# Downtown Boone Development Association

**Regular Meeting**

**~ Agenda ~**

,
http://www.townofboone.net/

Brittney Clark

Tuesday, February 13, 2018 | 8:30 AM | Jones House Cultural and Community Center

## I. General Business

1. **Call to Order**
2. **Approval of February Agenda**
3. **Approval of January Minutes**
4. **Approval of Financial Statements**
5. **Approval of Financial Statements**
6. **Approval of Financial Statements**

## II. Organization

1. **Main Street Work Plan Review**
2. **Shoplifting Prevention and Detection Seminar**
   Glen will present
3. **New Board Member Application and Vote**
4. **New Board Member Application and Vote**

## III. Financial

1. **Suggested Budget**
2. **Vote on Auditor Change**
3. **Approval of Rack Card/Map redesign quote**

## IV. Promotion

1. **Quote from Appalachian Signs for Downtown Rack Card**

# V. Design

**1. Facade Grant Application Review**

**2. Call for committee to meet to review submitted FIG Grant application**

Need to identify Design committee and set time to meet.

**3. Streetscape Contracted price follow up**

Public Works got a new quote for contracting out the work on Streetscapes. The price is $23 per sq ft.

If we continue with Public Works, we do not pay labor fees, only material cost.

# VI. Other business, comments, or concerns

# VII. Call for Adjournment

# Downtown Boone Development Association

Downtown Boone Development Association
Regular Board of Directors Meeting
February 13, 2018
8:30 am – Jones House Community and Cultural Center

General Business
- Call to Order
- Approval of February Agenda
- Approval of January Minutes
- Approval of Financial Statements

Organization
- Main Street Work Plan Review
- Shoplifting Prevention and Detection Seminar
- New Board Member Application and Vote

Financial
- Suggested Budget
- Vote on Auditor Change
- Approval of Rack Card/Map redesign quote

Promotion
- Quote from Appalachian Signs for Downtown Rack Card

Design
- Façade Grant Application Review
- Call for committee to meet to review submitted FIG Grant application
- Streetscape Contracted price follow-up

Other business, comments, or concerns

Call for Adjournment

**Downtown Boone Development Association**
**Regular Board of Directors Meeting – January 9th, 2018**
**5:00 pm – Historic Downtown Post Office – Conference Room**

**Board Members present:** Denise Lovin, Tucker Deal, Angela Kelly, Dave Walker, Victoria Potter, Monica Caruso, Kendra Sink, Alex Hooker, Anna Roseman

**Ex-Officios present:** Lynne Mason, Loretta Clawson

**MSD members present:** Lee Sanderin (Watauga Democrat)

**Staff present:** Brittney Clark

**Handouts:** Agenda

## GENERAL BUSINESS

Kendra called the meeting to order at 5:01 pm

## APPROVAL OF MINUTES AND AGENDA

**Agenda**

Angela made a motion to approve the minutes; Kendra seconded. All approved.

**Minutes**

Victoria made a motion to approve the minutes; Angela seconded. All approved.

**FINANCIAL**

**Current Financial Statements**

Tucker voted to approve our financial statements; Dave seconded. All approved.

**OTHER BUSINESS, COMMENTS, OR CONCERNS**

**Call for Adjournment**

Alex motioned for the meeting to adjourn at 5:07 pm

(The Annual Budget Retreat proceeded immediately following the Regular Board Meeting)

Report: M:\live\gl\glrpt016.p
Version: 010021-L58.69.00
User ID: becky

Town of Boone
Transaction Detail Report

Page:
Date: 01/
Time: 14:52:41

For All Asset, Liability, Revenue, Expense Accounts
Budget Cycle: Amended

For Periods: 1 to 12 for Year 2018

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| | | | | | 0.00 | 381.34- | |

Account No: 050-450-000-461201
INTEREST EARNED ON INVESTMENTS
Opening Balance: 0.00
Period Trans: 11.00-
Period Budget: 100.00-
Closing Balance: 11.00-
Period Variance: 89.00-

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| POST INT/CHRGS AUG 2017 | 2 | 08/30/2017 | 139 | | | 2.99- | 2.99- |
| POST INT/CHRGES AUG 2017 | 3 | 09/01/2017 | 221 | | | 3.83- | 6.82- |
| POST INT CHRGS SEPT 2017 | 3 | 09/30/2017 | 82 | | | 2.35- | 9.17- |
| POST INT CHRGS OCT 17 | 4 | 10/31/2017 | 117 | | | 1.83- | 11.00- |
| | | | | | 0.00 | 11.00- | |

Account No: 050-450-000-509100
PROFESSIONAL SERVICES
Opening Balance: 0.00
Period Trans: 3,635.97
Period Budget: 5,000.00
Closing Balance: 3,635.97
Period Variance: 1,364.03

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| JULY PNC STMT PILAR | 2 | 08/22/2017 | AP-INV | 13986 PNC BANK 13986-2 | 25.00 | | 25.00 |
| SEPT 2017 PNC PILAR | 5 | 11/02/2017 | AP-INV | 13986 PNC BANK 100117-2 | 10.97 | | 35.97 |
| AUDIT SERVICES | 6 | 12/19/2017 | AP-INV | 20012 PRISCILLA L NORRIS C 110217 | 3,600.00 | | 3,635.97 |
| | | | | | 3,635.97 | 0.00 | |

Account No: 050-450-000-512101
MEETING EXPENSES
Opening Balance: 0.00
Period Trans: 97.84
Period Budget: 250.00
Closing Balance: 97.84
Period Variance: 152.16

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| SUPPLIES/FLOWERS | 3 | 09/12/2017 | AP-INV | 00751 LOWE'S FOOD STORE'S, 29094 | 51.21 | | 51.21 |
| REIMBURSEMED EXPSENSE | 4 | 10/16/2017 | AP-INV | 19465 CLARK, BRITTNEY 101217 | 26.13 | | 77.34 |
| REIMBURSEMED EXPSENSE | 4 | 10/16/2017 | AP-INV | 19465 CLARK, BRITTNEY 101217 | 20.50 | | 97.84 |
| | | | | | 97.84 | 0.00 | |

Account No: 050-450-000-516100
OFFICE SUPPLIES
Opening Balance: 0.00
Period Trans: 350.72
Period Budget: 1,000.00
Closing Balance: 350.72
Period Variance: 649.28

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| OFFICE SUPPLIES | 2 | 08/22/2017 | AP-INV | 00063 STAPLES CREDIT PLAN 19629 | 37.91 | | 37.91 |
| EMBROIDERY | 3 | 09/15/2017 | AP-INV | 00139 M-PRINTS, INC. 25595 | 10.00 | | 47.91 |
| PNC AUG 17 JIM | 3 | 09/27/2017 | AP-INV | 13986 PNC BANK 090117-3 | 13.90 | | 61.81 |
| REIMBURSEMENT | 5 | 11/06/2017 | AP-INV | 19465 CLARK, BRITTNEY 110617 | 8.20 | | 70.01 |
| POSTCARD | 5 | 11/21/2017 | AP-INV | 00004 W.J. OFFICE CITY 644884-00 | 20.74 | | 90.75 |
| REIMBURSEMENT POSTCARDS | 5 | 11/30/2017 | AP-INV | 19465 CLARK, BRITTNEY 112917 | 15.68 | | 106.43 |
| DEC 2017 STMT | 7 | 01/02/2018 | AP-INV | 07458 CARD SERVICES CENTER 01022018 | 202.81 | | 309.24 |
| POSTCARDS | 7 | 01/04/2018 | AP-INV | 00004 W.J. OFFICE CITY 646440-00 | 41.48 | | 350.72 |
| | | | | | 350.72 | 0.00 | |

Account No: 050-450-000-516200
OFFICE EQUIPMENT
Opening Balance: 0.00
Period Trans: 405.63
Period Budget: 1,000.00
Closing Balance: 405.63
Period Variance: 594.37

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| SEPTEMBER BILL | 3 | 09/08/2017 | AP-INV | 00195 VERIZON WIRELESS 9791843993 | 405.63 | | 405.63 |
| | | | | | 405.63 | 0.00 | |

Account No: 050-450-000-519900
MISCELLANEOUS SUPPLIES
Opening Balance: 0.00
Period Trans: 79.44
Period Budget: 300.00
Closing Balance: 79.44
Period Variance: 220.56

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| CLOTHING ALLOWANCE | 3 | 09/20/2017 | AP-INV | 19465 CLARK, BRITTNEY 09/19/17 | 63.41 | | 63.41 |
| SEPT 17 STMT | 4 | 10/10/2017 | AP-INV | 07458 CARD SERVICES CENTER 101017 | 10.85 | | 74.26 |
| NOV 2017 BILLING | 6 | 12/11/2017 | AP-INV | 13986 PNC BANK 113017-1 | 11.43 | | 85.69 |
| DEC 2017 STMT | 7 | 01/02/2018 | AP-INV | 07458 CARD SERVICES CENTER 01022018 | | 21.25- | 64.44 |
| DEC 2017 STMT | 7 | 01/02/2018 | AP-INV | 07458 CARD SERVICES CENTER 01022018 | 15.00 | | 79.44 |

Communication: Approval of Financial Statements (General Business)

Report: M:\live\gl\glrpt016.p
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Town of Boone
Transaction Detail Report

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For All Asset, Liability, Revenue, Expense Accounts
Budget Cycle: Amended

For Periods: 1 to 12 for Year 2018

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| | | | | | 100.69 | 21.25- | |

Account No: 050-450-000-521101
TRAVEL & TRAINING
Opening Balance: 0.00
Period Trans: 601.05 Closing Balance: 601.05
Period Budget: 2,000.00 Period Variance: 1,398.95

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| DOWNTOWN DEV CONF | 2 | 08/07/2017 | AP-INV | 19465 CLARK, BRITTNEY 08-07-17 B CL | 351.58 | | 351.58 |
| GAS REIMBURSEMENT | 2 | 08/22/2017 | AP-INV | 19465 CLARK, BRITTNEY 081417 | 34.18 | | 385.76 |
| 2017 ANNUAL MEETING | 3 | 09/08/2017 | AP-INV | 00399 BOONE AREA CHAMBER O 15171 | 30.00 | | 415.76 |
| REIMBURSEMENT | 5 | 11/06/2017 | AP-INV | 19465 CLARK, BRITTNEY 110617 | 5.00 | | 420.76 |
| REIMBURSEMENT | 5 | 11/06/2017 | AP-INV | 19465 CLARK, BRITTNEY 110617 | 6.00 | | 426.76 |
| SALISBURY NC | 5 | 11/30/2017 | AP-INV | 19465 CLARK, BRITTNEY 112717 | 19.00 | | 445.76 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 100.00 | | 545.76 |
| PNC WARD 2017 | 6 | 12/11/2017 | AP-INV | 13986 PNC BANK 113017-7 | 55.29 | | 601.05 |
| | | | | | 601.05 | 0.00 | |

Account No: 050-450-000-522101
TELEPHONE SERVICES
Opening Balance: 0.00
Period Trans: 477.29 Closing Balance: 477.29
Period Budget: 1,200.00 Period Variance: 722.71

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| AUGUST 2017 BILLING | 2 | 08/22/2017 | AP-INV | 00214 INFORMATION TECHNOLO 07172017 | 23.08 | | 23.08 |
| SEPTEMBER BILL | 3 | 09/08/2017 | AP-INV | 00195 VERIZON WIRELESS 9791843993 | 90.90 | | 113.98 |
| C-1434 BALANCE DUE | 3 | 09/08/2017 | AP-INV | 00214 INFORMATION TECHNOLO 07/31/17 | 23.07 | | 137.05 |
| AUGUST 2017 BILLING | 3 | 09/12/2017 | AP-INV | 00214 INFORMATION TECHNOLO 081417 | 62.30 | | 199.35 |
| POST VERIZON BILL OCT 201 | 4 | 10/31/2017 | 168 | | 53.03 | | 252.38 |
| NOVEMBER 2017 | 5 | 11/30/2017 | AP-INV | 00214 INFORMATION TECHNOLO 112817 | 60.10 | | 312.48 |
| POST VERIZON BILL 2017 | 5 | 11/30/2017 | 167 | | 53.13 | | 365.61 |
| NOVEMBER 2017 SERVICES | 6 | 12/19/2017 | AP-INV | 00214 INFORMATION TECHNOLO 17110060 | 58.55 | | 424.16 |
| DEC STMT | 7 | 01/11/2018 | AP-INV | 00195 VERIZON WIRELESS 9798953943 | 53.13 | | 477.29 |
| | | | | | 477.29 | 0.00 | |

Account No: 050-450-000-522201
POSTAGE
Opening Balance: 0.00
Period Trans: 68.00 Closing Balance: 68.00
Period Budget: 300.00 Period Variance: 232.00

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| POSTAGE | 2 | 08/31/2017 | AP-INV | 19465 CLARK, BRITTNEY 082517 | 41.93 | | 41.93 |
| POSTAGE | 3 | 09/29/2017 | AP-INV | 19027 BOONE MAILING CENTER 092817 | 26.07 | | 68.00 |
| | | | | | 68.00 | 0.00 | |

Account No: 050-450-000-524101
PRINTING
Opening Balance: 0.00
Period Trans: 921.81 Closing Balance: 921.81
Period Budget: 3,500.00 Period Variance: 2,578.19

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| BROCHURES / MAPS | 3 | 09/08/2017 | AP-INV | 00177 PRECISION PRINTING G 66074 | 910.00 | | 910.00 |
| OFFICE SUPPLIES | 4 | 10/12/2017 | AP-INV | 19465 CLARK, BRITTNEY 100917 | 11.81 | | 921.81 |
| | | | | | 921.81 | 0.00 | |

Account No: 050-450-000-525102
COMMUNITY APPEARANCE - SPECIAL PROMO
Opening Balance: 0.00
Period Trans: 5,000.00 Closing Balance: 5,000.00
Period Budget: 18,200.00 Period Variance: 13,200.00

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| FACADE INCENTIVE GRANT AW | 2 | 08/02/2017 | AP-INV | 05337 APPALACHIAN THEATER 07012017 | 5,000.00 | | 5,000.00 |
| | | | | | 5,000.00 | 0.00 | |

Account No: 050-450-000-527001
ADVERTISING
Opening Balance: 0.00
Period Trans: 2,198.00 Closing Balance: 2,198.00
Period Budget: 11,000.00 Period Variance: 8,802.00

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| ACCOUNT #101252 | 4 | 10/23/2017 | AP-INV | 00291 THE MOUNTAIN TIMES 20170831-1 | 1,200.00 | | 1,200.00 |
| CRCT CODING ERROR | 5 | 11/15/2017 | 101 | | | 600.00- | 600.00 |
| SUMMER EVENTS | 6 | 12/19/2017 | AP-INV | 00132 MOUNTAIN TIMES PUBLI 07171012 | 1,200.00 | | 1,800.00 |
| SMALL BUSINESS SAT | 6 | 12/19/2017 | AP-INV | 00132 MOUNTAIN TIMES PUBLI 11171012 | 200.00 | | 2,000.00 |

For All Asset, Liability, Revenue, Expense Accounts
Budget Cycle: Amended

For Periods: 1 to 12 for Year 2018

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| ADVERTISEMENT | 6 | 12/19/2017 | AP-INV | 19996 GOBLUERIDGE.NET 17110456 | 99.00 | | 2,099.00 |
| PACKAGE | 7 | 01/18/2018 | AP-INV | 19996 GOBLUERIDGE.NET 17120152 | 99.00 | | 2,198.00 |
| | | | | | 2,798.00 | 600.00- | |

Account No: 050-450-000-535101
INSURANCE
Opening Balance: 0.00
Period Trans: 359.00 Closing Balance: 359.00
Period Budget: 4,000.00 Period Variance: 3,641.00

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| NC DISHONESTY B CIVIC ORG | 4 | 10/25/2017 | AP-INV | 11265 LIFESTORE INSURANCE 70824285 | 359.00 | | 359.00 |
| | | | | | 359.00 | 0.00 | |

Account No: 050-450-000-539100
DUES & SUBSCRIPTIONS
Opening Balance: 0.00
Period Trans: 378.39 Closing Balance: 378.39
Period Budget: 850.00 Period Variance: 471.61

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| MULTI COMMITTEE PLAN | 3 | 09/28/2017 | AP-INV | 19876 DOWNTOWN SMITHFIELD 092217 | 28.39 | | 28.39 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 350.00 | | 378.39 |
| | | | | | 378.39 | 0.00 | |

Account No: 050-450-000-549121
SPECIAL PROJECTS/EVENTS
Opening Balance: 0.00
Period Trans: 2,371.33 Closing Balance: 2,371.33
Period Budget: 7,000.00 Period Variance: 4,628.67

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| FOURTH OF JULY CAKES | 1 | 07/14/2017 | AP-INV | 09073 STICK BOY BREAD COMP 000426 | 250.00 | | 250.00 |
| FOOD MSD | 2 | 08/02/2017 | AP-INV | 00751 LOWE'S FOOD STORE'S, 25053 | 153.86 | | 403.86 |
| PARADE | 2 | 08/02/2017 | AP-INV | 19448 WATAUGA COUNTY BAND 07042017 | 300.00 | | 703.86 |
| PORTAJON | 2 | 08/10/2017 | AP-INV | 00555 FARMER'S RENTAL & EQ 284115 | 130.00 | | 833.86 |
| JULY PNC STMT PILAR | 2 | 08/22/2017 | AP-INV | 13986 PNC BANK 13986-2 | 15.00 | | 848.86 |
| MEALS | 4 | 10/16/2017 | AP-INV | 19907 PROPER RESTAURANT 102017 | 320.25 | | 1,169.11 |
| REIMBURSEMENT | 5 | 11/06/2017 | AP-INV | 19465 CLARK, BRITTNEY 110617 | 5.50 | | 1,174.61 |
| HE 160 | 6 | 12/01/2017 | AP-INV | 00097 WALLACE PROPANE & WE 081450 | 142.00 | | 1,316.61 |
| REIMBURSEMENTS | 6 | 12/04/2017 | AP-INV | 19465 CLARK, BRITTNEY 120517 | 12.90 | | 1,329.51 |
| REIMBURSEMENTS | 6 | 12/04/2017 | AP-INV | 19465 CLARK, BRITTNEY 120517 | 7.41 | | 1,336.92 |
| REIMBURSEMENTS | 6 | 12/04/2017 | AP-INV | 19465 CLARK, BRITTNEY 120517 | 30.69 | | 1,367.61 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 594.75 - Candy | | 1,962.36 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 118.94 - Candy / Glow Sticks | | 2,081.30 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 39.96 | | 2,121.26 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 38.80 - Boone Boo Balloons | | 2,160.06 |
| LIGHT TOWER PORTABLE | 6 | 12/12/2017 | AP-INV | 00011 BOONE RENTALS, INC. 22089-1 | 120.92 | | 2,280.98 |
| SNOW FIGHT CARDS | 6 | 12/12/2017 | AP-INV | 05598 CREATIVE PRINTING & 20123 | 26.00 | | 2,306.98 |
| DEC 2017 STMT | 7 | 01/02/2018 | AP-INV | 07458 CARD SERVICES CENTER 01022018 | 64.35 | | 2,371.33 |
| | | | | | 2,371.33 | 0.00 | |

Account No: 050-450-000-577000
CONTRACTED SERVICES
Opening Balance: 0.00
Period Trans: 1,722.50 Closing Balance: 1,722.50
Period Budget: 3,000.00 Period Variance: 1,277.50

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| PNC AUG 2017 PILAR | 3 | 09/27/2017 | AP-INV | 13986 PNC BANK 090117-2 | 25.00 | | 25.00 |
| DEC 04 2017 BILLING | 6 | 12/11/2017 | AP-INV | 07458 CARD SERVICES CENTER 121117- | 25.00 | | 50.00 |
| 09-01-17 THRU 08/31/17 SE | 6 | 12/12/2017 | AP-INV | 18579 PRINT DISTRIBUTION S 09012017 | 1,460.00 | | 1,510.00 |
| FIRST FRIDAY 2 HOURS | 6 | 12/12/2017 | AP-INV | 19988 MEGAN SHEPPARD PHOTO 55 | 200.00 | | 1,710.00 |
| DEC 2017 STMT | 7 | 01/02/2018 | AP-INV | 07458 CARD SERVICES CENTER 01022018 | 12.50 | | 1,722.50 |
| | | | | | 1,722.50 | 0.00 | |

Account No: 050-450-000-577110
WATAUGA COUNTY - COLLECTION OF TAXES
Opening Balance: 0.00
Period Trans: 20.48 Closing Balance: 20.48
Period Budget: 3,400.00 Period Variance: 3,379.52

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| NCVTS JULY 2017 | 5 | 11/30/2017 | 230 | | 0.80 | | 0.80 |
| NCVTS AUG.17 | 5 | 11/30/2017 | 233 | | 5.03 | | 5.83 |
| NCVTS SEP.2017 | 5 | 11/30/2017 | 235 | | 6.20 | | 12.03 |
| NCVTS OCT.2017 | 5 | 11/30/2017 | 237 | | 7.08 | | 19.11 |
| NCVTS NOV.17 | 5 | 11/30/2017 | 239 | | 1.37 | | 20.48 |

Communication: Approval of Financial Statements (General Business)

Report: M:\live\gl\glrpt016.p　　　　　　　　　　　　　　　　　　　　Page:
Version: 010021-L58.69.00　　　　Town of Boone　　　　Date: 01/
User ID: becky　　　　Transaction Detail Report　　　　Time: 14:52:41

For All Asset, Liability, Revenue, Expense Accounts　　　　For Periods: 1 to 12 for Year 2018
Budget Cycle: Amended

| Description | Pd | Date | Ref # | Vendor/Inv./PO No. | DB Amount | CR Amount | Closing Balance |
|---|---|---|---|---|---|---|---|
| | | | | | 20.48 | 0.00 | |

| | Debits | Credits | Total |
|---|---|---|---|
| Report Totals | 273,703.90 | 273,703.90- | 0.00 |

*** End of Report ***

Communication: Approval of Financial Statements (General Business)

PNC Online Banking

Privacy | Security | Sign Off

**Last Sign On:** Tuesday, January 2, 2018 at 8:45 a

Customer Profile

My Accounts | Transfer Funds | Pay Bills | Alerts | Business Tools | Customer Service | My Offers

Summary | Account Activity

# My Accounts Summary

## Use your mobile device as an extra layer of security

Use your mobile device to add an extra layer of security every time you sign-on to Online Banking.

Setup »

## Account List

### Deposit Accounts

| | Account Type | Account Number | Balance | Available |
|---|---|---|---|---|
| Business Checking | Checking | XXXXXX9971 | $6,477.90 | $6,477.90 |
| Business Premium Money Market | Savings | XXXXXX9998 | $20,071.10 | $20,071.10 |
| Business Premium Money Market | Savings | XXXXXX0032 | $16,601.44 | $16,601.44 |
| | | **Deposit Account Totals:** | $43,150.44 | $43,150.44 |

## Contact Us

**Chat Online Now**

Call 1-877-BUS-BNKG

**TTY/TDD Communications:**
**For Hearing Impaired Customers Only**
**1-800-531-1648**
Mon-Fri: 7am - 10pm ET
Sat-Sun: 8am - 5pm ET

**Tweet** @PNCBank_Help

More

Account Services | Customer Profile

Debit/ATM Card Services

Mobile Banking

Online Payroll

Communication: Approval of Financial Statements (General Business)

Report: M:\live\gl\glreprtx.p
Version: 020001-L58.69.00
User ID: brittney

Town of Boone
Revenue and Expense (Multiply Segments) Without Encumbrance - MSD Revenue_Expense
For Fiscal Year 2018, Period 1 to 12 and Budget Cycle Amended and Prd 1 to 12 Actuals


Date: 02/05/18
Time: 14:32:4

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 07/01/201
To 06/30/201

| Account | Description | Period Actual | Period Budget | Period Variance | YTD Actual | YTD Variance |
|---|---|---|---|---|---|---|
| 050-450-000-411080 | CURRENT YEAR TAXES | 0.00 | 116,193.00- | 116,193.00- | 0.00 | 116,193.00- |
| 050-450-000-411083 | PRIOR YEAR TAXES | 0.00 | 350.00- | 350.00- | 0.00 | 350.00- |
| 050-450-000-411300 | TAX PENALTIES & INTEREST | 5.91- | 0.00 | 5.91 | 5.91- | 5.91 |
| 050-450-000-411301 | NCVTS TAXES | 381.34- | 956.00- | 574.66- | 381.34- | 574.66- |
| 050-450-000-412239 | LOCAL SALES TAX 1% | 12,804.65- | 22,000.00- | 9,195.35- | 12,804.65- | 9,195.35- |
| 050-450-000-412240 | LOCAL SALES TAX 1/2% (40) | 5,115.72- | 9,400.00- | 4,284.28- | 5,115.72- | 4,284.28- |
| 050-450-000-412242 | LOCAL SALES TAX 1/2% (42) | 6,313.05- | 11,200.00- | 4,886.95- | 6,313.05- | 4,886.95- |
| 050-450-000-412243 | LOCAL SALES TAX 1/2% (44) | 11.68 | 0.00 | 11.68- | 11.68 | 11.68- |
| 050-450-000-412244 | LOCAL SALES TAX 1/4% (40 MEDICAID RE | 4,030.14- | 4,800.00- | 769.86- | 4,030.14- | 769.86- |
| 050-450-000-461201 | INTEREST EARNED ON INVESTMENTS | 19.39- | 100.00- | 80.61- | 19.39- | 80.61- |
| 050-450-000-499900 | APPROPRIATED FUND BALANCE | 0.00 | 5,000.00- | 5,000.00- | 0.00 | 5,000.00- |
| 050-450-000-509100 | PROFESSIONAL SERVICES | 3,635.97 | 5,000.00 | 1,364.03 | 3,635.97 | 1,364.03 |
| 050-450-000-512101 | MEETING EXPENSES | 107.84 | 250.00 | 142.16 | 107.84 | 142.16 |
| 050-450-000-516100 | OFFICE SUPPLIES | 371.06 | 1,000.00 | 628.94 | 371.06 | 628.94 |
| 050-450-000-516200 | OFFICE EQUIPMENT | 405.63 | 1,000.00 | 594.37 | 405.63 | 594.37 |
| 050-450-000-519900 | MISCELLANEOUS SUPPLIES | 79.44 | 300.00 | 220.56 | 79.44 | 220.56 |
| 050-450-000-521101 | TRAVEL & TRAINING | 601.05 | 2,000.00 | 1,398.95 | 601.05 | 1,398.95 |
| 050-450-000-521300 | TRAVEL & TRAINING - PUBLIC OFFICIALS | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| 050-450-000-522101 | TELEPHONE SERVICES | 641.78 | 1,200.00 | 558.22 | 641.78 | 558.22 |
| 050-450-000-522201 | POSTAGE | 68.00 | 300.00 | 232.00 | 68.00 | 232.00 |
| 050-450-000-524101 | PRINTING | 921.81 | 3,500.00 | 2,578.19 | 921.81 | 2,578.19 |
| 050-450-000-525102 | COMMUNITY APPEARANCE - SPECIAL PROMO | 5,000.00 | 18,200.00 | 13,200.00 | 5,000.00 | 13,200.00 |
| 050-450-000-527001 | ADVERTISING | 798.00 | 11,000.00 | 10,202.00 | 798.00 | 10,202.00 |
| 050-450-000-533001 | RENTAL OF OTHER EQUIPMENT | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 |
| 050-450-000-535101 | INSURANCE | 359.00 | 4,000.00 | 3,641.00 | 359.00 | 3,641.00 |
| 050-450-000-539100 | DUES & SUBSCRIPTIONS | 378.39 | 850.00 | 471.61 | 378.39 | 471.61 |
| 050-450-000-539902 | BANK SERVICE CHARGES | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| 050-450-000-545003 | CONTRACTED SERVICES - INTERN (WORK S | 0.00 | 1,400.00 | 1,400.00 | 0.00 | 1,400.00 |
| 050-450-000-549121 | SPECIAL PROJECTS/EVENTS | 2,371.33 | 7,000.00 | 4,628.67 | 2,371.33 | 4,628.67 |
| 050-450-000-553104 | MUNICIPAL SERVICE DISTRICT PROJECTS | 0.00 | 55,000.00 | 55,000.00 | 0.00 | 55,000.00 |
| 050-450-000-553112 | COMMUNITY DEVELOPMENT | 0.00 | 17,699.00 | 17,699.00 | 0.00 | 17,699.00 |
| 050-450-000-577000 | CONTRACTED SERVICES | 1,722.50 | 3,000.00 | 1,277.50 | 1,722.50 | 1,277.50 |
| 050-450-000-577110 | WATAUGA COUNTY - COLLECTION OF TAXES | 20.48 | 3,400.00 | 3,379.52 | 20.48 | 3,379.52 |
| 050-450-000-598010 | TRANSFER TO GENERAL FUND | 0.00 | 31,500.00 | 31,500.00 | 0.00 | 31,500.00 |
| | REPORT TOTALS: | 11,176.24- | 0.00 | 11,176.24 | 11,176.24- | 11,176.24 |

*** End of Report ***

Communication: Approval of Financial Statements (General Business)

# (Organization) Economic Development Implementation Plan - 2017-18

**Economic Positioning/Vision:** Embraced by the gentle slopes of the Blue Ridge Mountains and the campus of Appalachian State University, Boone is a real downtown experience – a community with heart, focused on its economic, social and environmental impact and dedicated to the enriching experiences of art, history, music, food and shopping.

**Mission:** The Downtown Boone Development Association's mission in part is to promote the historic preservation, protection and use of Boone's traditional downtown area, including the area's commercial, civic, and religious enterprises and residences. To encourage property owners to maintain, improve and beautify downtown properties.

**Implementation Strategy:** Boone is a designated NC Main Street community. The Town/City of Boone has charged the Downtown Boone Development Association with the administration of the Main Street program at the local level. The agency uses the Main Street America ™ model of establishing economic development strategies and applying the Main Street Four-Point Approach® to downtown revitalization: Organization, Promotion, Design and Economic Vitality, to implement a plan that achieves measurable results.

| DOWNTOWN ECONOMIC DEVELOPMENT STRATEGIES | ORGANIZATION | PROMOTION | DESIGN | ECONOMIC VITALITY |
|---|---|---|---|---|
| Economic Development Strategy: Launch a Community Image Building campaign to highlight the art, history, music, food and shopping available in Downtown Boone.<br><br>**Goal:** Increase foot traffic downtown by 10% through an image building campaign aimed at bringing people visiting the area into our downtown.<br><br>**Objectives:** Create 6 unique advertisements that highlight each of the Assets identified by NC Main Street (Economic, cultural, Natural, Institutional, Community, and Governmental) | Action:<br>1. Work with community stakeholders to receive their input regarding what Boone's assets are for each of the categories.<br><br>2. Host strategic planning sessions to create a plan for how to build a cohesive image campaign that builds off of each of the different unique types of assets. | Action:<br>1. Hire a graphic designer who can create visually appealing and compelling marketing materials.<br><br>2. Utilize marketing materials in a variety of mediums to build our image and spread our message. | Action:<br>1. Utilize our existing brand (including colors) to shape the look and feel of additional advertising materials.<br><br>2. Begin conversations with other entities in Boone regarding unifying logos used through town. | Action:<br>1. Encourage patronage of businesses that correlate with each of the assets we will be marketing.<br><br>2. Focus messaging in a way that encourages visitors to use Downtown Boone as a jumping-off point for accessing all of the assets the Boone area has to offer. |
| Economic Development Strategy: Increase long-lasting children's programming in Downtown Boone, showing we are a community with heart that is dedicated to enriching the experiences of our community members and visitors.<br><br>Goal: Create long-lasting | Action:<br>1. Integrate children-specific activities into ongoing First Friday events, hosted by the Downtown Boone Development Association.<br><br>2. Partner with local Library and other downtown businesses to leverage accessibility to | Action:<br>1. Utilize social media to spread the word regarding activities happening downtown that are attractive to children and families.<br><br>2. Partner with local independent bookstore to participate in nation-wide | Action:<br>1. Work with local artist to create bronze sculptures to be used to create a permanent (yet dynamic) scavenger hunt throughout Downtown Boone.<br><br>2. Collaborate with local merchants to utilize storefront windows for downtown Story | Action:<br>1. Host activities where families are encourage to visit downtown and stay for an extended period of time (ex: outdoor movies on weeknights through the summer).<br><br>2. Develop activities that keep |

Communication: Main Street Work Plan Review (Organization)

| | | | | |
|---|---|---|---|---|
| children's programming that will continue from year to year.<br><br>Objectives: Increase the number of families who visit Downtown Boone by ______ (need measurable item) | programming for children. | Where's Waldo program. | Walk program in partnership with the local Library downtown. | children engaged for significant periods of time, to encourage families to linger (ex: a scavenger hunt that takes 45 min – 1 hour to complete, and has an interactive component). |
| Economic Development Strategy: To partner with local entities to implement a wayfinding program, helping visitors navigate themselves Downtown from the neighboring Blue Ridge Mountains and Appalachian State University.<br><br>Goal: Implement a wayfinding program in Downtown Boone.<br><br>Objectives: Design and install wayfinding signage in Downtown Boone by the end of Fiscal Year 2018-2019. | Action:<br>1. Partner with Watauga County Tourism Development Authority and Boone Tourism Development Authority to create a county-wide Wayfinding program.<br><br>2. Participate in Wayfinding signage steering committee. | Action:<br>1. Utilize Social Media to share with locals and visitors that Downtown Boone is close to many local attractions.<br><br>2. Ensure that Downtown Boone's assets are easy to identify and locate. | Action:<br>1.Coordinate with Watauga County and Boone Tourism Development Authority to create a cohesive look and feel to wayfinding signage in and out of Downtown Boone.<br><br>2.Participate in Destination by Design-led community meetings to develop wayfinding signage that creates a cohesive look and feel to existing assets in Downtown Boone. | Action:<br>1. Install wayfinding signage to help visitors and locals navigate themselves to Downtown Boone, increasing traffic in our Downtown.<br><br>2. Create a better visitor experience through cohesive and clear signage regarding parking and downtown assets, which will lead to repeat visits and increased tourism dollars spent in our Downtown. |

Economic Development Strategy:
Goal:
Objective:

# Organization

Organization Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
|---|---|---|---|---|---|---|---|
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**Name of Org – Year**
**Resource & Partnership Identification**

Organization Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Promotion

Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Design

Design Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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| Design Action/Project: | | | | | | | |
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| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Economic Vitality

| Economic Vitality Action/Project: | | | | | | | |
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| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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| Economic Vitality Action/Project: | | | | | | | |
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| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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## Economic Development Strategy:

Goal:

Objective:

# Organization

| Organization Action/Project: | | | | | | | |
|---|---|---|---|---|---|---|---|
| Completed ✓ | Task | Name of Person | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |

| | | Responsible | | | | | |
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Organization Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Promotion

Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Design

Design Action/Project:

**Name of Org – Year**
**Resource & Partnership Identification**

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Design Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Economic Vitality

Economic Vitality Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Economic Vitality Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Economic Development Strategy:
Goal:
Objective:

# Organization

Organization Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Organization Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Promotion

Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Promotion Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Design

Design Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Design Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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# Economic Vitality

Economic Vitality Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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Economic Vitality Action/Project:

| Completed ✓ | Task | Name of Person Responsible | In-House-Outsource | Cost / Time | Tools | Partners / Assistance | Date To Be completed |
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**Name of Org – Year**
**Resource & Partnership Identification**

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*EHP – 090117– NC Department of Commerce, NC Main Street & Rural Planning Center 919-814-4658*

# APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE TOWN OF BOONE

FULL NAME: Mr. Steve W. Martin

Title (Mr./Ms./Ms./Dr., etc.) First Middle Initial Last

GENDER: Male

HOME ADDRESS: 149 Honeysuckle Trail, Vilas, NC 28692

PREFERRED CONTACT ADDRESS (if different from home address):
Planning, Design & Construction / ASU Box 32050 / Boone, NC 28608-2050

EMAIL ADDRESS:
martinws1@appstate.edu

TELEPHONE: day: 262-4961 ; evening 910-813-7000

JURISDICTION OF RESIDENCE:
x Town of Boone
___ Extra Territorial Jurisdiction (ETJ)
x Watauga County outside Town and ETJ
___ Other (please identify):

HOW LONG HAVE YOU BEEN A RESIDENT OF THE ABOVE JURISDICTION: 100+ years

DO YOU OWN REAL PROPERTY (land) IN THE TOWN OF BOONE: Yes (University)

DO YOU OWN REAL PROPERTY IN THE ETJ: No

NAME OF BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE APPOINTMENT SOUGHT (list one only):
DBDA

WHY DO YOU WISH TO OBTAIN THIS APPOINTMENT?
Increase opportunities for cooperation between the town and the university, particularly in ways that can contribute to the success of our shared community. Increase understanding of local merchant concerns as it relates to development/construction and event planning. Trigger ideas to enrich the student experience, augment tourism, and improve overall community success.

ARE YOU FAMILIAR WITH THE TOWN'S 2006 COMPREHENSIVE PLAN? (It can be accessed at http://www.townofboone.net/departments/development/pdfs/Comp.pdf ):
Ref DRAFT 2018 Plan instead of 2006

RATE YOUR SUPPORT FOR THE 2006 COMPREHENSIVE PLAN (with"1" signifying no support and "10" signifying great support):

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☑ 8 ☐ 9 ☐ 10

PLEASE EXPLAIN YOUR LEVEL OF SUPPORT FOR THE COMPREHENSIVE PLAN:
http://www.townofboone.net/wp-content/uploads/2016/07/CompPlanMerger_12112017.pdf
Areas of particular support are: emphasize cooperative planning on the Town, County & University (p.20); attract cultural events to Boone (p.27) support workforce training and student internships (p.28); inclusion of university officials in citizen's steering committee and planning & implementation (p.38)
The 2018 is deliberately broad in nature. I support the plan's efforts at providing this broad framework for development.

Communication: New Board Member Application and Vote (Organization)

WHAT SKILLS, EDUCATION, TRAINING, EXPERIENCE OR AREA(S) OF EXPERTISE WOULD YOU BRING TO THIS APPOINTMENT? Licensed architect (private & public/university experience)
Designer of K-12 and Community College buildings; Supervision of 300+ staff in facilities operation, energy management, planning, design, and construction. Experience in Public-Private Partnership development. Management of over $136 million in capital improvements.
Support of sustainability initiatives: created a Sustainability Department while Assistant Vice Chancellor for Facilities Mgmt at UNC-Pembroke.

HAVE YOU HAD ISSUES WITH THE TOWN OF BOONE WHICH RELATE TO THE WORK OF THE BODY TO WHICH YOU SEEK APPOINTMENT? IF YES, PLEASE EXPLAIN:

DO YOU HAVE ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST (INCLUDING MEMBERSHIP IN ANY ORGANIZATION, YOUR EMPLOYMENT, AND THE MEMBERSHIPS AND EMPLOYMENT OF ANY FAMILY MEMBER) THAT MIGHT ARISE IF YOU ARE APPOINTED? IF YES, PLEASE EXPLAIN: I will be representing university interests for the most part, although I don't see this as a conflict.

HAVE YOU EVER BEFORE SERVED ON ANY TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE. IF SO, PLEASE STATE THE NAME OF THE BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, AND THE APPROXIMATE DATES OF SERVICE: Over the years ad hoc planning studies in Elizabethtown, NC. 2008 - 2010

IF YOU HAVE PREVIOUSLY SERVED ON A TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, PLEASE EXPLAIN THE QUALITY OF YOUR EXPERIENCE: This was not a Town of Boone planning study, however, it was a high quality experience. It was a planning session for the town which was made possible through a NC grant.

I hereby certify that the foregoing answers are true, and that should I be appointed to the board, commission, task force, advisory body or committee, and should a conflict of interest exist or develop with regard to a specific matter, I will disclose the conflict of interest and recuse myself from the deliberations and action involved. Conflicts of interest include, but are not limited to: a direct or indirect financial interest by myself or a member of my family, and other interest which impairs my ability to participate fairly in the deliberations and actions in question.

Steve Martin MN
Signature

1-11-18
Date

APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE
TOWN OF BOONE

FULL NAME: Mrs. Lindsay W. Miller
Title (Mr./Ms./Ms./Dr., etc.) First Middle Initial Last

GENDER: Female

HOME ADDRESS: 589 Grand Blvd Boone, NC 28607

PREFERRED CONTACT ADDRESS (if different from home address):
P.O. Box 32138 Boone, NC 28608

EMAIL ADDRESS:
millerlw1@appstate.edu
TELEPHONE: day: 828 262 7544 ; evening

JURISDICTION OF RESIDENCE:
X Town of Boone
Extra Territorial Jurisdiction (ETJ)
Watauga County outside Town and ETJ
Other (please identify):

HOW LONG HAVE YOU BEEN A RESIDENT OF THE ABOVE JURISDICTION: 7yrs

DO YOU OWN REAL PROPERTY (land) IN THE TOWN OF BOONE: yes

DO YOU OWN REAL PROPERTY IN THE ETJ: no

NAME OF BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE APPOINTMENT SOUGHT (list one only):
DBDA Advisory Board

WHY DO YOU WISH TO OBTAIN THIS APPOINTMENT?
The relationship b/w the Turchin Center and the DBDA is a valuable one that I feel I could improve by sharing important information between the two groups.

ARE YOU FAMILIAR WITH THE TOWN'S 2006 COMPREHENSIVE PLAN? (It can be accessed at http://www.townofboone.net/departments/development/pdfs/Comp.pdf ):

RATE YOUR SUPPORT FOR THE 2006 COMPREHENSIVE PLAN (with "1" signifying no support and "10" signifying great support):

☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10

N/A per bn

PLEASE EXPLAIN YOUR LEVEL OF SUPPORT FOR THE COMPREHENSIVE PLAN:

Communication: New Board Member Application and Vote (Organization)

WHAT SKILLS, EDUCATION, TRAINING, EXPERIENCE OR AREA(S) OF EXPERTISE WOULD YOU BRING TO THIS APPOINTMENT? Arts background, marketing, Public Relations, networking benefits, ect...

HAVE YOU HAD ISSUES WITH THE TOWN OF BOONE WHICH RELATE TO THE WORK OF THE BODY TO WHICH YOU SEEK APPOINTMENT? IF YES, PLEASE EXPLAIN: I would like to improve the Communication b/w the town and the Turchin Center in both directions to benefit both Organizations

DO YOU HAVE ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST (INCLUDING MEMBERSHIP IN ANY ORGANIZATION, YOUR EMPLOYMENT, AND THE MEMBERSHIPS AND EMPLOYMENT OF ANY FAMILY MEMBER) THAT MIGHT ARISE IF YOU ARE APPOINTED? IF YES, PLEASE EXPLAIN: No

HAVE YOU EVER BEFORE SERVED ON ANY TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE. IF SO, PLEASE STATE THE NAME OF THE BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, AND THE APPROXIMATE DATES OF SERVICE: Yes, Veteran's Memorial 1/17 – 11/17

IF YOU HAVE PREVIOUSLY SERVED ON A TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, PLEASE EXPLAIN THE QUALITY OF YOUR EXPERIENCE: N/A

I hereby certify that the foregoing answers are true, and that should I be appointed to the board, commission, task force, advisory body or committee, and should a conflict of interest exist or develop with regard to a specific matter, I will disclose the conflict of interest and recuse myself from the deliberations and action involved. Conflicts of interest include, but are not limited to: a direct or indirect financial interest by myself or a member of my family, and other interest which impairs my ability to participate fairly in the deliberations and actions in question.

[signature] 2/7/18

Signature Date

## Proposed 2018-2019 MSD Budget

| Income | Description | 2018-2019 | If we can pull over funds: |
|---|---|---|---|
| MSD Tax | yearly tax distribution | **$169,999** | $ 169,999.00 |
| | | | MSD Projects - $55,000 |
| **Expense** | | | |
| Watauga Co. | tax collection fee | $3,400 | |
| Town of Boone | 50% of employee salaries, benefits, and taxes | $31,500 | |
| | **Total Expense** | **$34,940** | |
| | **Remaining Balance** | **$135,059** | **$ 190,059.00** |
| **Account** | | | |
| Professional Services | Audit - $1,900 | $8,180 | $8,180 |
| | Financial Statement Prep- $500 | | |
| | Photographer - $300/mo - 12 months - $3,600 | | |
| | Web Developer - $60/hr - 1 hr/mo - $720 | | |
| | Print Distribution Services - $1,460 | | |
| Meeting Expenses | Main Street Manager's Meeting - $100 | $300 | $300 |
| | Budget Retreat - $100 | | |
| | Other - $100 | | |
| Office Supplies | | $1,000 | $1,000 |
| Office Equipment | | $1,000 | $1,000 |
| Miscellaneous Supplies | | $300 | $300 |
| Travel & Training | | $2,000 | $2,000 |
| Travel & Training | **Public Officials** | $300 | $300 |
| Telephone Services | | $1,200 | $1,200 |
| Postage | | $300 | $300 |
| Printing | Downtown Rack Card - 10,000/$745 (budgeting enough for 2 rounds) | $1,500 | $1,500 |
| Community Appearance | Façade grants - $15,000 | $18,000 | $18,000 |
| | Public Art - $3,000 | | |
| Advertising | Print Media - $3,375 | $13,175 | $13,175 |
| | Online - $600 | | |
| | Radio - $200 | | |
| | Billboards - $9,000 | | |
| Rental of other Equipment | Generator - $150 | $250 | $250 |
| | Helium Tank - $100 | | |
| Insurance | | $4,000 | $4,000 |
| Dues & Subscriptions | National Main Street - $350 | $652 | $652 |
| | High Country Host - $125.00 | | |
| | NC Association of Downtowns - $150 | | |
| | Destination Development Association - $26.50/yr | | |
| Bank Service Fee | | $100 | $100 |
| Contracted Services | **Intern - Work Study** | $0 | $0 |
| Special projects & events | Easter Eggstravanganza - $600 | $6,100 | $6,100 |
| | 4th of July - $700 | | |
| | Boone BOO! - $2500 | | |
| | Story Walk - $100 | | |
| | First Fridays - $2,200 | | |
| MSD Project/Streetscape | **33.3 % of total budget reserved for streetscape** | $70,000 | $70,000 |
| | Recycling Containers | | |
| | Trash Cans | | |
| | Mice on Main - $20,000 | | |
| | Wayfinding Signage - $50,000 | | |
| Community Development | Concert Sponsorship - $3000 | $15,200 | $15,200 |
| | Jones House Staffing - $9000 | | |
| | Where's Waldo - $500 | | |
| | Library Programming - $2,700 (9 months at $300/mo) | | |
| Contracted Services | Map revisions and redesign - $95 | $700 | $700 |
| | Rack Card design - $135 | | |
| AVAILABLE: | | ($9,198) | $ 45,802.50 |

COMBS, TENNANT & CARPENTER, P.C.

Certified Public Accountants

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Tanya L. Singleton, CPA
Harry B. Cardwell IV, CPA
Emily W. Reynolds, CPA

January 4, 2018

To the Board of Directors and Management

Downtown Boone Development Association
(A component unit of the Town of Boone)
Boone, NC 28607

We are pleased to confirm our understanding of the services we are to provide the Downtown Boone Development Association (a component unit of the Town of Boone) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, including the notes to the financial statements, which collectively comprise the basic financial statements of the Downtown Boone Development Association (a component unit of the Town of Boone) as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Downtown Boone Development Association (a component unit of the Town of Boone)'s basic financial statements. Such information, although not 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 Downtown Boone Development Association (a component unit of the Town of Boone)'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 generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Downtown Boone Development Association (a component unit of the Town of Boone)'s financial statements. Our report will be addressed to the Board of Directors. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements 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 from or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

**Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute 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 entity or to acts by management or employees acting on behalf of the government.

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 a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted 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, any fraudulent financial reporting, or misappropriation of assets that come 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 auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

**Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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.

**Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Downtown Boone Development Association (a component unit of the Town of Boone)'s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

**Other Services**

We will also prepare the financial statements of the Downtown Boone Development Association (a component unit of the Town of Boone) in conformity with U.S. generally accepted accounting principles based on information provided by you. 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.

**Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. 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, (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.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management 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 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 or illegal acts 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, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. 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. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement of 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.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

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.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Downtown Boone Development Association (a component unit of the Town of Boone); 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 COMBS, TENNANT & CARPENTER, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency for Audit 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 COMBS, TENNANT & CARPENTER, P.C. 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 or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Cognizant or Oversight Agency for Audit or its designee. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 1, 2018 and to issue our reports no later than October 31, 2018. Our fees for these services will be $2,400 and will be billed to you each month as the work progresses. This 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.

We appreciate the opportunity to be of service to the Downtown Boone Development Association (a component unit of the Town of Boone) 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,

Combs, Tennant + Carpenter, P.C.

COMBS, TENNANT & CARPENTER, P.C.
Certified Public Accountants

**RESPONSE**
This letter correctly sets forth the understanding of the Downtown Boone Development Association (a component unit of the Town of Boone).

Management signature:______________________________

Title:______________________________

Date:______________________________

Governance signature______________________________

Title:______________________________

Date:______________________________

Communication: Vote on Auditor Change (Financial)

LGC-205 (Rev. 2018)

# CONTRACT TO AUDIT ACCOUNTS

Of Downtown Boone Development Association
Primary Government Unit

______________________________
Discretely Presented Component Unit (DPCU) if applicable

On this 4th day of January, 2018,

Auditor: COMBS, TENNANT & CARPENTER, P.( Auditor Mailing Address: PO BOX 1098

Boone, North Carolina 28607 Hereinafter referred to as The Auditor

and the Board of Directors (Governing Board(s)) of Downtown Boone Development Assoc
(Primary Government)

and ______________________: hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2017, and ending June 30, 2018. 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).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards,* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. 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 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). **County and Multi-County Health Departments:** The Office of State Auditor (OSA) will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

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 unqualified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unqualified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD 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.

Communication: Vote on Auditor Change (Financial)

**Contract to Audit Accounts (cont.)** Downtown Boone Development Association
Primary Government Unit

Discretely Presented Component Unit (DPCU) if applicable

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he 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 their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit 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 Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

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 the SLGFD within four months of fiscal year end.
   Audit report is due on October 31, 2018. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's 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 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.

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. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit 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 invoices shall be sent via upload through the current portal address: http://nctreasurer.slgfd.leapfile.net Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost 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. (**Note: Fees listed on Fees page**.). 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 #12).

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD 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 the SLGFD simultaneously with the Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. 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 and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit 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 as soon as practical after the close of the fiscal year end.

12. 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 shall not be billed for the pre-issuance review. The pre-issuance review shall be performed **prior** to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.

13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the 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 SLGFD by any interested parties. **Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form.** 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 without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

    If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

    The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx

14. 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 varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. 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 through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is http://nctreasurer.slgfd.leapfile.net No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

**Contract to Audit Accounts (cont.)** Downtown Boone Development Association

Primary Government Unit

Discretely Presented Component Unit (DPCU) if applicable

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the 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 #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.

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

18. 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 parent 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.

19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is http://nctreasurer.slgfd.leapfile.net. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx for the most recent instructions.

20. 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.**

21. 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.

22. **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.

23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item #16 for clarification).

***SIGNATURE PAGES FOLLOW FEES PAGE***

**Contract to Audit Accounts (cont.)** Downtown Boone Development Association
Primary Government Unit

Discretely Presented Component Unit (DPCU) if applicable

## FEES – PRIMARY GOVERNMENT

AUDIT: $ 1,900

WRITING FINANCIAL STATEMENTS: $ 500

ALL OTHER NON-ATTEST SERVICES: $ 0

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. 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. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

**The 75% cap for interim invoice approval for this audit contract is $** 1,800

**** NA if there is to be no interim billing**

## FEES – DPCU (IF APPLICABLE)

AUDIT: $ ____________

WRITING FINANCIAL STATEMENTS: $ ____________

ALL OTHER NON-ATTEST SERVICES: $ ____________

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. 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. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

**The 75% cap for interim invoice approval for this audit contract is $** ____________

**** NA if there is to be no interim billing**

Contract to Audit Accounts (cont.) Downtown Boone Development Association
Primary Government Unit

Discretely Presented Component Unit (DPCU) if applicable

***Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.***

**Audit Firm Signature:**

COMBS, TENNANT & CARPENTER, P.C.
**Name of Audit Firm**

By BILLY G. COMBS, CPA
**Authorized Audit firm representative name: Type or print**

**Signature of authorized audit firm representative**

Date January 4, 2018

buddy@ctccpa.com
**Email Address of Audit Firm**

**Governmental Unit Signatures:**

Downtown Boone Development Association
**Name of Primary Government**

By
**Mayor / Chairperson: Type or print name and title**

**Signature of Mayor/Chairperson of governing board**

Date

By N/A
**Chair of Audit Committee - Type or print name**

**
**Signature of Audit Committee Chairperson**

Date N/A

** *If Governmental Unit has no audit committee, mark this section "N/A"*

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

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.

By
**Primary Government Unit Finance Officer:**
Type or print name

**Primary Government Finance Officer Signature**

**Date**
*(Pre-audit Certificate **must be dated**.)*

**Email Address of Finance Officer**

**Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)**

Communication: Vote on Auditor Change (Financial)

*****Please provide us the most current email addresses available as we use this information to update our contact database*****

**Appalachian Sign Company LLC**
898 W King St
Boone, NC 28607
(828) 265-1141

# ESTIMATE

**ADDRESS**
Downtown Boone
Development Association
Brittney Clark

**ESTIMATE #** 2832
**DATE** 01/22/2018

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| **Rack Cards**<br>4"w x 9"h - double sided - full color print Qty:10,000 | 1 | 745.00 | 745.00 |
| **Graphic Design**<br>Graphic Design - Rack Card Layout | 1 | 135.00 | 135.00 |
| **Signage**<br>MAP INSERTS - 12" x 18" - full color digital prints w/ UV laminate - applied to aluminum faced panels | 16 | 27.50 | 440.00 |
| **Graphic Design**<br>Map Sign Layout | 1 | 95.00 | 95.00 |

See attached estimate. TOTAL **$1,415.00**

Accepted By

Accepted Date

Our estimates are valid for thirty (30) days from the date of quotation.

PAYMENT TERMS: A 50% non-refundable deposit is required with remaining balance due on day of pick-up or installation. Approval/signoff of acceptance of your Estimate and Terms & Conditions must be complete with deposit prior to the start of any work or material orders being placed.

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Communication: Quote from Appalachian Signs for Downtown Rack Card (Promotion)

Downtown Boone
DEVELOPMENT ASSOCIATION

# Downtown Boone Facade Improvement Grant Program & Application

## Purpose

The Downtown Boone Development Association (DBDA) acknowledges that the appearance of a downtown is largely decided by the condition of its buildings, which also contributes to the public's general impression and opinion of a downtown. Therefore, recognizing the importance of downtown Boone's appearance, the DBDA developed the Downtown Boone Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the building façades in the downtown Boone Municipal Service District (MSD) in order to achieve a noticeable improvement in the overall appearance of downtown Boone.

The purpose of the FIG program is to provide economic incentives to achieve the following:

1. Promote storefront rehabilitation in the downtown area;
2. Preserve the unique character of downtown structures;
3. Encourage aesthetic compatibility for the improvement of non – historic structures;
4. Encourage the use of quality materials in the rehabilitation, restoration, and preservation of downtown properties; and
5. Enhance the visual experience of visiting downtown Boone.

## Eligibility

1. Every applicant must be the owner or lessee of a building located within the boundaries of the downtown Boone MSD. For a property to participate, all owners or their agents must either be the applicant(s) or sign a disclosure form to be included with the FIG application.
2. In the case of a property owner(s) who owns a majority interest in more than one building in downtown Boone, only one of his or her properties will be eligible for a grant each year.
3. Façade grants may only be awarded to commercial properties, which include retail spaces, offices open to the public, and other types of businesses open to the public. Multi-family residential properties are not eligible, unless they are part of a mixed use development with commercial uses on the ground floor/street level.
4. Properties that received a façade grant within the past two years are not eligible for the program. For example, if a property received a grant in 2015 then the property would not be eligible for another façade grant until 2017.

## Guidelines

1. Applicants must adhere to the *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Building* (please see attached form).
2. All projects must obtain required permits and be in compliance with the Town of Boone's UDO.

Please visit http://www.townofboone.net/departments/Development/udo/index.php or call 828.268.6960 for more information.

3. Rehabilitation of structures in downtown Boone must respect the architectural integrity of the entire building front and retain those elements that enhance the building.

4. Priority will be given to projects that visibly improve downtown façades of buildings with inappropriately applied façades that cover windows, architectural features, such as cornices, or façades that are unsightly, out-of-scale, or out of character with the traditional appearance of downtown Boone. Examples of such inappropriate or unsightly facades or façade elements include non-historic wooden awnings, roof shingles, broken windows, and chipping paint.

5. Other improvements may include, but are not limited to:

   - Masonry repair, mortar joint repair, general brick repair
   - Brick or wall surface cleaning
   - Patching and re-painting of façade walls
   - Repair/replacement of windows and/or doors
   - Removal of siding and exterior false façade and metal, wood, or deteriorating canopies
   - Repair, reconstruction, and/or replacement of original architectural details
   - Structural and cornice repair
   - Ironwork repair and addition
   - Murals
   - Installations/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign

## Additional Criteria

1. For purposes of the FIG program, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public and affects the overall appearance of downtown Boone.

2. Priority will be given to applicants that obtain free design assistance from the North Carolina Main St. program. Contact the Downtown Coordinator for the Town of Boone to learn more about this program.

3. Qualifying projects may be awarded no more than 50% of the cost of the project with a maximum award of up to $5,000.00

4. Work done before a grant application is approved is not eligible for funding.

## Application Process

1. Applicants should include all information and descriptions of materials sufficient to determine if the proposed scope of work fits with the criteria and purpose of the FIG program. Examples of appropriate materials, such as photos or paint samples may be provided, or a detailed explanation of the proposed scope of work may be submitted.

2. Applicants are encouraged but not required to submit two professional cost estimates of the proposed scope of work along with the FIG application.

3. If applicable, a signed disclosure form from the property owner(s) or its authorized representative must be submitted if the applicant is not the owner.

4. Applicant must read and sign the attached copy of the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.*

5. The FIG grant award process is based on a first come, first serve basis, and applications will be reviewed and decided upon in the order they are received. Applicants will receive a notification approving or denying their grant request within 60 days upon receipt to the downtown coordinator.

6. If the FIG application is approved, the design committee will decide on a monetary award amount to be voted on by the DBDA Board of Directors. If a FIG application is denied, the applicant is encouraged to work with the design committee and the downtown coordinator to enhance and modify the proposed scope of work and resubmit their application.

7. If during the façade renovation, the materials or designs are altered in order to suit unforeseen circumstances the business or property owner must supply the design committee with an updated scope of work.

8. Once the project is complete, the applicant must submit receipts, invoices, or relevant documentation for the project's expenses sufficient to justify the grant award.

9. The design committee will review the completed work in order to confirm the work is consistent with the approved application, and if so, the downtown coordinator will submit documentation to the Town of Boone's Finance department to deliver payment to the award recipient. If the completed work is not consistent with the approved concept, the design committee will revise the original monetary award amount to reflect the percentage of work completed that is consistent with the approved scope of work submitted with the FIG application. The design committee may also instruct the downtown coordinator to facilitate with the business or property owner a revised scope of work consistent with the original designs in order to complete the façade in manner that was approved.

10. The FIG program is a competitive grant program. Not all applicants who apply will be granted funding. The DBDA board reserves the right to refuse any and all applications. There are no appeals on final award decisions. An applicant denied a grant may resubmit an application the following year for the same project.

11. There is a limited amount of funding available for each grant cycle. No more than a matching award of up to $5,000.00 will be given to any grant award recipient during one fiscal year grant cycle.

## Secretary of the Interior's Standards for Rehabilitation

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources might be disturbed, mitigation measure shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated form the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**I have read and understand these guidelines**.

________________________________________ ____________________

Signature of applicant | Date

Parcel Pin ID # for proposed improvement ______________________________________

Building Address ____________________________________________________________

**Applicant Information**

Applicant's Name__________________________________________

Best contact phone #____________________________Email _______________________

Mailing Address ____________________________________________________________

City________________________State___________________Zip code______________

Business Name __________________________________________________ Business

Address _______________________________________________________ Business

phone #______________________________________Email_______________________

Length of time at this location_______________

Length of time remaining on lease (if applicable) _____________

Date of next lease renewal (if applicable) _________________

**Owner(s) Information** (if different from applicant)

Name(s) ___________________________________________

Best contact #____________________________ Email _______________________

Mailing Address ____________________________________________________________

City:________________________State:__________________Zip code:______________

**Description of Project** (attach additional documents and pages if needed)

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

**Total Estimated Cost of Improvement(s)** $_________________

Signature of Applicant ______________________________________________________

Date ______________________________

# Owner/Agent Disclosure Form

I,____________________________*(property owner)* hereby grant _________________________________ *(business owner)* permission to apply for the Façade Improvement Grant (FIG). I understand that if ________________________________*(business owner)* should be awarded monies through the FIG program that the building that I,______________________________*(property owner)*, own will undergo a façade renovation as outlined in the attached FIG application, which I have reviewed and approve.

_______(*property owner initials*) I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Business Owner:______________________________________________________________

Best contact phone #:_________________________________________________________Signature: _________

Date: _________________________________________________________________

Property Owner:______________________________________________________________

Best contact phone #:_________________________________________________________

Signature:____________________________________________________________Date:____________________

# Owners/Agent Disclosure Form

We,__________________________________________________________*(property owners)* hereby grant________________________________________*(business owner)* permission to apply for the Façade Improvement Grant (FIG). We understand that if_____________________________________*(business owner)* should be awarded monies through the FIG program that the building we, ____________________________________________________*(property owners),* own will undergo a façade renovation as outlined in the attached FIG application, which we have reviewed and approve.

_______(*property owner initials*) I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Business Owner:____________________________________________________

Best contact #:_______________________________________________________Signature: _______________

Date: _______________________________________________________________

Property Owners: ____________________________________________________________________________

If applicable, Member Manger of LLC:___________________________________________________________

If applicable, President of the Corporation:______________________________________________________

Best contact # for above person: ____________________________________________________________

Signature(s): ______________________________________________________________________________

_____________________________________________________________________________________________

_______________________________________________________________________Date:____________________

**Please Check:**

- ☐ I have attached project plans and design information.
- ☐ I have attached sample paint colors or other materials (if applicable).
- ☐ I have attached photograph(s) of the existing condition of the area on the property where the proposed work is to be completed.
- ☐ I have attached copies of cost estimates for the project.
- ☐ I have attached the signed Owner Disclosure form.
- ☐ I have attached a signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating that I have read and understand the program's requirements and intend to follow the guidelines.
- ☐ I understand that work completed prior to the processing and subsequent approval of this application will not be considered eligible for funding.
- ☐ I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Signature of Applicant ____________________________________________________

Date ___________________________