REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT

Tuesday, October 8, 2019 – 10:00 AM
Staff Conference Room - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona

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 of the Regular Board Meeting of June 25, 2019.

4. Acceptance of Monthly Financial Reports:

   A. January 2019
   B. February 2019
   C. March 2019
   D. April 2019
   E. May 2019
   F. June 2019

5. Consideration and Possible Action to Approve Agreement for Legal Services.

6. Consideration and Possible Action to Approve Semi-Annual Contract Payment to Flagstaff Downtown Business Alliance in the amount of $88,250.

7. Consideration and Possible Action to Approve Payment for Installation of Bike Racks to Flagstaff Downtown Business Alliance.

8. Discussion: Sales Tax Information from the Arizona Department of Revenue.

9. FDBA Director Report

10. 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.

11. 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

REGULAR MEETING OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT

Tuesday, June 25, 2019 – 10:00 AM
Council Offices - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona

M I N U T E S

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

   Vice Chairwoman Karen Kinne-Herman called the Regular Meeting of June 25, 2019 to order at 10:03 a.m.

2. Roll Call

MEMBERS PRESENT:	**MEMBERS ABSENT:**
Vice Chairwoman Karen Kinne-Herman	Chairman David Stilley
Member Steve Chatinsky	Member Jerry McLaughlin
Member John VanLandingham	

   Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

3. Approval of Minutes of the Special Board Meeting of June 11, 2019.

   Member Steve Chatinsky moved to approve the minutes of the June 11, 2019; seconded by Member John VanLandingham; passed unanimously.

4. Consideration of Resolution No. 2019-07: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the Property Tax Assessments for FY2019-2020.

   Vice Chairwoman Karen Kinne-Herman moved to read Resolution No. 2019-07 by title only; seconded by Member Steve Chatinsky; passed unanimously.

   A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2019-2020

   Member John VanLandingham moved to adopt Resolution No. 2019-07; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.

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5. Consideration and Action: Amendment Two to Agreement between Flagstaff Downtown Business Improvement and Revitalization District and Flagstaff Downtown Business Alliance.

Member VanLandingham stated that the proposed contract amount would increase by $18,000 and leaving $5,000 in the contingency fund. This will leave the District in a better fiscal position at the end of the year as well as cover any additional services of the Flagstaff Downtown Business Alliance.

Member Steve Chatinsky moved to approve amendment two to the agreement between the Flagstaff Downtown Business Improvement and Revitalization District and the Flagstaff Downtown Business Alliance; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.

6. Discussion: Development of District Attorney Request for Proposals.

Ms. Kjellgren stated that it is time to prepare a Request for Proposals (RFP) for District legal services. She can prepare the request but would like to have it reviewed by a Board member prior to release. She also indicated that a review committee will need to be formed to review the proposals and make a recommendation to the Board.

Vice Chairwoman Kinne-Herman and Member Chatinsky indicated that they are available to review the RFP prior to release as well as serve on the review committee.

Vice Chairwoman Kinne-Herman asked what the timeframe is for selection. Ms. Kjellgren stated that it would be ideal for completion by September so a possible recommendation can be made at the October meeting.

7. FDBA Director Report

Ms. Madeksza stated that she, Member VanLandingham, and Vice-Chairwoman Kinne-Herman participated on an interview panel for the four City Manager candidates. It was an interesting pool of candidates and the City Council is hearing reports from the various panels today. It is anticipated that a decision will be made in the near future. She also reported that Shannon Anderson has been appointed as the new Deputy City Manager; Ms. Anderson was the former Human Resources Director.

Ms. Madeksza reported that there is a draft Partner Agreement for the Downtown Visioning Plan that is being reviewed by various partner agencies. Once the edits have been received and incorporated she will be presenting the draft to Council for consideration and approval at their meeting of July 2, 2019. Once the City Council has approved the agreement, an RFP will be developed to advertise for a consultant to guide the process. This is important for stakeholders to get excited about as it is the first time the downtown will be involved with the City and NAIPTA to develop a unified vision and to shape the future of downtown.

Lastly, Ms. Madeksza stated that Movies on the Square are well underway and the crowds are very strong. She is currently about $5,000 short of her sponsorship goal which she continues to work on. The Downtown Business Alliance is working on their budget and priorities for the coming fiscal year.

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8. 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.

Member VanLandingham reported that when the Special Improvement District was formed for the beautification of downtown, sales tax was collected by the City and the District was able to review their sales tax data. Now that sales tax is handled by the Arizona Department of Revenue (ADOR) that access has been eliminated. He is not sure what solution there might be to this issue, but it would be helpful to have this information as the District makes decisions.

Ms. Madeksza stated this is not an issue specific to Flagstaff and there are other entities that are struggling with the same thing. There is an Intergovernmental Agreement that some cities have worked on to try and get this data from the Department of Revenue and into a program that can translate the data into these types of reports. The software does not currently exist.

Member VanLandingham asked how the District might be able to request that the issue be resolved. Ms. Madeksza indicated that it is something that would need to be done through the City Manager and Deputy City Manager.

Vice Chairwoman Kinne-Herman stated that it may be helpful for the Board to make a formal request of the City. She requested that the item be added to the October agenda for further discussion and direction.

9. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of June 25, 2019 adjourned at 10:24 a.m.

_____
David Stilley, Chairman

ATTEST:

_____
Stacy Saltzburg, District Clerk

DRAFT

ITEM 4A

Johanna Klomann, CPA, PLLC

419 W Aspen Ave, Flagstaff, AZ 86001

(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 (a not for profit organization) as of January 31, 2019, 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 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.

Johanna Klomann, CPA

Johanna Klomann, CPA
April 8, 2019

FDBIRD
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	6,198.92
BBVA Money Mkt	120,395.67
Total Checking/Savings	126,594.59
Total Current Assets	126,594.59
TOTAL ASSETS	**126,594.59**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	32,470.25
Total Equity	126,594.59
TOTAL LIABILITIES & EQUITY	**126,594.59**

FDBIRD
Budget to Actual Income Statement
July 2018 through January 2019

	Jul '18 - Jan 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	35,341.50	75,265.00	-39,923.50
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	580.16	120.00	460.16
Total Income	121,533.91	269,413.00	-147,879.09
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	79,250.00	158,500.00	-79,250.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	594.00	1,400.00	-806.00
Contract Clerk & Treasurer	1,785.00	3,300.00	-1,515.00
Legal Counsel	442.66	3,300.00	-2,857.34
Total Professional Services	8,321.66	13,400.00	-5,078.34
Total Expense	89,063.66	208,750.00	-119,686.34
Net Ordinary Income	32,470.25	60,663.00	-28,192.75
Net Income	**32,470.25**	**60,663.00**	**-28,192.75**

FDBIRD
General Ledger
As of January 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									7,252.92
Check	01/17/2019	1113		Johanna Klomann C...		Bookkeeping		54.00	7,198.92
Check	01/29/2019	1112		Hinton Burdick		Accounting (Au...		1,000.00	6,198.92
Total BBVA Checking							0.00	1,054.00	6,198.92
BBVA Money Mkt									112,865.79
Deposit	01/02/2019				Interest	Interest Earned	107.39		112,973.18
Deposit	01/15/2019				Deposit	BID Prop. Tax ...	7,422.49		120,395.67
Total BBVA Money Mkt							7,529.88	0.00	120,395.67
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-27,919.01
Deposit	01/15/2019				Deposit	BBVA Money Mkt		7,422.49	-35,341.50
Total BID Prop. Tax Assess. Nov.							0.00	7,422.49	-35,341.50
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-472.77
Deposit	01/02/2019				Interest	BBVA Money Mkt		107.39	-580.16
Total Interest Earned							0.00	107.39	-580.16
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00

FDBIRD
General Ledger
As of January 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Contingency									0.00
Total Contingency									0.00
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Total Management									79,250.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									7,267.66
Accounting (Audit & Tax)									4,500.00
Check	01/29/2019	1112		Hinton Burdick		BBVA Checking	1,000.00		5,500.00
Total Accounting (Audit & Tax)							1,000.00	0.00	5,500.00
Bookkeeping									540.00
Check	01/17/2019	1113		Johanna Klomann C...		BBVA Checking	54.00		594.00
Total Bookkeeping							54.00	0.00	594.00
Contract Clerk & Treasurer									1,785.00
Total Contract Clerk & Treasurer									1,785.00
Legal Counsel									442.66
Total Legal Counsel									442.66
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services							1,054.00	0.00	8,321.66
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							**8,583.88**	**8,583.88**	**0.00**

ITEM 4B

Johanna Klomann, CPA, PLLC

419 W Aspen Ave, Flagstaff, AZ 86001

(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 (a not for profit organization) as of February 28, 2019, 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 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.

Johanna Klomann, CPA

Johanna Klomann, CPA
April 8, 2019

FDBIRD
Balance Sheet
As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	6,198.92
BBVA Money Mkt	128,613.92
Total Checking/Savings	134,812.84
Total Current Assets	134,812.84
TOTAL ASSETS	**134,812.84**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	40,688.50
Total Equity	134,812.84
TOTAL LIABILITIES & EQUITY	**134,812.84**

FDBIRD
Budget to Actual Income Statement
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	43,435.50	75,265.00	-31,829.50
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	704.41	120.00	584.41
Total Income	129,752.16	269,413.00	-139,660.84
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	79,250.00	158,500.00	-79,250.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	594.00	1,400.00	-806.00
Contract Clerk & Treasurer	1,785.00	3,300.00	-1,515.00
Legal Counsel	442.66	3,300.00	-2,857.34
Total Professional Services	8,321.66	13,400.00	-5,078.34
Total Expense	89,063.66	208,750.00	-119,686.34
Net Ordinary Income	40,688.50	60,663.00	-19,974.50
Net Income	**40,688.50**	**60,663.00**	**-19,974.50**

FDBIRD
General Ledger
As of February 28, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									6,198.92
Total BBVA Checking									6,198.92
BBVA Money Mkt									120,395.67
Deposit	02/01/2019				Interest	Interest Earned	124.25		120,519.92
Deposit	02/15/2019				Deposit	BID Prop. Tax ...	8,094.00		128,613.92
Total BBVA Money Mkt							8,218.25	0.00	128,613.92
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-35,341.50
Deposit	02/15/2019				Deposit	BBVA Money Mkt		8,094.00	-43,435.50
Total BID Prop. Tax Assess. Nov.							0.00	8,094.00	-43,435.50
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-580.16
Deposit	02/01/2019				Interest	BBVA Money Mkt		124.25	-704.41
Total Interest Earned							0.00	124.25	-704.41
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00
Contingency									0.00
Total Contingency									0.00

FDBIRD
General Ledger
As of February 28, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Total Management									79,250.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									8,321.66
Accounting (Audit & Tax)									5,500.00
Total Accounting (Audit & Tax)									5,500.00
Bookkeeping									594.00
Total Bookkeeping									594.00
Contract Clerk & Treasurer									1,785.00
Total Contract Clerk & Treasurer									1,785.00
Legal Counsel									442.66
Total Legal Counsel									442.66
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services									8,321.66
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							**8,218.25**	**8,218.25**	**0.00**

Johanna Klomann, CPA, PLLC

Payroll | Bookkeeping | Tax Experts

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of March 31, 2019, 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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Johanna Klomann, CPA

Johanna Klomann, CPA
July 24, 2019

419 West Aspen Avenue | Flagstaff, Arizona | P 928.774.8995 | F 866.706.1017
KlomannCPA.com | johanna@klomanncpa.com

FDBIRD
Balance Sheet
As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	6,198.92
BBVA Money Mkt	129,575.37
Total Checking/Savings	135,774.29
Total Current Assets	135,774.29
TOTAL ASSETS	**135,774.29**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	41,649.95
Total Equity	135,774.29
TOTAL LIABILITIES & EQUITY	**135,774.29**

FDBIRD
Budget to Actual Income Statement
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	44,277.50	75,265.00	-30,987.50
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	823.86	120.00	703.86
Total Income	130,713.61	269,413.00	-138,699.39
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	79,250.00	158,500.00	-79,250.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	594.00	1,400.00	-806.00
Contract Clerk & Treasurer	1,785.00	3,300.00	-1,515.00
Legal Counsel	442.66	3,300.00	-2,857.34
Total Professional Services	8,321.66	13,400.00	-5,078.34
Total Expense	89,063.66	208,750.00	-119,686.34
Net Ordinary Income	41,649.95	60,663.00	-19,013.05
Net Income	**41,649.95**	**60,663.00**	**-19,013.05**

FDBIRD
General Ledger
As of March 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									6,198.92
Total BBVA Checking									6,198.92
BBVA Money Mkt									128,613.92
Deposit	03/01/2019				Interest	Interest Earned	119.45		128,733.37
Deposit	03/15/2019				Deposit	BID Prop. Tax ...	842.00		129,575.37
Total BBVA Money Mkt							961.45	0.00	129,575.37
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-43,435.50
Deposit	03/15/2019				Deposit	BBVA Money Mkt		842.00	-44,277.50
Total BID Prop. Tax Assess. Nov.							0.00	842.00	-44,277.50
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-704.41
Deposit	03/01/2019				Interest	BBVA Money Mkt		119.45	-823.86
Total Interest Earned							0.00	119.45	-823.86
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00
Contingency									0.00
Total Contingency									0.00

FDBIRD
General Ledger
As of March 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Total Management									79,250.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									8,321.66
Accounting (Audit & Tax)									5,500.00
Total Accounting (Audit & Tax)									5,500.00
Bookkeeping									594.00
Total Bookkeeping									594.00
Contract Clerk & Treasurer									1,785.00
Total Contract Clerk & Treasurer									1,785.00
Legal Counsel									442.66
Total Legal Counsel									442.66
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services									8,321.66
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							961.45	961.45	**0.00**

ITEM 4D

Johanna Klomann, CPA, PLLC

Payroll | Bookkeeping | Tax Experts

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of April 30, 2019, 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 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.

Johanna Klomann, CPA

Johanna Klomann, CPA
July 24, 2019

419 West Aspen Avenue | Flagstaff, Arizona | **P** 928.774.8995 | **F** 866.706.1017
KlomannCPA.com | johanna@klomanncpa.com

FDBIRD
Balance Sheet
As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	6,198.92
BBVA Money Mkt	136,627.03
Total Checking/Savings	142,825.95
Total Current Assets	142,825.95
TOTAL ASSETS	**142,825.95**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	48,701.61
Total Equity	142,825.95
TOTAL LIABILITIES & EQUITY	**142,825.95**

FDBIRD
Budget to Actual Income Statement
July 2018 through April 2019

	Jul '18 - Apr 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	51,192.00	75,265.00	-24,073.00
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	961.02	120.00	841.02
Total Income	137,765.27	269,413.00	-131,647.73
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	79,250.00	158,500.00	-79,250.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	594.00	1,400.00	-806.00
Contract Clerk & Treasurer	1,785.00	3,300.00	-1,515.00
Legal Counsel	442.66	3,300.00	-2,857.34
Total Professional Services	8,321.66	13,400.00	-5,078.34
Total Expense	89,063.66	208,750.00	-119,686.34
Net Ordinary Income	48,701.61	60,663.00	-11,961.39
Net Income	**48,701.61**	**60,663.00**	**-11,961.39**

FDBIRD
General Ledger
As of April 30, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									6,198.92
Total BBVA Checking									6,198.92
BBVA Money Mkt									129,575.37
Deposit	04/01/2019				Interest	Interest Earned	137.16		129,712.53
Deposit	04/15/2019				Deposit	BID Prop. Tax ...	6,914.50		136,627.03
Total BBVA Money Mkt							7,051.66	0.00	136,627.03
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-44,277.50
Deposit	04/15/2019				Deposit	BBVA Money Mkt		6,914.50	-51,192.00
Total BID Prop. Tax Assess. Nov.							0.00	6,914.50	-51,192.00
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-823.86
Deposit	04/01/2019				Interest	BBVA Money Mkt		137.16	-961.02
Total Interest Earned							0.00	137.16	-961.02
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00
Contingency									0.00
Total Contingency									0.00

FDBIRD
General Ledger
As of April 30, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Total Management									79,250.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									8,321.66
Accounting (Audit & Tax)									5,500.00
Total Accounting (Audit & Tax)									5,500.00
Bookkeeping									594.00
Total Bookkeeping									594.00
Contract Clerk & Treasurer									1,785.00
Total Contract Clerk & Treasurer									1,785.00
Legal Counsel									442.66
Total Legal Counsel									442.66
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services									8,321.66
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							7,051.66	7,051.66	0.00

ITEM 4E

Johanna Klomann, CPA, PLLC

Payroll | Bookkeeping | Tax Experts

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of May 31, 2019, 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 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.

Johanna Klomann, CPA

Johanna Klomann, CPA
July 24, 2019

419 West Aspen Avenue | Flagstaff, Arizona | P 928.774.8995 | F 866.706.1017
KlomannCPA.com | johanna@klomanncpa.com

FDBIRD
Balance Sheet
As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	85,396.62
BBVA Money Mkt	85,407.84
Total Checking/Savings	170,804.46
Total Current Assets	170,804.46
TOTAL ASSETS	**170,804.46**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	76,680.12
Total Equity	170,804.46
TOTAL LIABILITIES & EQUITY	**170,804.46**

FDBIRD
Budget to Actual Income Statement
July 2018 through May 2019

	Jul '18 - May 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	79,835.75	75,265.00	4,570.75
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	1,098.08	120.00	978.08
Total Income	166,546.08	269,413.00	-102,866.92
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	79,250.00	158,500.00	-79,250.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	594.00	1,400.00	-806.00
Contract Clerk & Treasurer	2,587.30	3,300.00	-712.70
Legal Counsel	442.66	3,300.00	-2,857.34
Total Professional Services	9,123.96	13,400.00	-4,276.04
Total Expense	89,865.96	208,750.00	-118,884.04
Net Ordinary Income	76,680.12	60,663.00	16,017.12
Net Income	**76,680.12**	**60,663.00**	**16,017.12**

FDBIRD
General Ledger
As of May 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									6,198.92
Check	05/09/2019	1115		Stacy Salzburg		Contract Clerk ...		802.30	5,396.62
Transfer	05/17/2019				Funds Transfer	BBVA Money Mkt	80,000.00		85,396.62
Total BBVA Checking							80,000.00	802.30	85,396.62
BBVA Money Mkt									136,627.03
Deposit	05/01/2019				Interest	Interest Earned	137.06		136,764.09
Deposit	05/15/2019				Deposit	BID Prop. Tax ...	28,643.75		165,407.84
Transfer	05/17/2019				Funds Transfer	BBVA Checking		80,000.00	85,407.84
Total BBVA Money Mkt							28,780.81	80,000.00	85,407.84
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-51,192.00
Deposit	05/15/2019				Deposit	BBVA Money Mkt		28,643.75	-79,835.75
Total BID Prop. Tax Assess. Nov.							0.00	28,643.75	-79,835.75
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-961.02
Deposit	05/01/2019				Interest	BBVA Money Mkt		137.06	-1,098.08
Total Interest Earned							0.00	137.06	-1,098.08
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00

FDBIRD
General Ledger
As of May 31, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Contingency									0.00
Total Contingency									0.00
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Total Management									79,250.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									8,321.66
Accounting (Audit & Tax)									5,500.00
Total Accounting (Audit & Tax)									5,500.00
Bookkeeping									594.00
Total Bookkeeping									594.00
Contract Clerk & Treasurer									1,785.00
Check	05/09/2019	1115		Stacy Salzburg		BBVA Checking	802.30		2,587.30
Total Contract Clerk & Treasurer							802.30	0.00	2,587.30
Legal Counsel									442.66
Total Legal Counsel									442.66
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services							802.30	0.00	9,123.96
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							**109,583.11**	**109,583.11**	**0.00**

ITEM 4F

Johanna Klomann, CPA, PLLC

Payroll | Bookkeeping | Tax Experts

Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of June 30, 2019, 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 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.

Johanna Klomann, CPA

Johanna Klomann, CPA
July 30, 2019

419 West Aspen Avenue | Flagstaff, Arizona | P 928.774.8995 | F 866.706.1017
KlomannCPA.com | johanna@klomanncpa.com

FDBIRD
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	1,600.27
BBVA Money Mkt	85,407.84
Total Checking/Savings	87,008.11
Total Current Assets	87,008.11
TOTAL ASSETS	**87,008.11**
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	94,124.34
Net Income	-7,116.23
Total Equity	87,008.11
TOTAL LIABILITIES & EQUITY	**87,008.11**

FDBIRD
Budget to Actual Income Statement
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	76,190.25	75,265.00	925.25
BID Prop. Tax Assess. Nov.	79,835.75	75,265.00	4,570.75
Carry Forwards	0.00	83,991.00	-83,991.00
City of Flagstaff	9,422.00	9,422.00	0.00
Coconino County	0.00	25,350.00	-25,350.00
Interest Earned	1,098.08	120.00	978.08
Total Income	166,546.08	269,413.00	-102,866.92
Expense			
Contingency	0.00	34,000.00	-34,000.00
Management	158,500.00	158,500.00	0.00
Overhead			
Advertising	0.00	600.00	-600.00
Dues & Subscriptions	0.00	450.00	-450.00
Insurance	1,492.00	1,800.00	-308.00
Total Overhead	1,492.00	2,850.00	-1,358.00
Professional Services			
Accounting (Audit & Tax)	5,500.00	5,400.00	100.00
Bookkeeping	892.00	1,400.00	-508.00
Contract Clerk & Treasurer	4,514.80	3,300.00	1,214.80
Legal Counsel	2,763.51	3,300.00	-536.49
Total Professional Services	13,670.31	13,400.00	270.31
Total Expense	173,662.31	208,750.00	-35,087.69
Net Ordinary Income	-7,116.23	60,663.00	-67,779.23
Net Income	**-7,116.23**	**60,663.00**	**-67,779.23**

FDBIRD
General Ledger
As of June 30, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									85,396.62
Check	06/13/2019	1118		Dana Kjellgren, PC		Legal Counsel		2,320.85	83,075.77
Check	06/17/2019	1116		Flagstaff DBA		Management		79,250.00	3,825.77
Check	06/25/2019	1117		Johanna Klomann C...		Bookkeeping		112.00	3,713.77
Check	06/25/2019	1119		Brandi Suda		Contract Clerk ...		1,365.00	2,348.77
Check	06/25/2019	1120		Stacy Salzburg		Contract Clerk ...		562.50	1,786.27
Check	06/25/2019	1114		Johanna Klomann C...		Bookkeeping		186.00	1,600.27
Total BBVA Checking							0.00	83,796.35	1,600.27
BBVA Money Mkt									85,407.84
Total BBVA Money Mkt									85,407.84
Accounts Receivable									0.00
Total Accounts Receivable									0.00
Undeposited Funds									0.00
Total Undeposited Funds									0.00
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Accounts Payable									0.00
Total Accounts Payable									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									-94,124.34
Total Unrestricted Net Assets									-94,124.34
BID Prop. Tax Assess. May									-76,190.25
Total BID Prop. Tax Assess. May									-76,190.25
BID Prop. Tax Assess. Nov.									-79,835.75
Total BID Prop. Tax Assess. Nov.									-79,835.75
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-9,422.00
Total City of Flagstaff									-9,422.00
Coconino County									0.00
Total Coconino County									0.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-1,098.08
Total Interest Earned									-1,098.08
Other Contributions									0.00
City of Flagstaff IGA									0.00
Total City of Flagstaff IGA									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
Sponsorships									0.00
Total Sponsorships									0.00
Contingency									0.00
Total Contingency									0.00

FDBIRD
General Ledger
As of June 30, 2019

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
District Formation Expenses									0.00
Election Expenses									0.00
Total Election Expenses									0.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
District Formation Expenses - Other									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									0.00
Management									79,250.00
Check	06/17/2019	1116		Flagstaff DBA		BBVA Checking	79,250.00		158,500.00
Total Management							79,250.00	0.00	158,500.00
Overhead									1,492.00
Advertising									0.00
Total Advertising									0.00
Dues & Subscriptions									0.00
Total Dues & Subscriptions									0.00
Insurance									1,492.00
Total Insurance									1,492.00
Overhead - Other									0.00
Total Overhead - Other									0.00
Total Overhead									1,492.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Professional Services									9,123.96
Accounting (Audit & Tax)									5,500.00
Total Accounting (Audit & Tax)									5,500.00
Bookkeeping									594.00
Check	06/25/2019	1117		Johanna Klomann C...		BBVA Checking	112.00		706.00
Check	06/25/2019	1114		Johanna Klomann C...		BBVA Checking	186.00		892.00
Total Bookkeeping							298.00	0.00	892.00
Contract Clerk & Treasurer									2,587.30
Check	06/25/2019	1119		Brandi Suda		BBVA Checking	1,365.00		3,952.30
Check	06/25/2019	1120		Stacy Salzburg		BBVA Checking	562.50		4,514.80
Total Contract Clerk & Treasurer							1,927.50	0.00	4,514.80
Legal Counsel									442.66
Check	06/13/2019	1118		Dana Kjellgren, PC		BBVA Checking	2,320.85		2,763.51
Total Legal Counsel							2,320.85	0.00	2,763.51
Parking Development									0.00
Total Parking Development									0.00
Professional Services - Other									0.00
Total Professional Services - Other									0.00
Total Professional Services							4,546.35	0.00	13,670.31
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No accnt									0.00
Total no accnt									0.00
TOTAL							**83,796.35**	**83,796.35**	**0.00**

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services ("Agreement") is made as of the _____ day of _____, 2019 between the Flagstaff Downtown Business Improvement and Revitalization District, an Arizona municipal corporation ("District"), and Flagstaff Law Group, PLLC, an Arizona professional limited liability company formed for the purpose of providing legal services ("Firm"). District and Firm may be referred to as "Party" in the singular and "Parties," collectively.

RECITALS

A. The District requires the services of an attorney for the District ("District Attorney") to provide civil legal services for the District.

B. The Firm is willing and able to provide civil legal services to the District as the District Attorney.

In consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

1. APPOINTMENT

District hereby appoints Firm as its District Attorney with the understanding that attorney Ashley DeBoard from the Firm will provide general civil legal services to the District. Firm, through Ashley DeBoard, shall provide general civil legal services as the District may require by law or request through the District's Board, including but not limited to: preparation of legal opinions, attendance at regular and special meetings of the District Board, preparation of resolutions, contract review and drafting services, legal advice with regard to the Open Meeting Law, the Public Records Law, public procurement, elections, federal, state and local laws and regulations, among other matters.

2. SERVICES; INDEPENDENT CONTRACTOR STATUS

2.1 It is the understanding of the Parties that Firm shall provide legal services as required by the District. District recognizes that Firm will also engage in the private practice of law, representing clients other than District in matters in which there is no conflict with the interests of District. The Parties agree that District may contract with other law firms or attorneys to provide legal services in specialized areas of the law that are not within the scope of Firm's services under this Agreement.

2.2 The services Firm's employees provide under the terms of this Agreement to District are those of an independent contractor, not an employee. District will report the value paid for these services each year to the Internal Revenue Service (I.R.S.) using Form 1099. Withholding of income tax is not deducted from payments under this Agreement.

3. DURATION OF AGREEMENT; TERMINATION

This Agreement shall become effective on and from January 1, 2020 and shall continue in force until December 31, 2020. The District reserves the right to unilaterally extend the period of the Agreement for ninety (90) days beyond the stated termination date. This Agreement may be terminated by either Party upon sixty (60) days' written notice to the other Party. In addition, by mutual written amendment, the Agreement may be renewed for supplemental periods of up to Four (4) additional one (1) year terms.

4. COMPENSATION

4.1 Legal Services: District shall pay Firm for general civil legal services as follows:

Attorneys	$200.00 per hour
Paralegals	$100.00 per hour

4.2 Travel: Travel time will be charged at two-thirds (2/3) of the individual's hourly rate. District shall reimburse for lodging expenses, and other reasonably necessary travel-related expenses when incurred by Firm for representation of District.

4.3 Other Expenses: Firm shall invoice District for out-of-pocket expenses paid by firm in the representation of District under this Agreement which shall be billed at cost.

4.4 Payment: District shall pay Firm its compensation and reimbursable expenses within 30 days of the date of invoices from the Firm. Balances unpaid after thirty (30) days shall bear interest at one and one-half percent (1 ½%) per month.

5. OFFICES

Firm shall provide legal services to District from Firm's office or other facilities suitable for the performance of the services describe in this Agreement.

6. NOTICES

Any notice given under this Agreement shall be in writing and sent by certified or registered mail, or by electronic means with a request for confirmation of receipt, to the other Party as follows:

For the District:

District Clerk
Flagstaff Downtown Business Improvement and Revitalization District
c/o Flagstaff City Clerk
211 W. Aspen Avenue
Flagstaff, Arizona 86001

For the Firm:

Ashley DeBoard
Flagstaff Law Group
403 N. Agassiz, Suite 9
Flagstaff, AZ 86001

7. CANCELLATION FOR CONFLICT OF INTEREST

District may cancel this Agreement without penalty or further obligation, pursuant to A.R.S. § 38-511. Should District seek to cancel the Agreement under A.R.S. § 38-511, it shall give notice immediately to Firm at the address specified in Section 6 of this Agreement.

8. INTEGRATION; MODIFICATION

Each Party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the Parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by duly authorized representatives of the Parties.

9. NON APPROPRIATION.

If the District's Board does not appropriate funds to continue this Agreement and pay for charges under this Agreement, the District may terminate this Agreement at the end of the current fiscal period, or at the time that funds are no longer available to meet the District's payment obligations. The District agrees to give written notice of termination to the Provider at least thirty (30) days prior to any termination for a lack of funds and will pay to the Provider all approved charges incurred prior to Provider's receipt of such notice, subject to the availability of funds appropriated and budgeted by the District to fund payments under this Agreement.

10. INDEMNIFICATION FOR LIABILITY AND PROFESSIONAL LIABILITY

10.1 To the fullest extent permitted by law Firm, its successors, assigns and guarantors, shall defend, indemnify and hold harmless District, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of or resulting from any negligent, or intentional actions, errors, mistakes or omissions caused in whole or part by Firm relating to work or services in the performance of this Agreement, including but not limited to, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Firm's and Subcontractor's employees.

10.2 Insurance provisions set forth in this Agreement are separate and independent from the indemnity provisions of this paragraph and shall not be construed in any way to limit the scope and magnitude of the indemnity provisions. The indemnity provisions of this paragraph shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.

11. PROFESSIONAL LIABILITY INSURANCE

Firm shall maintain Professional Liability insurance covering errors and omissions arising out of the work or services performed by Firm, or anyone employed by Firm, or anyone for whose acts, mistakes, errors and omissions Firm is legally liable, with a liability insurance limit of $500,000 each claim and $500,000 all claims. In the event the Professional Liability insurance policy is written on a "claims made" basis, coverage shall extend for three (3) years past completion and acceptance of the work or services, and Firm shall be required to submit Certificates of Insurance evidencing proper coverage is in effect as required above.

12. AUTHORIZATION TO CONTRACT

Each Party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations and has taken all required acts or actions necessary to authorize the same.

13. WAIVER

No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a Party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the day and year first above written above.

Flagstaff Downtown Business Improvement and Revitalization District	**Flagstaff Law Group**
Dave Stilley, Chairman	Ashley DeBoard
Attest:	
District Clerk	
Approved as to form:	
District Attorney	

ITEM 6

Flagstaff Downtown Business Alliance
120 N. Beaver, Suite 120
Flagstaff, AZ 86001 US
terry@downtownflagstaff.org
www.downtownflagstaff.org

INVOICE

BILL TO
FDBIRD Customer

INVOICE # 04-1287
DATE 10/04/2019
DUE DATE 10/31/2019
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Management Fee Semi-annual payment for services delivered as set forth in the Agreement for Management Services between the Flagstaff Downtown Business Improvement and Revitalization District and the Flagstaff Downtown Business Alliance signed 6/25/2019.	1	88,250.00	88,250.00

BALANCE DUE **$88,250.00**