

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

Tuesday, June 4, 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 Special Meeting of May 21, 2024
4. Public Hearing for 2024-2025 Final Budget and Property Tax Levy of Flagstaff Downtown Business Improvement and Revitalization District.
5. Recess into Special Meeting
6. Consideration and Adoption of Resolution No. 2024-03: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District (District) adopting the budget for fiscal year 2024-2025
7. Reconvene Regular Meeting
8. FDBA Director Report (if needed)
9. 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.

10. 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

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

Tuesday, May 21, 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 Special Meeting of May 21, 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 Regular Meeting of April 9, 2024

Member John VanLandingham moved to approve the minutes of April 9, 2024; seconded by Member Patty Ginsberg; passed unanimously.

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

Ms. Suda explained that the tentative budget adoption was the first step in the budget process and sets the maximum appropriation for the upcoming budget year. What was provided in the packet was based on flat revenue for tax assessment. Ms. Suda reviewed the budget spreadsheet and shared information about the flat revenue option versus the flat rate option. She explained that the flat revenue option would collect the same level of revenue as the prior fiscal year and that the flat rate option would maintain the same tax rate as the prior fiscal year which would collect approximately \$5,000.00 in additional revenue for the next fiscal year.

The Board briefly discussed the options and all supported the flat rate option for the next fiscal year.

Member VanLandingham added that the District has been very conservative over the years and has only used the flat rate option a couple of times. There are expected increases for services provided to the District and the flat rate option is the most prudent option.

Ms. Suda asked if the additional revenue should be assigned to a particular line item or kept in contingency. The Board gave direction to keep it in contingency.

Member Patty Ginsberg moved to adopt Resolution No. 2024-02 based on a flat rate; seconded by Member John VanLandingham; passed unanimously.

5. Authorization to reschedule the regularly scheduled Board meeting of July 9, 2024, to June 18, 2024.

Dave Stilley moved to reschedule the regularly scheduled Board meeting of July 9, 2024 to June 18, 2024; seconded by Member Steve Chatinsky; passed unanimously.

6. FDBA Director Report

Hunter Herbert introduced himself as the new FDBA Director. He stated that he was taking time to get acquainted with things and looked forward to engaging and working with the District Board.

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.

There was no public in attendance.

8. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of May 21, 2024 adjourned at 10:18 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk

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

RESOLUTION NO. 2024-03

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF
DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT
OF FLAGSTAFF ADOPTING THE BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS, in accordance with the provisions of A.R.S. Title 42, Chapter 17, Articles 1 – 5, the District Board did on May 21, 2024, make an estimate of the different amounts required to meet the public expenditures for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real property within the Flagstaff Downtown Business Improvement and Revitalization District (the “District”); and

WHEREAS, in accordance with said sections of said Title, and following due public notice, the District met on May 21, 2024, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures or tax levies; and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the District Board would meet on June 4, 2024, for the purpose of hearing taxpayers and making tax levies as set forth in said estimates.

**NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE FLAGSTAFF
DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF
FLAGSTAFF, ARIZONA AS FOLLOWS:**

That said estimates of revenues and expenditures shown on the accompanying schedules as now increased, reduced, or changed, are hereby adopted as the budget of the Flagstaff Downtown Business Improvement and Revitalization District for Fiscal Year 2024-2025.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 4th day of June, 2024.

Chairman

ATTEST:

District Clerk

APPROVED AS TO FORM:

District Attorney

Exhibits:

- 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

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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 4, 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	Adopted/adjusted budgeted expenditures/expenses*	E 1	0	219,850	0	0	0	0	0	219,850
2024	Actual expenditures/expenses**	E 2	0	191,002	0	0	0	0	0	191,002
2025	Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	0	119,250	0	0	0	0	0	119,250
2025	Primary property tax levy	B 4	0							0
2025	Secondary property tax levy	B 5		160,543						160,543
2025	Estimated revenues other than property taxes	C 6	0	38,600	0	0	0	0	0	38,600
2025	Other financing sources	D 7	0	0	0	0	0	0	0	0
2025	Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2025	Interfund transfers in	D 9	0	0	0	0	0	0	0	0
2025	Interfund Transfers (out)	D 10	0	0	0	0	0	0	0	0
2025	Line 11: Reduction for fund balance reserved for future budget year expenditures									
	Maintained for future debt retirement									0
	Maintained for future capital projects	11								0
	Maintained for future financial stability									0
	Maintained for future retirement contributions									0
2025	Total financial resources available	12	0	318,393	0	0	0	0	0	318,393
2025	Budgeted expenditures/expenses	E 13	0	215,725	0	0	0	0	0	215,725

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	\$ 215,725
2		
3	219,850	215,725
4		
5	\$ 219,850	\$ 215,725
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	160,543
Property tax judgment	_____	_____
C. Total property tax levy amounts	\$ 155,927	\$ 160,543
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	1.4767
Property tax judgment	_____	_____
(3) Total city/town tax rate	1.4767	1.4767
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	37,600
Interest Income	50	2,200	1,000
	\$ 36,436	\$ 38,586	\$ 38,600
Total special revenue funds	\$ 36,436	\$ 38,586	\$ 38,600

* 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	\$ 215,725
Total special revenue funds	\$ 219,850	\$	\$ 191,002	\$ 215,725
Total all funds	\$ 219,850	\$	\$ 191,002	\$ 215,725

* 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	\$ 215,725
Department total	\$ 219,850	\$	\$ 191,002	\$ 215,725

* 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
Full-time employees and personnel compensation
Fiscal year 2025**

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