

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

Tuesday, May 21, 2024 – 10:00 AM

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

[Click Here to Join the Meeting](#)

A G E N D A

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

1. Call to Order
2. Roll Call
3. Approval of Minutes from the Regular Meeting of April 9, 2024
4. Consideration and Adoption of Resolution No. 2024-02: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District (District) adopting the tentative estimates of the amounts required for the public expense for the District for the Fiscal Year 2024-2025; adopting a tentative budget; setting forth the receipts and expenditures; the amount proposed to be raised by District Property Taxation; and giving notice of the time for hearing taxpayers
5. Authorization to reschedule the regularly scheduled Board meeting of July 9, 2024, to June 18, 2024.
6. FDBA Director Report
7. PUBLIC PARTICIPATION

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

CERTIFICATE OF POSTING OF NOTICE

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

_____ Stacy Saltzburg, MMC, District Clerk

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

Tuesday, April 9, 2024 – 10:00 AM

MINUTES

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

1. Call to Order

Chairman Dave Stilley called the Regular Meeting of April 9, 2024 to order at 10:00 a.m.

2. Roll Call

Chairman Dave Stilley (virtually)
Vice Chairman Steve Chatinsky (virtually)
Member Patricia Ginsberg (virtually)
Member Jerry McLaughlin (virtually)
Member John VanLandingham (virtually)

Others present: District Attorney Rose Winkler, District Clerk Stacy Saltzburg, District Treasurer Brandi Suda

3. Approval of Minutes from the Special Meeting of January 9, 2024

Member Jerry McLaughlin moved to approve the minutes of January 9, 2024; seconded by Member Patty Ginsberg; passed unanimously.

4. Acceptance and Approval of Monthly Financial Reports

- A. September 2023
- B. October 2023
- C. November 2023
- D. December 2023

Ms. Suda stated that she discovered an error in the reports where the tax payments were coded incorrectly. She requested that the approval of the reports be postponed to the next meeting to allow her time to work with the accountant to make the needed corrections. She added that the reports are otherwise accurate she just wanted to have the numbers reflected within the report correctly.

5. Consideration and Approval of FY2023 Reviewed Financial Statement and Annual Report

Ms. Suda stated that the reviewed financial statements and annual report were included in the packet. She briefly reviewed the reports. She noted that the District tried to run a flat budget and they were able to accomplish that this year.

Member Ginsberg asked Ms. Suda how the budget compared to years past. Ms. Suda stated that it was very similar to prior years in terms of expenditures and revenues.

Member John VanLandingham moved to accept the FY2023 Financial Statement and Annual Report; seconded by Member Jerome McLaughlin; passed unanimously.

6. Consideration and Adoption of Resolution No. 2024-01: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District amending Section 3 of Resolution No. 2016-01 adopted on April 5, 2016, with regard to authorized signatories

District Attorney Rose Winkler explained that the resolution would update the signatories for the District and set the dollar thresholds for the needed signers.

Vice Chairman Steve Chatinsky moved to adopt Resolution No. 2024-01; seconded by Member Jerome McLaughlin; passed unanimously.

7. Consideration and Approval of Payment of the Semi-Annual Payment to the FDBA in the amount of \$88,250.

Member Patty Ginsberg moved to approve the payment of the semi-annual payment to the FDBA in the amount of \$88,250; seconded by Vice Chairman Steve Chatinsky; passed unanimously.

8. Consideration and Approval of payment for the FDBIRD Renewal Pamphlet

Ms. Saltzburg stated that the invoice was under the \$10,000 threshold necessary for Board approval and the payment had already been made. There was no formal action needed.

9. Review of 2024 Budget Calendar

Ms. Suda reviewed the schedule for the meetings needed to adopt the District's budget and property tax assessment. The Board did not have any concerns about the dates and Ms. Saltzburg would send out meeting appointments to hold the dates.

10. FDBA Director Report (if applicable)

There was no report. Member VanLandingham reported that the FDBA was working to put a final offer together and was hopeful to have a new Executive Director soon.

11. 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.

There was no public in attendance.

12. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of April 9, 2024 adjourned at 10:15 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk

DRAFT

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

RESOLUTION NO. 2024-02

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT (DISTRICT) ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNTS REQUIRED FOR THE PUBLIC EXPENSE FOR THE DISTRICT FOR THE FISCAL YEAR 2024-2025; ADOPTING A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND EXPENDITURES; THE AMOUNT PROPOSED TO BE RAISED BY DISTRICT PROPERTY TAXATION; AND GIVING NOTICE OF THE TIME FOR HEARING TAXPAYERS

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; and

WHEREAS, the District is a special purpose tax levying revitalization district as provided in Section 48-6807 of the Arizona Revised Statutes, and is considered to be a municipal corporation and political subdivision of the State of Arizona, separate and apart from the City; and

WHEREAS, a tentative budget must be adopted by the District.

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 accompanying statements and exhibits attached to this Resolution as Schedules A, B, C, D, E, F, and G are incorporated herein by this reference, and are hereby adopted as the tentative budget for the Flagstaff Downtown Business Improvement and Revitalization District for the fiscal year 2024-2025.

SECTION 2. That the District Clerk be, and she hereby is, authorized and directed to publish in the manner prescribed by law the estimates of expenditures as set forth in Schedules A, B, C, D, E, F, and G together with a notice that the District will meet on June 4, 2024, for the purpose of a final hearing of taxpayers and for the adoption of the 2024-2025 Annual Budget for the Flagstaff Downtown Business Improvement and Revitalization District and related tax levy.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 21st day of May, 2024.

Chairman

ATTEST:

District Clerk

APPROVED AS TO FORM:

Attorney for the District

ATTACHMENTS:

SCHEDULE A
SCHEDULE B
SCHEDULE C
SCHEDULE D
SCHEDULE E
SCHEDULE F
SCHEDULE G

Official Budget Forms

Flagstaff Downtown Business Improvement and Revitalization District

Fiscal year 2025

Flagstaff Downtown Business Improvement and Revitalization District

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Fiscal year 2025

Resolution for the adoption of the budget

Schedule A—Summary Schedule of estimated revenues and expenditures/expenses

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Schedule C—Revenues other than property taxes

Schedule D—Other financing sources/(uses) and interfund transfers

Schedule E—Expenditures/expenses by fund

Schedule F—Expenditures/expenses by department (as applicable)

Schedule G—Full-time employees and personnel compensation

**Flagstaff Downtown Business Improvement and Revitalization District
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2025**

THE FINAL OPPORTUNITY FOR PUBLIC INPUT ON THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT BUDGET WILL OCCUR ON JUNE 7, 2024 AT 10:00 A.M. DISTRICT MEETINGS MAY BE HELD VIRTUALLY, PLEASE REFER TO THE POSTED AGENDA FOR HOW TO ATTEND THE MEETING AND SUBMIT COMMENTS

The budget may be reviewed at the City of Flagstaff City Hall in the City Clerk's Office, 211 W. Aspen Avenue, Flagstaff AZ 86001
or at the website: <http://downtownflagstaff.org>

Fiscal year	S c h	Funds								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total all funds	
2024	E	1	0	219,850	0	0	0	0	0	219,850
2024	E	2	0	191,002	0	0	0	0	0	191,002
2025		3	0	119,250	0	0	0	0	0	119,250
2025	B	4	0							0
2025	B	5		155,820						155,820
2025	C	6	0	37,496	0	0	0	0	0	37,496
2025	D	7	0	0	0	0	0	0	0	0
2025	D	8	0	0	0	0	0	0	0	0
2025	D	9	0	0	0	0	0	0	0	0
2025	D	10	0	0	0	0	0	0	0	0
2025										
2025										
2025		11								0
										0
										0
										0
										0
2025		12	0	312,566	0	0	0	0	0	312,566
2025	E	13	0	210,725	0	0	0	0	0	210,725

Expenditure limitation comparison	
1	Budgeted expenditures/expenses
2	Add/subtract: estimated net reconciling items
3	Budgeted expenditures/expenses adjusted for reconciling items
4	Less: estimated exclusions
5	Amount subject to the expenditure limitation
6	EEC expenditure limitation or voter-approved alternative expenditure limitation

	2024	2025
1	\$ 219,850	\$ 210,725
2		
3	219,850	210,725
4		
5	\$ 219,850	\$ 210,725
6	\$	\$

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

- * Includes expenditure/expense adjustments approved in the current year from Schedule E.
- ** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.
- *** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund). See the Instructions tab, cell C17 for more information about the amounts that should and should not be included on this line.

Flagstaff Downtown Business Improvement and Revitalization District
Tax levy and tax rate information
Fiscal year 2025

	2024	2025
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ _____	\$ _____
Property tax judgment	_____	_____
B. Secondary property taxes	155,927	155,820
Property tax judgment	_____	_____
C. Total property tax levy amounts	\$ 155,927	\$ 155,820
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) Current year's levy	\$ 155,927	
(2) Prior years' levies	_____	
(3) Total secondary property taxes	\$ 155,927	
C. Total property taxes collected	\$ 155,927	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
Property tax judgment	_____	_____
(2) Secondary property tax rate	1.4767	1.4333
Property tax judgment	_____	_____
(3) Total city/town tax rate	1.4767	1.4333
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was operating _____ special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Flagstaff Downtown Business Improvement and Revitalization District
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Special revenue funds			
Intergovernmental	\$ _____	\$ _____	\$ _____
Payment in Lieu of Taxes	36,386	36,386	36,496
Interest Income	50	2,200	1,000
	\$ 36,436	\$ 38,586	\$ 37,496
Total special revenue funds	\$ 36,436	\$ 38,586	\$ 37,496

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Flagstaff Downtown Business Improvement and Revitalization District
 Other financing sources/(uses) and interfund transfers
 Fiscal year 2025**

Fund	Other financing 2025		Interfund transfers 2025	
	Sources	(Uses)	In	(Out)
Special revenue funds				
NONE	\$ _____	\$ _____	\$ _____	\$ _____
Total special revenue funds	\$ _____	\$ _____	\$ _____	\$ _____
Total all funds	\$ _____	\$ _____	\$ _____	\$ _____

**Flagstaff Downtown Business Improvement and Revitalization District
Expenditures/expenses by fund
Fiscal year 2025**

Fund/Department	Adopted budgeted expenditures/expenses 2024	Expenditure/expense adjustments approved 2024	Actual expenditures/expenses* 2024	Budgeted expenditures/expenses 2025
Special revenue funds				
Revitalization District	\$ 219,850	\$	\$ 191,002	\$ 210,725
Total special revenue funds	\$ 219,850	\$	\$ 191,002	\$ 210,725
Total all funds	\$ 219,850	\$	\$ 191,002	\$ 210,725

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**Flagstaff Downtown Business Improvement and Revitalization District
Expenditures/expenses by department
Fiscal year 2025**

Department/Fund	Adopted budgeted expenditures/expenses	Expenditure/expense adjustments approved	Actual expenditures/expenses*	Budgeted expenditures/expenses
	2024	2024	2024	2025
Revitalization District				
Special Revenue Funds	\$ 219,850	\$	\$ 191,002	\$ 210,725
Department total	\$ <u>219,850</u>	\$ <u></u>	\$ <u>191,002</u>	\$ <u>210,725</u>

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**Flagstaff Downtown Business Improvement and Revitalization District
Full-time employees and personnel compensation
Fiscal year 2025**

Fund	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
	2025	2025	2025	2025	2025	2025
Special revenue funds						
Revitalization District	None	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total special revenue funds		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total all funds		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

PROPOSED BUDGET

	FY2024 Year End			Flat Revenue
	FY2023 Actuals 07/01/22-06/30/23	FY2024 Budget 07/01/23-06/30/24	Estimate 07/01/23-06/30/24	FY2025 Budget 07/01/24-06/30/25
INCOME				
BID Property Owner Tax Assessments	\$ 161,749	\$ 155,927	\$ 155,927	155,820
City of Flagstaff (in lieu of tax assessment) July	10,256	10,584	10,584	10,200
Coconino County (in lieu of tax assessment) July	25,546	25,802	25,802	26,296
Interest Income	65	50	2,200	1,000
Carry Forwards	106,138	113,349	115,739	119,250
Total Income	\$ 303,754	\$ 305,712	\$ 310,252	\$ 312,566
EXPENSES				
Management (Administration)	\$ 176,500	\$ 176,500	\$ 176,500	\$ 176,500
Overhead				
Dues/Subscriptions (e.g. International Downtown Association)	-	450	450	450
Insurance (property, liability, worker's comp.)	1,881	1,950	1,960	2,100
Advertising (newspaper)	1,665	6,200	2,282	1,850
Other miscellaneous	12	-	60	100
Overhead	3,558	8,600	4,752	4,500
Professional Services				
Contract Clerk & Treasurer	3,231	3,200	3,300	3,400
Bookkeeping	674	750	750	850
Accounting (annual review)	3,150	3,300	3,300	3,475
Legal Counsel (board meetings, issues, heritage square legal review)	902	10,000	2,400	2,000
Professional Services	7,957	17,250	9,750	9,725
Contingency	-	17,500	-	20,000
Total Expenses	\$ 188,015	\$ 219,850	\$ 191,002	\$ 210,725
Net Income/Carry Forward	\$ 115,739	\$ 85,862	\$ 119,250	\$ 101,841
Minimum Fund Balance (25% of Ongoing Revenues)				\$ 48,329

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

PROPOSED BUDGET 07/01/2024 - 06/30/2025

	FY2023 Actuals	FY2024 Year End Estimate	Proposed FY2025 Budget	
REVENUE BUDGET				Notes
Property Owner Tax Assessments	\$ 161,749	\$ 155,927	\$ 155,820	a
Municipalities Payments in Lieu of Tax	35,802	36,386	36,496	b
Interest Income	65	2,200	1,000	
Carryforward (Fund Balance)	106,138	115,739	119,250	
Total Income	\$ 303,754	\$ 310,252	\$ 312,566	
EXPENDITURE BUDGET				Notes
Management & Administration	\$ 176,500	\$ 176,500	\$ 176,500	c
Professional Services	7,957	9,750	9,725	d
Overhead	3,558	4,752	4,500	e
Contingency	-	-	20,000	
Total Expenditures	\$ 188,015	\$ 191,002	\$ 210,725	
Balance	\$ 115,739	\$ 119,250	\$ 101,841	

NOTES

- a) Annual property tax assessment revenues
- b) Annual in lieu of tax assessments from City of Flagstaff and Coconino County
- c) Management Service contract
- d) Monthly bookkeeping, clerk & treasurer, required annual accounting audit, legal counsel
- e) Professional dues, insurance, bank fees, etc