becky@hazegraysvineyards.com	wine vendor		

12 VENDORS

# SATURDAY, JUNE 1<sup>ST</sup> - Covington Park

VENDOR NAME	CONTACT	ADDRESS	PHONE NUMBER	EMAIL	PRODUCT(S)	SPECIAL REQUESTS	VENDOR SPOT
North Forsyth Swim Club	Shannon Mastrototaro	PO Box 534, Rural Hall, NC	336-978-4758	nfwswclub@gmail.com	local community pool memberships, raffling off memberships at festival	table/tent for shade	
Veo Cream	Tracy Teal	1285 Briarwood Dr., Walnut Cove, NC	336-978-9118	viccream@gmail.com	ice cream/sundaes/shakes		
Zany Flavours	Sharon Snider	1200 Tate Rd., Rural Hall, NC	336-966-2558	sharonsnider7@gmail.com	jams, jellies, and pickled condiments		
Rural Hall Lifespan Center	Joanne Falls	1929 Kerner Rd., Rural Hall, NC	336-912-1055	jentals2@aol.com	home accessories, art, floral arrangements, and jewelry	power if possible within 100'	
The Artisan Acre	Kelise Lynch	-	336-486-4807	theartisansacrec@gmail.com	lemonade, sweets, artisan crafts and goods		
The Gonzalez Shop	Melissa Gonzalez	164 Sandy Creek Ln., Pilot Mountain, NC	650-400-9709	mely28@att.net	handmade crafts and kids toys		
B & D Catering	George Massey Jr.	5004 Shalaton Dr., Winston-Salem, NC	336-472-0808	bdcatering1@gmail.com	fish, chicken wings, french fries, hush puppies, okra		
Hannah's Gems	Hannah Sandulsky	1939 NC 85 HWY E Walnut Cove, NC	406-846-2944	face05@yahoo.com	handmade wood crafts, cutting boards, trivets, etc.		
KJ Creations	Kelsey Hodge	7890 Kiger St., Rural Hall, NC	336-306-4903	rhl110@tridrr.com	custom tumblers, shirts, car coasters, etc.		
Professor A. Shellinliffe Soap	Jennifer Bower	3134 Rosebud Rd., Walnut Cove, NC	336-955-3168	keleyhodges@yahoo.com	handcrafted soap		
Davis Backyard Bees	James Davis	689 Flat Rock Rd., Reidsville, NC	336-403-7845	bowjennifer@gmail.com	honey & lip balms		
Berrys Ice Cream Truck	Marianne Adams	117 Burgamer Ln., King, NC	336-917-5663	davishackyardbees@gmail.com	novelty prepackaged ice creams	n/a self contained unit	
B's Altered Designs	Joseph Zalesck	409 Budge Rd., Pinnacle, NC	336-972-7730	mailmariadams@gmail.com	resin art and beach decor	shade, if possible	
Station 1978 Firehouse Peanuts	Dan/Hidget Cordero	1541 W. Devon Drive, Mount Airy, NC	518-859-3403	bicreations@gmail.com	roasted peanuts/peanut butter/almond butter	power outlet, if possible	
Hot Dog Hideaway	Jonathan Phipps	1309 Mizpah Church Rd., Rural Hall, NC	336-406-2843	phil9298@att.net	shaved ice, mini donuts, soft pretzels	window on passenger side	
Just Chillin' Frozen Treats and More	Nancy Asbury	1055 Piddly Rd., King, NC	336-971-2748	nancyasbury@yahoo.com	hot dogs, smoked sausage, chips, cookies, soda		
Dam Good Lemonade	Paul Bowling	181 Garden Path Apt. 4, Winston-Salem, NC	336-422-9474	missbowling@gmail.com	funnel cakes, fresh squeezed lemonade		
The Hook Hook	Gilte Strauss	1924 Inman Circle, Mt. Airy, NC	336-755-9448	dsrauss001@tridrr.com	crochet items (hats, scarves, gloves, shawls, etc.)		
Kitch'n Stuff	Kim Freeman	352 Folly Farms Circle, Mt. Airy, NC	336-429-7587	waltesse@gmail.com	kitchen utensils whiling (beads & wire)	set-up next to Lisa Blevins (kitch'n stuff)	
E-3D Printing	Zach English	320 Culler Rd., Pinnacle, NC	336-341-8712	freeshis@gmail.com	hamburger, hot dogs, chicken tenders		
Kaleidoscope Chaos	Lisa Craddock	6854 NC-8, Germantown, NC	336-324-0855	zenglish88@gmail.com	3D printed products, custom modeling	power, if possible	
Shikora Express Japanese Grill	Robert Davos	1108 Sunset Trail, Germantown, NC	336-409-0063	kaleidoscopechaos@gmail.com	ice eye clothing, and accessories	a flat spot for clothing racks	
The Struggle Bus (Not Paid)	Zachary Williams	2133 Rockford St., Suite 900, Mt. Airy, NC	704-785-4153	shikora@fastmail.com	hibret style food, spring rolls, gyoza, canned drinks	needs 30 ft., includes trailer and trailer tongue	
NC Creative Partners	Kandy Griffin	4217 Hollowack Ct.	336-473-4948	thestrugglebus21@gmail.com	coffee truck/expresso bar		
Larry Smith Cools Catering	Larry Smith	585 Somerdale Ct. Rural Hall, NC	336-745-8151	nccreativepartners@gmail.com	self-published children's books, locally made crafts		
Dogwood Disaster Relief, Inc.	Joann LaPort	985 Rhine Rd. Germantown, NC	336-407-9146	deconlarrysmith@gmail.com	street corn		
Black Dog Vinyl and Design	Denise Coe	PO Box 179 King, NC 27021	336-631-4591	dogwooddisasterrelief@gmail.com	Pork tenderloin sandwiches, soda and chips. Hanging out info about org.		
Family Services Inc.	Edward Ramsay	1090 Morgan St., Walnut Cove, NC	336-202-5636	deniscoe6@gmail.com	sublimation and vinyl clothing and home goods, badge reels, polymer clay jewelry, etc.		
Midsomer Brewing	Jeff Neethlich	1200 South Broad Street, Winston Salem, NC	336-422-0752	edramsey@family-services-for-nyh.org	community outreach		
Haze Grey Vineyards	Becky Mullenberg	8544 NC 88 Hwy W, Westfield, NC	336-460-4000	becky@hazegreyvineyards.com	beer vendor		
		781 Stony Knoll Rd., Dobson, NC	336-374-1072	becky@hazegreyvineyards.com	wine vendor		

32 VENDORS

SUNDAY, JUNE 2nd - COUNGBON PARK

VENDOR NAME	CONTACT	ADDRESS	PHONE NUMBER	EMAIL	PRODUCT(S)	SPECIAL REQUESTS	VENDOR SPOT
Vice Cream	Tracy Teal	1285 Briarwood Dr., Walnut Cove, NC	336-978-0118	vicecreamc@gmail.com	ice cream/sundaes/shakes		
The Artisan Acre	Kelcie Lynch	-	336-486-4807	theartisanacre@gmail.com	lemonade, sweets, artisan crafts and goods	power if possible within 100'	
B & D Catering	George Massey Jr.	5004 Sheltalon Dr., Winston-Salem, NC	336-473-0808	bdcatering1.0@gmail.com	fish, chicken wings, french fries, hush puppies, ckra		
Bennys Ice Cream Truck	Marianne Adams	409 Burge Rd., Pinnacle, NC	336-817-5663	mariannehadams@gmail.com	novelty prepackaged ice creams	n/a self contained unit	
Hot Dog Hideaway	Jonathan Phipps	5565 Remington Point Dr., Walkertown, NC	336-406-2843	philp2298@att.net	hot dogs, smoked sausage, chips, cookies, soda		
Just Chill'n Frozen Treats and Mini Donuts	Nancy Asbury	1055 Priddy Rd., King, NC	336-971-2748	nancy.asbury@yahoo.com	shaved ice, mini donuts, soft pretzels	window on passenger side	
Darr Good Lemonade	Paul Bowling	161 Garden Path Apt. 4, Winston-Salem	336-422-9474	mrsbowling@gmail.com	funnel cakes, fresh squeezed lemonade		
The Struggle Bus (Not Paid)	Zachary Williams	4217 Hollowack Ct.	336-473-4948	thestrugglebus21@gmail.com	coffee truck/espresso bar		
Lakeside Drinks/The Mad Lemon	Dan Grayson	1049 Keswick Ln., Clemmons, NC	336-705-8623	lakesidedrinks@gmail.com	gourmet, handcrafted lemonades		
Old Richmond Grill	Jessica Sostata	6425 Reynolds Rd., Pfafftown, NC	336-575-2010	oldrichmondgrill1955@gmail.com	burgers, dogs, chicken phillys, wraps, hand cut french fries		

10 VENDORS

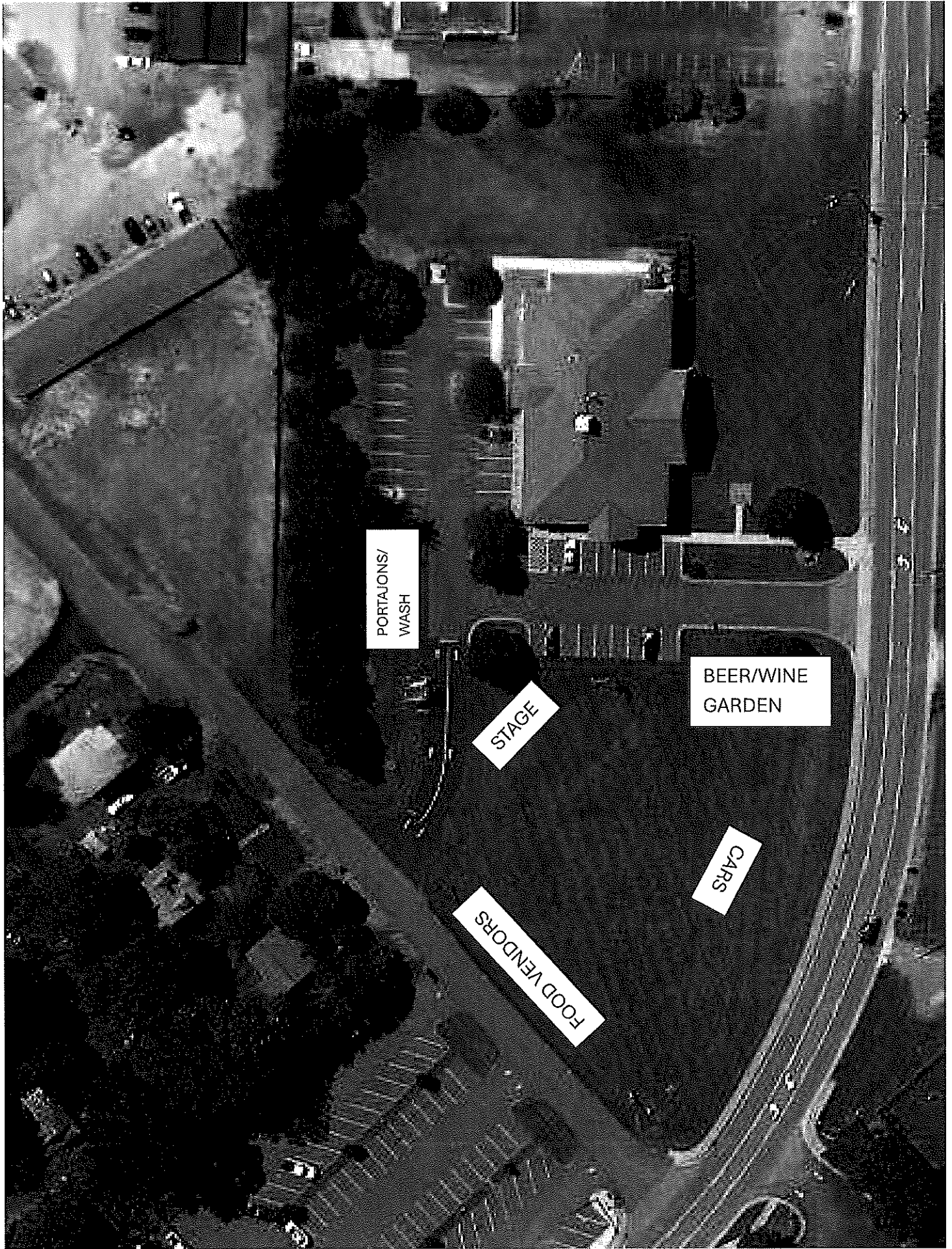


CELEBRATING THE TOWN OF RURAL HALL'S GOLDEN JUBILEE  
50

# Rural FEST

**FRIDAY, MAY 31ST - SUNDAY, JUNE 2ND**





PORTAJONS/  
WASH

STAGE

BEER/WINE  
GARDEN

CARS

FOOD VENDORS

Dumpsters

Food Trucks/Food Vendors

Non-Food Vendors

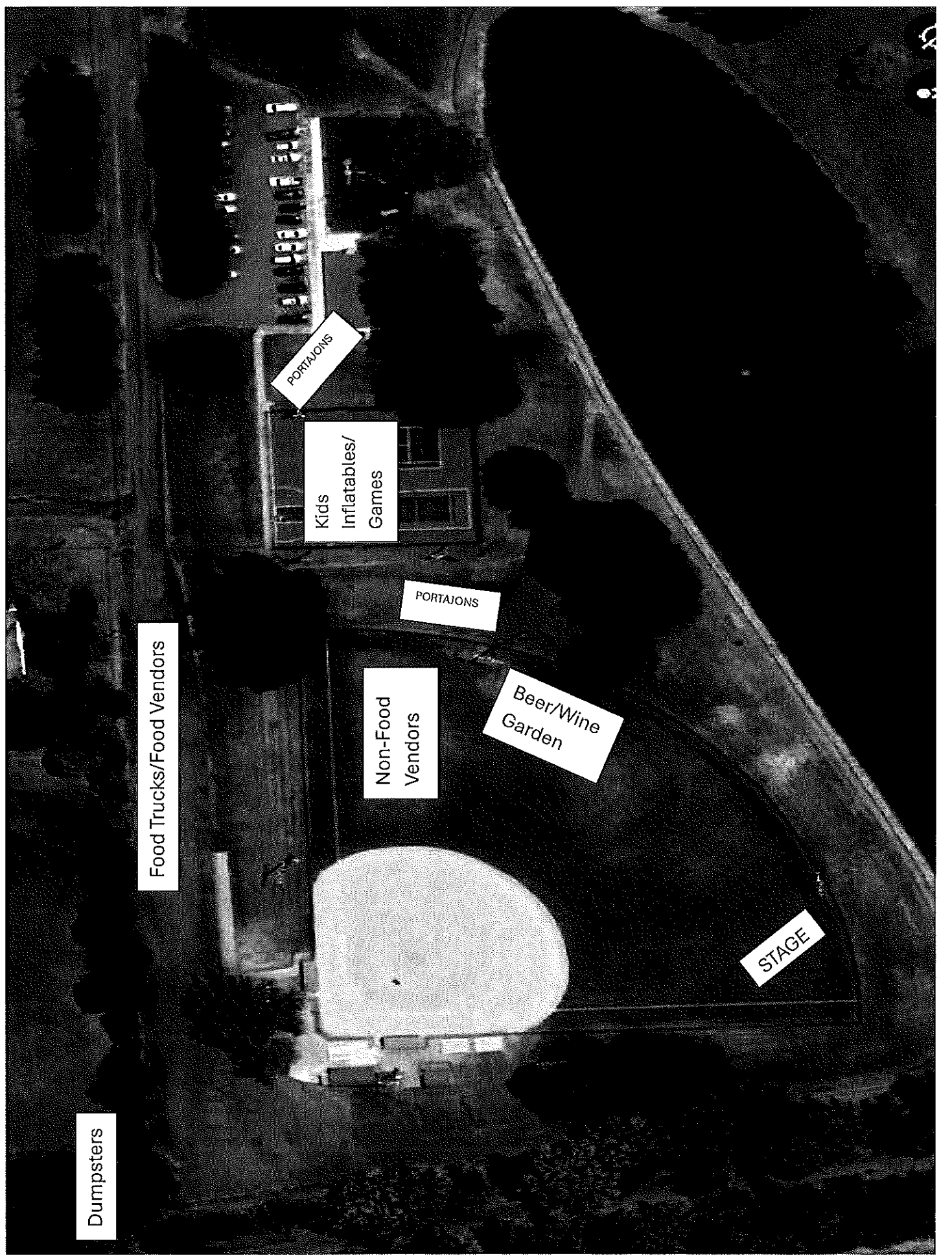
Beer/Wine Garden

STAGE

PORTAJONS

Kids Inflatables/ Games

PORTAJONS



## **Attachment G**

**Subject:** Adoption of FY 2024 Audit Contract

**Action Requested:** Review proposed contract with Anderson Smith & Wike PLLC to perform audit services; approve contract and authorize Mayor to sign.

**Attachments:** Email Correspondence with Shannon Dennison  
Contract to Audit Accounts

**Submitted By:** Homer T. Dearmin, Town Manager

### **Introduction and Background**

The Town of Rural Hall contracts with Anderson Smith & Wike PLLC to audit our accounts each year. We are entering the third year of working with this firm, and they have been excellent to work with. The auditing firm works under an annual contract, which they have submitted for your review and approval. The cost for this year's audit is the same as last year's - \$14,500.

### **Recommendation:**

Approve Contract to Audit Accounts proposed by Anderson Smith & Wike, PLLC, and authorize Mayor Terry Bennett to sign on behalf of the Town.

The	Governing Board Town Council
of	Primary Government Unit Town of Rural Hall
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Anderson Smith & Wike PLLC
	Auditor Address PO Box 1169, Elon, NC 27244

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).



30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Brian Broom	Greg W Isley, CPA, PA	brianbroom@gisleycpa.com

OR Not Applicable  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	Town of Rural Hall
Audit Fee (financial and compliance if applicable)	\$ 10,500
Fee per Major Program (if not included above)	\$ 0
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$ 2,000
All Other Non-Attest Services	\$ 0
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 12,500</b>

<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Anderson Smith & Wike PLLC	
Authorized Firm Representative (typed or printed)* Shannon Dennison	Signature* 
Date* 4/11/24	Email Address* sdennison@asw-cpa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Rural Hall	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Terry Bennett	Signature*
Date	Email Address* mayor@ruralhall.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 12,500
Primary Governmental Unit Finance Officer* (typed or printed) Homer Dearmin	Signature*
Date of Pre-Audit Certificate*	Email Address* financedirector@ruralhall.com

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)* N/A	Signature*
Date*	Email Address* N/A

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address* N/A

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



# ANDERSON SMITH & WIKE PLLC

*Certified Public Accountants*

April 16, 2024

Town of Rural Hall  
423 Bethania- Rural Hall Rd.  
Rural Hall, NC 27045

We are pleased to confirm our understanding of the services we are to provide for the Town of Rural Hall for the year ended June 30, 2024.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Rural Hall as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Rural Hall's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Rural Hall's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Board's Proportionate Share of the Net Pension Liabilities (Assets)
- 3) Schedule of Board Contributions
- 4) Schedule of Changes in Total OPEB Asset and Related Ratios
- 5) Schedule of Total OPEB Liability as a Percentage of Covered Employee Payroll

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Rural Hall's financial statements. We will subject the following

supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the basic financial statements.

- 1) Individual fund budgetary schedules
- 2) Schedule of Ad Valorem Taxes Receivable
- 3) Analysis of Current Tax Levy – Town Wide Levy

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include report on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific

procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditor

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We identified improper revenue recognition, management override controls, and reconciliation of cash accounts as significant risks of material misstatement as part of our audit planning. We have developed specific tests and procedures that we will perform as part of our audit to address these risks.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures

responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Rural Hall's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all



information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

t the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud; and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as

your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Town of Rural Hall in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing and will provide copies of reports or other documents, where requested.

We will provide copies of our reports to the Town of Rural Hall; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson Smith & Wike PLLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson Smith & Wike PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We expect to begin our audit in Spring 2024 and to issue our reports no later than October 31, 2024. Shannon M. Dennison is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be at our standard hourly rates and will not exceed \$12,500 for the audit fee. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of the Town of Rural Hall's financial statements. Our report will be addressed to management and those charged with governance of the Town of Rural Hall. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Rural Hall is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

You have requested that we provide you with a copy of our most recent external peer review report and any letter of comment, any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Rural Hall and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anderson Smith & Wike PLLC



Shannon M. Dennison, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Rural Hall.

Mayor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Report on the Firm's System of Quality Control

To the Partners of Anderson Smith & Wike, PLLC and the Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Anderson Smith & Wike, PLLC (the firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Anderson Smith & Wike, PLLC in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Anderson Smith & Wike, PLLC has received a peer review rating of *pass*.

*Dean Dorton Allen Ford, PLLC*

Dean Dorton Allen Ford, PLLC

August 4, 2022

## **Attachment H**

**Subject:** Town of Rural Hall Pay Plan Adjustment

**Action Requested:** Review proposal to amend Town of Rural Hall Pay Plan to enhance retention and recruitment of License Plate Agency Staff and to ensure that certain exempt positions comply with new federal salary requirements

**Attachments:** Current FY 2023-2024 Town of Rural Hall Pay Plan  
Proposed FY 2023-2024 Town of Rural Hall Pay Plan  
Memo & Attachments from Dawn Tysor, LPA Supervisor  
Memo & Position Scale and Descriptions from Dawn Tysor, LPA Supervisor

**Submitted By:** Homer T. Dearmin, Town Manager

### **Introduction and Background**

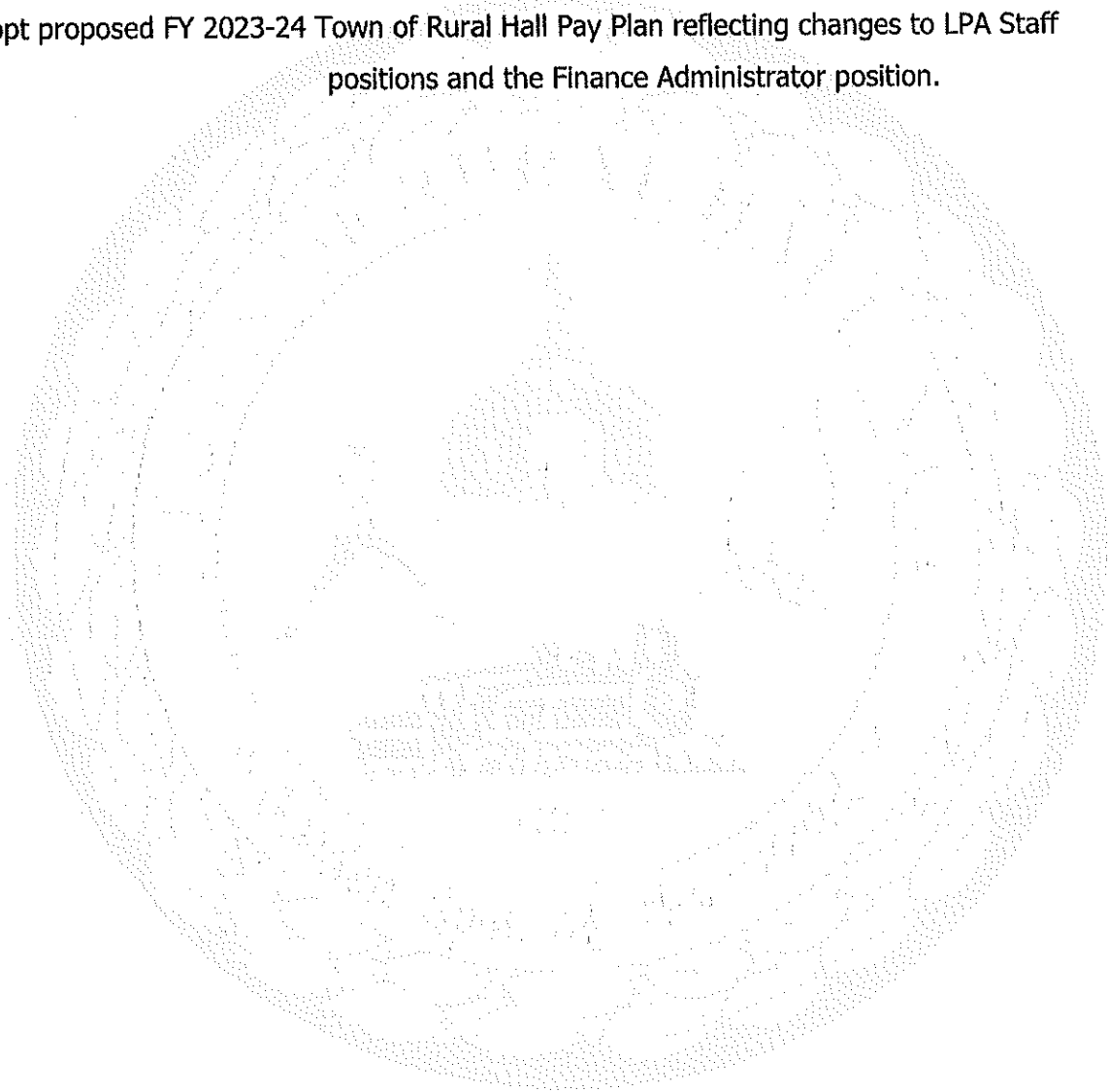
Since 2021, the Town has operated a North Carolina License Plate Agency. That enterprise continues to grow and be successful for the Town and is now the third largest revenue source for the Town, following property taxes and state-collected local revenues. We are continuing to face hiring challenges due to the current labor market, and the fact that individuals ideally suited for LPA positions are being hired by dealerships and other agencies that offer more competitive salaries.

LPA Supervisor Dawn Tysor has gathered information concerning title clerk salaries at other agencies and businesses, as well as a proposal for adjusting the Town's pay scale by adding positions into the pay plan. This was discussed at length during the March 11, 2024 Town Council Visioning meeting. This plan will add opportunities for promotions within the LPA, keeping salaries competitive and helping to ensure that we can continue to recruit and retain good employees for our LPA.

Additionally, FLSA requirements for exempt employees' minimum pay went into effect in April, 2024. These requirements only affect one position at this time, that being the Finance Administrator Position. Due to the nature of the job requirements for that position, Management is recommending a reclassification of that position.

**Recommendation:**

Adopt proposed FY 2023-24 Town of Rural Hall Pay Plan reflecting changes to LPA Staff positions and the Finance Administrator position.



Town of Rural Hall  
FY 2023-2024 Pay Plan

Grade	Title	Minimum	Maximum
1		\$17,718.79	\$27,375.53
2		\$23,811.17	\$36,788.26
3		\$24,895.23	\$38,463.13
4		\$26,044.33	\$40,238.48
5		\$27,236.79	\$42,080.84
6		\$28,494.29	\$44,023.68
7		\$29,816.84	\$46,067.01
8		\$31,204.43	\$48,210.84
9		\$32,657.06	\$50,455.16
10	Administrative Assistant I Maintenance Technician I Title Clerk	\$34,196.42	\$52,833.46
11		\$35,800.82	\$55,312.26
12	Administrative Assistant II Lead Title Clerk	\$37,491.94	\$57,925.05
13	Maintenance Technician II	\$39,269.79	\$60,671.83
14	Firefighter/EMT	\$41,134.36	\$63,552.59
15	LPA Supervisor	\$43,085.66	\$66,567.35
16	Fire Engineer Finance Officer	\$45,145.37	\$69,749.59
17	Fire Captain	\$47,313.47	\$73,099.32
18	Town Clerk/Personnel Director Public Information Officer/IT Director Title Clerk	\$49,589.99	\$76,616.53
19		\$51,974.91	\$80,301.23
20		\$54,468.23	\$84,153.42
21	Public Works Director	\$57,091.64	\$88,206.59
22		\$59,845.14	\$92,460.75
23		\$62,728.73	\$96,915.88
24		\$65,764.08	\$101,605.50
25	Fire Chief	\$68,951.20	\$106,529.60
26		\$72,290.09	\$111,688.18
27		\$75,802.42	\$117,114.74
28		\$79,488.21	\$122,809.28
29	Town Manager	\$83,369.12	\$128,805.30
30		\$87,445.17	\$135,102.78



Town of Rural Hall  
FY 2023-2024 Amended Pay Plan

Grade	Title	Minimum	Maximum
1		\$17,718.79	\$27,375.53
2		\$23,811.17	\$36,788.26
3		\$24,895.23	\$38,463.13
4		\$26,044.33	\$40,238.48
5		\$27,236.79	\$42,080.84
6		\$28,494.29	\$44,023.68
7		\$29,816.84	\$46,067.01
8		\$31,204.43	\$48,210.84
9		\$32,657.06	\$50,455.16
10	Administrative Assistant I Maintenance Technician I Title Clerk I	\$34,196.42	\$52,833.46
11	Title Clerk II	\$35,800.82	\$55,312.26
12	Administrative Assistant II Title Clerk III	\$37,491.94	\$57,925.05
13	Maintenance Technician II Lead Title Clerk	\$39,269.79	\$60,671.83
14	Firefighter/EMT	\$41,134.36	\$63,552.59
15		\$43,085.66	\$66,567.35
16	Fire Engineer Finance Administrator	\$45,145.37	\$69,749.59
17	Fire Captain	\$47,313.47	\$73,099.32
18	Town Clerk/Personnel Director Public Info Officer/IT Director	\$49,589.99	\$76,616.53
19	LPA Supervisor	\$51,974.91	\$80,301.23
20		\$54,468.23	\$84,153.42
21	Public Works Director	\$57,091.64	\$88,206.59
22		\$59,845.14	\$92,460.75
23		\$62,728.73	\$96,915.88
24		\$65,764.08	\$101,605.50
25	Fire Chief	\$68,951.20	\$106,529.60
26		\$72,290.09	\$111,688.18
27		\$75,802.42	\$117,114.74
28		\$79,488.21	\$122,809.28
29	Town Manager	\$83,369.12	\$128,805.30
30		\$87,445.17	\$135,102.78

# TOWN OF RURAL HALL



**MAYOR**  
Terry M. Bennett

**MAYOR PRO TEM**  
Eddie Horn

**COUNCIL**  
Mark Lane  
Michael Woodcock  
Anita Ring

**INTERIM TOWN MANAGER**  
Homer Dearmin

**TOWN CLERK**  
Lynette Hendrick

February 19th, 2024

Please see the attachments regarding the pay ranges at our local dealerships per Ron's request. I have also included some information from Raleigh for you to look over.

Please feel free to contact me with any questions or concerns you may have.

Again, thank you for all you do.

Dawn Tysor

A handwritten signature in black ink, appearing to read "Dawn Tysor", written over a horizontal line.

Town of Rural Hall LPA Supervisor

Labor Market Study

Service Account - NCDOT Employee Notification <ncdot\_distribution@ncdot.gov>

Fri 2/16/2024 3:01 PM

# NCDOT NEWS

## GENERAL UPDATE

### Labor Market Study

February 16, 2024

**TO:** All NCDOT Employees

**FROM:** **Amanda Olive**  
Human Resources Director

**SUBJECT:** Labor Market Study

The Department of Transportation has faced challenges in recent years when it comes to recruiting and retaining employees. As many of you are aware, in the State Budget that was passed effective July 1, 2023, the Department was granted funding to bring employees up to the midpoint of their current classification. NCDOT Human Resources has worked to identify the employees that are below the midpoint for their classifications and has recommended, and the Secretary's Office has approved, for those employees be brought up to their midpoint.

If you were identified as being below the midpoint of your classification, you will receive a separate letter that outlines the changes in your salary.

Your role is vital to the success of NCDOT's operations, and management values your contributions each day. Thank you for your dedication and commitment to serving the people of North Carolina.

If you have any questions, please contact the NCDOT HR Classification and Compensation Unit at [hrclasscomp@ncdot.gov](mailto:hrclasscomp@ncdot.gov).

[External] Re: Branch 102 Rural Hall

Admin <admin@benchmarkws.com>

Wed 2/14/2024 11:59 AM

To: Tysor, Dawn T <dttyson@ncdot.gov>

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Dawn, - All DO TITLES - just individual accts.

We do not have a designated title clerk in our office. Our account manager's hourly rate averages anywhere from \$17-26 an hour. Our supervisor's/manager's average salary is anywhere from \$60,000 to \$70,000 a year. I hope this helps.

Michelle Wall  
Office Manager



3715 Reynolda Rd.  
Winston-Salem, NC 27106  
Phone: 336-924-8995



Credit Union Auto Buying Service  
4990 University Parkway  
Winston-Salem, NC 27106  
800-282-2755

February 14, 2024

To whom it May Concern:

This is to clarify that we pay our Title Clerks in the range of \$20 - \$22 an hour depending on experience.  
Please let me know if I can be of more assistance.

Thank you!

A handwritten signature in cursive script that reads "Cynthia Kiser".

Cynthia Kiser

Title Clerk/Admin/AR/AP



# PARKWAY FORD, INC.

www.parkwayford.com • E-mail: parkway@parkwayford.com

2104 Peters Creek Parkway  
Winston-Salem, NC 27127-3713  
Phone (336) 724-5921

3150 University Parkway  
Winston-Salem, NC 27105  
Phone: (336) 722-2593


2/6/24

To Whom it may Concern:

The title clerk at Parkway Ford makes \$21.00 per hour. This is not a salaried position.

\_\_\_\_\_  
LORI Lowe  
\_\_\_\_\_  
Title Clerk

North Point  
Chrysler Jeep Dodge  
\$21/hr  
which is our  
sister store

  
CFO

# **BOB KING**

Automotive Group

2/1/24

To whom it may concern:

The current rate of pay that we offer for the role of title clerk is \$21.00 per hour. Please let me know if you need any further information.

Thank you,

Tonya Meadows  
Controller  
Bob King Automotive Group  
1630 Hutton Street  
Winston-Salem, NC 27127  
tmeadows@bobkingauto.com  
(336) 724-2861

Re: [External] Bob King Automotive Title Clerk Pay

Tonya Meadows <tmeadows@bobkingauto.com>

Thu 2/1/2024 11:00 AM

To:Tysor, Dawn T <dttyisor@ncdot.gov>

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Hi Dawn,

We have several. I can't provide specifics, but the pay generally ranges anywhere from \$52,000 to \$60,000 for that role.

Thank you,

Tonya Meadows

Controller

Bob King Automotive

1630 Hutton St.

Winston-Salem, NC 27127

Phone (336) 724-2861

Fax (336) 607-7584





# Town of Rural Hall

## License Plate Agency

December 19, 2023

Town of Rural Hall;

I would first like to "Thank You" for taking the time to review the information I have prepared for you. I know that the LPA has been a new adventure for you all. On behalf of myself and the LPA staff, we appreciate the opportunity of sharing this adventure with you and the community.

With that being said, I would like to express a couple of concerns that I have regarding the LPA pay scale. We currently have a great staff and they are knowledgeable in the positions they have. There is a lot of time put into training and preparing someone to take on the role of an LPA Title Clerk. It is very discouraging to have a staff member to leave, once they have been given the basic knowledge of title processing, to take a position elsewhere for more money. I know this is an issue for not just LPA's, but several companies. Times are different and the cost of living has put a burden on most everyone.

I take great pride in how the LPA has grown and will continue to work towards building a great service for your community.

I would like for you all to review the information I have prepared and consider increasing the LPA pay scale. I feel strongly that it would enhance long term staffing which would continue to help the LPA advance. People like to see familiar faces. I feel it helps them feel confident that our office has the knowledge to assist them with their LPA needs.

Thank you for all you do.

Dawn Tysor

Town of Rural Hall LPA Supervisor

December 14, 2023

**Suggested Position Scale for LPA:**

**LPA Supervisor:** Please see attached Description of Work.

**Lead Title Clerk:** This is an earned Position. Please see attached Description of Work.

**Clerk III:** This position will require extensive training. Please see attached Description of Work.

**Clerk II:** This position will require minimal training. This individual should have knowledge of basic title and renewal processing. This individual should have a notary seal in good standing. Please see attached Description of Work.

**Clerk I:** This position does not require training for title or renewal processing. IRP and Instant title knowledge may be required. This individual must have a notary seal in good standing. Please see attached Description of Work.

## Town of Rural Hall



### Title Clerk III License Plate Agency

#### **General Description of Work**

This position, as a contractor for the NC Division of Motor Vehicles (DMV), is responsible for the issuance of NC license plates and title work. Work involves the examination of appropriate documents in issuing titles and tags. The employee is responsible for complying with all NC DMV title manual regulations as well as Town policy. This position requires an individual to be able to multitask and prioritize work with minimal supervision, requires strong organizational skills with good follow through and attention to detail.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; the employee is not subject to adverse environmental conditions. Must possess the visual acuity to determine the accuracy and thoroughness of work, observe general surroundings and activities; and perform research and reading. Should be proficient in Microsoft applications such as Word and Excel.

#### **Essential Functions of the Job**

- Issue NC license plates, stickers and process titles with no training;
- Notarize documents as prescribed by the NC Secretary of State;
- Examine documents to meet the requirements of the NC Division of Motor Vehicles with full understanding;
- Have understanding of IRP and Instant Title processing;
- Collect and be accountable for monies collected;
- Duties include other responsibilities as assigned, including responding to a declared emergency event.

#### **Knowledge, Skills, and Abilities**

General knowledge of standard office practices, procedures, and equipment; thorough knowledge of the operation of a cash drawer and ability to count money and to make change; ability to make mathematical calculations; ability to type and perform data entry

accurately; ability to meet the public effectively and in a courteous manner; ability to establish and maintain effective working relationships with employees and the general public; ability to follow oral and written instructions.

**Education and Experience**

High School graduate or GED equivalent

Knowledge of all Title and renewal processing

**Special Requirements**

Possession of a valid North Carolina's driver license in good standing and a NC commission as a Notary Public.

Pre-employment drug screen and background check

**Fair Labor Standards Act (FLSA) Status**

Non-Exempt

**Schedule**

This position is for full-time hours.

## Town of Rural Hall



### Title Clerk II License Plate Agency

#### **General Description of Work**

This position, as a contractor for the NC Division of Motor Vehicles (DMV), is responsible for the issuance of NC license plates and title work. Work involves the examination of appropriate documents in issuing titles and tags. The employee is responsible for complying with all NC DMV title manual regulations as well as Town policy. This position requires an individual to be able to multitask and prioritize work with minimal supervision, requires strong organizational skills with good follow through and attention to detail.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; the employee is not subject to adverse environmental conditions. Must possess the visual acuity to determine the accuracy and thoroughness of work, observe general surroundings and activities; and perform research and reading. Should be proficient in Microsoft applications such as Word and Excel.

#### **Essential Functions of the Job**

- Process and issue NC license plates and stickers for renewals;
- Notarize documents as prescribed by the NC Secretary of State;
- Examine and process title documents to meet the requirements of the NC Division of Motor Vehicles with minimal supervision;
- Have understanding of NC Division of Motor Vehicles computer system;
- Work towards processing at a quick pace while keeping accuracy;
- Collect and be accountable for monies collected;
- Duties include other responsibilities as assigned, including responding to a declared emergency event.

#### **Knowledge, Skills, and Abilities**

General knowledge of standard office practices, procedures, and equipment; thorough knowledge of the operation of a cash drawer and ability to count money and to make change; ability to make mathematical calculations; ability to type and perform data entry accurately; ability to meet the public effectively and in a courteous manner; ability to establish and maintain effective working relationships with employees and the general public; ability to follow oral and written instructions.

**Education and Experience**

High School graduate or GED equivalent  
Knowledge of title and renewing process

**Special Requirements**

Possession of a valid North Carolina's driver license in good standing and a NC commission as a Notary Public.

Pre-employment drug screen and background check

**Fair Labor Standards Act (FLSA) Status**

Non-Exempt

**Schedule**

This position is for full-time hours.

## Town of Rural Hall



### Title Clerk I License Plate Agency

#### **General Description of Work**

This position, as a contractor for the NC Division of Motor Vehicles (DMV), is responsible for the issuance of NC license plates and title work. Work involves the examination of appropriate documents in issuing titles and tags. The employee is responsible for complying with all NC DMV title manual regulations as well as Town policy. This position requires an individual to be able to multitask and prioritize work with minimal supervision, requires strong organizational skills with good follow through and attention to detail. This is a training period to include basic title training to advance to title processing.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; the employee is not subject to adverse environmental conditions. Must possess the visual acuity to determine the accuracy and thoroughness of work, observe general surroundings and activities; and perform research and reading. Should be proficient in Microsoft applications such as Word and Excel.

#### **Essential Functions of the Job**

- Process and issue NC license plates and stickers for renewals with training;
- Notarize documents as prescribed by the NC Secretary of State;
- Examine registration and insurance documents to meet the requirements of the NC Division of Motor Vehicles with supervision;
- Collect and be accountable for monies collected;
- Duties include other responsibilities as assigned, including responding to a declared emergency event.

#### **Knowledge, Skills, and Abilities**

General knowledge of standard office practices, procedures, and equipment; thorough knowledge of the operation of a cash drawer and ability to count money and to make change; ability to make mathematical calculations; ability to type and perform data entry accurately; ability to meet the public effectively and in a courteous manner; ability to establish and

maintain effective working relationships with employees and the general public; ability to follow oral and written instructions.

**Education and Experience**

High School graduate or GED equivalent

**Special Requirements**

Possession of a valid North Carolina's driver license in good standing and a NC commission as a Notary Public.

Pre-employment drug screen and background check

**Fair Labor Standards Act (FLSA) Status**

Non-Exempt

**Schedule**

This position is for full-time hours.



## **Attachment I**

**Subject:** FY 2025 Budget Presentation

**Action Requested:** Hear presentation of FY 2025 Budget Proposal Highlights. This will be the formal presentation of the Budget Proposal in advance of the June 10, 2024 Public Hearing.

**Attachments:** None

**Submitted By:** Homer T. Dearmin, Town Manager

### **Introduction and Background**

The proposed FY 2024-25 Annual Budget will be presented to the Town Council on Monday evening, May 13, 2024. Prior to that time, public copies of the proposed budget ordinance and all supporting documentation will be made available, and notification of the same will be duly advertised as outlined in North Carolina General Statutes.

Following this presentation, Council should thoroughly review the budget proposal in advance of the June 10, 2024 Public Hearing. Following that Public Hearing, the Council may adopt the budget for the ensuing year.

### **Recommendation:**

Entertain presentation of proposed FY 2024-25 Town of Rural Hall Annual Budget at May 13, 2024 Town Council meeting.

## Attachment J

**Subject:** Contracts for Fireworks Shows (June 1<sup>st</sup> and July 3<sup>rd</sup>)

**Action Requested:** Approve contracts for both shows

**Attachments:** Contracts - Munnerlyn Pyrotechnics

**Submitted By:** Alston H. Brown, Public Information Officer (PIO)

### **Introduction and Background**

The Town of Rural Hall has received the contracts from Munnerlyn Pyrotechnics for both the 50<sup>th</sup> Anniversary RuralFest show on Saturday, June 1<sup>st</sup> and the 4<sup>th</sup> of July Celebration on Wednesday, July 3<sup>rd</sup>. The rain dates for both shows are outlined in the contracts for Sunday, June 2<sup>nd</sup> and Friday, July 5<sup>th</sup>.

I explained to the Munnerlyn Pyrotechnics representative that these fireworks shows will be paid for out of two separate fiscal years. The June 1<sup>st</sup> show in the '23-'24 FY, and the July 3<sup>rd</sup> show in the '24-'25 FY. The company asks for 50% payment upfront, and the remaining 50% the day of the event. However, after explanation, the representative said it should not be a problem to delay the entire July 3<sup>rd</sup> event payment to July 1<sup>st</sup>, the first day of the '24-'25 FY.

### **Recommendation:**

Council approve the contracts for the 6/1 and 7/3 fireworks displays and approve rain dates.



## **Contract for Display of Fireworks**

This contract for the display of Fireworks by Munnerlyn Pyrotechnics, (herein "Display Operator") to be provided to the **Town of Rural Hall** on **06/01/2024**. The parties agree to the following:

### **Recitals**

WHEREAS the Display Operator is a for profit entity organized under the laws of the State of South Carolina; and,

WHEREAS Clients are **Town of Rural Hall**, organized under the laws of the **State of North Carolina** ; and,

WHEREAS Display Operator maintains its offices 924 Holder Rd. Batesburg, SC 29006; and,

WHEREAS the Display Operator desires to provide a display of **Fireworks** for Client to be held the day of **06/01/2024**.

### **Terms and Conditions**

#### **I. Definitions**

**FIREWORKS DISPLAY:** Shall mean an entertainment feature(s) where the public or a private group is admitted or permitted to view the display or discharge of either display fireworks, consumer fireworks, proximate or theatrical fireworks or any combination thereof.

**SET UP OF DISPLAY:** Shall mean the provision of all equipment necessary to perform the fireworks display based upon the type and number of fireworks to be used and if any choreography. Said equipment may, but not necessarily include, mortars, mortar racks, electric firing systems, any and all cabling for said system, lighting, trucks/vehicles and music. It specifically excludes sound systems unless agreed upon in Section II(2).

**TEAR DOWN OF DISPLAY:** Shall mean the removal of all equipment that was "Set Up", as defined above, by the Display Operator. This includes a search of the fall out area of any "dud" fireworks and the removal of said duds.

**CLEAN UP OF DISPLAY:** Shall mean the removal of paper, cardboard, debris and other fireworks refuse located in, on or about the discharged site. **It does NOT include any areas that were open, accessible or occupied by the public and/or spectators or the fallout area.**

**FIREWORKS DISPLAY SITE SECURITY:** Shall mean the areas that include the fireworks discharge location, the designated fallout area, separation distance, all as defined in this section.

**DISCHARGE SITE:** Shall mean the area immediately surrounding the fireworks mortars, multi-shot cakes or other firework items to be used in the fireworks display.

**FALLOUT AREA:** Shall mean the designated area in which debris is intended to fall after a firework device is fired.

**RAIN DATE:** Shall mean an agreed alternative date for the fireworks display to be conducted due to unsafe, as determined by Display Operator, weather conditions. Agreed on for 07/05/2024.

**SEPARATION DISTANCE:** Shall mean the distance from the fireworks mortars, multi-shot cakes or firework items to the spectator area.

**VENUE:** Shall mean the location, place, locale, or site of the display.

## **II. Fireworks; Fog; Cryo Display**

1) Display operator agrees to provide a **Firework** display as per the proposal submitted to the Client on the date of **07/03/2024**. or the rain date as the parties agree.

## **III. Display Operator Duties and Responsibilities:**

- 1) Maintain a certificate of insurance in the amount of \$5,000,000.00 for the display.
  - a) The Client shall be listed as an additional insured.
  - b) The fireworks display venue shall also be listed as an additional insured.
  - c) The insurance certificate shall be maintained by the Display Operator and will make it available to the Client upon request.
  - d) The certificate of insurance shall only be for any incident or liability caused by the Display Operator that is directly related to the set up, storage, discharge or clean up of the fireworks used in the fireworks display.
  
- 2) The Display Operator agrees to provide the following initialed services under this Contract:
  - set up of Firework Display /Cryo/Fog display;
  - tear down of Firework Display/Cryo/Fog display
  - choreography for fireworks display
  - clean up of fireworks display
  - clean up shall be completed by midnight for each shoot.
  - provision of security for fireworks display site for spectators
  - provision of audio/sound system
  - obtain fireworks display permit or other required government authorization to conduct the fireworks display

**If a specific service is not marked, it will not be provided by the Display Operator.**

3) Should the Display Operator wish to leave live material at the display site overnight or during setup, any required security to protect and preserve the fireworks and the area immediately surrounding the location where the fireworks display set up and all related costs for said security shall be the responsibility of the Display Operator.

4) It is understood and acceptable by both parties that the industry standard of no more than 2% of the total number of fireworks shells utilized in a display may not fire or be used in the display for whatever reason and those unused shells shall not reduce the contract price of the show.

**5) In the event of a rain delay or discontinuation of the show, the client will be responsible for any incurred costs.** If the show is canceled after contract execution the client agrees to pay the Display Operator 50% of contract amount if show is not rescheduled and shot by **12.31.2024**. No cost will be incurred if the show is delayed with a 96 hour notice and rescheduled for a future date. If canceled after 96 hours, but before the day of shoot, then the client will only incur any expenses incurred by the display operator for show preparation to include permit fees. If the show is delayed after setup then the client will have to pay \$25 per hour until the show can be shot the following day. If the show is delayed and ultimately not shot, the client is responsible for 50% of total show cost if not rescheduled or 30% if rescheduled.

#### **IV. Client Duties and Responsibilities:**

1) In consideration of the fully adhered to and completed above stated conditions, the **Client agrees to pay the Display Operator the sum of \$15,250.00 (\$15,000 Show Cost + \$250.00 Permit Fee ) for a display to be performed on, 06/01/2024.** upon completion of display unless otherwise mutually agreed in writing by the parties. **A deposit of \$7,750 shall be made upon execution of this contract. The rest shall be paid out on 06/01/2024. This cost may not include all permitting fees** , which will be included in the final invoice unless otherwise agreed upon. Permitting fee costs are subject to the jurisdiction of the event.

2) If the show is canceled the client agrees to pay the Display Operator 50% of show cost to cover costs associated with show design and preparation.

a. The balance shall be invoiced on or before the Fireworks Display date.

3) Failure of the Client to pay agreed upon fee within 30 days from date of invoice will subject the Client to payment of interest charges not to exceed 1.5% per month.

4) The Client agrees to provide the following initialed services as Display Operator is NOT providing these services:

clean up of fireworks display site (outside of discharge area)

provide fireworks display site security

provide audio/sound system

obtain fireworks display permit or other required government authorization to conduct the fireworks display

5) The Client agrees to indemnify, hold harmless and defend Display Operator from any and all claims brought against the Display Operator for any and all accidents, incidents or allegations not directly related to the Display Operator's agreed upon contractual duties and obligations.

#### **V. Cancellation of Fireworks Display**

If the show is canceled after contract execution the client agrees to pay the Display Operator 50% of contract amount if show is not rescheduled and shot by **12.31.2024**. If the show is delayed and ultimately not shot, the client is responsible for 50% of total show cost if not rescheduled or 30% if rescheduled.

**VI. Miscellaneous**

- 1) Parties agree that any litigation arising from this contract shall be brought in a court of competent jurisdiction within the State of South Carolina and that the laws of the State of **North Carolina** shall control any and all claims, disputes, litigation, and interpretation related to this contract.
  
- 2) At the conclusion of any litigation arising from this contract, the party found to be in breach of the contract shall be responsible to the other party for all costs (including but not limited to court costs, attorney fees, litigation expenses, witness fees/expenses, travel expenses and similar costs), prejudgment interest, post judgment interest, fees, expenses and all damages incurred by the other party.
  
- 3) Any amendments, changes, or modifications to the terms specified by this contract shall be reduced to writing and signed by the parties before said changes are binding upon the parties.

**Date** \_\_\_\_\_

For the Munnerlyn Pyrotechnics, Inc.:

For the Client:

\_\_\_\_\_

\_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## **Contract for Display of Fireworks**

This contract for the display of Fireworks by Munnerlyn Pyrotechnics, (herein "Display Operator") to be provided to the **Town of Rural Hall** on **07/03/2024**. The parties agree to the following:

### **Recitals**

WHEREAS the Display Operator is a for profit entity organized under the laws of the State of South Carolina; and,

WHEREAS Clients are **Town of Rural Hall**, organized under the laws of the **State of North Carolina** ; and,

WHEREAS Display Operator maintains its offices 924 Holder Rd. Batesburg, SC 29006; and,

WHEREAS the Display Operator desires to provide a display of **Fireworks** for Client to be held the day of **07/03/2024**.

### **Terms and Conditions**

#### **I. Definitions**

**FIREWORKS DISPLAY:** Shall mean an entertainment feature(s) where the public or a private group is admitted or permitted to view the display or discharge of either display fireworks, consumer fireworks, proximate or theatrical fireworks or any combination thereof.

**SET UP OF DISPLAY:** Shall mean the provision of all equipment necessary to perform the fireworks display based upon the type and number of fireworks to be used and if any choreography. Said equipment may, but not necessarily include, mortars, mortar racks, electric firing systems, any and all cabling for said system, lighting, trucks/vehicles and music. It specifically excludes sound systems unless agreed upon in Section II(2).

**TEAR DOWN OF DISPLAY:** Shall mean the removal of all equipment that was "Set Up", as defined above, by the Display Operator. This includes a search of the fall out area of any "dud" fireworks and the removal of said duds.

**CLEAN UP OF DISPLAY:** Shall mean the removal of paper, cardboard, debris and other fireworks refuse located in, on or about the discharged site. **It does NOT include any areas that were open, accessible or occupied by the public and/or spectators or the fallout area.**

**FIREWORKS DISPLAY SITE SECURITY:** Shall mean the areas that include the fireworks discharge location, the designated fallout area, separation distance, all as defined in this section.

**DISCHARGE SITE:** Shall mean the area immediately surrounding the fireworks mortars, multi-shot cakes or other firework items to be used in the fireworks display.

**FALLOUT AREA:** Shall mean the designated area in which debris is intended to fall after a firework device is fired.

**RAIN DATE:** Shall mean an agreed alternative date for the fireworks display to be conducted due to unsafe, as determined by Display Operator, weather conditions. Agreed on for 07/05/2024.

**SEPARATION DISTANCE:** Shall mean the distance from the fireworks mortars, multi-shot cakes or firework items to the spectator area.

**VENUE:** Shall mean the location, place, locale, or site of the display.

## **II. Fireworks; Fog; Cryo Display**

1) Display operator agrees to provide a **Firework** display as per the proposal submitted to the Client on the date of **07/03/2024**. or the rain date as the parties agree.

## **III. Display Operator Duties and Responsibilities:**

- 1) Maintain a certificate of insurance in the amount of \$5,000,000.00 for the display.
  - a) The Client shall be listed as an additional insured.
  - b) The fireworks display venue shall also be listed as an additional insured.
  - c) The insurance certificate shall be maintained by the Display Operator and will make it available to the Client upon request.
  - d) The certificate of insurance shall only be for any incident or liability caused by the Display Operator that is directly related to the set up, storage, discharge or clean up of the fireworks used in the fireworks display.
  
- 2) The Display Operator agrees to provide the following initialed services under this Contract:
  - set up of Firework Display /Cryo/Fog display;
  - tear down of Firework Display/Cryo/Fog display
  - choreography for fireworks display
  - clean up of fireworks display
  - clean up shall be completed by midnight for each shoot.
  - provision of security for fireworks display site for spectators
  - provision of audio/sound system
  - obtain fireworks display permit or other required government authorization to conduct the fireworks display

**If a specific service is not marked, it will not be provided by the Display Operator.**



3) Should the Display Operator wish to leave live material at the display site overnight or during setup, any required security to protect and preserve the fireworks and the area immediately surrounding the location where the fireworks display set up and all related costs for said security shall be the responsibility of the Display Operator.

4) It is understood and acceptable by both parties that the industry standard of no more than 2% of the total number of fireworks shells utilized in a display may not fire or be used in the display for whatever reason and those unused shells shall not reduce the contract price of the show.

5) **In the event of a rain delay or discontinuation of the show, the client will be responsible for any incurred costs.** If the show is canceled after contract execution the client agrees to pay the Display Operator 50% of contract amount if show is not rescheduled and shot by **12.31.2024**. No cost will be incurred if the show is delayed with a 96 hour notice and rescheduled for a future date. If canceled after 96 hours, but before the day of shoot, then the client will only incur any expenses incurred by the display operator for show preparation to include permit fees. If the show is delayed after setup then the client will have to pay \$25 per hour until the show can be shot the following day. If the show is delayed and ultimately not shot, the client is responsible for 50% of total show cost if not rescheduled or 30% if rescheduled.

#### **IV. Client Duties and Responsibilities:**

1) In consideration of the fully adhered to and completed above stated conditions, the **Client agrees to pay the Display Operator the sum of \$15,250.00 (\$15,000 Show Cost + \$250.00 Permit Fee ) for a display to be performed on, 07/03/2024.** upon completion of display unless otherwise mutually agreed in writing by the parties. **A deposit of \$15,250 shall be made upon July 1<sup>st</sup>, 2024 per the client's request. This cost may not include all permitting fees** , which will be included in the final invoice unless otherwise agreed upon. Permitting fee costs are subject to the jurisdiction of the event.

2) If the show is canceled the client agrees to pay the Display Operator 50% of show cost to cover costs associated with show design and preparation.

a. The balance shall be invoiced on or before the Fireworks Display date.

3) Failure of the Client to pay agreed upon fee within 30 days from date of invoice will subject the Client to payment of interest charges not to exceed 1.5% per month.

4) The Client agrees to provide the following initialed services as Display Operator is NOT providing these services:

clean up of fireworks display site (outside of discharge area)

provide fireworks display site security

provide audio/sound system

obtain fireworks display permit or other required government authorization to conduct the fireworks display

5) The Client agrees to indemnify, hold harmless and defend Display Operator from any and all claims brought against the Display Operator for any and all accidents, incidents or allegations not directly related to the Display Operator's agreed upon contractual duties and obligations.

#### **V. Cancellation of Fireworks Display**

If the show is canceled after contract execution the client agrees to pay the Display Operator 50% of contract amount if show is not rescheduled and shot by **12.31.2024**. If the show is delayed and ultimately not shot, the client is responsible for 50% of total show cost if not rescheduled or 30% if rescheduled.

**VI. Miscellaneous**

1) Parties agree that any litigation arising from this contract shall be brought in a court of competent jurisdiction within the State of South Carolina and that the laws of the State of **North Carolina** shall control any and all claims, disputes, litigation, and interpretation related to this contract.

2) At the conclusion of any litigation arising from this contract, the party found to be in breach of the contract shall be responsible to the other party for all costs (including but not limited to court costs, attorney fees, litigation expenses, witness fees/expenses, travel expenses and similar costs), prejudgment interest, post judgment interest, fees, expenses and all damages incurred by the other party.

3) Any amendments, changes, or modifications to the terms specified by this contract shall be reduced to writing and signed by the parties before said changes are binding upon the parties.

**Date** \_\_\_\_\_

For the Munnerlyn Pyrotechnics, Inc.:

For the Client:

\_\_\_\_\_

\_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

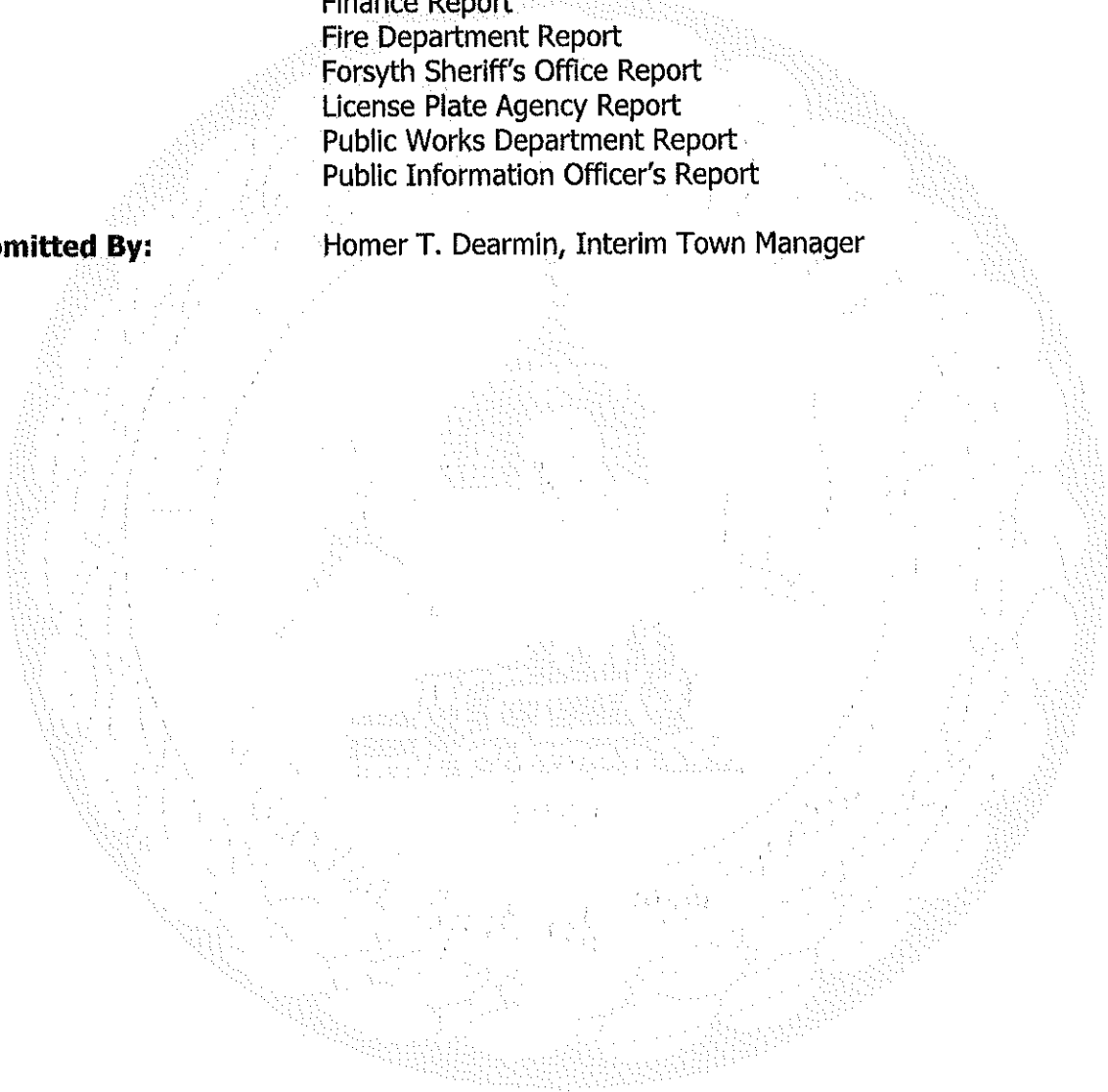
**Attachment K**

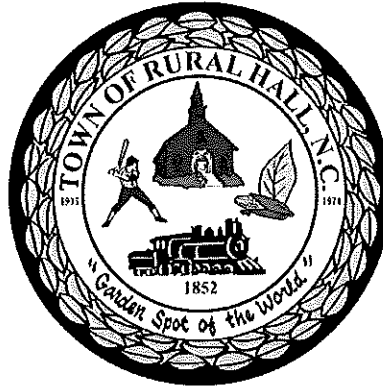
**Subject:** Department Reports

**Action Requested:** None

**Attachments:** Town Manager's Report  
Finance Report  
Fire Department Report  
Forsyth Sheriff's Office Report  
License Plate Agency Report  
Public Works Department Report  
Public Information Officer's Report

**Submitted By:** Homer T. Dearmin, Interim Town Manager





## Town Manager's Report

- **FY 2024-25 Budget**
  - I have been finalizing the FY 2024-2025 Budget Proposal, along with the budget presentation and supporting documentation. Over the last month, I have met with Department Heads, Mayor Bennett, and each Council Member to discuss ideas for the upcoming budget, and I am grateful for the feedback from everyone. I am especially grateful for the assistance of Lynette Hendrick, Donna Watson, and Alston Brown, who reviewed drafts, suggested edits, and assisted with the compilation of budget notebooks.
  
- **LGC Application**
  - I am finalizing the Town's Application for Approval of Installment Purchase or Lease Contract. RFP responses from Banks are due on May 10, and the subsequent LGC Application will be due by June 4 in order to get on the LGC's agenda for July 9. All other requirements have been completed, including our audit submission and FPIC response.
  
- **The Spyglass Group, LLC**
  - On April 16, Town staff and I met with representatives of Spyglass to discuss the results of our technology contract and expense audit. No savings were identified, and a copy of the Spyglass report is attached. This was a good process to ensure that we are not overpaying for any of our phone, internet, or technology contracts.
  
- **OSBM Agreement and Fire Department Funding**
  - The Town's funding for Fire Department Construction in the amount of \$3.8 million was received in early April. A new account with the North Carolina Capital Management Trust Fund was established in order to garner the maximum amount of interest on these funds, which will also be directed to the fire department construction project.

- **Alleyway Plat Recorded**
  - The alleyway closure resolution and plat adopted at the April 8, 2024 Town Council meeting was signed by all parties, and was recorded with the Forsyth County Register of Deeds on Monday, May 6, 2024.
  
- **NCLM CityVision Conference**
  - I attended the North Carolina League of Municipalities' CityVision Conference in Winston-Salem April 23-25, along with Mayor Bennett, Councilman Lane, and Town Clerk Lynette Hendrick. Training sessions attended included the HR 101 block, a session on First Amendment auditors, and local government budgeting best practices. IT was great to have the conference nearby, and to have some of our elected officials participate! This is a great continuing education opportunity hosted by the League each year.
  
- **Parks and Recreation Trust Fund Grant Application**
  - All items were finalized and submitted for our PARTF grant application by the May 1 application deadline. Thank you to Alston Brown and Brian Starkey and Alice Briggs with WithersRavenel for their work on this. Now, we will wait to hear if we are awarded a grant, which will be announced in the early Fall.
  
- Attended Rural Hall Senior Citizens Club meeting on April 2
- Attended Rural Hall Area Business Association meeting on April 16
- Attended RuralFest Planning meeting on April 22
- Attended Rural Hall Garden Club meeting on April 22
- Attended NCLM CityVision Conference April 23-25
- Attended Local Government Employees Retirement System (LGERS) Board meeting April 25
- Attended ribbon cutting ceremony at Piedmont Plants Nursery on April 26
- Worked on budget proposal, presentation, and related documents
- Worked with staff to prepare Town Council agenda items and agenda package
- Met with Mayor and Council members at various times

**Upcoming Events/Meetings:**

- May 7 – Rural Hall Senior Citizens Meeting
- May 13 – Town Council Meeting
- May 14 – RHABA Meeting
- May 15 – Vacation Day
- May 31-June 2 – Rural Fest

## Town Manager

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**From:** Phil Ferber <pferber@spyglass.net>  
**Sent:** Tuesday, April 16, 2024 1:49 PM  
**To:** Town Manager; Lynette Hendrick  
**Cc:** Jolie Jessup  
**Subject:** SpyGlass Kickoff Recap - Town Of Rural Hall, NC  
**Attachments:** SpyGlass Kickoff - Town of Rural Hall, NC.pdf

**CAUTION: This email originated from outside of the Town of Rural Hall's system. Maintain caution when opening external links/attachments**

Homer & Lynette -

Thanks again for taking the time to meet with us today. Attached is a copy of presentation materials we reviewed and below are some notes/action items generated from our call:

### Town Of Rural Hall, NC Notes & Action Items

- **Current Services** - clean bill of health relating to the voice, internet and cloud services - all services are accounted for, priced competitively and we aren't seeing any billing issues, so kudos to you and your team for maintaining a clean cost center!
- **Future Technology Needs** - if any of your current providers start falling short of expectations, we can assist with generating options to replace current services, vet new equipment, etc. - given our 20+ industry experience, we deliver a lot of value and clarity relating to any technology procurement efforts on behalf of our clients
- **Energy Analyses/Renewable Energy** - as mentioned, we would be happy to complete any energy related analysis based on future energy needs; we assist clients moving to renewable energy resources and evaluating EV charging solutions, so certainly use as a resource if any future projects arise

Please let us know if there is anything we can assist with and don't hesitate to use us as a resource in the future.

Thanks!

Phil Ferber | Senior Director, ePro+

**The SpyGlass Group, LLC**  
25777 Detroit Rd Ste 400 | Westlake, OH 44145  
**Office: 440.471.8745 | Cell: 440.371.1557**  
[www.SpyGlass.net](http://www.SpyGlass.net)

Challenging the Technology Cost  
Status Quo

**SpyGlass**

# SpyGlass

## Town Of Rural Hall, NC - SpyGlass Kickoff

Challenging the Technology Cost Status Quo



**Phil Ferber, Senior Director**

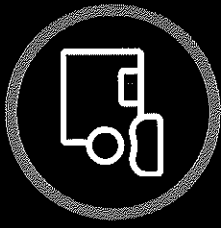
(440) 371-1557, [pferber@spyglass.net](mailto:pferber@spyglass.net)

# Agenda

# SpyGlass



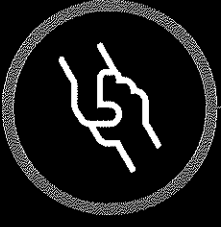
Initial Material  
Review



Initial Findings



Additional  
Opportunities

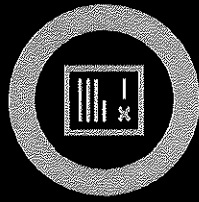


Next Steps



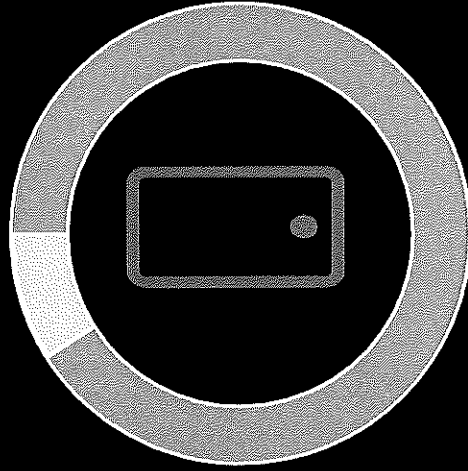
# SpyGlass

## Initial Material Review



### Total Monthly Spend Submitted

• \$2,137.36/month



■ Spectrum ■ Verizon Wireless

### Local/Data

• Spectrum: 5 accounts; \$1,953.77/month

### Wireless

• Verizon Wireless: 1 account; \$183.59/month

### Miscellaneous/Cloud

• Ricoh: \$192.29/month

• VC3: \$2,537.04/month

# Initial Findings Review

## Service Elimination

- Flagging (1) Unused Device with Verizon Wireless
- 336-399-9754 (Donnie White)

## Cost Reduction

- All current prices are in line with our industry benchmarks per service type

## Recovery

- Confirmed taxes and tariffs are billing correctly on all the remaining accounts



Sep 2 - Oct 1, 2017

**Bill At A Glance**

Previous Bill	1,257.54
Payments	00
Adjustments	300.26
Post Due - Prior Pay Introductory	15,000.00
Current Charges	2,718.33
<b>TOTAL AMOUNT DUE</b>	<b>\$25,392.20</b>
Current Charges Due in Full By	08/25/2017

**Billing Summary**

012000 - KCL000/04/101	9,712.04
Plan 144 - 4GB - 12.99	1,257.54
Regular Service	1,377.89
<b>Total of Current Charges</b>	<b>2,718.33</b>

**Detail of Payments**

Plan 144 - 4GB - 12.99	1,257.54
Regular Service	1,377.89
<b>Total</b>	<b>2,635.43</b>

**Plans and Services**

Plan 144 - 4GB - 12.99	1,257.54
Regular Service	1,377.89
<b>Total</b>	<b>2,635.43</b>

The screenshot displays the SpyGlass web application interface. At the top, there is a navigation bar with the 'at&t' logo and the 'SpyGlass' brand name. The main content area is divided into several sections:

- Inventories:** A table listing various items with columns for 'Item Name', 'Qty', 'Unit Price', 'Total Price', 'Status', and 'Location'. The table contains multiple rows of data.
- Summary:** A section providing a high-level overview of the data, including 'Summary', 'Summary', and 'Summary'.
- Health Check 1:** A section displaying a grid of data, likely representing a health check or status report.
- Unused / Excessive Lines:** A section displaying a grid of data, likely representing unused or excessive lines.

## Additional Opportunities

# SpyGlass

### Account Vulnerabilities

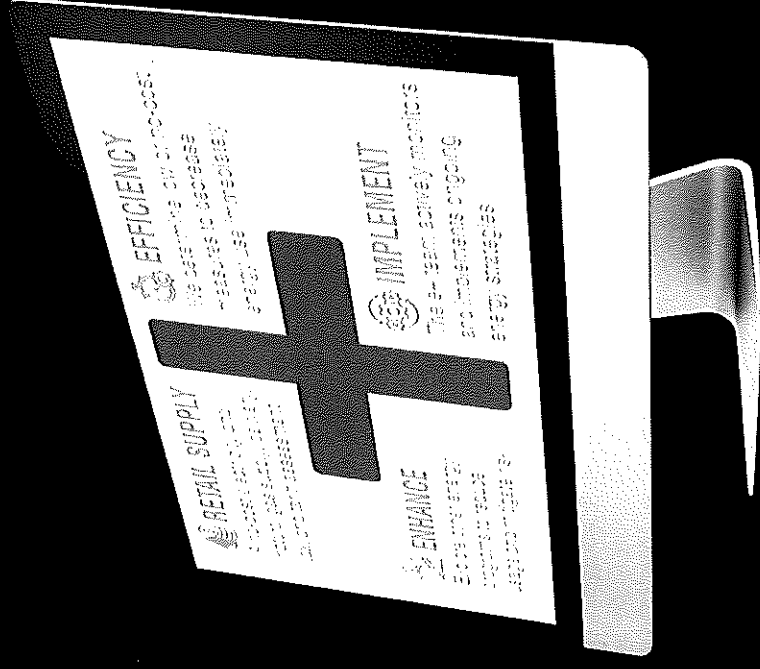
- Technology Upgrades – Service type, analog exit strategy, equipment, equipment recycle/resale
- We have Subject Matter Experts that can help clients navigate network upgrades, service swaps, vendor selection, etc. to ensure most competitive pricing while assisting carriers with expediting orders

# Additional Opportunities

## SpyGlass ePro+ Energy Management

- Comprehensive Energy Management Service
- Not a contingency based fee structure
- Confirm tax and tariff are billing correctly (All markets)
- Energy Efficiency assessments:
  - LED Lighting Analyses
  - EV Charging Solutions
  - Solar/Green Initiative Projects
- Green-e – Energy Certified Renewable Energy

# SpyGlass



# SpyGlass

## Additional Opportunities

### SpyGlass ePro+ Process

- Deregulated Energy States:
  - Evaluate current contracts
  - Develop hedging strategies to beat Utility Price to Compare
  - Active Management
- Regulated Energy States:
  - LED Efficiency Analyses
  - EV Charging solutions
  - Solar & Green Initiative Analysis

#### ASSESS

1

Gather energy invoices, contracts, and site data for ePro+ analysis

#### BID

3

Draft and obtain bids from qualified suppliers

#### ENHANCE

4

Review and execute procurement strategies if detailed

#### MONITOR

5

Ongoing resource to track costs, avoid surprises, and implement strategies via active management

#### EVALUATE

#### COLLABORATE

Look at measures to reduce usage and design other energy programs

#### MONITOR

## Next Steps

- Recap email addressing any actionable telecom savings recommendations
- Establish next touch points
  - Invoice gathering and submission (if we're missing invoices or if we're vetting energy costs)
  - Recommendation meeting

# SpyGlass

# SpyGlass

**Town Of Rural Hall, NC - SpyGlass Kickoff**

Challenging the Technology Cost Status Quo



**Phil Ferber, Senior Director**

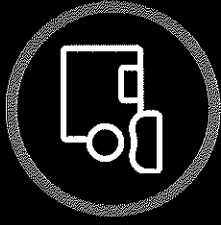
(440) 371-1557, [pferber@spyglass.net](mailto:pferber@spyglass.net)

# Agenda

# SpyGlass



Initial Material  
Review



Initial Findings



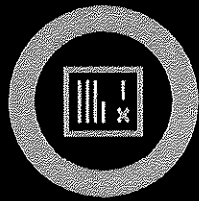
Additional  
Opportunities



Next Steps

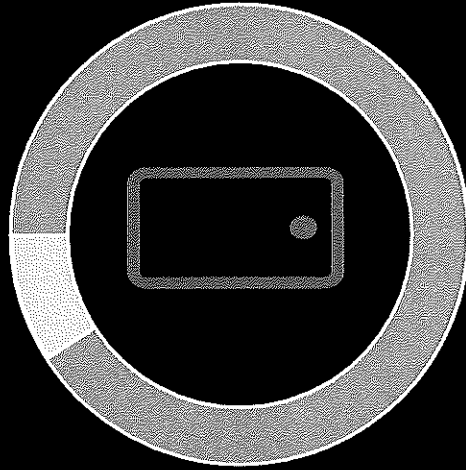


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# SpyGlass

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# SpyGlass

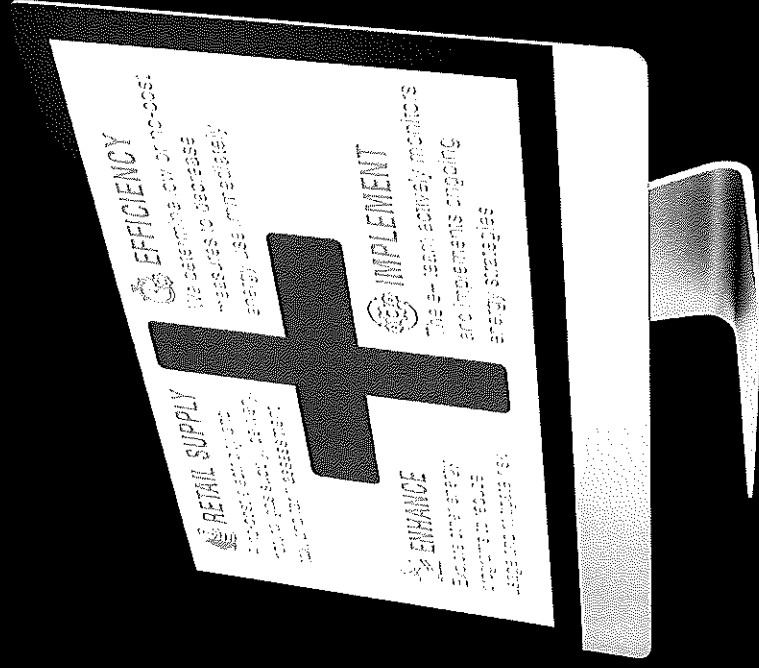
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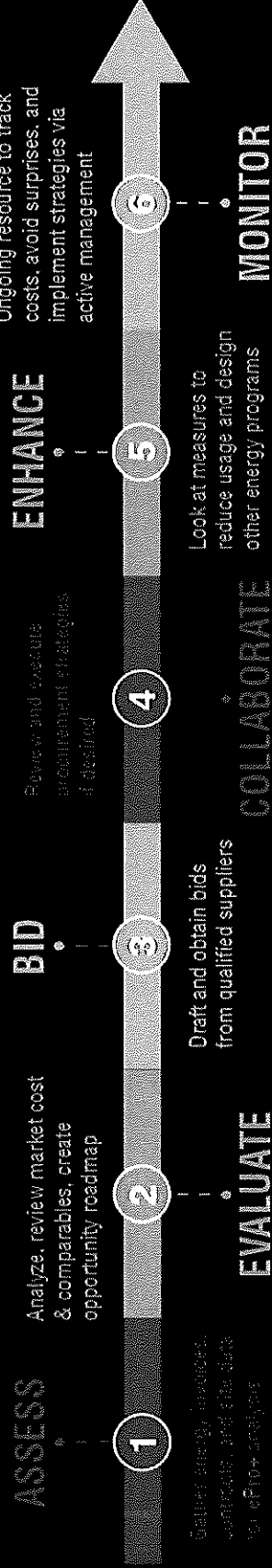


# SpyGlass

## Additional Opportunities

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  - Evaluate current contracts
  - Develop hedging strategies to beat Utility Price to Compare
  - Active Management
- Regulated Energy States:
  - LED Efficiency Analyses
  - EV Charging solutions
  - Solar & Green Initiative Analysis



**TOWN OF RURAL HALL FINANCIAL ACCOUNT BALANCES FOR MONTH ENDING 03/31/24**

First National Bank CD	\$101,817.34
First Citizens CD	\$30,000.00
First Citizens – Town Checking	\$1,309,437.11
First Citizens - Fire Dept. Checking	\$180,703.63
First Citizens – Town Money Market	\$54,120.16
First Citizens – Fire Money Market	\$20,066.18
First Citizens – Powell Bill	\$26,362.09
First Citizens – Cemetery	\$1,599.09
NC Capital Management Trust	\$3,312,834.53
NC CMT-Powell Bill	\$334,737.09
NC CMT- Fire	\$457,678.65
NC CMT – Cemetery	\$91,535.73
<b>TOTAL – ALL ACCOUNTS</b>	<b>\$5,920,891.60</b>
<b>TOTAL – Previous Month</b>	<b>\$5,950,824.63</b>
<b>Gain/(Loss)</b>	<b>(\$29,933.03)</b>

**\*Difference is coming from the beginning balance of Feb and the ending balance for March:**

**FD checking was \$60,397.94 less than Feb. 2024**

**FD IMMUDA was \$7.45 less than Feb.2024**

**Cemetery was \$9.79 less than Feb**

Town of Rural Hall  
Statement of Revenue and Expenditures - Standard

05/03/2024  
04:06 PM

Revenue Account Range: First to ZZ-ZZZZ-ZZZZ

Expend Account Range: First to ZZ-ZZZZ-ZZZZ

Print Zero YTD Activity: No

Include Non-Anticipated: Yes

Include Non-Budget: No

Year To Date As Of: 05/03/24

Current Period: 03/01/24 to 03/31/24

Prior Year: 03/01/23 to 03/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-2990-0010	Appropriated Fund Balance	0.00	290,269.00	0.00	0.00	290,269.00 -	0
10-3010-1021	Ad Valorem Tax - Current Year	10,993.95	1,456,500.00	0.00	1,498,320.34	41,820.34	103
10-3010-1022	Ad Valorem Tax - Prior Years	0.00	4,000.00	0.00	5,190.04 -	9,190.04 -	130 -
10-3120-0000	Refunds on Taxes	0.00	0.00	0.00	169.75	169.75	0
10-3120-0500	NC Vehicle Tax Payments	10,779.38	109,900.00	0.00	79,735.76	30,164.24 -	73
10-3120-0600	Late Fees - General	0.00	100.00	0.00	0.00	100.00 -	0
10-3170-0000	Tax Penalty & Interest	356.82	2,500.00	0.00	1,440.00 -	3,940.00 -	58 -
10-3290-0000	Interest on Investments	0.00	32,000.00	13,212.56	87,723.19	55,723.19	274
10-3350-0000	Miscellaneous Revenue	130.00	1,000.00	1,130.00	16,748.48	15,748.48	***
10-3350-0300	Rural Hall Apparel	0.00	300.00	0.00	0.00	300.00 -	0
10-3350-8900	Nuisance Abatements	0.00	1,000.00	0.00	500.00	500.00 -	50
10-3370-0000	Franchise Utility Tax - Electric	0.00	190,000.00	0.00	101,882.51	88,117.49 -	54
10-3370-0100	Franchise Utility Tax -Piped Natural Gas	0.00	15,300.00	0.00	3,936.34	11,363.66 -	26
10-3370-0200	Franchise Utility Tax -Telecommunication	0.00	8,500.00	0.00	3,166.62	5,333.38 -	37
10-3370-0300	Franchise Utility Tax -Video Programming	0.00	20,000.00	0.00	9,233.48	10,766.52 -	46
10-3410-0000	Beer & Wine Tax	0.00	13,000.00	0.00	0.00	13,000.00 -	0
10-3430-0000	Powell Bill	0.00	98,000.00	0.00	108,798.60	10,798.60	111
10-3450-0000	Local Option Sales Tax	50,793.95	465,000.00	0.00	353,782.73	111,217.27 -	76
10-3451-0000	City Hold Harmless	10,818.31	96,000.00	0.00	79,687.56	16,312.44 -	83
10-3454-0000	Parking Fees	29.57	2,500.00	0.00	775.00	1,725.00 -	31
10-3472-0000	Solid Waste Disposal Tax	761.02	2,500.00	0.00	1,372.25	1,127.75 -	55
10-3650-0100	Park - Softball Field	390.00	7,000.00	1,540.00	5,494.00	1,506.00 -	78
10-3650-0200	Park - Miscellaneous	57.50	100.00	0.00	0.00	100.00 -	0
10-3650-0300	Park - Picnic Shelter	900.00	2,500.00	550.00	2,400.00	100.00 -	96
10-3670-0100	Gas Tax Refunds	80.19	200.00	0.00	88.70	111.30 -	44

Town of Rural Hall  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3670-0300	Occupancy Tax	3,362.20	48,000.00	3,012.80	30,758.21	17,241.79 -	64
10-3690-0000	Sale - Yard Waste Carts	0.00	140.00	0.00	0.00	140.00 -	0
10-3700-0200	Donations - Town	50.00	200.00	0.00	0.00	200.00 -	0
10-3750-0000	LPA Revenue	16,853.54	185,000.00	21,700.73	182,489.54	2,510.46 -	99
10-3750-0100	LPA - Notary fees	9,143.00	53,000.00	9,417.00	81,629.00	28,629.00	154
10-3750-0200	LPA Lease Payments	0.00	400.00	0.00	1,106.00	706.00	276
10-3750-0300	Items for Resale	523.75	3,900.00	687.43	6,779.21	2,879.21	174
10-3750-0500	LPA Wildlife Fees	0.00	0.00	273.00	273.00	273.00	0
10-3830-0000	Sale of Fixed Assets	0.00	500.00	0.00	10,050.00	9,550.00	***
10-3951-0000	Lease Payments	300.00	3,600.00	300.00	3,300.00	300.00 -	92
	<b>General Fund Revenue Totals</b>	<b>116,323.18</b>	<b>3,112,909.00</b>	<b>51,823.52</b>	<b>2,663,570.23</b>	<b>449,338.77 -</b>	<b>85</b>
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-4100-0000	General Government	0.00	0.00	0.00	0.00	0.00	0
10-4100-0100	Fees - Elected Officials	1,924.00	25,200.00	1,662.50	19,313.21	5,886.79	77
10-4100-0200	SALARIES-REGULAR	21,091.38	319,000.00	15,480.35	183,467.61	135,532.39	58
10-4100-0201	Salaries - Longevity	0.00	1,000.00	0.00	0.00	1,000.00	0
10-4100-0202	Salaries - Overtime	0.00	300.00	0.00	0.00	300.00	0
10-4100-0300	Salaries - Part Time	1,128.00	33,000.00	3,515.92	36,506.46	3,506.46 -	111
10-4100-0400	Professional Services	1,800.00	21,600.00	0.00	20,550.00	1,050.00	95
10-4100-0401	Legal Fees	42,156.56	35,000.00	1,200.00	25,108.72	9,891.28	72
10-4100-0402	Audit Fees	0.00	11,250.00	0.00	11,250.00	0.00	100
10-4100-0500	FICA EXPENSE	1,839.35	29,000.00	1,576.57	18,254.00	10,746.00	63
10-4100-0600	Group Insurance	1,851.28	32,000.00	1,356.08	14,167.84	17,832.16	44
10-4100-0601	1% Unemployment	0.00	1,900.00	0.00	0.00	1,900.00	0
10-4100-0700	Retirement Expense	2,196.30	41,400.00	1,946.14	18,931.51	22,468.49	46
10-4100-0701	401K Retirement Match	542.74	16,000.00	754.92	7,311.64	8,688.36	46
10-4100-1100	Telephones & Postage	406.13	8,300.00	152.43	5,478.13	2,821.87	66



Town of Rurai Hall  
Statement of Revenue and Expenditures

05/03/2024  
04:06 Pm

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4100-1101	Internet & Web Page	515.00	8,000.00	561.42	5,195.36	2,804.64	65
10-4100-1300	Utilities	741.25	10,575.00	987.35	12,425.54	1,850.54 -	118
10-4100-1400	Travel Expense	798.60	5,000.00	1,817.95	6,844.79	1,844.79 -	137
10-4100-1401	Conference,School - Mayor	0.00	800.00	0.00	1,063.58	263.58 -	133
10-4100-1402	Conference,School - Council	0.00	2,500.00	0.00	2,058.70	441.30	82
10-4100-1403	Conference,School - Manager	0.00	4,900.00	350.00	3,783.58	1,116.42	77
10-4100-1404	Conference,School - Clerk	300.00	7,000.00	20.00	6,109.13	890.87	87
10-4100-1406	Conference,Workshop - Attorney	0.00	500.00	0.00	0.00	500.00	0
10-4100-1407	Conference,School - Finance Dir	1,450.00	1,500.00	0.00	1,657.89	157.89 -	111
10-4100-1500	Maintenance - Buildings	1,928.96	11,000.00	286.99	7,736.83	3,263.17	70
10-4100-1700	Maintenance - Vehicle	0.00	500.00	0.00	133.33	366.67	27
10-4100-2600	Advertising	617.54	2,600.00	883.18	1,743.73	856.27	67
10-4100-2601	Special Events - Parade, Etc.	591.95	22,500.00	125.00	18,544.49	3,955.51	82
10-4100-2602	Town Anniv. - Celebrations	0.00	5,000.00	900.00	13,062.45	8,062.45 -	261
10-4100-2700	Newsletter	275.00	5,000.00	809.93	6,124.45	1,124.45 -	122
10-4100-3100	Fuel - Gas & Diesel	0.00	0.00	45.70	311.41	311.41 -	0
10-4100-3200	Office Supplies	15.97	4,000.00	113.91	3,542.05	457.95	89
10-4100-3300	Departmental Supplies	105.96	5,750.00	1,989.74 -	1,079.05	4,670.95	19
10-4100-3400	Food & Refreshments	0.00	6,000.00	79.25	2,335.07	3,664.93	39
10-4100-4500	Contracted Services	1,656.09	70,000.00	1,960.10	68,000.39	1,999.61	97
10-4100-5300	Dues & Subscriptions	31.97	7,500.00	14.99	7,043.31	456.69	94
10-4100-5400	Insurance & Bonds	0.00	40,000.00	426.70	46,706.23	6,706.23 -	117
10-4100-5700	Miscellaneous	47.12	8,400.00	2,734.80	16,653.61	8,253.61 -	198
10-4100-5701	Friends of the RH Library	0.00	2,000.00	0.00	2,000.00	0.00	100
10-4100-5702	RH Lifespan Center (4-H)	0.00	1,500.00	0.00	1,500.00	0.00	100
10-4100-5706	RH Historic Depot	0.00	1,500.00	0.00	1,500.00	0.00	100
10-4100-5707	RH Little League	0.00	1,500.00	0.00	1,500.00	0.00	100
10-4100-7200	Capital Outlay - Buildings	758.00	50,000.00	381.61	59,035.63	9,035.63 -	118

Town of Rural Hall  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
4100 General Government		84,769.15	860,475.00	38,154.05	658,029.72	202,445.28	76
10-4300-0400	Reimburse Forsyth Bd. of Elect.	0.00	4,100.00	0.00	0.00	4,100.00	0
10-4500-0000	License Plate Agency	0.00	0.00	0.00	0.00	0.00	0
10-4500-0200	Salaries - Regular	11,400.01	198,000.00	16,089.59	170,052.68	27,947.32	86
10-4500-0201	Salaries - Longevity	0.00	2,600.00	0.00	0.00	2,600.00	0
10-4500-0203	Salaries - Comp Time	0.00	500.00	0.00	0.00	500.00	0
10-4500-0300	Salaries - Part Time	1,797.75	3,000.00	0.00	2,641.35	358.65	88
10-4500-0401	Legal Fees	0.00	500.00	0.00	0.00	500.00	0
10-4500-0500	FICA Expense	998.13	15,500.00	1,218.52	13,085.60	2,414.40	84
10-4500-0600	Group Insurance	2,503.84	26,000.00	3,610.70	31,292.26	5,292.26	120
10-4500-0601	1% Unemployment	0.00	500.00	0.00	0.00	500.00	0
10-4500-0700	Retirement Expense	1,383.96	25,750.00	2,073.94	21,919.72	3,830.28	85
10-4500-0701	401k Retirement Match	0.00	10,100.00	804.49	8,557.26	1,542.74	85
10-4500-1100	Telephones & Postage	0.00	1,800.00	0.00	512.95	1,287.05	28
10-4500-1101	Internet & Webpage	0.00	2,500.00	0.00	1,312.88	1,187.12	53
10-4500-1300	Utilities	262.19	4,000.00	396.57	4,801.75	801.75	120
10-4500-1400	Travel Expense	203.37	3,600.00	242.56	2,479.89	1,120.11	69
10-4500-1500	Maintenance - Buildings	0.00	136,000.00	58.36	131,135.94	4,864.06	96
10-4500-2600	Advertising	0.00	200.00	0.00	0.00	200.00	0
10-4500-3200	Office Supplies	0.00	2,500.00	594.73	1,307.92	1,192.08	52
10-4500-3300	Departmental Supplies	204.32	2,000.00	64.70	1,790.20	209.80	90
10-4500-4500	Contracted Services	1,337.50	7,900.00	1,038.80	8,042.68	142.68	102
10-4500-5300	Dues & Subscriptions	0.00	150.00	0.00	53.00	97.00	35
10-4500-5700	Miscellaneous	0.00	100.00	0.00	244.90	144.90	245
4500 License Plate Agency		20,091.07	443,200.00	26,192.96	399,230.98	43,969.02	90

Town of Rural Hall  
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5100-0000	Community Policing	0.00	0.00	0.00	0.00	0.00	0
10-5100-3100	Automotive Supplies	496.48	0.00	514.13	10,971.09	10,971.09	0
10-5100-3300	Departmental Supplies	0.00	200.00	0.00	0.00	200.00	0
10-5100-4500	Contracted Services	0.00	329,750.00	0.00	255,409.28	74,340.72	77
10-5100-4501	Car Replacement	0.00	0.00	0.00	14,302.50	14,302.50	0
	<b>5100 Community Policing</b>	<b>496.48</b>	<b>329,950.00</b>	<b>514.13</b>	<b>280,682.87</b>	<b>49,267.13</b>	<b>85</b>
10-5500-0000	Public Works	0.00	0.00	0.00	0.00	0.00	0
10-5500-0200	Salaries - Regular	15,660.24	215,400.00	15,233.26	180,316.54	35,083.46	84
10-5500-0201	Salaries - Longevity	0.00	5,500.00	0.00	0.00	5,500.00	0
10-5500-0202	Salaries - Overtime	250.22	4,000.00	170.82	3,925.36	74.64	98
10-5500-0300	Salaries - Part Time	0.00	1,500.00	0.00	0.00	1,500.00	0
10-5500-0403	Engineer/Architect Fees	0.00	5,000.00	0.00	0.00	5,000.00	0
10-5500-0500	FICA Expense	1,208.97	17,500.00	1,165.16	14,000.56	3,499.44	80
10-5500-0600	Group Insurance	2,436.24	34,000.00	2,905.16	24,467.48	9,532.52	72
10-5500-0601	1% Unemployment	0.00	500.00	0.00	0.00	500.00	0
10-5500-0603	Retiree Insurance	0.00	0.00	29.00	1,132.10	1,132.10	0
10-5500-0700	Retirement Expense	1,931.53	29,400.00	1,985.59	23,748.71	5,651.29	81
10-5500-0701	401K Retirement Match	388.80	11,800.00	770.20	8,915.35	2,884.65	76
10-5500-1100	Telephones & Postage	98.78	1,500.00	0.00	293.36	1,206.64	20
10-5500-1101	Internet & Web Page	5.00	1,200.00	194.20	1,648.17	448.17	137
10-5500-1300	Utilities	3,936.66	48,000.00	5,133.19	40,700.67	7,299.33	85
10-5500-1400	Training/Travel	390.00	2,500.00	0.00	100.00	2,400.00	4
10-5500-1500	Maintenance - Buildings	270.23	8,000.00	37.90	433.47	7,566.53	5
10-5500-1600	Maintenance - Equipment	0.00	9,000.00	36.90	4,549.58	4,450.42	51
10-5500-1700	Maintenance - Trucks	25.58	8,000.00	34.29	3,803.64	4,196.36	48
10-5500-1800	Maintenance - Streets	1,599.99	8,000.00	0.00	857.79	7,142.21	11
10-5500-1900	Maintenance - Misc Town	0.00	5,000.00	41.93	638.53	4,361.47	13

Town of Rural Hill  
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-5500-3100	Fuel - Gas & Diesel	894.37	16,000.00	569.67	11,907.52	4,092.48	74
10-5500-3300	Departmental Supplies	0.00	4,000.00	125.50	1,673.72	2,326.28	42
10-5500-3600	Uniforms	0.00	2,000.00	0.00	2,126.64	126.64 -	106
10-5500-4400	Landfill Fees	291.24	6,000.00	0.00	3,387.60	2,612.40	56
10-5500-4500	Contracted Services	797.10	7,900.00	560.85	4,686.35	3,213.65	59
10-5500-4501	Grind/Mulch Brush & Limbs	0.00	16,000.00	0.00	14,500.00	1,500.00	91
10-5500-4502	Garbage/Recycling	14,601.07	220,000.00	17,668.46	159,181.81	60,818.19	72
10-5500-4800	Purchase for Resale	0.00	3,000.00	0.00	2,068.65	931.35	69
10-5500-5700	Miscellaneous	0.00	2,000.00	0.00	88.73	1,911.27	4
10-5500-5701	Flag Program	0.00	200.00	0.00	209.98	9.98 -	105
10-5500-6000	Employee Service Awards	0.00	225.00	0.00	262.90	37.90 -	117
10-5500-7201	Capital Outlay - Decorations	66.48	17,000.00	0.00	358.37	16,641.63	2
10-5500-7203	Capital Outlay - Beautification	860.85	18,000.00	2,393.81	4,549.86	13,450.14	25
10-5500-7400	Capital Outlay - Equipment	141,006.00	47,000.00	264.47	106,123.13	59,123.13 -	226
	<b>5500 Public Works</b>	<b>186,668.19</b>	<b>775,125.00</b>	<b>49,320.36</b>	<b>620,656.57</b>	<b>154,468.43</b>	<b>80</b>
10-5700-0000	Powell Bill	0.00	0.00	0.00	0.00	0.00	0
10-5700-0400	Professional Services	0.00	2,000.00	0.00	3,340.00	1,340.00 -	167
10-5700-1800	Maintenance - Streets	13,814.99	94,000.00	0.00	19,581.88	74,418.12	21
10-5700-3100	Automotive Supplies	0.00	1,800.00	0.00	0.00	1,800.00	0
10-5700-3300	Departmental Supplies	0.00	200.00	0.00	0.00	200.00	0
10-5700-5700	Miscellaneous	0.00	0.00	0.00	40.00	40.00 -	0
	<b>5700 Powell Bill</b>	<b>13,814.99</b>	<b>98,000.00</b>	<b>0.00</b>	<b>22,961.88</b>	<b>75,038.12</b>	<b>23</b>
10-6200-0000	Parks & Recreation	0.00	0.00	0.00	0.00	0.00	0
10-6200-1101	Internet	5.00	5,000.00	419.96	4,199.55	800.45	84
10-6200-1300	Utilities	912.17	11,000.00	937.28	9,116.97	1,883.03	83
10-6200-1500	Maintenance - Buildings/Grounds	7,799.41	12,000.00	201.49	2,579.72	9,420.28	22

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-6200-1600	Maintenance - Equipment	0.00	250.00	0.00	0.00	250.00	0
10-6200-2600	Special Events	0.00	13,000.00	0.00	0.00	13,000.00	0
10-6200-3300	Departmental Supplies	203.02	2,000.00	0.00	831.54	1,168.46	42
10-6200-4500	Contracted Services	0.00	58,000.00	17,675.00	49,381.53	8,618.47	85
10-6200-7200	Capital Outlay	0.00	8,000.00	0.00	4,800.00	3,200.00	60
10-6200-7400	Capital Outlay - Equipment	500.00	0.00	0.00	0.00	0.00	0
	6200 Parks & Recreation	9,419.60	103,250.00	19,233.73	70,909.31	38,340.69	65
10-6900-0000	Transfer to Cemetery Fund	0.00	0.00	0.00	0.00	0.00	0
10-6900-9300	Fire Tax - Town	316,910.12	492,809.00	0.00	656,389.70	163,580.70 -	133
	<b>General Fund Expenditure Totals</b>	<b>632,169.60</b>	<b>3,112,909.00</b>	<b>133,415.23</b>	<b>2,708,861.03</b>	<b>404,047.97</b>	<b>87</b>

10 General Fund	Prior	Current	YTD
Revenues:	116,323.18	51,823.52	2,663,570.23
Expenditures:	632,169.60	133,415.23	2,708,861.03
Net Income:	515,846.42 -	81,591.71 -	45,290.80 -

Town of Rural Hall  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
11-2990-0010	Appropriated Fund Balance	0.00	75,372.00	0.00	0.00	75,372.00 -	0
11-3290-0100	Interest on Investments	0.00	700.00	12.09	8,303.97	7,603.97	***
11-3530-0000	Forsyth County - Fire Tax	122,176.05	571,700.00	0.00	527,026.05	44,673.95 -	92
11-3530-0100	Forsyth County - Standby	0.00	15,700.00	0.00	25,863.00	10,163.00	165
11-3530-0110	Forsyth County - Used Fund Balance	0.00	22,794.00	0.00	0.00	22,794.00 -	0
11-3530-0200	Stokes County - Fire Tax	0.00	111,200.00	0.00	72,045.14	39,154.86 -	65
11-3530-0400	Fire Department - Miscellaneous	0.00	500.00	0.00	629.00	129.00	126
11-3530-0500	Town's Contribution	316,910.12	492,809.00	0.00	653,443.24	160,634.24	133
11-3830-0000	Sale of Fixed Assets	0.00	200.00	0.00	3,656.00	3,456.00	***
	<b>Fire Fund Revenue Totals</b>	<b>439,086.17</b>	<b>1,290,975.00</b>	<b>12.09</b>	<b>1,290,966.40</b>	<b>8.60 -</b>	<b>99</b>
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
11-5300-0000	Fire Department	0.00	0.00	0.00	0.00	0.00	0
11-5300-0200	Salaries - Regular	38,586.13	545,000.00	44,652.94	482,223.26	62,776.74	88
11-5300-0201	Salaries - Longevity	0.00	5,800.00	0.00	0.00	5,800.00	0
11-5300-0202	Salaries - Overtime	1,173.00	13,000.00	2,807.49	24,799.28	11,799.28 -	191
11-5300-0300	Salaries - Part Time	1,123.00	30,000.00	2,598.15	27,077.31	2,922.69	90
11-5300-0401	Legal Fees	310.28	0.00	0.00	0.00	0.00	0
11-5300-0402	Audit Fees	0.00	3,000.00	0.00	3,000.00	0.00	100
11-5300-0500	FICA Expenses	3,030.39	46,000.00	3,670.25	39,229.42	6,770.58	85
11-5300-0600	Group Insurance	5,456.69	61,000.00	6,943.90	99,918.51	38,918.51 -	164
11-5300-0601	1% Unemployment	0.00	300.00	0.00	0.00	300.00	0
11-5300-0602	GAP-Part Time Workers Comp	7,471.00	7,750.00	0.00	6,449.43	1,300.57	83
11-5300-0603	Retiree Insurance	2,016.32	19,500.00	1,171.06	16,058.10	3,441.90	82
11-5300-0700	Retirement Contribution	4,826.78	73,200.00	6,117.66	65,183.69	8,016.31	89
11-5300-0701	401K Retirement Match	934.31	28,900.00	2,373.00	25,001.19	3,898.81	87
11-5300-0800	Benevolent Brotherhood	116.00	4,500.00	318.00	3,082.00	1,418.00	68
11-5300-0801	Firefighter's Banquet	0.00	5,000.00	0.00	5,989.62	989.62 -	120

Town of Rural Hill  
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr. Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
11-5300-1000	Training & Travel	179.95	2,000.00	25.00	10,113.60	8,113.60 -	506
11-5300-1100	Telephones & Postage	97.75	1,500.00	79.98	1,496.91	3.09	100
11-5300-1101	Internet Access/Website	105.76	1,750.00	149.12	2,231.26	481.26 -	128
11-5300-1102	TV	116.75	1,500.00	116.51	1,161.72	338.28	77
11-5300-1300	Utilities	841.46	12,000.00	874.27	11,502.61	497.39	96
11-5300-1500	Maintenance - Building	0.00	10,000.00	973.70	6,287.80	3,712.20	63
11-5300-1600	Maintenance - Equipment	2,924.79	11,000.00	435.08	9,922.82	1,077.18	90
11-5300-1700	Maintenance - Trucks	832.15	50,000.00	809.40	25,760.93	24,239.07	52
11-5300-3100	Fuel - Gas & Diesel	1,185.96	20,000.00	1,146.07	15,357.94	4,642.06	77
11-5300-3200	Office Supplies	0.00	2,000.00	0.00	697.00	1,303.00	35
11-5300-3300	Departmental Supplies	1,098.14	20,000.00	233.38	7,113.29	12,886.71	36
11-5300-3301	Medical Supplies	0.00	1,500.00	0.00	2,377.75	877.75 -	159
11-5300-3400	Refreshments	0.00	600.00	0.00	681.01	81.01 -	114
11-5300-3600	Uniforms - Replacement	475.38	21,000.00	178.04	22,320.22	1,320.22 -	106
11-5300-3700	Equipment - Replacement	758.38	20,000.00	183.35	12,703.37	7,296.63	64
11-5300-4500	Contracted Services	830.34	21,500.00	2,297.78	17,484.46	4,015.54	81
11-5300-4800	Yearly Physicals	0.00	12,000.00	0.00	0.00	12,000.00	0
11-5300-5300	Dues & Subscriptions	1,347.66	8,000.00	179.95	6,000.99	1,999.01	75
11-5300-5400	Insurance & Bonds	0.00	34,000.00	0.00	4,710.31 -	38,710.31	14 -
11-5300-5700	Miscellaneous	0.00	200.00	10.00	1,152.70	952.70 -	576
11-5300-6001	Employee Service Award	0.00	175.00	0.00	0.00	175.00	0
11-5300-7201	Capital Outlay - EMS House Maintenance	0.00	100.00	0.00	0.00	100.00	0
11-5300-7400	Capital Outlay - Equipment	536.59	140,000.00	0.00	36,855.49	103,144.51	26
11-5300-7509	Payment on Engine 223	0.00	46,200.00	0.00	46,104.78	95.22	100
11-5300-7510	Interest on Engine 223	0.00	11,000.00	0.00	11,292.10	292.10 -	103
	5300 Fire Department	76,374.96	1,290,975.00	78,344.08	1,041,920.25	249,054.75	81
	<b>Fire Fund Expenditure Totals</b>	<b>76,374.96</b>	<b>1,290,975.00</b>	<b>78,344.08</b>	<b>1,041,920.25</b>	<b>249,054.75</b>	<b>81</b>

Town of Rural Hill  
Statement of Revenue and Expenditures

11 Fire Fund	Prior	Current	YTD
Revenues:	439,086.17	12.09	1,290,966.40
Expenditures:	76,374.96	78,344.08	1,041,920.25
Net Income:	362,711.21	78,331.99 -	249,046.15



Town of Rural Hill  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
50-3290-0000	Interest on Investments	0.00	50.00	0.19	462.39	412.39	925
50-3474-0000	Sale of Cemetery Plots	0.00	5,000.00	0.00	5,000.00	0.00	100
	<b>Cemetery Fund Revenue Totals</b>	<b>0.00</b>	<b>5,050.00</b>	<b>0.19</b>	<b>5,462.39</b>	<b>412.39</b>	<b>108</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
50-4740-0000	Cemetery	0.00	0.00	0.00	0.00	0.00	0
50-4740-1300	Utilities	48.28	1,000.00	28.15	416.45	583.55	42
50-4740-1500	Maintenance - Grounds	0.00	4,050.00	0.00	0.00	4,050.00	0
50-4740-3300	Departmental Supplies	0.00	0.00	10.00	40.00	40.00 -	0
	<b>4740 Cemetery</b>	<b>48.28</b>	<b>5,050.00</b>	<b>38.15</b>	<b>456.45</b>	<b>4,593.55</b>	<b>9</b>
	<b>Cemetery Fund Expenditure Totals</b>	<b>48.28</b>	<b>5,050.00</b>	<b>38.15</b>	<b>456.45</b>	<b>4,593.55</b>	<b>9</b>

50 Cemetery Fund	Prior	Current	YTD
Revenues:	0.00	0.19	5,462.39
Expenditures:	48.28	38.15	456.45
Net Income:	48.28 -	37.96 -	5,005.94

Town of Rural Hill  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr. Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
60-3290-0000	Interest on ARP Funds	0.00	1,800.00	0.00	282.55	1,517.45 -	16
	Fund 60 Revenue Totals	0.00	1,800.00	0.00	282.55	1,517.45 -	15

60 Fund	Prior	Current	YTD
Revenues:	0.00	0.00	282.55
Expenditures:	0.00	0.00	0.00
Net Income:	0.00	0.00	282.55

Grand Totals	Prior	Current	YTD
Revenues:	555,409.35	51,835.80	3,960,281.57
Expenditures:	708,592.84	211,797.46	3,751,237.73
Net Income:	153,183.49 -	159,961.66 -	209,043.84

## Fire Department Update

May 2, 2024

- Calls for Service: - April 2024 – 130 (Same period in 2023 – 97)  
- This Year – 496 (Same period in 2023 – 388)
  
- Budget request is complete and has been submitted to Forsyth and Stokes Counties.
  
- Shifts: - Continue to work on Pre-incident Surveys.  
- Continue hydrant maintenance. Will be out in the community during the daytime as schedules permit.
  
- Annual NFPA physicals and fit test have been completed.
  
- Participated in RHES “Blacktop Bash” on April 30, 2024.
  
- Scheduled Events for May: - “Shred and Med” (4<sup>th</sup>)  
- Kingswood Preschool Water Day (20<sup>th</sup> and 21<sup>st</sup>)  
- Rural Fest (31<sup>st</sup> – 2<sup>nd</sup>)
  
- Notable: - Engineer Chris Nowlin took a 3-day class and received his General Fire Instructor certification.  
- Capt. Josh Wright hit his 15<sup>th</sup> year of service to the Town.  
- Capt. Josh Joyce hit his 6<sup>th</sup> year of service to the Town.

**FORSYTH COUNTY SHERIFF'S OFFICE  
000 EVENTS FOR SERVICE**

03/01/2024 - 03/31/2024

**RURAL HALL**

Total of Priority 2: 7

Total of Priority 3: 1

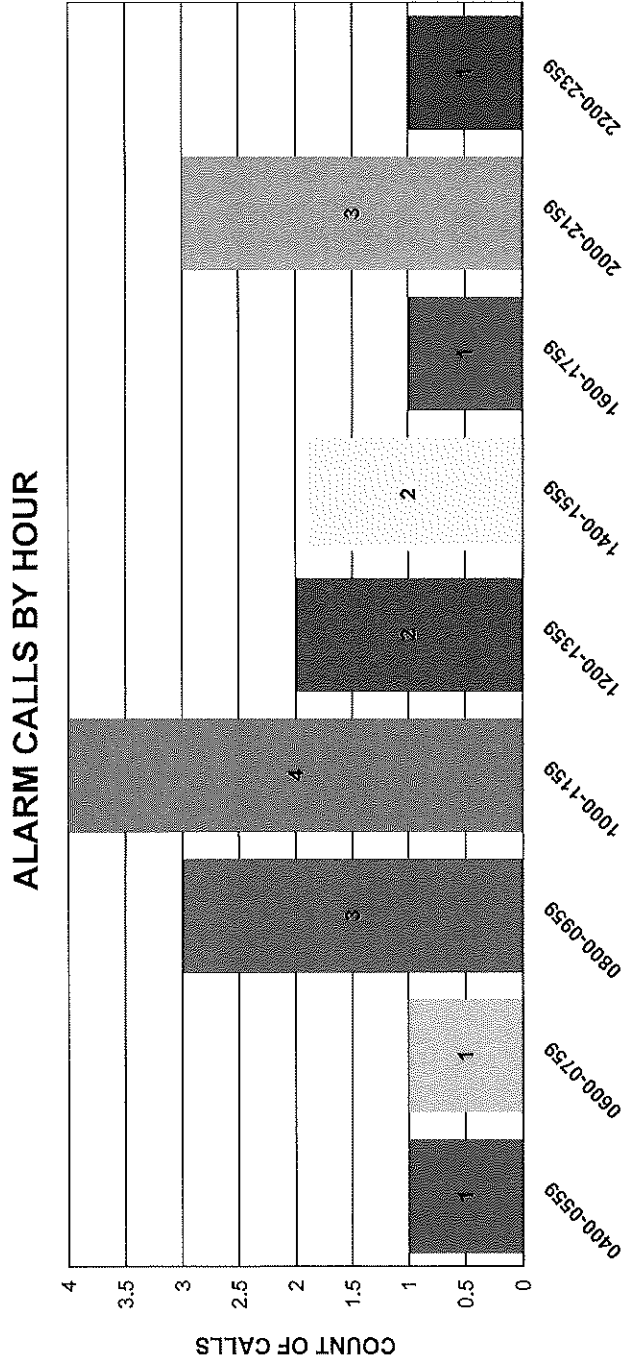
**TOTAL 000 EVENT COUNT: 8**

# FORSYTH COUNTY SHERIFF'S OFFICE

## ALARM CALLS FOR SERVICE

3/1/2024 - 3/31/2024

### RURAL HALL



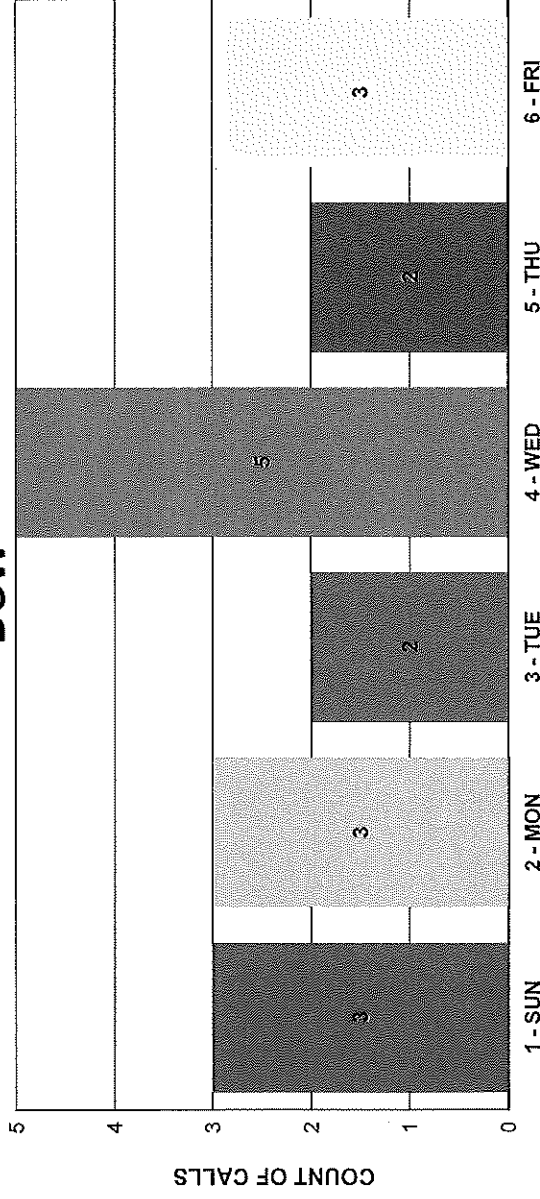
**FORSYTH COUNTY SHERIFF'S OFFICE**

**ALARM CALLS FOR SERVICE**

3/1/2024 - 3/31/2024

**RURAL HALL**

**ALARM CALLS BY  
DOW**



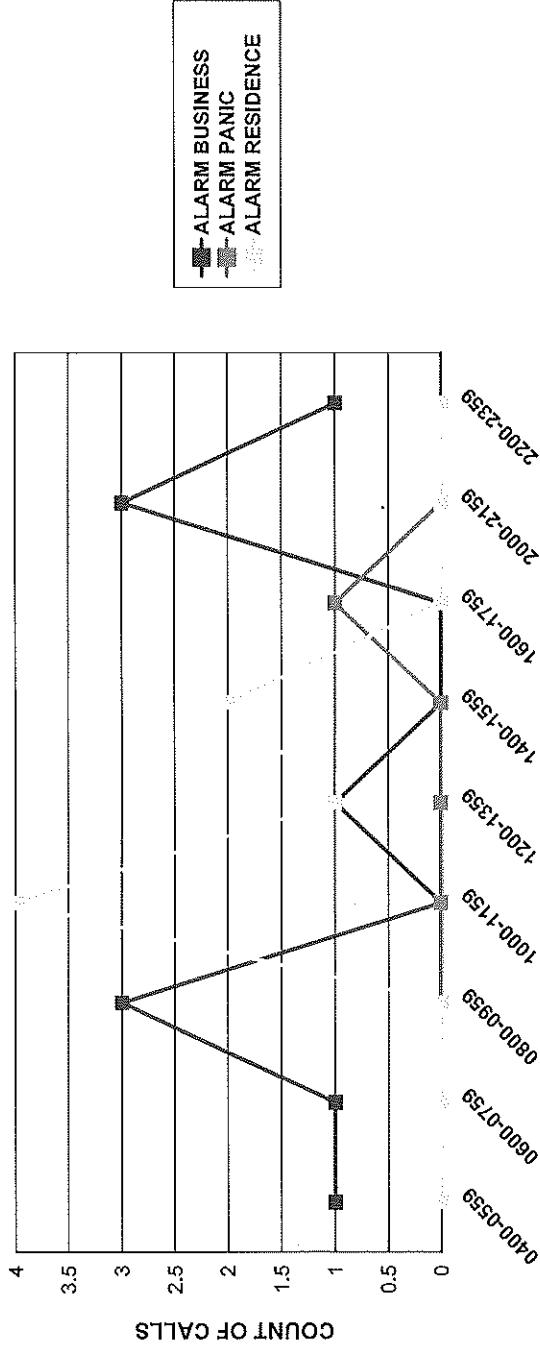
**FORSYTH COUNTY SHERIFF'S OFFICE**

**ALARM CALLS FOR SERVICE**

3/1/2024 - 3/31/2024

**RURAL HALL**

**ALARM TYPE BY HOUR**



Alarm Type	0400-0559	0600-0759	0800-0959	Total
ALARM BUSINESS	1	1	3	5
ALARM PANIC	0	0	0	0
ALARM RESIDENCE	0	0	3	3

**FORSYTH COUNTY SHERIFF'S OFFICE**

**ALARM CALLS FOR SERVICE**

3/1/2024 - 3/31/2024

**RURAL HALL**

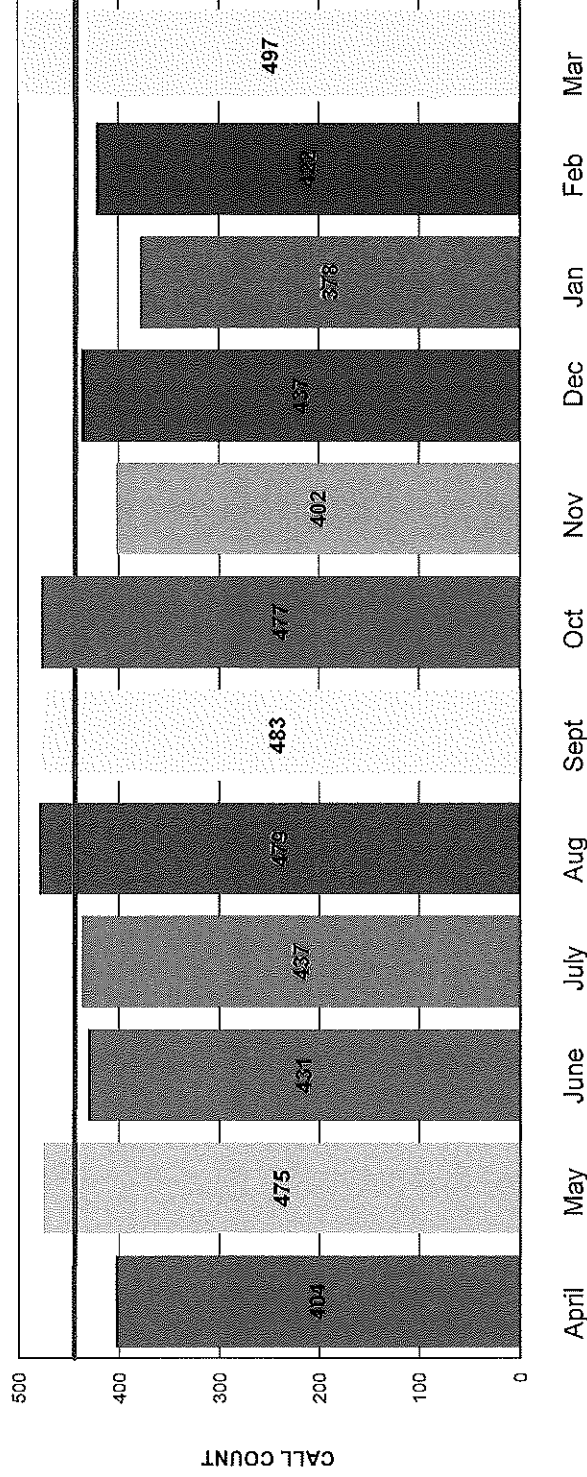
	ALARM BUSINESS	ALARM PANIC	ALARM RESIDENCE	Total
1000-1159			4	4
1200-1359	1		1	2
1400-1559			2	2
1600-1759		1		1
2000-2159	3			3
2200-2359	1			1
Total	10	1	7	18



**FORSYTH COUNTY SHERIFF'S OFFICE  
COUNT OF CALLS FOR SERVICE WITH TRENDLINE**

04/01/2023 - 03/31/2024

**RURAL HALL**



# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

3/1/2024 - 3/31/2024

### RURAL HALL

	CPR UNITS	OTHER UNITS	Total	CPR UNITS	OTHER UNITS
50B PROCESS SERVICE		1	1		100 %
911 HANG UP	4	4	8	50 %	50 %
ALARM BUSINESS	4	6	10	40 %	60 %
ALARM PANIC		1	1		100 %
ALARM RESIDENCE	6	1	7	86 %	14 %
ASSAULT ALREADY OCCURED	1	3	4	25 %	75 %
ASSAULT IN PROGRESS		1	1		100 %
ASSIST AGENCY	6	4	10	60 %	40 %
ASSIST MOTORIST	3	1	4	75 %	25 %
CARELESS AND RECKLESS DRIVING	3	1	4	75 %	25 %
COMMUNICATING THREATS		3	3		100 %
DISCHARGING FIREARMS	1	4	5	20 %	80 %
DISTURBANCE	1		1	100 %	
DISTURBANCE WITH WEAPONS	1		1	100 %	
DOMESTIC DISTURBANCE	8	4	12	67 %	33 %
DOMESTIC ORDER VIOLATION		2	2		100 %
DOMESTIC STANDBY		1	1		100 %
FOOT PATROL	31	9	40	78 %	23 %
FRAUD	1		1	100 %	
HARASSMENT		1	1		100 %
HBL ALREADY OCCURED	1		1	100 %	
ILLEGAL PARKING		1	1		100 %
INVESTIGATIVE FOLLOWUP	1	1	2	50 %	50 %
INVOLUNTARY COMMITMENT		1	1		100 %
K9 ACTIVITY		5	5		100 %
MENTAL PATIENT NON VIOLENT		1	1		100 %
NOISE DISTURBANCE		5	5		100 %

# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

3/1/2024 - 3/31/2024

### RURAL HALL

	CPR UNITS	OTHER UNITS	Total	CPR UNITS	OTHER UNITS
POLICE SERVICE	46	9	55	84 %	16 %
PROCESS SERVICE	1	26	27	4 %	96 %
PUBLIC RELATIONS	1		1	100 %	
SECURITY CHECK	137	78	215	64 %	36 %
STORE BREAKING IN PROGRESS		1	1		100 %
SUBJECT WITH A GUN	1		1	100 %	
SUICIDE THREAT	1		1	100 %	
SUSPICIOUS PERSON OR PROWLER	4	4	8	50 %	50 %
SUSPICIOUS VEHICLE	1	2	3	33 %	67 %
TRESPASSING	2		2	100 %	
TROUBLE WITH JUVENILE	1		1	100 %	
VANDALISM	1		1	100 %	
VIOLATION OF AUTO LAW	5	25	30	17 %	83 %
VIOLATION OF CONTROL SUBSTANCE		2	2		100 %
WARRANT FOR ARREST		3	3		100 %
WELFARE CHECK	8	5	13	62 %	38 %
<b>Total</b>	<b>281</b>	<b>216</b>	<b>497</b>	<b>57 %</b>	<b>43 %</b>

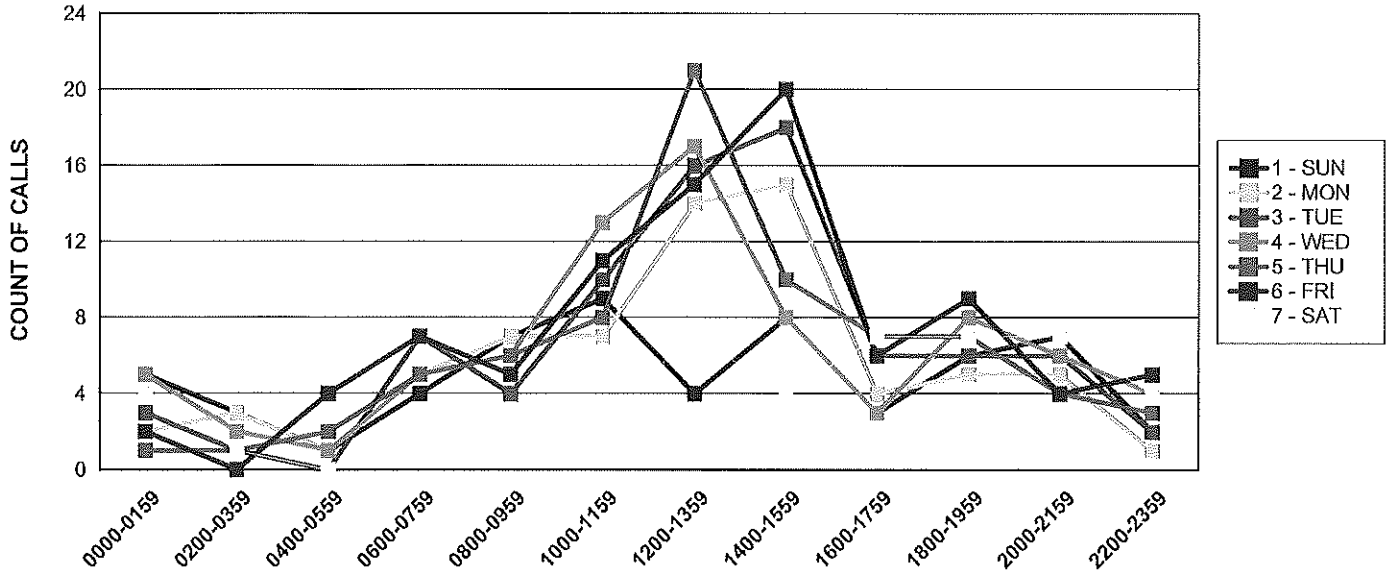
# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

3/1/2024 - 3/31/2024

### RURAL HALL

### CALLS FOR SERVICE BY HOUR AND DOW



	1 - SUN	2 - MON	3 - TUE	4 - WED	5 - THU	6 - FRI	7 - SAT	Total
0000-0159	5	2	3	5	1	2	4	22
0200-0359	3	3	1	2	1	0	1	11
0400-0559	1	1	0	1	2	4	0	9
0600-0759	4	5	7	5	5	7	2	35
0800-0959	7	7	4	6	6	5	3	38
1000-1159	9	7	10	13	8	11	3	61
1200-1359	4	14	16	17	21	15	7	94
1400-1559	8	15	18	8	10	20	4	83
1600-1759	3	4	6	3	7	6	7	36
1800-1959	6	5	6	8	7	9	7	48
2000-2159	7	5	6	6	4	4	7	39
2200-2359	2	1	2	4	3	5	4	21
<b>Total</b>	<b>59</b>	<b>69</b>	<b>79</b>	<b>78</b>	<b>75</b>	<b>88</b>	<b>49</b>	<b>497</b>

**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

3/1/2024 - 3/31/2024

**RURAL HALL**

**COUNT OF CHARGES**

	FELONY		MISDEMEANOR		INFRACTION			GRAND TOTAL	
	OTHER UNITS	Total	CPR UNITS	OTHER UNITS	Total	CPR UNITS	OTHER UNITS		Total
CRIMES AGAINST SOCIETY	3	3		1	1			0	4
		0		1	1			0	1
<b>Total</b>	3	3	0	2	2	0	0	0	5
GROUP B		0	5	4	9			0	9
		0		5	5	3	1	4	9
<b>Total</b>	0	0	5	9	14	3	1	4	18
<b>Total</b>	3	3	5	11	16	3	1	4	23

**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

3/1/2024 - 3/31/2024

**RURAL HALL**

**COUNT OF PERSONS  
ARRESTED / CITED**

	FELONY		MISDEMEANOR			INFRACTION		
	OTHER UNITS	Total	CPR UNITS	OTHER UNITS	Total	CPR UNITS	OTHER UNITS	Total
CRIMES AGAINST SOCIETY	3	3		2	2			0
GROUP B		0	1	5	6	2	1	3

**FORSYTH COUNTY SHERIFF'S OFFICE  
COUNTYWIDE OFFENSES  
3/1/2024 - 3/31/2024**

**RURAL HALL**

	Total
<b>CRIMES AGAINST PERSONS</b>	
AGG. ASSAULT	1
COMMUNICATING THREATS	4
SIMPLE ASSAULT	4
<b>Total</b>	<b>9</b>
<b>CRIMES AGAINST PROPERTY</b>	
BURGLARY	2
LARCENY	1
VANDALISM	2
<b>Total</b>	<b>5</b>
<b>CRIMES AGAINST SOCIETY</b>	
DRUG OFFENSES	5
WEAPONS VIOLATION	1
<b>Total</b>	<b>6</b>
<b>GROUP B</b>	
ALL OTHER OFFENSES	33
TRESPASSING	2
<b>Total</b>	<b>35</b>
<b>Total</b>	<b>55</b>

Murder, Rape, and Agg. Assault are a count of victims; MV Theft is a count of vehicles. All other crimes are a count of incident charges.

# FORSYTH COUNTY SHERIFF'S OFFICE

## ALL UNITS AVERAGE CALL RESPONSE BY PRIORITY WITHOUT SELF INITIATED

3/1/2024 - 3/31/2024

<b>RURAL HALL</b>	<b>ASSIGNED UNITS AVG RESPONSE IN MINS</b>	<b>ASSIGNED UNITS CALL COUNT</b>
<b>PRIORITY 2</b>		
RURAL HALL ASSIGNED UNITS	8.5	31
OTHER UNITS	8.2	72
<b>PRIORITY 2 OVERALL AVG RESPONSE IN MINS</b>	8.3	
<b>PRIORITY 3</b>		
RURAL HALL ASSIGNED UNITS	6.0	8
OTHER UNITS	12.3	14
<b>PRIORITY 3 OVERALL AVG RESPONSE IN MINS</b>	10.0	
<b>PRIORITY 5</b>		
RURAL HALL ASSIGNED UNITS	5.0	2
OTHER UNITS	4.5	5
<b>PRIORITY 5 OVERALL AVG RESPONSE IN MINS</b>	4.6	
<b>PRIORITY P</b>		
RURAL HALL ASSIGNED UNITS	3.1	1
OTHER UNITS	3.6	2
<b>PRIORITY P OVERALL AVG RESPONSE IN MINS</b>	3.5	
<b>TOTAL COUNT OF CALLS</b>		<b>135</b>
<b>OVERALL AVG RESPONSE IN MINS</b>		<b>8.3</b>

CALL RESPONSE TIME DEFINED AS : TIME CALLED ROUTED TO FIRST UNIT ARRIVE ON SCENE





# Town of Rural Hall

## License Plate Agency

### LPA Update for April 2024

#### Numbers for the month are as follows:

Compensation from Raleigh: \$25,269.83

Notary intake: \$9289.00

Sale items: \$703.50

Wildlife: \$113.00

**Total for April 2024: \$35,375.33**

#### Office Updates:

I have started working with the staff on learning the Wildlife system. We have had a slow start to processing Wildlife, however I do think this will pick up as word gets out.

We received a road sign and door signs from Wildlife to let people know we now offer this service.

I received confirmation from Raleigh that title and renewal processing cost will increase for the customer July 1<sup>st</sup> this year. I have not yet received the new pricing signs for the office but have been told you can see the increases on the NCDOT website. I was also told by Raleigh LPA Liaison that the increase list for Contractors (Town Hall), will be sent out before July 1<sup>st</sup>. All LPA Notary Fees will increase July 1<sup>st</sup> by \$1.00 per signature. This is a Statewide increase for LPA's. Increases usually happen every 4 years. When this happens, it can definitely be a challenge for all LPA staff.

The LPA continues to grown with the help of the community and customers from all over. As always, we greatly appreciate your support.

.

Dawn Tysor/LPA Supervisor



## Department Report: Public Information Officer (PIO) – May 13th, 2024

### RuralFest 50th Anniversary Event:

- See attached docs. outlining update provided to Council on Monday, May 13<sup>th</sup>.
- Includes update, list of vendors, and current volunteer list.

### 4<sup>th</sup> of July Fireworks:

- Fireworks will be held on Wednesday, July 3<sup>rd</sup> at dusk.
- Reaching out to vendors now.
- Munnerlyn Pyrotechnics are supplying the fireworks for this event, as well as our 50<sup>th</sup> anniversary event.

### New Website:

- Have the next meeting with Munibit on 5/7.
- Rep. with Munibit says they are running ahead of schedule for our site transfer and should be ready to go live within 1-2 weeks. Rep. also stressed that edits can continue to be made after the site goes live until the town is pleased with the changes.
- Some exciting features of this new website includes, but is not limited to:
  - Streamline Management – We will be able to streamline management of our new website without relying heavily on reps. from the company with built-in admin tools, workflows, and scheduling.
  - Improving Engagement – We will be able to improve engagement/communication with our community by displaying easy to access and user-friendly tools on every page. Our current website is less than ideal and is regularly giving us error messages. I have been assured this should not happen with our new web provider!
  - Mobile Friendly – Munibit prides themselves on being mobile friendly, which will be a positive change for us as mobile use is only increasing.
  - Gaining Full Control – Going off streamlining management, the benefit of Munibit is that we are in full control of our website, content, and domain at all times. We can update our website the moment there is need without experiencing delays in time while waiting for a third party to make changes.

- **Enhancing Design** – One of the things that attracted me to this company was the pride they seem to take in creating visually pleasing designs. We will have a dedicated account manager that will work closely with us to ensure an enhanced website design.
- **Community Calendar** – This new website will feature a “community calendar”, which will allow residents to submit events happening in the area. We will be prompted to either approve/deny before the events are added to the community calendar. This will be a great tool for increasing community awareness!
- **Online Payments** – This new website will feature a portal for residents to be able to make ballfield/picnic shelter reservations online and pay their fee as well. This will be a great assistance for office staff!
- **Streaming via Website**- We will have a tab specially dedicated to our YouTube channel where residents will have access to our livestreamed council meetings, both the day of and after our meetings. Openness and transparency in local government builds trust, demonstrates integrity, and builds confidence that our work is being done for the good of our residents. Easy access to these meetings, past and present, is a crucial part of this.

#### **Livestreaming Council Meetings:**

- We successfully livestreamed our first town council meeting on April 8<sup>th</sup>.
- The town received very positive feedback on this!
- We will continue livestreaming our meetings, and look to incorporate more camera angles, improved sound, and streaming on more platforms moving forward.

#### **Parks and Recreation Master Plan:**

- PARTF Grant for Phase I was completed and submitted on **Wednesday, May 1<sup>st</sup>**.
- I enjoyed overseeing this process. It was especially enjoyable to present this plan to the community and hear/see their excitement.
- The Parks and Recreation Authority meets to select grant recipients in **late summer/early fall**.
- This grant pool is very competitive. However, our team and the team at Withers are confident that we have a solid and deserving application. Fingers crossed for funding!
- The town is seeking maximum funding of \$500k for the project.

#### **Rural Hall Area Business Association (RHABA):**

- Keeping up with renewals and promotions.

- Next meeting on Tuesday, May 21st, a Final Food Drive Celebration at Covington Park (BBQ Picnic).
- Assisting with planning on upcoming Flat & Fast 5k race. This race will happen on Saturday, October 26<sup>th</sup> at 8 a.m.

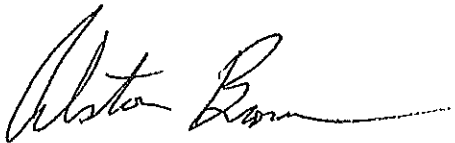
**Rural Hall Elementary School Blacktop Bash Event:**

- Homer, Lynette, and I enjoyed setting up at the Rural Hall Elementary School Blacktop Bash event on Tuesday, April 30<sup>th</sup>. We handed out RuralFest Information, received some volunteer sign-ups, and had the opportunity to spend some quality time with Rural Hall's youngest residents!

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I hope this departmental update is most helpful. If you have any questions, feel free to reach out.

Best,



**Alston H. Brown**  
Public Information Officer (PIO)  
Town of Rural Hall  
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Rural Hall NC 27045  
Phone 336-969-6856  
Email [arown@ruralhall.com](mailto:arown@ruralhall.com)