

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

**Tuesday, February 3, 2015 – 10:00 AM  
Staff Conference Room – Second Floor  
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

1. Call to Order
2. Roll Call  
  
Chairman John VanLandingham  
Director Antoinette Beiser  
Director David Stilley
3. Approval of Minutes of the Board meeting of January 6, 2015.
4. Review/approval of December 2014 financial report.
5. Consideration and approval of payment of the service agreement contract amount to the Flagstaff Downtown Business Alliance in one installment.
6. **Adoption of Resolution No. 2015-01** – A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF CANCELLING THE SPECIAL ELECTION OF FEBRUARY 25, 2015, AND DECLARING THE NAMES OF THE BOARD OF DIRECTORS AND RESPECTIVE TERMS
7. Welcome / Introduction of Board of Directors.
8. Roll Call  
  
Chairman John VanLandingham  
Director Antoinette Beiser  
Director Tim Kinney  
Director Karen Kinne-Herman  
Director David Stilley
9. Election of Chairman and Vice Chairman.
10. **Adoption of Resolution No. 2015-02** – A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF AMENDING ITS RULES OF PROCEDURE REGARDING THE FREQUENCY OF REGULAR MEETINGS
11. **Adoption of Resolution No. 2015-03** - A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF AMENDING SECTION 3 OF RESOLUTION NO. 2014-04 ADOPTED MAY 6, 2014, WITH REGARD TO AUTHORIZED SIGNATORIES

12. Review of Budget Calendar / Process.

13. PUBLIC PARTICIATION

*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.*

14. Report of Board of Directors.

15. 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.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015.

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Elizabeth A. Burke, MMC, District Clerk

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

**ITEM #3**

**Tuesday, January 6, 2015 – 10:00 AM  
Staff Conference Room – Second Floor  
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

**MINUTES**

1. Call to Order

Chairman VanLandingham called the meeting to order at 10:04 a.m.

2. Roll Call

Present:

Absent:

Chairman John VanLandingham

None

Member Antoinette Beiser

Member David Stilley

Others present: District Attorney Dana Kjellgren; District Clerk Elizabeth Burke; District Treasurer Brandi Suda; Mark Lamberson.

3. Approval of Minutes of the Board meeting of December 2, 2014.

**Member Stilley moved to approve the minutes of December 2; 2014; seconded; passed unanimously.**

4. Review/approval of November 2014 financial report.

**Member Stilley moved to approve the November 2014 financial report as presented (Exhibit A attached hereto and made a part hereof); seconded; passed unanimously.**

5. Update of DBA Executive Director recruitment efforts.

Mark Lamberson reported that the DBA had made a tentative offer to an applicant and they are currently in negotiations. It had been delayed due to the holidays, but they hope to be able to make the offer public within the next few weeks.

6. Consideration of contract with Steele Wotkyms for chronicling of the FDBIRD through the past calendar year.

Chairman VanLandingham said that while the formal activities of the District have been documented on the web over the last year, he had previously proposed that a more reader-friendly version of the District's history be formulated. The contract before the Board for consideration would direct Steele Wotkyms to prepare such a report at a NTE amount of \$500 and it would be posted on the website and possibly mailed to the property owners for informational purposes.

**Member Stilley moved to approve the contract with Steele Wotkyms; seconded; passed unanimously.**

7. Approval of an Independent Contract with Brandi Suda for district treasurer services for calendar year 2015.

Chairman VanLandingham reported that the IGA between the District and the City of Flagstaff required that by the end of 2014 the District appoint its own Clerk and Treasurer. He noted that a contract had previously been presented and approved for the clerk position; today they were considering a contract with Brandi Suda to serve as the District Treasurer.

**Member Stilley moved to approve the independent contract with Brandi Suda for district treasurer services for calendar year 2015; seconded; passed unanimously.**

8. Update on February 25, 2015, Board of Director Election.

Ms. Burke reported that the Notice of Election would be published this Friday and the following Friday in the newspaper. Additionally, a notice would be mailed to each property owner this week.

She reported that candidate packets (consisting of a Nomination Paper and petitions including the signatures of at least five property owners) were to be filed with the District Clerk's Office by Thursday, January 15, 2015, at 5:00 p.m. She added that if no more than five candidates filed paperwork to have their name placed on the ballot, the election would be cancelled, pursuant to Arizona Revised Statutes.

Brief review of the form of petition was held and Ms. Burke noted that she would clarify on the website the appropriate method of printing.

9. PUBLIC PARTICIATION

*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.*

Mr. Lamberson congratulated the Board in adopting the resolution to expand the size of the Board to five members.

10. Report of Board of Directors.

Brief discussion was held on the possibility of changing to quarterly meetings after the election and a new Director was on board; to be considered further at a future meeting.

Ms. Kjellgren reminded Board members to be cautious and not use "serial communications" through e-mail.

11. Adjournment

The Regular Meeting of the Board of Directors of the Flagstaff Downtown Business Improvement and Revitalization District held January 6, 2015, adjourned at 10:32 p.m.

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John VanLandingham, Chairman

ATTEST:

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Elizabeth A. Burke, District Clerk

Flagstaff Downtown Business Improvement  
Flagstaff, AZ

Dear Board of Directors:

**ACCOUNTANTS COMPILATION REPORT**

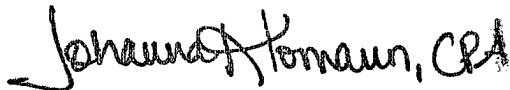
I have compiled the accompanying balance sheet for Flagstaff Downtown Business Improvement (a not for profit organization) as of November 30, 2014, and the related budget to actual income statement on the accrual basis of accounting, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited or reviewed 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.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of 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.

I am not independent with respect to Flagstaff Downtown Business Improvement as of and for the month ended November 30, 2014, because I performed certain accounting services that impaired my independence.



Johanna Klomann, CPA  
December 9, 2014

**FDBIRD**  
**Profit & Loss Budget vs. Actual**  
 July through November 2014

	Jul - Nov 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
BID Prop. Tax Assess. May	0.00	63,749.00	-63,749.00
BID Prop. Tax Assess. Nov.	39,934.46	63,749.00	-23,814.54
Carry Forwards	0.00	0.00	0.00
City of Flagstaff	12,373.00	11,870.00	503.00
Coconino County	28,888.00	29,132.00	-244.00
Interest Earned	338.43		
<b>Other Contributions</b>			
City of Flagstaff IGA	127,000.00	127,000.00	0.00
One Time Infrastructure Project	0.00	0.00	0.00
<b>Total Other Contributions</b>	<u>127,000.00</u>	<u>127,000.00</u>	<u>0.00</u>
<b>Total Income</b>	208,533.89	295,500.00	-86,966.11
<b>Expense</b>			
Accounting (Audit & Tax)	0.00	9,000.00	-9,000.00
Bookkeeping	337.50	1,800.00	-1,462.50
Legal Fees	17,231.45	18,700.00	-1,468.55
Management Expenses	1,575.00	218,900.00	-217,325.00
Website	0.00	9,300.00	-9,300.00
<b>Total Expense</b>	<u>19,143.95</u>	<u>257,700.00</u>	<u>-238,556.05</u>
<b>Net Ordinary Income</b>	<u>189,389.94</u>	<u>37,800.00</u>	<u>151,589.94</u>
<b>Net Income</b>	<u><u>189,389.94</u></u>	<u><u>37,800.00</u></u>	<u><u>151,589.94</u></u>

8:48 AM  
12/09/14  
Accrual Basis

**FDBIRD**  
**Balance Sheet**  
As of November 30, 2014

	<u>Nov 30, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BBVA Checking	60,163.51
BBVA Money Mkt	<u>129,226.43</u>
Total Checking/Savings	<u>189,389.94</u>
Total Current Assets	<u>189,389.94</u>
<b>TOTAL ASSETS</b>	<b><u>189,389.94</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	<u>189,389.94</u>
Total Equity	<u>189,389.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>189,389.94</u></b>



**FDBIRD**  
**General Ledger**  
**As of November 30, 2014**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>BBVA Checking</b>									28,162.05
Check	11/12/2014	1002		Johanna Klomann C...		Bookkeeping		100.00	28,062.05
Deposit	11/14/2014				Deposit	BID Prop. Tax ...	32,101.46		60,163.51
<b>Total BBVA Checking</b>							32,101.46	100.00	60,163.51
<b>BBVA Money Mkt</b>									129,116.77
Deposit	11/03/2014				Interest	Interest Earned	109.66		129,226.43
<b>Total BBVA Money Mkt</b>							109.66	0.00	129,226.43
<b>Furniture and Equipment</b>									0.00
<b>Total Furniture and Equipment</b>									0.00
<b>Marketable Securities</b>									0.00
<b>Total Marketable Securities</b>									0.00
<b>Other Assets</b>									0.00
<b>Total Other Assets</b>									0.00
<b>Security Deposits Asset</b>									0.00
<b>Total Security Deposits Asset</b>									0.00
<b>Payroll Liabilities</b>									0.00
<b>Total Payroll Liabilities</b>									0.00
<b>Other Liabilities</b>									0.00
<b>Total Other Liabilities</b>									0.00
<b>Opening Balance Equity</b>									0.00
<b>Total Opening Balance Equity</b>									0.00
<b>Perm. Restricted Net Assets</b>									0.00
<b>Total Perm. Restricted Net Assets</b>									0.00
<b>Temp. Restricted Net Assets</b>									0.00
<b>Total Temp. Restricted Net Assets</b>									0.00
<b>Unrestricted Net Assets</b>									0.00
<b>Total Unrestricted Net Assets</b>									0.00
<b>BID Prop. Tax Assess. May</b>									0.00
<b>Total BID Prop. Tax Assess. May</b>									0.00
<b>BID Prop. Tax Assess. Nov.</b>									-7,833.00
Deposit	11/14/2014				October Prop...	BBVA Checking		32,101.46	-39,934.46
<b>Total BID Prop. Tax Assess. Nov.</b>							0.00	32,101.46	-39,934.46
<b>Carry Forwards</b>									0.00
<b>Total Carry Forwards</b>									0.00
<b>City of Flagstaff</b>									-12,373.00
<b>Total City of Flagstaff</b>									-12,373.00
<b>Coconino County</b>									-28,888.00
<b>Total Coconino County</b>									-28,888.00
<b>Events</b>									0.00
<b>Total Events</b>									0.00
<b>Grants</b>									0.00
<b>Total Grants</b>									0.00
<b>Interest Earned</b>									-228.77
Deposit	11/03/2014				Interest	BBVA Money Mkt		109.66	-338.43
<b>Total Interest Earned</b>							0.00	109.66	-338.43
<b>Other Contributions</b>									-127,000.00
<b>City of Flagstaff IGA</b>									-127,000.00
Total City of Flagstaff IGA									-127,000.00
<b>One Time Infrastructure Project</b>									0.00
Total One Time Infrastructure Project									0.00
<b>Other Contributions - Other</b>									0.00
Total Other Contributions - Other									0.00
<b>Total Other Contributions</b>									-127,000.00
<b>Sponsorships</b>									0.00
<b>Total Sponsorships</b>									0.00
<b>Accounting (Audit &amp; Tax)</b>									0.00
<b>Total Accounting (Audit &amp; Tax)</b>									0.00
<b>Bookkeeping</b>									237.50
Check	11/12/2014	1002		Johanna Klomann C...		BBVA Checking	100.00		337.50
<b>Total Bookkeeping</b>							100.00	0.00	337.50
<b>Legal Fees</b>									17,231.45

8:48 AM

12/09/14

Accrual Basis

FDBIRD  
General Ledger  
As of November 30, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total Legal Fees									17,231.45
Management Expenses									1,575.00
Total Management Expenses									1,575.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No acct									0.00
Total no acct									0.00
<b>TOTAL</b>							<u>32,311.12</u>	<u>32,311.12</u>	<u>0.00</u>

# Johanna Klomann, CPA, PLLC

ITEM #4

419 W Aspen Ave, Flagstaff, AZ 86001

Phone: (928) 774-8995

Fax (866) 706-1017

[johannak.klomanncpa@gmail.com](mailto:johannak.klomanncpa@gmail.com)

Flagstaff Downtown Business Improvement  
Flagstaff, AZ

Dear Board of Directors:

## ACCOUNTANTS COMPILATION REPORT

I have compiled the accompanying balance sheet for Flagstaff Downtown Business Improvement (a not for profit organization) as of December 31, 2014, and the related budget to actual income statement on the accrual basis of accounting, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited or reviewed 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.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of 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.

I am not independent with respect to Flagstaff Downtown Business Improvement as of and for the month ended December 31, 2014, because I performed certain accounting services that impaired my independence.



Johanna Klomann, CPA

January 22, 2014

8:02 PM  
01/22/15  
Accrual Basis

**FDBIRD**  
**Balance Sheet**  
As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BBVA Checking	81,407.01
BBVA Money Mkt	129,332.64
Total Checking/Savings	<u>210,739.65</u>
Total Current Assets	<u>210,739.65</u>
<b>TOTAL ASSETS</b>	<u><u>210,739.65</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	210,739.65
Total Equity	<u>210,739.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>210,739.65</u></u>

8:03 PM

01/22/15

Accrual Basis

**FDBIRD**  
**General Ledger**  
As of December 31, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>BBVA Checking</b>									60,163.51
Deposit	12/15/2014				Deposit	BID Prop. Tax ...	21,493.50		81,657.01
Check	12/16/2014	1003		Johanna Klomann C...		Bookkeeping		100.00	81,557.01
Check	12/16/2014	1004		Wotkyns PR Plus		Management E...		150.00	81,407.01
Total BBVA Checking							21,493.50	250.00	81,407.01
<b>BBVA Money Mkt</b>									129,226.43
Deposit	12/01/2014				Interest	Interest Earned	106.21		129,332.64
Total BBVA Money Mkt							106.21	0.00	129,332.64
<b>Furniture and Equipment</b>									0.00
Total Furniture and Equipment									0.00
<b>Marketable Securities</b>									0.00
Total Marketable Securities									0.00
<b>Other Assets</b>									0.00
Total Other Assets									0.00
<b>Security Deposits Asset</b>									0.00
Total Security Deposits Asset									0.00
<b>Payroll Liabilities</b>									0.00
Total Payroll Liabilities									0.00
<b>Other Liabilities</b>									0.00
Total Other Liabilities									0.00
<b>Opening Balance Equity</b>									0.00
Total Opening Balance Equity									0.00
<b>Perm. Restricted Net Assets</b>									0.00
Total Perm. Restricted Net Assets									0.00
<b>Temp. Restricted Net Assets</b>									0.00
Total Temp. Restricted Net Assets									0.00
<b>Unrestricted Net Assets</b>									0.00
Total Unrestricted Net Assets									0.00
<b>BID Prop. Tax Assess. May</b>									0.00
Total BID Prop. Tax Assess. May									0.00
<b>BID Prop. Tax Assess. Nov.</b>									-39,934.46
Deposit	12/15/2014				Deposit	BBVA Checking		21,493.50	-61,427.96
Total BID Prop. Tax Assess. Nov.							0.00	21,493.50	-61,427.96
<b>Carry Forwards</b>									0.00
Total Carry Forwards									0.00
<b>City of Flagstaff</b>									-12,373.00
Total City of Flagstaff									-12,373.00
<b>Coconino County</b>									-28,888.00
Total Coconino County									-28,888.00
<b>Events</b>									0.00
Total Events									0.00
<b>Grants</b>									0.00
Total Grants									0.00
<b>Interest Earned</b>									-338.43
Deposit	12/01/2014				Interest	BBVA Money Mkt		106.21	-444.64
Total Interest Earned							0.00	106.21	-444.64
<b>Other Contributions</b>									-127,000.00
<b>City of Flagstaff IGA</b>									-127,000.00
Total City of Flagstaff IGA									-127,000.00
<b>One Time Infrastructure Project</b>									0.00
Total One Time Infrastructure Project									0.00
<b>Other Contributions - Other</b>									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									-127,000.00
<b>Sponsorships</b>									0.00
Total Sponsorships									0.00
<b>Accounting (Audit &amp; Tax)</b>									0.00
Total Accounting (Audit & Tax)									0.00
<b>Bookkeeping</b>									337.50
Check	12/16/2014	1003		Johanna Klomann C...		BBVA Checking	100.00		437.50
Total Bookkeeping							100.00	0.00	437.50
<b>Legal Fees</b>									17,231.45

8:03 PM

01/22/15

Accrual Basis

FDBIRD  
General Ledger  
As of December 31, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total Legal Fees									17,231.45
<b>Management Expenses</b>									1,575.00
Check	12/16/2014	1004		Wotkyns PR Plus	Public Relatio...	BBVA Checking	150.00		1,725.00
Total Management Expenses							150.00		1,725.00
<b>Payroll Expenses</b>								0.00	0.00
Total Payroll Expenses									0.00
<b>Website</b>									0.00
Total Website									0.00
<b>Ask My Accountant</b>									0.00
Total Ask My Accountant									0.00
<b>No acct</b>									0.00
Total no acct									0.00
<b>TOTAL</b>							<u>21,849.71</u>	<u>21,849.71</u>	<u>0.00</u>

8:04 PM

01/22/15

Accrual Basis

**FDBIRD**  
**Profit & Loss Budget vs. Actual**  
 July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
BID Prop. Tax Assess. May	0.00	63,749.00	-63,749.00
BID Prop. Tax Assess. Nov.	61,427.96	63,749.00	-2,321.04
Carry Forwards	0.00	0.00	0.00
City of Flagstaff	12,373.00	11,870.00	503.00
Coconino County	28,888.00	29,132.00	-244.00
Interest Earned	444.64		
<b>Other Contributions</b>			
City of Flagstaff IGA	127,000.00	127,000.00	0.00
One Time Infrastructure Project	0.00	0.00	0.00
<b>Total Other Contributions</b>	<b>127,000.00</b>	<b>127,000.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>230,133.60</b>	<b>295,500.00</b>	<b>-65,366.40</b>
<b>Expense</b>			
Accounting (Audit & Tax)	0.00	9,000.00	-9,000.00
Bookkeeping	437.50	1,800.00	-1,362.50
Legal Fees	17,231.45	18,700.00	-1,468.55
Management Expenses	1,725.00	218,900.00	-217,175.00
Website	0.00	9,300.00	-9,300.00
<b>Total Expense</b>	<b>19,393.95</b>	<b>257,700.00</b>	<b>-238,306.05</b>
<b>Net Ordinary Income</b>	<b>210,739.65</b>	<b>37,800.00</b>	<b>172,939.65</b>
<b>Net Income</b>	<b>210,739.65</b>	<b>37,800.00</b>	<b>172,939.65</b>

8:01 PM

01/22/15

**FDBIRD**  
**Reconciliation Summary**  
BBVA Checking, Period Ending 12/31/2014

	<u>Dec 31, 14</u>
Beginning Balance	60,163.51
Cleared Transactions	
Checks and Payments - 2 items	-250.00
Deposits and Credits - 1 item	21,493.50
Total Cleared Transactions	<u>21,243.50</u>
Cleared Balance	<b>81,407.01</b>
Register Balance as of 12/31/2014	<u>81,407.01</u>
Ending Balance	81,407.01



8:01 PM

01/22/15

**FDBIRD**  
**Reconciliation Detail**  
**BBVA Checking, Period Ending 12/31/2014**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						60,163.51
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	12/16/2014	1004	Wotkyns PR Plus	X	-150.00	-150.00
Check	12/16/2014	1003	Johanna Klomann ...	X	-100.00	-250.00
Total Checks and Payments					-250.00	-250.00
<b>Deposits and Credits - 1 item</b>						
Deposit	12/15/2014			X	21,493.50	21,493.50
Total Deposits and Credits					21,493.50	21,493.50
Total Cleared Transactions					21,243.50	21,243.50
Cleared Balance					21,243.50	81,407.01
Register Balance as of 12/31/2014					21,243.50	81,407.01
<b>Ending Balance</b>					<b>21,243.50</b>	<b>81,407.01</b>

8:02 PM

01/22/15

**FDBIRD**  
**Reconciliation Summary**  
BBVA Money Mkt, Period Ending 12/31/2014

	<u>Dec 31, 14</u>
Beginning Balance	129,226.43
Cleared Transactions	
Deposits and Credits - 1 item	106.21
Total Cleared Transactions	<u>106.21</u>
Cleared Balance	<u>129,332.64</u>
Register Balance as of 12/31/2014	129,332.64
Ending Balance	129,332.64

8:02 PM

01/22/15

**FDBIRD**  
**Reconciliation Detail**  
BBVA Money Mkt, Period Ending 12/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						129,226.43
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/01/2014			X	106.21	106.21
Total Deposits and Credits					106.21	106.21
Total Cleared Transactions					106.21	106.21
Cleared Balance					106.21	129,332.64
Register Balance as of 12/31/2014					106.21	129,332.64
<b>Ending Balance</b>					<b>106.21</b>	<b>129,332.64</b>

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT  
AND REVITALIZATION DISTRICT  
OF FLAGSTAFF, ARIZONA**

RESOLUTION NO. 2015-01

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF CANCELLING THE SPECIAL ELECTION OF FEBRUARY 25, 2015, AND DECLARING THE NAMES OF THE BOARD OF DIRECTORS AND RESPECTIVE TERMS

WHEREAS, on February 4, 2014, the City Council of the City of Flagstaff, Arizona (the "City"), adopted a Resolution ordering and declaring the formation of the Flagstaff Downtown Business Improvement and Revitalization District (the "District") in the City of Flagstaff, Arizona which included the selection of the initial Board of Directors to serve a term of one year; and

WHEREAS, in compliance with A.R.S. 48-6802(D), subsequent members of the board of directors shall be real property owners in the district who shall be elected at large by the real property owners in the district who shall serve a term of four (4) years; and

WHEREAS, Section 4.2 of the Rules of Operation, adopted by Resolution No. 2014-10 on September 2, 2014, states that subsequent members of the board of directors shall be increased from three (3) members to five (5) members, who shall serve a four-year term; and

WHEREAS, the Board of Directors selected to hold an election on February 25, 2015; however, as only five candidates filed the appropriate documents for five seats the election is to be cancelled.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF, ARIZONA AS FOLLOWS:

Section 1. THAT the special election of the qualified electors of the District called to be held on February 25, 2015, (hereinafter referred to as the "Election"), is hereby cancelled; and

Section 2. THAT the members of the District Board of Directors shall be as indicated below for a term of four years, beginning February 2015:

Antoinette Beiser  
Karen Kinne-Herman  
Tim Kenney  
David Stilley  
John VanLandingham

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 3<sup>rd</sup> day of February, 2015.

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Chairman

ATTEST:

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District Clerk

APPROVED AS TO FORM:

Kjellgren & Speed PLC

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Attorney for the District

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT  
AND REVITALIZATION DISTRICT  
OF FLAGSTAFF, ARIZONA**

RESOLUTION NO. 2015-02

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF  
DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION  
DISTRICT OF FLAGSTAFF AMENDING ITS RULES OF  
PROCEDURE REGARDING THE FREQUENCY OF REGULAR  
MEETINGS

WHEREAS, on September 2, 2014, the District, adopted Resolution 2014-10 approving Rules of Procedure for the District Board; and

WHEREAS, the District desires to amend the Rules of Procedure with regard to the holding of regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF, ARIZONA as follows:

1. Rules of Procedure. Rule 3.01 of the Rules of Procedure is hereby amended as follows:

**3.01 Regular Meetings**

The District Board shall hold regular meetings quarterly on the first Tuesday of ~~every month~~ January, April, July, and October at 10:00 a.m., unless a majority of the Board decides to postpone or cancel such meeting. No change shall be made in regular meeting times or place without a published seven day notice.

If the day fixed for any regular meeting of the Board falls upon a day which the District observes as a legal holiday, the meeting may be cancelled or held at a time and date designated by the Board. All regular meetings of the Board shall be held in the Flagstaff City Hall Staff Conference Room unless otherwise provided for by the Board. No change shall be made in regular meeting times without a published seven-day notice. However, the Chairman of the Board may change the Board meeting location ~~to adjust to a specific need for additional space required to accommodate a large citizen turnout~~, upon giving the public notice of such change pursuant to notice requirements. All regular meetings of the Board shall be open to the public.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 3rd day of February, 2015.

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Chairman

ATTEST:

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District Clerk

APPROVED AS TO FORM:

Kjellgren & Speed, PLC

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Attorney for the District

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT  
AND REVITALIZATION DISTRICT  
OF FLAGSTAFF, ARIZONA**

RESOLUTION NO. 2015-03

A RESOLUTION OF THE DISTRICT BOARD OF THE  
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND  
REVITALIZATION DISTRICT OF FLAGSTAFF AMENDING  
SECTION 3 OF RESOLUTION NO. 2014-04 ADOPTED MAY 6,  
2014, WITH REGARD TO AUTHORIZED SIGNATORIES

WHEREAS, on May 6, 2014, the District, adopted Resolution 2014-04 authorizing procurement limits, selection of a banking institution, signatories on District bank accounts, and approving the Intergovernmental Agreement for Services with the City of Flagstaff; and

WHEREAS, the District desires to amend Section 3 of said resolution with regard to signatories.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF, ARIZONA as follows:

3. Authorized Signatories on the District's Bank Accounts. The authorized signatories for the District are as follows:

Antoinette Beiser, Director

TIM KINNEY, DIRECTOR

KAREN KINNE-HERMAN, DIRECTOR

David Stilley, Director

John Vanlandingham, Director

Each of the Directors above is authorized to sign checks drawn upon the Flagstaff Downtown Business Improvement and Revitalization District account at the bank selected by the Chairman of the Board in an amount up to \$5,000. For any check in excess of \$5,000, one of the authorized signatures will be required, as well as that of the District Treasurer, ~~Barbara Goodrich~~ BRANDI SUDA.

Any check or purchase in excess of \$10,000 will require prior approval of the entire District Board at a duly noticed meeting of the Board.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 3rd day of February, 2015.

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Chairman



ATTEST:

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District Clerk

APPROVED AS TO FORM:

Kjellgren & Speed, PLC

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Attorney for the District

**Flagstaff Downtown Business Improvement & Revitalization District  
FY2016 Budget Calendar**

4/7/2015	Discussion on the FY2016 Budget
4/15/2015	Post tax increases on website (if needed)
6/2/2015	Resolution - Tentative Budget Adoption
6/4/2015	Tentative Budget posting - Website & Newspaper
6/11/2015	Tentative Budget posting - Newspaper
6/16/2015	Public Hearing on Budget & Property Taxes
6/16/2015	Resolution - Final Budget Adoption (Special meeting)
6/30/2015	Resolution - Property Tax Assessment