

**WORK SESSION OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

**Tuesday, April 29, 2014 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

1. Call to Order
2. Roll Call
3. FY2014-15 District Tentative Budget
4. 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.

5. 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 _____, 2014.

Elizabeth A. Burke, MMC, District Clerk

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

DRAFT BUDGET (Year #1 and Year 2)

	July 1 2014 -	June 30, 2015	July 1, 2015 -	June 30, 2016
INCOME				
BID Property Owner Tax Assessments November 2014	\$	63,749	\$	63,749
BID Property Owner Tax Assessments May 2015	\$	63,749	\$	63,749
City of Flagstaff (in lieu of tax assessment) July 2014	\$	11,870	\$	11,870
Coconino County (in lieu of taxassessment) July 2014	\$	29,132	\$	29,132
Other Contributions - City of Flagstaff (one-time) July 2014	\$	127,000	\$	25,000
Grants, Sponsorships, Events	\$	-	\$	-
Carry Forwards	\$	-	\$	51,045
Total Income	\$	295,500	\$	244,545
EXPENSES				
Management (Administration & Advocacy)				
Executive Director (<i>estimated \$75,000 per year, also serves as Clerk & Treasurer</i>)	\$	75,000	\$	75,000
Administrative Assistant (<i>estimated \$12.50/hour, 25 hours per week</i>)	\$	16,250	\$	16,250
Employment Related Expenses (<i>payroll taxes, benefits, etc</i>)	\$	15,005	\$	15,005
Total Management	\$	106,255	\$	106,255
Overhead				
Office Space (<i>estimated \$500 per month</i>)	\$	6,000	\$	6,000
Supplies (<i>estimated \$75 per month</i>)	\$	900	\$	900
Telephones/Fax/Email (<i>estimated \$175 per month</i>)	\$	2,100	\$	2,100
Dues/Subscriptions (<i>e.g. International Downtown Association</i>)	\$	650	\$	650
Postage	\$	400	\$	400
Bank Charges	\$	600	\$	600
Total Overhead	\$	10,650	\$	10,650
Professional Services				
Bookkeeping (<i>monthly</i>)	\$	1,800	\$	1,800
Accounting (<i>annual audit</i>)	\$	9,000	\$	9,000
Legal Counsel (<i>board meetings, issues, heritage square legal review</i>)	\$	8,700	\$	5,200
Insurance (<i>property, liability, worker's comp.</i>)	\$	5,000	\$	5,000
Equipment (<i>office equipment & furniture</i>)	\$	5,000	\$	1,000
Parking Development	\$	25,000	\$	-
Total Professional Services	\$	54,500	\$	22,000
One Time District Formation Related Expenses				
Legal Counsel	\$	10,000	\$	-
Tax Election	\$	10,000	\$	-
Miscellaneous	\$	5,000	\$	25,000
Total One Time District Formation Expenses	\$	25,000	\$	25,000
Marketing & Communication				
Visitor Outreach (<i>maps, directories, etc</i>)	\$	10,000	\$	10,000
Publications	\$	2,500	\$	2,500
Meetings (<i>to host Downtown Stakeholders</i>)	\$	700	\$	700
Website (<i>build, host, maintain, update</i>)	\$	9,300	\$	9,300
Total Marketing & Communication	\$	22,500	\$	22,500
Enhanced Downtown Services				
Contracted Personnel (<i>2 persons, 20hrs/week @ \$10.00/hr</i>)	\$	20,800	\$	32,500
Uniforms and Equipment	\$	3,750	\$	5,000
Background Checks & Drug Screenings	\$	1,000	\$	1,000
Total Downtown Enhanced Services	\$	25,550	\$	38,500
Total Expenses	\$	244,455	\$	224,905
Net Income/Carry Forward	\$	51,045	\$	19,640