MONROE TOURISM DEVELOPMENT AUTHORITY
REGULAR MEETING

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
Thursday, April 11, 2024 - 8:30 AM

AGENDA

1. Approval of Minutes of Monroe Tourism Development Authority Regular Meeting of March 14, 2024
2. Finance/Occupancy Report
3. Fiscal Year 2024 Audit Contract for the Monroe Tourism Development Authority
4. Fiscal Year 2024-2025 Budget
   - Public Hearing
   - Action - Resolution and Budget Ordinance to Adopt FY 2024-2025 Budget
5. Dowd Center Theatre Update

MONROE TOURISM DEVELOPMENT AUTHORITY

REGULAR MEETING

CONFERENCE ROOM

300 W. CROWELL STREET, MONROE, NC 28112

MARCH 14, 2024 – 8:30 A.M.

MINUTES

Present: Vice Chairwoman Pat Kahle, Chairman Robert Burns, Arpan Bhakta, Gina Day, MaryAnn Rasberry, and Sheila Crunkleton

Absent: Joyce Rentschler and Ron Hinson

Staff Present: Communications and Tourism Director Pete Hovanec, Monroe Science Center Supervisor Lauren Fike, Communications Specialist Bradley Lucore, Finance Director Lisa Strickland, Accounting Manager Ashley Ivey, Communications and Tourism Assistant Alison Nichols, Dowd Center Theatre Supervisor James Vesce, Webmaster Payton Mills, Senior Staff Attorney Terry Sholar, City Manager Mark Watson, and Assistant to the City Manager Lisa Hollowell

Staff Absent: Downtown Director Matt Black

Visitors: Council Member David Dotson and Lisa Peebles

Chairman Burns called the Monroe Tourism Development Authority Regular Meeting of March 14, 2024 to order at 8:34 a.m.

Item No. 1 Approval of Minutes of Monroe Tourism Development Authority Regular Meeting of February 8, 2024 Ms. Crunkleton made a motion to approve the Minutes of Monroe Tourism Development Authority Regular Meeting of February 8, 2024. Ms. Day seconded the motion, which passed unanimously with the following votes:

AYES: Bhakta, Day, Rasberry, Kahle, and Crunkleton

NAYS: None

Item No. 2 Finance/Occupancy Report Ms. Ivey stated that February occupancy tax collections were over $66,000, up 2% from last year. The Capital Fund Unreserved Balance is $1,086,496; that money is available to commit to any new projects. The Special Revenue Fund amount used to pay the debt service on the Science Center will change next month when the yearly charge is paid.

Mr. Hovanec said that the numbers are very strong – up 2% over last year, and last year was previously the biggest year.

Chairman Burns asked if there were any specific events that that increase is related to.

Mr. Bhakta answered that weekends at his hotel are big and that they benefit from all the wedding venues.

Ms. Day agreed, adding that her hotel works closely with Indian Trail event venues and gets business from them.

Mr. Hovanec noted that Indian Trail venues like Carolina Courts and Extreme Ice help drive business to Monroe hotels. Monroe has three interior entrance hotels, and the hotel behind Hilltop (Days Inn) is now open again. The TDA should see an increase in occupancy tax collections from that. Monroe has a total of nine hotels and about 900 rooms.

Item No. 3 Budget Presentation and Call for Public Hearing Mr. Hovanec reminded the Board that they operate together with but separate from City Council and that TDA has its own budget every year. In the past, the budget has had three categories: Tourism General Operating, Tinker Belle, and Science Center. This year with Tinker Belle gone, there will only be two categories and a general overall savings in the absence of the Tinker Belle category. Mr. Hovanec shared a budget spreadsheet on the screen. The General Operating fund consists of some fixed costs and the Tinker Belle hangar costs (which has been moved out of the former Tinker Belle line item). The hangar costs may be going away this year, but for now staff recommends keeping the hangar. Staff is asking for an additional $10,000 in the marketing and promotions line for a Visitors Guide and increased general tourism marketing. The Travel and Training budget is being decreased to reflect the absence of Tinker Belle travel. There are no other proposed changes in the General Operating budget.

Mr. Bhakta asked under which category the budget for the new website falls.

Mr. Hovanec responded that it falls under marketing and promotions, but that it was paid for out of the current year's budget. Mr. Hovanec also noted that he recommends keeping the special events line for outside events/groups asking TDA for support. He also noted that staff is requesting a departmental vehicle, which is especially needed for Science Center visits to schools and transporting equipment between different tourism venues and events. The vehicle would be wrapped to serve as an advertisement, and the money for the vehicle would come from the Capital budget, not Operating. Most City departments have their own pool vehicle, and Tourism does not have one. With the Tinker Belle line items going away (except the hangar costs), the overall budget is saving $115,000.

Mr. Hovanec moved on to the Science Center budget and explained there are no major changes. Some small increases include cleaning/pest control, software, copier repair, special events, and travel expenses line items. The overall budget includes $85,000 in increases (which reflects $50,000 for a vehicle) and $115,000 in decreases (Tinker Belle) for an overall net decrease in the budget of $30,000.

Mr. Hovanec also announced that staff is looking into a mini golf course to be built next to the Science Center which would hopefully keep Science Center visitors in Downtown Monroe. Staff will eventually come to the Board with a formal presentation.

Chairman Burns asked what the cash balance in the capital fund is being used for.

Mr. Hovanec responded that that money is reserved for any capital project the Board wants to do, like the mini golf course, which would be about $250,000.

Chairman Burns asked Mr. Hovanec if he felt that staff is doing adequate marketing now.

Mr. Hovanec answered that staff could do better, which is why they are considering a Visitors' Guide. Monroe has actual destinations now with more to market, and in the past it did not. Last year there was $25,000 dedicated to marketing, and $15,000 of that was used for air show marketing. This year staff is asking for $35,000 and wants to market and promote the City in bigger ways.

Ms. Kahle noted that $35,000 is about 10% of the overall proposed budget.

Mr. Hovanec clarified that staff is marketing tourism for Monroe, not general Monroe.

Ms. Day asked what the time frame for the mini golf course would be should it be presented and approved.

Mr. Hovanec responded that the coming year would be planning and research and that execution would be the following year.

Ms. Day opined that the Board should put more money into the marketing budget.

Chairman Burns noted that marketing is more than just print; actual events are marketing in and of themselves as well. Part of marketing is bringing in more events and marketing to people that way. Digital media reaches more people than print. Chairman Burns asked what the Board could do to utilize the Capital funds that are just sitting there and suggested a big push on the marketing side and bringing in outside marketing to help. Right now the Dowd is basically an event space.

Ms. Kahle responded that tapping into the Capital funds might not be necessary when there are occupancy tax funds available.

Mr. Hovanec noted that there is about $200,000 debt service to pay from those funds and responded to Chairman Burns, stating that the purpose in building the Dowd was to use it to some degree as an event space (25% Dowd productions, 75% rentals). It is challenging to have big bands/national acts. Each different department has its own marketing budget, so it doesn't all have to come from the Tourism marketing budget.

Chairman Burns stated that all that money is just sitting there.

Mr. Hovanec explained that it took the TDA Board ten years to build that fund and decide on capital projects for its use.

Ms. Strickland interjected that those are Capital funds which cannot be pulled into Operating expenses. They are also to be used for Science Center exhibit freshening, and those are not cheap.

Ms. Kahle agreed, noting that those funds are for future capital expenses like other Dowd Center Theatres and Science Centers. However, to Chairman Burns' point, the Board should increase the marketing budget and talk about what events should be marketed and how.

Ms. Rasberry asked what staff is doing to reach outside Monroe and Union County.

Mr. Hovanec answered that staff uses social media ads and follows a 30/60/90-mile radius. For big events like the air show, staff markets to 90 miles out from Monroe but wouldn't do that for a small local cover band playing one night at the Dowd. Staff recognizes the need to promote the City more in generalities, which is why the Visitors' Guide is being planned to show off venues, hotels, housing, etc.

Ms. Rasberry asked about older people who are not savvy about social media. The board discussed the possibility of billboards and TV ads for those people.

Ms. Kahle suggested increasing the marketing budget to $70,000 for now and returning to discuss specific ideas at a later meeting.

Chairman Burns agreed, stating that $35,000 seems too small an amount.

Mr. Hovanec answered that he would include the $70,000 in the budget with the understanding that the Board can direct its use. With Mr. Lucore and Ms. Mills on staff, the focus is on brand consistency among City departments.

Ms. Rasberry made a motion to call for a public hearing for the 2024-2025 budget on April 11, 2024. Ms. Kahle seconded the motion, which passed unanimously with the following votes:

AYES: Bhakta, Day, Rasberry, Kahle, and Crunkleton

NAYS: None

Item No. 4 Science Center Update Mr. Hovanec stated that the Science Center is doing well. The Southeast Convention of Air Shows used the facility to host their annual conference. About 100 people attended, and it was a great event space for the group.

Ms. Fike said that there have been many school groups, usually with about 120 children. When the facility is open to the public, staff tends to see around 80 children per day.

Mr. Hovanec said that the Science Center is getting close to paying for itself. Currently the center is open 9 am to 5 pm Wednesday through Saturday, and staff wants to explore extended evening hours once or twice a month.

Ms. Fike explained that the last tickets are sold at 4 pm since the center closes at 5 pm. With summer schedules and daylight extending later, extended hours could be successful.

Ms. Crunkleton asked if the center would have enough staff to stay open later once a week.

Ms. Fike responded that there would be enough staff.

Chairman Burns asked how many staff members need to be present on a normal day.

Ms. Fike answered that five is ideal – one on the front desk and four on the floor.

Mr. Hovanec noted that the Science Center has three full-time staff members and eight part-time. To address the capital fund use, exhibits are expensive. The center has a new traveling exhibit coming in May, and it will cost $60,000 for six months.

Ms. Fike agreed, noting that the exhibit is expensive but that it is very curated. This company is on the cheaper side for traveling exhibits.

Mr. Hovanec explained that the Darden mural will remain on the wall in the traveling exhibit area and the space capsule will be moved to the main area. Staff is looking at exhibits to buy and keep instead of renting, but the exhibits need to be kept fresh.

Ms. Rasberry asked if there were any plans for outdoor exhibits.

Mr. Hovanec responded that the mini golf would be one and that staff is looking at some others. Staff recognizes the need to push visitors outside, encouraging them to stay longer. Overall, coming up with exhibits to own is attractive.

Chairman Burns noted that renting exhibits could be advantageous so the center doesn't have to store them and maintain their upkeep.

Ms. Fike said that a lot of companies are starting to customize exhibits for smaller spaces and smaller museums.

Ms. Crunkleton asked about the maximum occupancy at the Science Center.

Ms. Fike responded that the total capacity is 250, but that is not a good experience for visitors. 200 people seems to be the highest comfortable number of people.

Item No. 5 Dowd Center Theatre Update Mr. Hovanec said that the theater is doing well. The jazz event was great, and the Arts Council has kids coming in for Cat in the Hat. Mr. Hovanec asked Mr. Vesce to discuss the process of booking national acts.

Mr. Vesce reminded the Board that the theater was originally built as a movie house but is now being asked to accommodate a wide spectrum of events. It is a limited-use facility. National acts have specific requirements that sometimes the theater can't accommodate. Also, the theater doesn't make any money from these tours. Lee Greenwood cost $45,000 overall, but the ticket ceiling in the Monroe market is about $60, grossing only $28,000 with a sold-out audience. The theater is making more money on local acts like the Elvis impersonator. Unless the theater charges $120 per ticket, it can't make money on national acts.

Mr. Hovanec noted that while the theater loses money on national acts, it does make money on rentals, which helps offset those losses.

Mr. Vesce emphasized that the value of what the theater does is important. When public officials come to events at the theater, people take note. There is a balancing act between national events and local/cultural events; staff needs to do things in a way that causes people to show up. The theater is still a young venue.

Ms. Kahle said that staff is still changing behaviors of audiences and getting them to think of the Dowd.

Mr. Hovanec stated that the theater is a catalyst, and Downtown is reaping the rewards. There are new breweries and restaurants and later Downtown hours.

Chairman Burns recognized that the stage is not capable of hosting some dance performances and asked if there were any smaller companies that the stage could accommodate.

Mr. Hovanec answered by stating that Mr. Vesce is a talented producer and director, and staff would like to utilize him in that capacity.

Mr. Vesce emphasized that marketing choices are critical.

Chairman Burns noted that it takes three touchpoints in marketing and advertising and then asked if there are issues with the theater's audio and if there is a budget for fixing any problems.

Mr. Hovanec responded that staff is working to identify issues.

Mr. Vesce explained that the audio is affected by the infrastructure of the theater and that there are a lot of moving parts. One professional opinion was that it would cost $250,000 to fix.

Mr. Hovanec said that any equipment changes would be affected by the direction of the Board and City Council.

Ms. Kahle stated that any investment in the Dowd Center Theatre is a good investment.

Mr. Hovanec announced that staff is looking at converting the Monroe Country Club ballroom into a golf simulator venue. The facility is currently losing money every year and desperately needs to be remodeled. This would be a big money maker. Staff will discuss more about this at a later meeting.

Ms. Crunkleton made a motion to adjourn. Mr. Bhakta seconded the motion, which passed unanimously with the following votes:

AYES: Bhakta, Day, Rasberry, Kahle, and Crunkleton

NAYS: None

The meeting adjourned at 9:43 a.m.

ATTEST:

Robert Burns, Mayor

Alison H. Nichols

MTDA/3-14-24

CITY OF MONROE, NORTH CAROLINA
HOTEL OCCUPANCY TAX COLLECTIONS HISTORY

Month	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total from Inception
	Collections											
July	$28,654.11	$43,035.55	$50,935.50	$57,757.87	$49,237.75	$52,555.67	$50,502.69	36,361.82	$58,632.48	$77,203.59	$71,311.91	
August	30,116.04	36,977.80	48,845.23	56,430.47	53,328.43	53,326.15	56,119.30	33,717.52	$57,897.52	$72,112.89	$70,250.44	
September	26,188.56	36,170.00	43,971.63	52,501.28	49,280.40	57,322.54	54,601.79	36,333.99	$57,646.95	$67,860.45	$70,961.74	
October	32,977.87	39,730.02	50,450.31	62,852.14	54,883.77	61,478.56	58,576.63	47,918.88	$60,324.82	$72,465.20	$78,388.15	
November	28,593.65	36,201.55	44,935.28	53,718.49	52,159.03	52,344.58	44,677.93	33,689.77	$62,776.88	$69,846.82	$66,133.93	
December	24,367.81	29,698.95	37,857.15	42,905.99	43,020.41	41,248.49	35,855.88	30,608.58	$55,627.44	$58,041.30	$61,688.92	
January	28,568.49	33,174.57	47,446.36	49,314.76	44,917.89	45,790.70	37,998.34	34,555.26	$47,425.62	$57,371.07	$66,446.68	
February	31,618.26	43,506.47	49,690.07	50,786.19	49,090.46	50,174.09	41,074.64	35,790.58	$55,074.93	$64,640.72	$62,730.49	
March	35,351.64	45,588.42	54,238.06	58,370.59	58,151.91	55,628.08	44,213.52	49,982.86	$68,473.24	$77,373.44	$0.00	
April	33,561.95	44,006.59	56,185.32	54,463.65	55,541.22	52,298.83	24,603.84	54,315.36	$72,023.49	$69,155.17	$0.00	
May	33,436.34	46,174.97	55,415.35	59,183.07	56,465.45	58,606.08	30,748.09	57,003.16	$72,299.75	$76,655.92	$0.00	
June	37,334.32	46,835.97	56,036.83	53,968.10	56,273.88	54,481.57	36,285.75	57,435.41	$72,729.08	$74,197.82	$0.00	
Penalties/Interest	2.00	130.10	40.29									
Total Collections	$370,771.04	$481,230.96	$596,047.38	$652,252.60	$622,350.60	$635,255.34	$515,258.40	$507,713.19	$740,932.20	$836,924.39	$547,912.26	
Distribution of Collections												
Administrative Fee	$11,123.13	$14,436.93	$17,881.42	$16,522.53	$16,415.73	$16,352.55	$15,152.58	$15,077.13	$17,409.32	$17,296.09	$15,479.12	$448,586.29
Operating (2/3)	$119,882.64	$273,630.07	$385,443.97	$423,820.05	$403,956.58	$412,601.86	$333,403.88	$328,424.04	$482,348.59	$546,418.86	$354,955.42	$5,016,047.30
Capital (1/3)	$239,765.27	$193,163.96	$192,721.99	$211,910.02	$201,978.29	$206,300.93	$166,701.94	$164,212.02	$241,174.29	$273,209.43	$177,477.71	$4,170,938.60
	$370,771.04	$481,230.96	$596,047.38	$652,252.60	$622,350.60	$635,255.34	$515,258.40	$507,713.19	$740,932.20	$836,924.39	$547,912.26	$9,635,572.20

Operating Fund Activity:

Fiscal Year	Total Revenue*	Operating Expense	Capital Fund Transfer Out	ncrease/(Decrease in Net Assets	Fund Balance
2004	172,430	249	114,830	57,351	57,351
2005	245,420	49,354	163,613	32,453	89,804
2006	268,539	70,628	176,514	21,397	111,201
2007	292,730	69,590	191,873	31,267	142,468
2008	319,940	79,519	210,593	29,828	172,296
2009	327,232	85,108	217,376	24,748	197,044
2010	286,292	105,147	190,079	(8,934)	188,110
2011	306,323	141,300	199,809	(34,786)	153,324
2012	338,380	218,328	214,473	(94,421)	58,903
2013	366,349	157,025	223,162	(13,839)	45,064
2014	389,562	132,144	239,765	17,653	62,717
2015	505,323	229,769	193,164	82,390	145,107
2016	603,262	324,214	192,722	86,326	231,433
2017	677,786	243,750	211,910	222,126	453,559
2018	634,804	270,913	201,978	161,913	615,472
2019	643,745	257,345	206,301	180,099	795,571
2020	599,412	270,236	166,702	162,473	958,044
2021	501,615	385,603	164,212	(48,200)	909,844
2022	732,524	459,705	241,174	31,645	941,489
2023	973,576	720,369	273,209	(20,003)	921,486
Fund Balance as of June 30, 2023					$921,486

* Includes total occupancy tax collection less adminstrative fee plus interest earnings and revenue for The Tinker Belle.

Capital Fund Activity:

Revenue			$4,170,938.60
Proceeds from 2018B Limited Obligation Bonds - Science Center			$3,651,935.65
Interest Earned Trustee Account for 2018B Limited Obligation Bonds			$84,497.15
Investment Earnings			107,084.93
Donations/Sponsorships			440,233.25
Grants			100,000.00
Expenses:			
Professional Fees for Civic Center			86,838
Monroe Park Master Plan and Site Assessment			23,058
Air Museum Advance Planning			19,240
Purchase "The Tinker Belle"			150,000
Capital Improvement to interior of "The Tinker Belle"			18,500
Storage Building			8,175
Tourism Study			7,500
Snow Machine			6,129
Tinker Belle Navigational Equipment			1,480
Center Theater Property			248,273
Tinker Belle Engine Purchase			80,046
Tinker Belle Tail Wheel			5,151
Purchase of Property Adjacent to Center Theater			260,497
Purchase of 318 E. Franklin Street Property			449,875
Capital Improvements to Science Center Building			3,866,342
Architectural/Engineering Services/Exhibits Consulting - Science Center			669,225
Fund Raising Services - Science Center			100,439
Capitalized Equipment/Exhibits - Science Center			542,149
Center Theater Expansion - Consulting Services			62,000
Branding Initiative/Website Design			33,830
2018B Limited Obligation Bonds - Issuance Costs - Science Center			84,256
2018B Limited Obligation Bonds - Debt Service & Annual Admin Fees			583,082
ERP Project			3,220
NC DNCR Grant Capital Equipment Expenses			99,346
Cash Balance of the Capital Project Fund as of March 25, 2024			$1,146,038.40
Portion of Cash Balance Currently Committed in Projects:			
Projects:			
Branding Initiative	$	-	
Monroe Science Center Building		4,208.56	
Center Theatre Expansion		-	
Science Center Exhibits		34,731.06	
	$	38,939.62	
Unreserved Cash Balance of the Capital Project Fund			$1,107,098.78

($0.00)

Occupancy Tax Special Revenue Fund Operating Activity FY 2024

		Budget	FYTD Actual
Revenue:	Occupancy Tax	213,723	$ 156,875
	Sales of TinkerBelle	0	112,500
	Investment Earnings	7,060	8,739
	Total	220,783	278,114
Expenses:	Debt Service - Principal & Interest	255,785	30,783
	Debt Service - Bond Admin Fees	880	1,056
	Total	256,665	31,839
Net Income (Loss)		(35,882)	246,275

Monroe Science Center Operating Activity FY 2024

		Budget	FYTD Actual
Revenue:	Admission Fees	350,000	$ 119,239
	Gift Shop Sales	-	$ 23,290
	Birthday Party Packages	10,000	$ 10,470
	Misc Annual Membership	5,000	$ -
	Rent Science Center Facility	10,000	-
	Total	375,000	153,000
Expenses:	Salaries & Benefits	447,529	241,920
	Bank Service Charges	2,500	4,939
	Technical Contracted Services	11,757	6,984
	Repairs & Maintenance - Buildings & Equipment	11,670	2,561
	Sofware License & Support	15,502	15,502
	Repairs & Maintenance - Copiers	100	518
	Property Damage/Wellness & Clinic Cost	3,248	3,248
	Marketing & Promotions/Printing	25,000	2,622
	Training and Travel Exp	2,000	889
	General Supplies	3,000	3,828
	Small Equipment	500	1,689
	PC's Peripherals	0	-
	Utilities & Telecommunications	22,049	20,415
	Items for Resale - Giftshop	31,266	20,724
	Organizational Dues	10,000	420
	Subscriptions & Publications	0	517
	Special Events	7,000	603
	Other Operating Expense & Cost Allocations	5,521	4,610
	Total	598,643	331,989
Net Income (Loss)		(223,643)	(178,989)

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO:	Monroe Tourism Development Authority Board
VIA:	Mark Watson, City Manager
DATE:	April 11, 2024
FROM:	Lisa Strickland, Finance Director
PREPARED BY:	Ashley Ivey, Assistant Finance Director
SUBJECT:	Fiscal Year 2024 Audit Contract for the Monroe Tourism Development Authority

SUMMARY STATEMENT

The purpose of this report is to provide information regarding the contract for audit services for the Monroe Tourism Development Authority to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2024.

REVIEW

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The Tourism Development Authority first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A five-year service agreement was approved in fiscal year 2018 that lasted through fiscal year 2023. A new five-year service agreement has been received this year. If approved, this will be the eleventh year with this audit firm. The cost estimates given by the firm for the next five years are as follows:

$7,500	Fiscal Year 2024
$8,000	Fiscal Year 2025
$8,500	Fiscal Year 2026
$9,000	Fiscal Year 2027
$9,500	Fiscal Year 2028

*The audit firm will enter into an annual contract with the Tourism Development Authority only if also engaged to perform the City of Monroe's audit for the same fiscal year. The City of Monroe approved the fiscal year 2024 audit contract with Martin Starnes & Associates, CPA's. P.A. at the Special City Council meeting of March 15, 2024.

There were no disputes or conflicts with the audit firm in the prior year and the Tourism Development Authority received the audit report and financial statements in a timely manner in order to meet the Local Government Commission's submission deadline of October 31st.

The proposed contract for audit services for the Tourism Development Authority for the fiscal year ending June 30, 2024 is $7,500. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the Authority's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and preparation of the annual financial statements.

RECOMMENDATION

Staff asks that the Monroe Tourism Development Authority Board approve the audit contract with Martin Starnes & Associates, CPA's, P.A. for $7,500.

Attachment:
Audit Contract

CONTRACT TO AUDIT ACCOUNTS

The	Governing Board Board of Directors
of	Primary Government Unit City of Monroe Tourism Development Authority
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 Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Drive SE, Hickory, NC 28602

Hereinafter referred to as Auditor

	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
for	06/30/24	10/31/24
		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. T**he 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:

Name:	***Title and Unit / Company:***	***Email Address:***

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).

Primary Government Unit	City of Monroe Tourism Development Authority
Audit Fee (financial and compliance if applicable)	$ 6,500
Fee per Major Program (if not included above)	$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	$ 1,000
All Other Non-Attest Services	$
TOTAL AMOUNT NOT TO EXCEED	$ 7,500

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

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* Amber Y McGhinnis
Date* 03/20/24	Email Address* amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* City of Monroe Tourism Development Authority	
Date Governing Board Approved Audit Contract* **(Enter date in box to right)**	
Mayor/Chairperson (typed or printed)* Robert Burns, Mayor	Signature*
Date	Email Address* rburns@monroenc.org

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

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:	$ 7,500
Primary Governmental Unit Finance Officer* (typed or printed) Lisa Strickland, Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* lstrickland@monroenc.org

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)*	Signature*
Date*	Email Address*

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

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*

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

PRINT

KWH
Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the
Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2020. 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. 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 Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2020, 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*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of pass.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 4, 2021

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
579 West Street
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

Smithfield
212 East Church Street
Post Office Box 2348
Smithfield, North Carolina 27577

919 934 1121
919 934 1217 FAX

MONROE TOURISM DEVELOPMENT AUTHORITY
RESOLUTION TO ADOPT AN ANNUAL
BALANCED BUDGET FOR FISCAL YEAR 2024-2025

R-2024-01

WHEREAS, the Monroe Tourism Development Authority is required by the North Carolina Local Government Budget and Fiscal Control Act to adopt an annual balanced budget; and

WHEREAS, a balanced budget has been prepared for the Monroe Tourism Development Authority for fiscal year 2024-2025 under the provisions set forth in the above referenced legislation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Monroe Tourism Development authority adopts the following budget ordinance:

BUDGET ORDINANCE
BO-2024-01

BE IT ORDAINED by the Board of Directors of the Monroe Tourism Development Authority:

Section 1A The following amounts are hereby appropriated in the General Operating Fund for the operation of the Authority and its activities for the fiscal year beginning July 1, 2024, ending June 30, 2025:

Physical and Economic Development	$ 1,030,102
Distribution to Capital Project Fund	273,863
	$ 1,303,965

Section 1B It is estimated that the following revenues will be available in the General Operating Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Restrictive Intergovernmental	$ 821,590
Sales and Services	425,000
Investment Earnings	19,538
Miscellaneous	5,000
Other Financing Sources	32,837
	$ 1,303,965

Section 2 A copy of this Budget Ordinance shall be furnished to the Director of Finance of the Authority to be kept on file for direction in the disbursement of funds.

Adopted this 11th day of April, 2024.

Robert Burns, Chairman

ATTEST:

Alison Nichols, Clerk

R-2024-01 BO-2024-01

STAFF REPORT

TO:	Tourism Development Authority
VIA:	Mark Watson, City Manager
DATE:	April 11, 2024
FROM:	Pete Hovanec, Communications and Tourism Director
SUBJECT:	Dowd Center Theatre Update

SUMMARY STATEMENT

The TDA will be presented an update on strategic plans for the Dowd Center Theatre.

REVIEW

Staff is currently soliciting RFP's for a strategic plan of development for the use and operation of the Dowd Center Theatre.

RECOMMENDATION

No action is needed at this time.