

**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

Chairman VanLandingham called the Work Session to order at 10:05 a.m.

2. Roll Call

Present:

Absent:

Chairman John VanLandingham
Member Antoinette Beiser
Member David Stilley

None

Others Present: Barbara Goodrich, District Finance Director; Elizabeth Burke, District Clerk; Mark Lamberson; Maury Herman; Karl Eberhard; Dave Stephens.

3. FY2014-15 District Tentative Budget

Member Stilley asked what *Parking Development* was. Chairman VanLandingham replied that it had anything they can do that furthers the parking issue, whether renting private lots, striping, etc. He explained that if it is not allocated, it cannot be spent. If it is allocated, it could be reallocated throughout the year by a vote of the Board.

It was noted that the \$25,000 listed as miscellaneous in Year Two was for a one-time infrastructure project. To be established as an improvement district they have to do a project. While they are required to do a project, it is not required that it be funded by the District; it can come from outside funds.

It was noted that the Intergovernmental Agreement for \$127,000 with the City had strings attached; however, most of them were things being done such as maintenance of the website, listing of City services. Mr. Eberhard said that they tried to make them things being done anyway.

Member Stilley asked who was paying Ms. Kjellgren. Chairman VanLandingham said that she was being paid. Member Stilley and Mr. Herman both offered to help with that funding if necessary.

Ms. Goodrich said that this was the first Revitalization District in the State and they wanted to give everyone a look at the budget. She then reviewed the process, noting that May 6 would be adoption of the Tentative Budget. After that adoption, the legal schedules and notice of public hearing would be published in the newspaper for two

consecutive Fridays, with the public hearing and adoption of the Final Budget scheduled for May 20, 2014.

Ms. Goodrich noted that upon completion of a successful election on June 4, 2014, staff will notify the Assessor's Office prior to August 1 for payments to be due in November 2014 and May 2015.

Mr. Herman noted that the hiring of a Director will be critical to the District's success. Mr. VanLandingham explained that they had researched what other similar directors were paid, figuring around \$65,000 and based on further advice they increased that by \$10,000 due to the high housing costs in Flagstaff. They were also advised to advertise for the position nationally as there are several professional associations with which they could advertise.

Mr. Lamberson noted that he and Chairman VanLandingham have registered for a 1 ½ day conference at the end of May which will be a great networking opportunity and they hope to formally advertise right after the successful election.

General discussion was held on the responsibilities outlined in the IGA and associated costs. In terms of downtown maintenance there was nothing that addressed who was going to pay for what. That is still to be discussed and determined; however, the biggest difference is they will have a Director that can advocate for them.

Ms. Goodrich recommended that they also include \$10,000 for relocation funds if they were going to be advertising nationally.

Chairman VanLandingham said that all of them have been successful in business because they take every line item of their respective budgets and get them as low as they can. The reality of this budgeting process is they have to do a legal budget; if they make the amounts too low their hands are tied.

Mr. Herman said that he did not expect to go 28 years with no improvements above \$25,000 a year. If they are spending \$126,000 of property owner money they need to see real progress in the areas that they have targeted. Chairman VanLandingham agreed that they better be well on their way with projects. If they were not there in Year 5 he would be very disappointed.

Mr. Stephens asked how they saw creating revenues. Member Stilley replied meters. Chairman VanLandingham said that there are all sorts of tools that become possible with having the District. Mr. Eberhard added that there are grant opportunities and they will start looking at transportation grants once they have a Director who is able to devote time to such effort.

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.

None

5. Adjournment

The Work Session of the Flagstaff Downtown Business Improvement and Revitalization District held April 29, 2014, adjourned at 10:52 a.m.

John VanLandingham, Chairman of the Board

ATTEST:

Elizabeth A. Burke, District Clerk