

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

**Thursday, June 2, 2022 – 10:00 AM**

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

<https://us02web.zoom.us/j/87893602067?pwd=TTdWRFI1L2dDWU9sRnFqOGxrdDJ2Zz09>

**Meeting ID: 878 9360 2067**

**Password: 156288**

**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. Consideration and Adoption of Resolution No. 2022-01: 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 2022-2023; 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
4. Authorization to reschedule the regularly scheduled Board meeting of July 12, 2022, to June 30, 2022.
5. Discussion regarding upcoming renewal of the Flagstaff Downtown Business Improvement and Revitalization District
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

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

RESOLUTION NO. 2022-01

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 2022-2023; 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 2022-2023.

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 16, 2022, for the purpose of a final hearing of taxpayers and for the adoption of the 2022-2023 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 2nd day of June, 2022.

\_\_\_\_\_  
Chairman

ATTEST:

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District Clerk

APPROVED AS TO FORM:

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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 2023**

# **Flagstaff Downtown Business Improvement and Revitalization District**

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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 2023**

THE FINAL OPPORTUNITY FOR PUBLIC INPUT ON THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT BUDGET WILL OCCUR ON JUNE 16, 2022 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	
2022	Adopted/adjusted budgeted expenditures/expenses*	E 1	0	219,650	0	0	0	0	0	219,650
2022	Actual expenditures/expenses**	E 2	0	189,006	0	0	0	0	0	189,006
2023	Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	0	109,167	0	0	0	0	0	109,167
2023	Primary property tax levy	B 4	0							0
2023	Secondary property tax levy	B 5								0
2023	Estimated revenues other than property taxes	C 6	0	35,852	0	0	0	0	0	35,852
2023	Other financing sources	D 7	0	0	0	0	0	0	0	0
2023	Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2023	Interfund transfers in	D 9	0	0	0	0	0	0	0	0
2023	Interfund Transfers (out)	D 10	0	0	0	0	0	0	0	0
2023	Line 11: Reduction for fund balance reserved for future budget year expenditures									
	Maintained for future debt retirement									0
	Maintained for future capital projects									0
	Maintained for future financial stability									0
										0
										0
2023	Total financial resources available	12	0	145,019	0	0	0	0	0	145,019
2023	Budgeted expenditures/expenses	E 13	0	219,250	0	0	0	0	0	219,250

**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

	2022	2023
1	\$ 219,650	\$ 219,250
2		
3	219,650	219,250
4		
5	\$ 219,650	\$ 219,250
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).

**Flagstaff Downtown Business Improvement and Revitalization District  
Tax levy and tax rate information  
Fiscal year 2023**

	<u>2022</u>	<u>2023</u>
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ _____	\$ _____
2. Amount received from primary property taxation in the <b>current year</b> 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	155,934	155,930
Property tax judgment		
C. Total property tax levy amounts	\$ 155,934	\$ 155,930
4. Property taxes collected*		
A. Primary property taxes		
(1) <b>Current</b> year's levy	\$ _____	
(2) Prior years' levies		
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) <b>Current</b> year's levy	\$ 155,934	
(2) Prior years' levies		
(3) Total secondary property taxes	\$ 155,934	
C. Total property taxes collected	\$ 155,934	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate		
Property tax judgment		
(2) Secondary property tax rate	1.5290	1.4960
Property tax judgment		
(3) Total city/town tax rate	1.5290	1.4960
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 2023**

Source of revenues	Estimated revenues 2022	Actual revenues* 2022	Estimated revenues 2023
<b>Special revenue funds</b>			
Intergovernmental	\$ 35,103	\$ 35,103	\$ 35,802
Payment in Lieu of Taxes	150	25	50
Interest Income	35,253	35,128	35,852
<b>Total special revenue funds</b>	<b>\$ 35,253</b>	<b>\$ 35,128</b>	<b>\$ 35,852</b>



**Flagstaff Downtown Business Improvement and Revitalization District**  
**Other financing sources/(uses) and interfund transfers**  
**Fiscal year 2023**

<b>Fund</b>	<b>Other financing 2023</b>		<b>Interfund transfers 2023</b>	
	<b>Sources</b>	<b>(Uses)</b>	<b>In</b>	<b>(Out)</b>
<b>Special revenue funds</b>				
NONE	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total special revenue funds</b>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total all funds</b>	\$ _____	\$ _____	\$ _____	\$ _____

**Flagstaff Downtown Business Improvement and Revitalization District  
Expenditures/expenses by fund  
Fiscal year 2023**

<b>Fund/Department</b>	<b>Adopted budgeted expenditures/expenses 2022</b>	<b>Expenditure/expense adjustments approved 2022</b>	<b>Actual expenditures/expenses* 2022</b>	<b>Budgeted expenditures/expenses 2023</b>
<b>Special revenue funds</b>				
Revitalization District	\$ 219,650	\$	\$ 189,006	\$ 219,250
<b>Total special revenue funds</b>	<u>\$ 219,650</u>	<u>\$</u>	<u>\$ 189,006</u>	<u>\$ 219,250</u>
<b>Total all funds</b>	<u>\$ 219,650</u>	<u>\$</u>	<u>\$ 189,006</u>	<u>\$ 219,250</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  
Expenditures/expenses by department  
Fiscal year 2023**

<b>Department/Fund</b>	<b>Adopted budgeted expenditures/expenses</b>	<b>Expenditure/expense adjustments approved</b>	<b>Actual expenditures/expenses*</b>	<b>Budgeted expenditures/expenses</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>
Revitalization District				
Special Revenue Funds	\$ 219,650	\$	\$ 189,006	\$ 219,250
<b>Department total</b>	<b>\$ 219,650</b>	<b>\$</b>	<b>\$ 189,006</b>	<b>\$ 219,250</b>

\* 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 2023**

<b>Fund</b>	<b>Full-time equivalent (FTE) 2023</b>	<b>Employee salaries and hourly costs 2023</b>	<b>Retirement costs 2023</b>	<b>Healthcare costs 2023</b>	<b>Other benefit costs 2023</b>	<b>Total estimated personnel compensation 2023</b>
<b>Special revenue funds</b>						
Revitalization District	None	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total special revenue funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total all funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT**

**PROPOSED BUDGET**

	FY2021 Actuals 07/01/20-06/30/21	FY2022 Budget 07/01/21-06/30/22	FY2022 Year End Estimate 07/01/21-06/30/22	Flat Revenue FY2023 Budget 07/01/22-06/30/23
<b>INCOME</b>				
BID Property Owner Tax Assessments	\$ 154,957	\$ 155,934	\$ 155,934	\$ 155,930
City of Flagstaff (in lieu of tax assessment) July	9,863	10,025	10,025	10,256
Coconino County (in lieu of tax assessment) July	25,295	25,078	25,078	25,546
Interest Income	82	150	25	50
Carry Forwards	102,274	103,986	107,111	109,167
<b>Total Income</b>	<b>\$ 292,471</b>	<b>\$ 295,173</b>	<b>\$ 298,173</b>	<b>\$ 300,949</b>
<b>EXPENSES</b>				
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.)	1,663	1,800	1,756	1,850
Advertising (newspaper)	-	600	600	600
Overhead	1,663	2,850	2,806	2,900
Professional Services				
Contract Clerk & Treasurer	2,277	3,200	3,200	3,200
Bookkeeping	480	1,000	1,000	1,000
Accounting (annual audit)	3,400	3,600	3,000	3,150
Legal Counsel (board meetings, issues, heritage square legal review)	1,040	2,500	2,500	2,500
Professional Services	7,197	10,300	9,700	9,850
One Time District Formation Related Expenses				
One Time Infrastructure Project	-	-	-	-
One Time District Formation Related Expenses	-	-	-	-
Contingency		30,000		30,000
<b>Total Expenses</b>	<b>\$ 185,360</b>	<b>\$ 219,650</b>	<b>\$ 189,006</b>	<b>\$ 219,250</b>
<b>Net Income/Carry Forward</b>	<b>\$ 107,111</b>	<b>\$ 75,523</b>	<b>\$ 109,167</b>	<b>\$ 81,699</b>
Minimum Fund Balance (25% of Ongoing Revenues)				\$ 47,946