

**REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

Tuesday, January 9, 2024 – 10:00 AM

**The public and the board members may access the online meeting
via Microsoft Teams Video Conference at:**

[Click Here to Join the Meeting](#)

A G E N D A

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A) (3).

1. Call to Order
2. Roll Call
3. Approval of Minutes from the Special Meeting of December 4, 2023
4. Acceptance and Approval of Monthly Financial Reports
 - A. May 2023
 - B. June 2023
 - C. July 2023
 - D. August 2023
5. Discussion regarding District Renewal
6. FDBA Director Report (if applicable)
7. PUBLIC PARTICIPATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.

8. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the Board with the District Clerk.

_____ Stacy Saltzburg, MMC, District Clerk

**SPECIAL MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

Tuesday, December 4, 2023 – 11:00 AM

MINUTES

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A) (3).

1. Call to Order

Chairman Dave Stilley called the Special Meeting of December 4, 2023 to order at 11:00 a.m.

2. Roll Call

Chairman Dave Stilley (virtually)
Vice Chairman Steve Chatinsky (virtually, arrived at 11:05 a.m.)
Member Patricia Ginsberg (virtually)
Member Jerry McLaughlin (virtually)
Member John VanLandingham (virtually)

Others present: District Attorney Ashley DeBoard

3. Approval of Minutes from Prior Board Meetings.

A. October 10, 2023

Member John VanLandingham moved to approve the minutes of October 10, 2023; seconded by Member Jerry McLaughlin; passed unanimously.

4. Consideration and Action on Request for District Renewal

Member John VanLandingham moved to request approval of the District Renewal from the City of Flagstaff; seconded by Member Jerry McLaughlin; passed unanimously.

5. Consideration and Action on IGA for Services with the City of Flagstaff

Ms. DeBoard provided background information on the IGA and explained that it would continue the tax payments in exchange for services. She provided a brief history on the prior adoption of the IGA in 2014 and explained that the terms of the original IGA were foundational to the District set up and had been met. The new IGA had been revised to remove those set up provisions but retained the ongoing reporting obligation to the City annually for budget and activities of the District.

Member John VanLandingham moved to approve the IGA for Services with the City of Flagstaff; seconded by Chairman Dave Stilley; passed unanimously.

6. PUBLIC PARTICIPATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.

No members of the public were in attendance.

7. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement District of December 4, 2023 adjourned at 11:07 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk

DRAFT



Johanna Klomann, CPA, PLLC

2218 E Cedar Ave, Flagstaff, AZ 86004

ITEM 4A

(Office) 928-774-8995 (Fax) 866-706-1017 KlomannCPA.com

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement as of May 31, 2023, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed, or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Johanna Klomann, CPA
October 17, 2023

12:16 PM
10/17/23
Accrual Basis

FDBIRD
Balance Sheet
As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	21,334.31
BBVA Money Mkt	147,524.93
Total Checking/Savings	<u>168,859.24</u>
Total Current Assets	<u>168,859.24</u>
TOTAL ASSETS	<u>168,859.24</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	192,576.58
Net Income	-23,717.34
Total Equity	<u>168,859.24</u>
TOTAL LIABILITIES & EQUITY	<u>168,859.24</u>

12:17 PM

10/17/23

Accrual Basis

FDBIRD
Profit & Loss Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	127,861.00	155,930.00	-28,069.00
BID Prop. Tax Assess. Nov.	0.00	0.00	0.00
Carry Forwards	0.00	109,167.00	-109,167.00
City of Flagstaff	0.00	10,256.00	-10,256.00
Coconino County	32,604.00	25,546.00	7,058.00
Interest Earned	18.20	50.00	-31.80
Total Income	160,483.20	300,949.00	-140,465.80
Expense			
Contingency	0.00	17,350.00	-17,350.00
Management	176,560.36	176,500.00	60.36
Overhead			
Advertising	969.71	5,600.00	-4,630.29
Bank Service Fees	8.22		
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,881.00	1,850.00	31.00
Total Overhead	2,858.93	7,900.00	-5,041.07
Professional Services			
Accounting (Audit & Tax)	3,150.00	3,150.00	0.00
Bookkeeping	597.25	1,000.00	-402.75
Contract Clerk & Treasurer	0.00	3,200.00	-3,200.00
Legal Counsel	1,034.00	10,000.00	-8,966.00
Total Professional Services	4,781.25	17,350.00	-12,568.75
Total Expense	184,200.54	219,100.00	-34,899.46
Net Ordinary Income	-23,717.34	81,849.00	-105,566.34
Net Income	-23,717.34	81,849.00	-105,566.34

12:17 PM

10/17/23

Accrual Basis

FDBIRD
General Ledger
As of May 31, 2023

Table with columns: Type, Date, Num, Adj, Name, Memo, Split, Debit, Credit, Balance. Rows include BBVA Checking, BBVA Money Mkt, Accounts Receivable, Undeposited Funds, Furniture and Equipment, Marketable Securities, Other Assets, Security Deposits Asset, Accounts Payable, Payroll Liabilities, Other Liabilities, Opening Balance Equity, Perm. Restricted Net Assets, Temp. Restricted Net Assets, Unrestricted Net Assets, BID Prop. Tax Assess. May, BID Prop. Tax Assess. Nov, Carry Forwards, City of Flagstaff, Coconino County, Events, Grants, Interest Earned, Other Contributions, One Time Infrastructure Project, and Total Other Contributions.

12:17 PM

10/17/23

Accrual Basis

**FDBIRD
General Ledger
As of May 31, 2023**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Sponsorships									
Total Sponsorships									0.00
									0.00
Contingency									
Total Contingency									0.00
									0.00
District Formation Expenses									
Election Expenses									
Total Election Expenses									0.00
									0.00
One Time Infrastructure Project									
Total One Time Infrastructure Project									0.00
									0.00
District Formation Expenses - Other									
Total District Formation Expenses - Other									0.00
									0.00
Total District Formation Expenses									0.00
									0.00
Management									
Total Management									176,560.36
									176,560.36
Overhead									
Advertising									
Total Advertising									2,850.71
									969.71
									969.71
Bank Service Fees									
Check	05/01/2023			BBVA		BBVA Checking	3.00		0.00
Check	05/01/2023			BBVA		BBVA Money Mkt	5.22		3.00
									8.22
Total Bank Service Fees							8.22		8.22
								0.00	
Dues & Subscriptions									
Total Dues & Subscriptions									0.00
									0.00
Insurance									
Total Insurance									1,881.00
									1,881.00
Overhead - Other									
Total Overhead - Other									0.00
									0.00
Total Overhead							8.22	0.00	2,858.93
									0.00
Payroll Expenses									
Total Payroll Expenses									0.00
									0.00
Professional Services									
Accounting (Audit & Tax)									
Check	05/12/2023	1150		Hinton Burdick		BBVA Checking	3,150.00		652.00
									0.00
Total Accounting (Audit & Tax)							3,150.00	0.00	3,150.00
									0.00
Bookkeeping									
Check	05/12/2023	1149		Johanna Klomann CPA		BBVA Checking	473.25		124.00
									597.25
Total Bookkeeping							473.25	0.00	597.25
									0.00
Contract Clerk & Treasurer									
Total Contract Clerk & Treasurer									0.00
									0.00
Legal Counsel									
Check	05/12/2023	1148		Flagstaff Law Group		BBVA Checking	506.00		528.00
									1,034.00
Total Legal Counsel							506.00	0.00	1,034.00
									0.00
Parking Development									
Total Parking Development									0.00
									0.00
Professional Services - Other									
Total Professional Services - Other									0.00
									0.00
Total Professional Services							4,129.25	0.00	4,781.25
									0.00
Website									
Total Website									0.00
									0.00
Ask My Accountant									
Total Ask My Accountant									0.00
									0.00
No acct									
Total no acct									0.00
									0.00
TOTAL							36,744.55	36,744.55	0.00



Johanna Klomann, CPA, PLLC

2218 E Cedar Ave, Flagstaff, AZ 86004

ITEM 4B

(Office) 928-774-8993 (Fax) 928-706-1917 KlomannCPA.com

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement as of June 30, 2023, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed, or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Johanna Klomann, CPA
October 17, 2023

11:57 AM
10/17/23
Accrual Basis

FDBIRD
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	93,166.06
BBVA Money Mkt	72,566.11
Total Checking/Savings	<u>165,732.17</u>
Total Current Assets	<u>165,732.17</u>
TOTAL ASSETS	<u>165,732.17</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	192,576.58
Net Income	-26,844.41
Total Equity	<u>165,732.17</u>
TOTAL LIABILITIES & EQUITY	<u>165,732.17</u>

12:07 PM
 10/17/23
 Accrual Basis

FDBIRD
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	127,861.00	155,930.00	-28,069.00
BID Prop. Tax Assess. Nov.	0.00	0.00	0.00
Carry Forwards	0.00	109,167.00	-109,167.00
City of Flagstaff	0.00	10,256.00	-10,256.00
Coconino County	32,604.00	25,546.00	7,058.00
Interest Earned	64.60	50.00	14.60
Total Income	160,529.60	300,949.00	-140,419.40
Expense			
Contingency	0.00	17,350.00	-17,350.00
Management	176,565.58	176,500.00	65.58
Overhead			
Advertising	969.71	5,600.00	-4,630.29
Bank Service Fees	11.22		
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,881.00	1,850.00	31.00
Total Overhead	2,861.93	7,900.00	-5,038.07
Professional Services			
Accounting (Audit & Tax)	3,150.00	3,150.00	0.00
Bookkeeping	597.25	1,000.00	-402.75
Contract Clerk & Treasurer	3,165.25	3,200.00	-34.75
Legal Counsel	1,034.00	10,000.00	-8,966.00
Total Professional Services	7,946.50	17,350.00	-9,403.50
Total Expense	187,374.01	219,100.00	-31,725.99
Net Ordinary Income	-26,844.41	81,849.00	-108,693.41
Net Income	-26,844.41	81,849.00	-108,693.41

12:10 PM

10/17/23

Accrual Basis

FDBIRD General Ledger As of June 30, 2023

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									
Check	06/01/2023			BBVA					21,334.31
Check	06/21/2023			BBVA	Bank Service F...			3.00	21,331.31
Check	06/27/2023	1154		Brandi Suda	BBVA Money Mkt		75,000.00		96,331.31
Check	06/30/2023	1152		Stacy Saltzburg	Contract Clerk ...			1,382.50	94,948.81
					Contract Clerk ...			1,782.75	93,166.06
Total BBVA Checking							75,000.00	3,168.25	93,166.06
BBVA Money Mkt									
Check	06/01/2023				Service Charge	Management		5.22	147,524.93
Check	06/21/2023			BBVA		BBVA Checking		75,000.00	147,519.71
Deposit	06/30/2023				Interest	Interest Earned	46.40		72,519.71
Total BBVA Money Mkt							46.40	75,005.22	72,566.11
Accounts Receivable									
Total Accounts Receivable									0.00
Undeposited Funds									
Total Undeposited Funds									0.00
Furniture and Equipment									
Total Furniture and Equipment									0.00
Marketable Securities									
Total Marketable Securities									0.00
Other Assets									
Total Other Assets									0.00
Security Deposits Asset									
Total Security Deposits Asset									0.00
Accounts Payable									
Total Accounts Payable									0.00
Payroll Liabilities									
Total Payroll Liabilities									0.00
Other Liabilities									
Total Other Liabilities									0.00
Opening Balance Equity									
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									
Total Unrestricted Net Assets									-192,576.58
BID Prop. Tax Assess. May									
Total BID Prop. Tax Assess. May									-127,861.00
BID Prop. Tax Assess. Nov.									
Total BID Prop. Tax Assess. Nov.									0.00
Carry Forwards									
Total Carry Forwards									0.00
City of Flagstaff									
Total City of Flagstaff									0.00
Coconino County									
Total Coconino County									-32,604.00
Events									
Total Events									0.00
Grants									
Total Grants									0.00
Interest Earned									
Deposit	06/30/2023				Interest	BBVA Money Mkt		46.40	-18.20
Total Interest Earned							0.00	46.40	-64.60
Other Contributions									
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									
Total One Time Infrastructure Project									0.00
Other Contributions - Other									
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									
Total Sponsorships									0.00
Contingency									
									0.00

12:10 PM

10/17/23

Accrual Basis

FDBIRD
General Ledger
As of June 30, 2023

Table with columns: Type, Date, Num, Adj, Name, Memo, Split, Debit, Credit, Balance. Rows include various expense categories like District Formation Expenses, Management, Overhead, Payroll Expenses, Professional Services, etc., ending with a TOTAL row showing 78,219.87.



Johanna Klomann, CPA, PLLC

2218 E Cedar Ave, Flagstaff, AZ 86004

ITEM 4C

(Office) [928-774-8995](tel:928-774-8995) (Fax) [866-706-1017](tel:866-706-1017) KlomannCPA.com

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement as of August 31, 2023, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed, or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

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Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Johanna Klomann, CPA
October 17, 2023

2:13 PM

10/17/23

Accrual Basis

FDBIRD
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	14,572.06
BBVA Money Mkt	77,027.61
Total Checking/Savings	<u>91,599.67</u>
Total Current Assets	<u>91,599.67</u>
TOTAL ASSETS	<u><u>91,599.67</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	165,732.17
Net Income	-74,132.50
Total Equity	<u>91,599.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>91,599.67</u></u>

2:13 PM

10/17/23

Accrual Basis

FDBIRD
Profit & Loss Budget vs. Actual
 June through July 2023

	Jun - Jul 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	0.00	77,963.00	-77,963.00
BID Prop. Tax Assess. Nov.	0.00	77,964.00	-77,964.00
Carry Forwards	0.00	113,349.00	-113,349.00
City of Flagstaff	10,256.00	10,584.00	-328.00
Coconino County	4,309.12	25,802.00	-21,492.88
Interest Earned	204.00	50.00	154.00
Total Income	14,769.12	305,712.00	-290,942.88
Expense			
Contingency	0.00	17,500.00	-17,500.00
Management	88,260.44	176,500.00	-88,239.56
Overhead			
Advertising	0.00	6,200.00	-6,200.00
Bank Service Fees	6.00		
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	0.00	1,950.00	-1,950.00
Total Overhead	6.00	8,600.00	-8,594.00
Professional Services			
Accounting (Audit & Tax)	0.00	3,300.00	-3,300.00
Bookkeeping	201.00	750.00	-549.00
Contract Clerk & Treasurer	3,165.25	3,200.00	-34.75
Legal Counsel	396.00	10,000.00	-9,604.00
Total Professional Services	3,762.25	17,250.00	-13,487.75
Total Expense	92,028.69	219,850.00	-127,821.31
Net Ordinary Income	-77,259.57	85,862.00	-163,121.57
Net Income	-77,259.57	85,862.00	-163,121.57

FDBIRD General Ledger As of July 31, 2023

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									
Check	07/03/2023			BBVA		Bank Service F...		3.00	93,166.06
Check	07/10/2023	1153		Flagstaff Law Group		Legal Counsel		396.00	93,163.06
Check	07/10/2023	1155		Johanna Klomann CPA		Bookkeeping		201.00	92,767.06
Check	07/11/2023	1151		Flagstaff DBA		Management		88,250.00	92,566.06
Deposit	07/28/2023			City of Flagstaff	Deposit	City of Flagstaff	10,256.00		4,316.06
Total BBVA Checking							10,256.00	88,850.00	14,572.06
BBVA Money Mkt									
Check	07/03/2023				Service Charge	Management		5.22	72,566.11
Deposit	07/14/2023			Coconino County	Deposit	Coconino County	4,309.12		72,560.89
Deposit	07/31/2023				Interest	Interest Earned	157.60		76,870.01
Total BBVA Money Mkt							4,466.72	5.22	77,027.61
Accounts Receivable									
Total Accounts Receivable									0.00
Undeposited Funds									
Total Undeposited Funds									0.00
Furniture and Equipment									
Total Furniture and Equipment									0.00
Marketable Securities									
Total Marketable Securities									0.00
Other Assets									
Total Other Assets									0.00
Security Deposits Asset									
Total Security Deposits Asset									0.00
Accounts Payable									
Total Accounts Payable									0.00
Payroll Liabilities									
Total Payroll Liabilities									0.00
Other Liabilities									
Total Other Liabilities									0.00
Opening Balance Equity									
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									
Total Unrestricted Net Assets									-165,732.17
BID Prop. Tax Assess. May									
Total BID Prop. Tax Assess. May									0.00
BID Prop. Tax Assess. Nov.									
Total BID Prop. Tax Assess. Nov.									0.00
Carry Forwards									
Total Carry Forwards									0.00
City of Flagstaff									
Deposit	07/28/2023			City of Flagstaff	Deposit	BBVA Checking		10,256.00	0.00
Total City of Flagstaff							0.00	10,256.00	-10,256.00
Coconino County									
Deposit	07/14/2023			Coconino County	Deposit	BBVA Money Mkt		4,309.12	0.00
Total Coconino County							0.00	4,309.12	-4,309.12
Events									
Total Events									0.00
Grants									
Total Grants									0.00
Interest Earned									
Deposit	07/31/2023				Interest	BBVA Money Mkt		157.60	0.00
Total Interest Earned							0.00	157.60	-157.60
Other Contributions									
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									
Total One Time Infrastructure Project									0.00
Other Contributions - Other									
Total Other Contributions - Other									0.00

2:13 PM

10/17/23

Accrual Basis

**FDBIRD
General Ledger
As of July 31, 2023**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total Other Contributions									
									0.00
Sponsorships									
Total Sponsorships									0.00
Contingency									
Total Contingency									0.00
District Formation Expenses									
Election Expenses									
Total Election Expenses									0.00
One Time Infrastructure Project									
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									
									0.00
Management									
Check	07/03/2023				Service Charge	BBVA Money Mkt	5.22		5.22
Check	07/11/2023	1151		Flagstaff DBA		BBVA Checking	88,250.00		88,255.22
Total Management									
							88,255.22	0.00	88,255.22
Overhead									
Advertising									
Total Advertising									0.00
Bank Service Fees									
Check	07/03/2023			BBVA		BBVA Checking	3.00		3.00
Total Bank Service Fees									
							3.00	0.00	3.00
Dues & Subscriptions									
Total Dues & Subscriptions									0.00
Insurance									
Total Insurance									0.00
Overhead - Other									
Total Overhead - Other									0.00
Total Overhead									
							3.00	0.00	3.00
Payroll Expenses									
Total Payroll Expenses									0.00
Professional Services									
Accounting (Audit & Tax)									
Total Accounting (Audit & Tax)									0.00
Bookkeeping									
Check	07/10/2023	1155		Johanna Klomann CPA		BBVA Checking	201.00		201.00
Total Bookkeeping									
							201.00	0.00	201.00
Contract Clerk & Treasurer									
Total Contract Clerk & Treasurer									0.00
Legal Counsel									
Check	07/10/2023	1153		Flagstaff Law Group		BBVA Checking	396.00		396.00
Total Legal Counsel									
							396.00	0.00	396.00
Parking Development									
Total Parking Development									0.00
Professional Services - Other									
Total Professional Services - Other									0.00
Total Professional Services									
							597.00	0.00	597.00
Website									
Total Website									0.00
Ask My Accountant									
Total Ask My Accountant									0.00
No acct									
Total no acct									0.00
TOTAL							103,577.94	103,577.94	0.00



Johanna Klomann, CPA, PLLC

2218 E Cedar Ave, Flagstaff, AZ 86004

ITEM 4D

(Office) [928-774-8993](tel:928-774-8993) (Fax) [928-706-1917](tel:928-706-1917) KlomannCPA.com

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement as of August 31, 2023, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed, or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Johanna Klomann, CPA
October 17, 2023

2:07 PM
10/17/23
Accrual Basis

FDBIRD
Balance Sheet
As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	14,569.06
BBVA Money Mkt	77,592.45
Total Checking/Savings	<u>92,161.51</u>
Total Current Assets	<u>92,161.51</u>
TOTAL ASSETS	<u><u>92,161.51</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	165,732.17
Net Income	-73,570.66
Total Equity	<u>92,161.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>92,161.51</u></u>

2:07 PM

10/17/23

Accrual Basis

FDBIRD
Profit & Loss Budget vs. Actual
 June through August 2023

	Jun - Aug 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	0.00	77,963.00	-77,963.00
BID Prop. Tax Assess. Nov.	0.00	77,964.00	-77,964.00
Carry Forwards	0.00	113,349.00	-113,349.00
City of Flagstaff	10,256.00	10,584.00	-328.00
Coconino County	4,717.00	25,802.00	-21,085.00
Interest Earned	366.18	50.00	316.18
Total Income	15,339.18	305,712.00	-290,372.82
Expense			
Contingency	0.00	17,500.00	-17,500.00
Management Overhead	88,265.66	176,500.00	-88,234.34
Advertising	0.00	6,200.00	-6,200.00
Bank Service Fees	9.00		
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	0.00	1,950.00	-1,950.00
Total Overhead	9.00	8,600.00	-8,591.00
Professional Services			
Accounting (Audit & Tax)	0.00	3,300.00	-3,300.00
Bookkeeping	201.00	750.00	-549.00
Contract Clerk & Treasurer	3,165.25	3,200.00	-34.75
Legal Counsel	396.00	10,000.00	-9,604.00
Total Professional Services	3,762.25	17,250.00	-13,487.75
Total Expense	92,036.91	219,850.00	-127,813.09
Net Ordinary Income	-76,697.73	85,862.00	-162,559.73
Net Income	-76,697.73	85,862.00	-162,559.73

2:07 PM

10/17/23

Accrual Basis

FDBIRD
General Ledger
As of August 1, 2023

Table with columns: Type, Date, Num, Adj, Name, Memo, Split, Debit, Credit, Balance. Rows include BBVA Checking, BBVA Money Mkt, Accounts Receivable, Undeposited Funds, Furniture and Equipment, Marketable Securities, Other Assets, Security Deposits Asset, Accounts Payable, Payroll Liabilities, Other Liabilities, Opening Balance Equity, Perm. Restricted Net Assets, Temp. Restricted Net Assets, Unrestricted Net Assets, BID Prop. Tax Assess. May, BID Prop. Tax Assess. Nov, Carry Forwards, City of Flagstaff, Coconino County, Events, Grants, Interest Earned, Other Contributions, Sponsorships, Contingency, District Formation Expenses, Election Expenses.

2:07 PM

10/17/23

Accrual Basis

**FDBIRD
General Ledger
As of August 1, 2023**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total Election Expenses									
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									
Check	08/01/2023				Service Charge	BBVA Money Mkt	5.22		88,255.22
Total Management							5.22	0.00	88,260.44
Overhead									
Advertising									
Total Advertising									3.00
Bank Service Fees									
Check	08/01/2023			BBVA		BBVA Checking	3.00		3.00
Total Bank Service Fees							3.00	0.00	6.00
Dues & Subscriptions									
Total Dues & Subscriptions									0.00
Insurance									
Total Insurance									0.00
Overhead - Other									
Total Overhead - Other									0.00
Total Overhead							3.00	0.00	6.00
Payroll Expenses									
Total Payroll Expenses									0.00
Professional Services									
Accounting (Audit & Tax)									
Total Accounting (Audit & Tax)									597.00
Bookkeeping									
Total Bookkeeping									201.00
Contract Clerk & Treasurer									
Total Contract Clerk & Treasurer									0.00
Legal Counsel									
Total Legal Counsel									396.00
Parking Development									
Total Parking Development									0.00
Professional Services - Other									
Total Professional Services - Other									0.00
Total Professional Services									597.00
Website									
Total Website									0.00
Ask My Accountant									
Total Ask My Accountant									0.00
No acct									
Total no acct									0.00
TOTAL							<u>165.82</u>	<u>165.82</u>	<u>0.00</u>

For Pickup:

City Clerk
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, Arizona 86001

NOTICE OF EXTENSION OF

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT

Notice is hereby given pursuant to A.R.S. §§ 48-6807.A and 48-6809 that on December 5, 2023, the City Council of the City of Flagstaff, Coconino County, State of Arizona, extended the “Flagstaff Downtown Business Improvement and Revitalization District,” all as set forth in the attached Resolution No. 2023-63, ordering and declaring extension of the special taxing district, and describing the land included in the district.

Attachment: Resolution No. 2023-63, with legal description and map.

RESOLUTION NO. 2023-63

**A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, RENEWING THE
“FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND
REVITALIZATION DISTRICT”, A SPECIAL TAXING DISTRICT, FOR TEN
YEARS, EFFECTIVE FEBRUARY 4, 2024**

RECITALS:

WHEREAS, Arizona laws permit formation of special taxing districts for purposes of revitalization including infrastructure and enhanced municipal services, as set forth in A.R.S. §§ 48-6801 – 48-6819; and

WHEREAS, the “Flagstaff Downtown Business Improvement and Revitalization District” (District) was formed on February 4, 2014; and

WHEREAS, Arizona Revised Statutes (A.R.S.) § 48-6809 provides that the district shall be dissolved ten years after the date of formation unless the governing bodies of the participating municipalities (in this case, the City of Flagstaff), by resolution, extend the district by an additional period of ten years; and

WHEREAS, a General Plan for the revitalization district is on file with the City Clerk; and

WHEREAS, the City Council finds that the District continues to provide infrastructure and enhanced municipal services securing the general economic vitality and visitor experience of the District and the continuance of such services serve the public convenience and necessity.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. Public Convenience and Necessity

The City Council finds that the public convenience and necessity require the extension (renewal) of the “Flagstaff Downtown Business Improvement and Revitalization District” for an additional period of ten (10) years effective February 4, 2024.

SECTION 2. Consideration of Objections and Modifications.

As to any objections received as to renewal, the City Council has considered the objections, and any testimony in support or in opposition thereto, and has determined that all property designated in the General Plan will continue to benefit from the extension of the district for an additional ten-year period.

SECTION 3. Extension

The “Flagstaff Downtown Business Improvement and Revitalization District” is hereby extended

and shall be operated pursuant to A.R.S. §§ 48-6801-48-6819 as may be amended from time to time.

SECTION 4. Area or Areas to be Included in the District.

The area or areas to be included in the district has not changed since the District formation in 2014. The areas are generally described as the properties within the area bounded by the east/west alley between Birch and Cherry Streets to the North, Agassiz Street to the East, West Phoenix Avenue to the South, and Humphreys Street to the West, and are legally described in the document attached hereto as Exhibit A.

SECTION 5. Purposes for the District.

The purpose for the district is to implement the General Plan for the district, and to accomplish all other purposes permitted by law.

SECTION 6. General Plan for the District.

The 2014 approved General Plan for the district, is on file with the City Clerk. The General Plan sets out a general description of the improvements for which the district is formed and the areas to be improved. The General Plan may be modified from time to time by the board of directors for the district. A copy of the General Plan, including any modifications, shall at all times be kept on file with the City Clerk. The district clerk is responsible for submitting any modifications to the City Clerk.

SECTION 7. Governing Board.

The district will be governed by a board of directors chosen pursuant to A.R.S. §§ 48-6801-6819, and consists of real property owners in the district. Members of the board of directors are elected at large by the real property owners in the district as shown on the property tax assessment roll who are qualified to vote pursuant to A.R.S. § 48-6818, and each shall serve a term of four (4) years. This resolution shall not be construed to require the election of a new board.

SECTION 8. Powers of the District

The district will have all powers as permitted by law, including but not limited to those powers set forth in A.R.S. §§ 48-6801 - 48-6819, as may be amended from time to time.

The district is a special purpose district for purposes of Article IX, Section 19 of the Arizona Constitution; a tax levying public improvement district for purposes of Article XIII, Section 7 of the Arizona Constitution, and a municipal corporation for all purposes of Title 35, Chapter 3, Articles 3, 3.1, 3.2, 4 and 5 (A.R.S. §§ 35-451 et seq., 35-465 et seq., 35-466 et seq., 35-471 et seq., and 35-491 et seq.) The district is a municipal corporation and political subdivision of this state, separate and apart from the municipality; provided, however, the district shall not have the power of eminent domain nor the power to enact zoning ordinances.

SECTION 9. Taxes or Assessments.

The extension of the district may result in levy of taxes or assessments to pay for the operation and maintenance expenses of the district, including but not limited to infrastructure and enhanced

municipal services. On June 4, 2014, property owners within a district approved a maximum ad valorem tax rate of \$2.39 per \$100.00 of assessed valuation that may be levied for the operation and maintenance expenses of the district.

With approval of the qualified voters of the district, the district may choose to increase the maximum rate of ad valorem taxes against all taxable property in the district, and issue revenue bonds and special assessment lien bonds payable by any combination of revenues or special assessments as specified in the bonds and permitted by law.

SECTION 10. Annual Budget; Annual Statements and Estimates.

On or before July 15 each year, the treasurer of the district shall prepare a proposed budget for the ensuing fiscal year. At the conclusion of a budget hearing, the board of directors for the district shall adopt a budget before October 1 each year.

When levying an ad valorem tax, the board shall make annual statements and estimates of the operation and maintenance expenses of the district, and hearings shall be held prior to adoption of the budget and levy, as provided in A.R.S. § 48-6817.C.

SECTION 11. Dissolution.

Subject to conditions related to disposal of property and assumption of the obligations of the district, the district may be dissolved by the board of directors at any time, and shall be dissolved upon approval of the vote of the property owners or if the district has been inactive for at least five (5) consecutive years and has no future purpose, all as specified in A.R.S. § 48-6819.

SECTION 12. Notice of Renewal; Recordation.

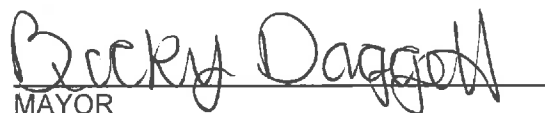
The City Clerk is directed to record, a notice of extension of the district, along with a copy of this resolution, in the records of the Coconino County Recorder's Office within ten (10) days from the effective date of the resolution.

It is further ordered that the City Clerk deliver a copy of this resolution extending the district to the Coconino County Assessor, Coconino County Board of Supervisors, the Arizona Department of Revenue, and to the Flagstaff Downtown Business Improvement and Revitalization District within ten (10) days from the date of recording.

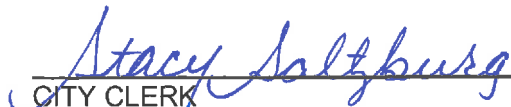
SECTION 13. Effective Date.

This resolution shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 5th day of December, 2023.


MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

Exhibits:
Legal Description

EXHIBIT A

The following is a description of parcels of land as shown on the Flagstaff Plat as recorded in Book 1 of Maps, Page 16, Coconino County Records, situate in the SE¼ of section 15 and the SW¼ of section 16, Township 21 North, Range 7 East, G.& S.R.M., Flagstaff, Coconino County, Arizona being more particularly described as follows:

Lots 1 through 12, Block 3A of said plat;
Lots 1 through 12, Block 34 of said plat;
Lots 1 through 12, Block 33 of said plat;
Lots 1 through 24, Block 32 of said plat;
Lots 1 through 27, Block 2A of said plat;
Lots 1 through 26, Block 19 of said plat;
Lots 1 through 24, Block 18 of said plat;
Lots 1 through 24, Block 17 of said plat;
Lots 1 through 24, Block 1A of said plat;
Lots 1 through 24, Block 6 of said plat;
Lots 1 through 24, Block 5 of said plat;
Lots 1 through 24, Block 4 of said plat;



Assessor Parcel 100-44-006A, ATSF Railroad #701-3-19A-12;
Assessor Parcel 100-44-001, BNSF Railroad #701-3-19A-8;
Assessor Parcel 100-44-002A, BNSF Railroad #701-3-19A-11;
Assessor Parcel 100-44-006B, Flagstaff Chamber of Commerce Instrument 3060742;
Assessor Parcel 100-44-005A, City of Flagstaff Docket 1533 Page 056;
Assessor Parcel 100-44-004D, City of Flagstaff Instrument 3119242;
Assessor Parcel 100-44-003E, BNSF Railroad #701-3-19B-1;
Assessor Parcel 100-44-003C, City of Flagstaff Docket 1533 Page 056;
Assessor Parcel 100-44-004E, City of Flagstaff Instrument 3158373;
Assessor Parcel 101-27-002D, City of Flagstaff Instrument 3119242;
Assessor Parcel 101-27-002C, ATSF Railroad #701-19BA-25;

Including the Rights-of-Way as shown.

Exclusions from District:

1. With respect to any multi-story building located in the district, any story above the second floor shall be excluded from the district. In the event a new building is constructed after formation of the district, the same rule shall apply. For district purposes, the property value of that portion of a multi-story building located within the district shall be determined by the Coconino County Assessor.
2. All personal property, as determined by the Coconino County Assessor.

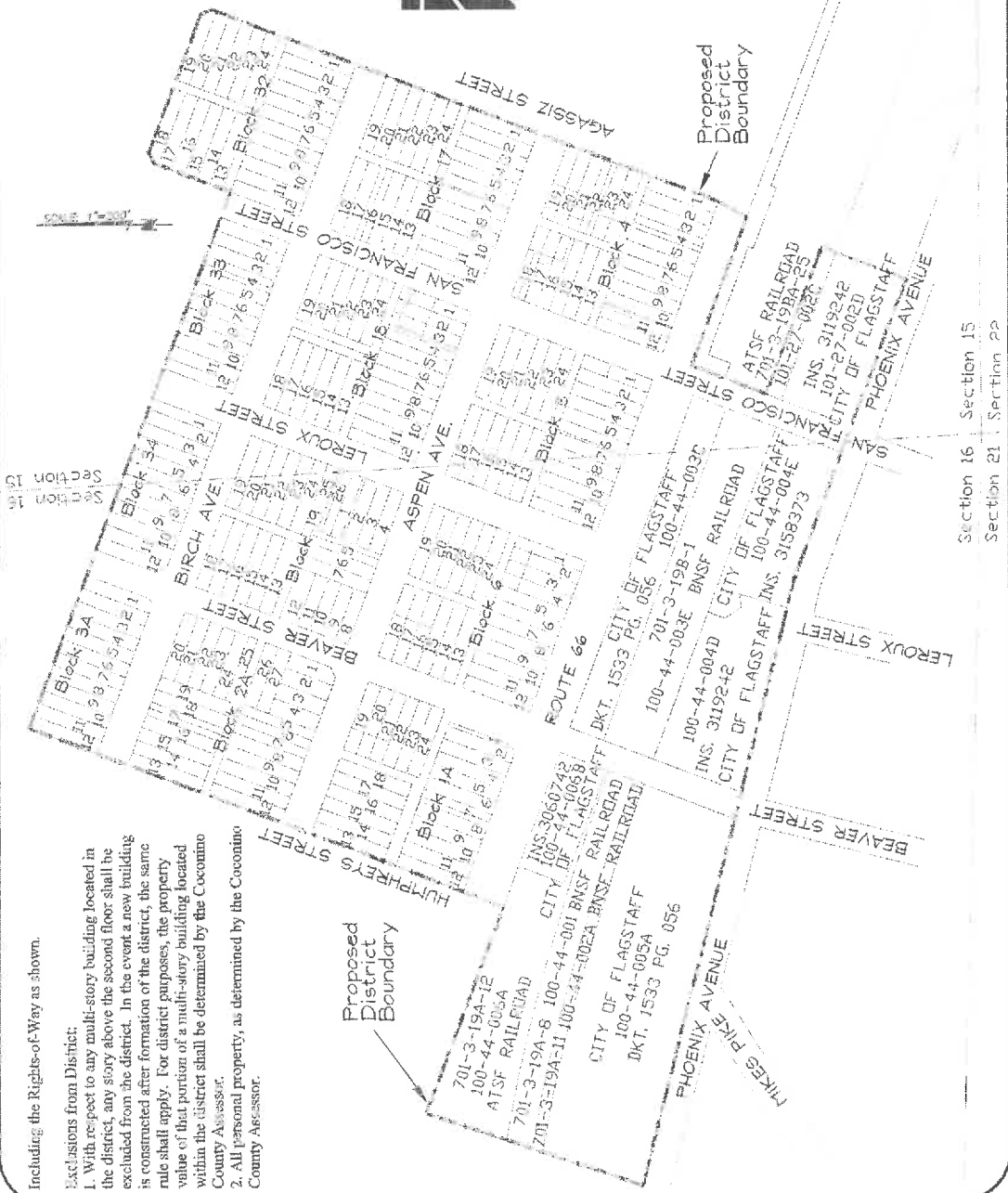
Said parcels shown on the attached Exhibit B which by this reference is made a part hereof.

Mogollon Engineering and Surveying, Inc.

411 W. Santa Fe Ave. Flagstaff, AZ 86001- P.O.-Box 1952 Flagstaff, AZ 86002-mogollon99@aol.com- 928-214-0214

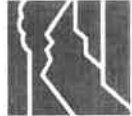
Including the Rights-of-Way as shown.

- Exclusions from District:
1. With respect to any multi-story building located in the district, any story above the second floor shall be excluded from the district. In the event a new building is constructed after formation of the district, the same rule shall apply. For district purposes, the property value of that portion of a multi-story building located within the district shall be determined by the Coconino County Assessor.
 2. All personal property, as determined by the Coconino County Assessor.



FLAGSTAFF BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT LEGAL DESCRIPTION EXHIBIT
 FLAGSTAFF TOWNSITE, BOOK 1 OF MAPS PAGE 16
 COCONINO COUNTY RECORDS LOCATED IN THE SE1/4 SECTION 16 AND THE SW1/4 SECTION 15, T 21 N, R 7 E, FLAGSTAFF, COCONINO COUNTY, ARIZONA

Instrument # _____
 Recorded at the Request of _____
 Date: _____
 Records of Coconino County
 Tully Hansen, County Recorder



Information shown hereon is from City of Flagstaff G.I.S. No field work was performed by McGillion Engineering & Surveying, Inc.

Section 15
 Section 16
 Section 21
 Section 22

DATE: 2/26/14
 PROJECT NO: 10059
 REVISIONS: 1/15 Add #22164
 DRAWN BY: KMH
 BEST SCALE: 1/2" = 100'
 CHECKED BY: [Signature]
 HORIZ. SCALE: 1" = 200'
 MCGILLION ENGINEERING GROUP
 411 N. Santa Fe Ave., Phoenix, AZ 85001
 P.O. Box 1022, Phoenix, AZ 85002
 Phone: (602) 254-1100 Fax: (602) 939-0095
EXHIBIT B
 FLAGSTAFF BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT
 MESS# 19056
 2/26/14