

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

**Tuesday, July 18, 2017 – 10:00 AM
Staff Conference Room - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

A G E N D A

***A M E N D E D**

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 of the Board Meeting of June 27, 2017.
4. Consideration of Resolution No. 2017-03 - A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2017-2018
- 5.* Consideration of recommendation to City Council re a new Board Member.
56. Report by FDBA Director Terry Madeksza.
67. 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.
78. Report of Board of Directors.
89. 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.

Elizabeth A. Burke, MMC, District Clerk

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

**Tuesday, June 27, 2017 – 10:00 AM
Staff Conference Room - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

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 Stilley called the meeting of June 27, 2017, to order at 10:09 a.m.

2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley
Vice Chairman Karen Kinne-Herman
Member Antoinette Beiser

MEMBERS ABSENT:

Member Tim Kinney
Member John VanLandingham

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Elizabeth Burke; FDBA Director Terry Madeksza.

3. Approval of Minutes of the Board Meeting of June 6, 2017.

Vice Chairman Kinne-Herman moved to approve the Minutes of the Board Meeting of June 6, 2017; seconded; passed unanimously.

4. Public Hearing for 2017-2018 Final Budget and Property Tax Levy of Flagstaff Downtown Business Improvement and Revitalization District.

Chairman Stilley opened the Public Hearing. There being no public input, Chairman Stilley closed the Public Hearing.

5. Consideration of Resolution No. 2017-02: A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT (DISTRICT) ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018.

Vice Chairman Kinne-Herman moved to adopt Resolution No. 2017-02; seconded; passed unanimously.

6. Authorization to reschedule the regularly-scheduled Board meeting of July 4, 2017, to July 18, 2017.

Member Beiser moved to authorize rescheduling the regularly-scheduled Board meeting of July 4, 2017, to July 18, 2017; seconded; passed unanimously.

7. Report by FDBA Director Terry Madeksza.

Ms. Madeksza gave a brief update on the following:

PARKING – She has been spending time going door to door, speaking with managers and owners and making sure they have all of the information they need regarding the Parking Plan that will be implemented the end of July. She has developed a spreadsheet of every business in downtown, keeping track of the date she spoke with them, with whom, and what questions were asked.

She said that besides parking she is hearing about transient behavior in the downtown as well as some talk about the brick pavers. They are hitting the north and south side, but will be focusing on the north side first. They are currently about 35% done.

She said that the majority of businesses are not opposed to the system. Most questions revolve around employee parking and validating their customers' parking.

She said that there are over 350 spaces identified; right now there have been about 150 applications turned in for the lottery. At this point in time, it does not look like they will need to do that. She said that there have not been many inquiries about resident parking; most are taking a "wait and see" approach.

She then showed the window sticker to show CASH TO PARK ACCEPTED HERE for those businesses willing to accept cash for parking.

Ms. Madeksza said that she was asked to give a presentation at a conference in Tucson. Communities around the state are looking at Flagstaff to see how this goes.

She noted that at the last meeting there was some discussion on whether there would be an additional fee to use the parking app. She has checked into that and the City has already agreed to cover the cost for someone to use their credit card; they are considering covering the cost for someone using the Whoosh app.

MOVIES ON THE SQUARE - They are seeing record numbers attending the movies, and have sponsorship of over \$60,000 this year. Concessions are off to a strong start. Last year they netted \$1,900 for the total season; after three movies they have already netted \$1,400.

MEET ME DOWNTOWN - They have launched this weekly social walk which starts and ends at Heritage Square and consists of a one or three mile walk through downtown. It is every Wednesday at 5:15 p.m. and is free to participate, with raffles at the end of the walk. Additionally, those participating get their hand stamped and are eligible for discounts at participating vendors that evening. Their initial walk had 128 walkers. During the winter months they are working with the YMCA to continue it there. She said that last week they had seven businesses participating; they are now up to ten and will continue to see it grow. All they have to do is offer a discount on that Wednesday and provide six \$20 gift cards to their businesses.

LOCALS NIGHT - This continues on Tuesday nights.

LIVE ENTERTAINMENT - Friday nights

YOGA ON THE LAWN - Saturday mornings at the courthouse

She reported that they now have three members on their Clean Team. They will have a sticker for their trash cans to identify them as not being on probation. They will be wearing a bright teal uniform and are doubling as public space maintenance and roaming concierges.

Brief discussion was held on what is and is not permitted in the way of prohibiting the transient population. Ms. Kjellgren said that one of the issues is that the sidewalks are public right-of-way and unless they are committing a breach of the peace, they are permitted.

Discussion was held on what the definition of "financial transaction" means. Ms. Kjellgren said that the City lost in litigation regarding this matter.

Ms. Madeksza said that they are not alone in being uncomfortable or frustrated with the situation. She said that they are meeting with the Police Department tomorrow.

8. 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.

None

9. Report of Board of Directors.

None

10. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement and Revitalization District held June 27, 2017, adjourned at 10:38 a.m.

David Stilley, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk

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

RESOLUTION NO. 2017-03

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF
DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION
DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX
ASSESSMENTS FOR FY2017-2018

WHEREAS, by the provisions of State law, the resolution levying taxes for fiscal year 2017-2018 is required to be finally adopted not later than the third Monday in August, and

WHEREAS, the County of Coconino is the assessing and collecting authority for the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff, Arizona ("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. There is hereby levied a secondary property tax which is a sum certain based on the 2017 Tax Year assessed value of all real property within the boundaries of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff, Arizona, except such property as may be by law exempt from taxation or is excluded from the District, which includes any story above the second floor, for the fiscal year ending on the 30th day of June, 2018.

Section 2. That the District Clerk is hereby directed to transmit a certified copy of this resolution to the County Assessor and the Board of Supervisors of the County of Coconino, Arizona.

Section 3. Effective Date. The tax levy imposed by this Resolution shall take effect August 1, 2017.

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 18th day of July, 2017.

Chairman

ATTEST:

District Clerk

APPROVED AS TO FORM:

Kjellgren & Speed, PLC
Dana H. Kjellgren

Attorney for the District

ATTACHMENTS:

Attachment A: Legal Description of District

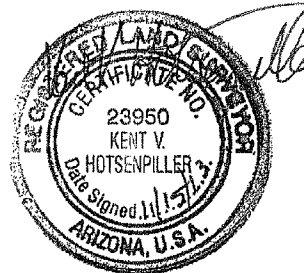
Attachment B: Assessment by Parcel within the District

EXHIBIT A

The following is a description of parcels of land as shown on the Flagstaff Plat as recorded in Book 1 of Maps, Page 16, Coconino County Records, situate in the SE¼ of section 15 and the SW¼ of section 16, Township 21 North, Range 7 East, G.& S.R.M., Flagstaff, Coconino County, Arizona being more particularly described as follows:

Lots 1 through 12, Block 3A of said plat;
Lots 1 through 12, Block 34 of said plat;
Lots 1 through 12, Block 33 of said plat;
Lots 1 through 24, Block 32 of said plat;
Lots 1 through 27, Block 2A of said plat;
Lots 1 through 26, Block 19 of said plat;
Lots 1 through 24, Block 18 of said plat;
Lots 1 through 24, Block 17 of said plat;
Lots 1 through 24, Block 1A of said plat;
Lots 1 through 24, Block 6 of said plat;
Lots 1 through 24, Block 5 of said plat;
Lots 1 through 24, Block 4 of said plat;

Assessor Parcel 100-44-006A, ATSF Railroad;
Assessor Parcel 100-44-001, BNSF Railroad;
Assessor Parcel 100-44-002A, BNSF Railroad;
Assessor Parcel 100-44-006B, Flagstaff Chamber of Commerce;
Assessor Parcel 100-44-005A, City of Flagstaff;
Assessor Parcel 100-44-004D, City of Flagstaff;
Assessor Parcel 100-44-003E, BNSF Railroad;
Assessor Parcel 100-44-003C, City of Flagstaff;
Assessor Parcel 100-44-004E, City of Flagstaff;
Assessor Parcel 101-27-002D, City of Flagstaff;
Assessor Parcel 101-27-002C, ATSF Railroad;
Assessor Parcel 101-27-001C, BNSF Railroad;



Expires: 8/31/15

Including the Rights-of-Way as shown.

Exclusions from District:

1. With respect to any multi-story building located in the district, any story above the second floor shall be excluded from the district. In the event a new building is constructed after formation of the district, the same rule shall apply. For district purposes, the property value of that portion of a multi-story building located within the district shall be determined by the Coconino County Assessor.
2. All personal property, as determined by the Coconino County Assessor.

Said parcels shown on the attached Exhibit B which by this reference is made a part hereof.

Mogollon Engineering and Surveying, Inc.

411 W. Santa Fe Ave. Flagstaff, AZ 86001- P.O.-Box 1952 Flagstaff, AZ 86002-mogollon99@aol.com- 928-214-0214

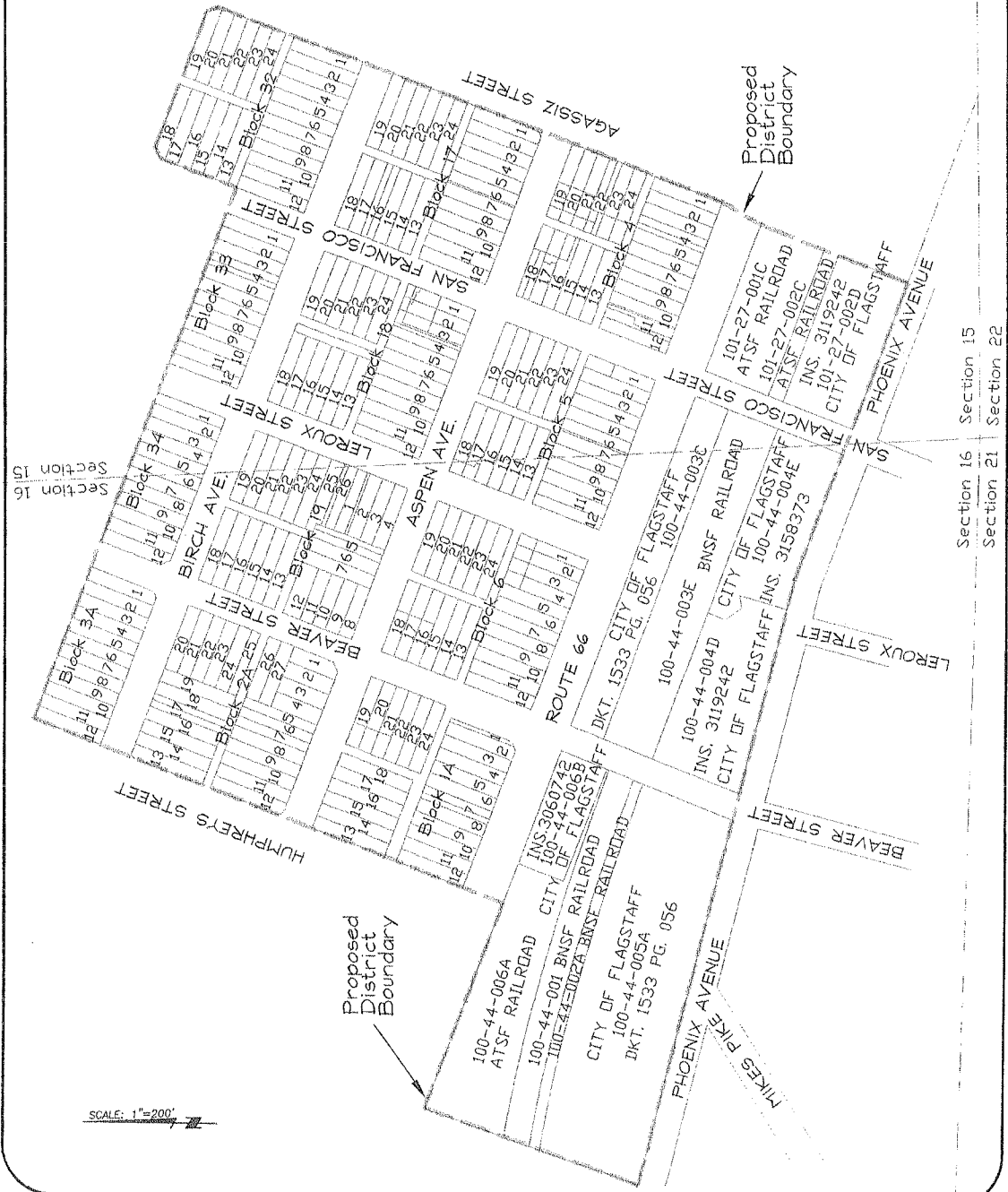
**FLAGSTAFF BUSINESS
IMPROVEMENT AND
REVITALIZATION DISTRICT
LEGAL DESCRIPTION EXHIBIT**

FLAGSTAFF TOWNSITE, BOOK
1 OF MAPS PAGE 16,
COCONINO COUNTY RECORDS
LOCATED IN THE SE1/4
SECTION 16 AND THE SW1/4
SECTION 15, T 21 N, R 7 E,
FLAGSTAFF, COCONINO
COUNTY, ARIZONA

Including the Rights-of-Way as shown.

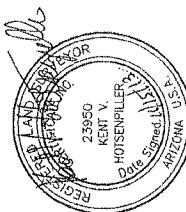
Exclusions from District:

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2. All personal property, as determined by the Coconino County Assessor.



SCALE: 1"=200'

Section 15
Section 16
Section 21
Section 22



Expires on 3/31/74

Information shown hereon is from
City of Flagstaff G.I.S. No field
work was performed by **MOCOLLON**
Engineering & Surveying, Inc.

**Flagstaff Downtown Revitalization District
Special Assessments**

20001 - FLAG DWTN REV DIST				*Note: Salmon highlight indicates adjusted value calculated.			
Tax Year:	2017						
Budget:	\$ 132,006						
Factor	1.6637						
Account Number	Parcel Number	Primary Net Assessed	Assessment Amount	Owner			
C0000019	99956796	55	1	LEVEL 3 COMMUNICATIONS LLC			
C0008407	10019002, 10019020	830,317	13,814	QWEST CORPORATION			
C0055218	10044001, 1004402A, 10044003E	22,232	370	BNSF RAILWAY COMPANY			
R0012364	10019007	119,257	1,984	GEILE MANAGEMENT LLC			
R0028359	10019016	49,889	830	MATTINGLY ALBERT PAUL JR & PATSY S			
R0028360	10019017	59,360	988	KKMHM PROPERTIES LLC			
R0028361	10019018	77,146	1,283	ABLE BUILDING LLC			
R0061633	10020002	37,381	622	PUCHTECA INVESTMENT GROUP LLC			
R0061634	10020003	60,179	1,001	DENUNE LIVING TRUST DTD 10/25/00			
R0061637	10020007	23,285	387	RAMSEY'S PROPERTIES LLC			
R0061638	10020008	28,329	471	KIRSCHNICK RON			
R0061639	10020009	33,004	549	GEE ROBERT & LILY TRUSTEES			
R0061640	10020010	68,886	1,146	LEROUX/66 LLC			
R0061642	10020013	88,453	1,472	MERKLI EDWARD A & MARTHA M REVOCABLE LIVING TRUST DTD 7-20-09			
R0061643	10020014	23,083	384	STILLEY PETER B & MOLLY W			
R0061644	10020015	118,249	1,967	ASPEN GROVE LLC			
R0061645	10020016	75,709	1,260	SWITZER BUILDING GROUP L L C			
R0023890	10020017	115,892	1,928	ASPEN CONSOLIDATED INVESTMENTS LLC			
R0010378	10020018	100,729	1,676	FLEMING BROTHERS LLC			
R0010381	10020023	78,195	1,301	MT JULIET PROPERTIES LLC			
R0010382	10020024	46,792	778	ODEGAARD VAN H			
R0010384	10020026	148,640	2,473	WEATHERFORD HOTEL INC			
R0046285	10020027	57,223	952	STILLEY PROPERTIES LLC			
R0046286	10020028	17,966	299	SCHEURING MARY L TRUSTEE ; SCHEURING ML RVCBL LVNG TRST DTD 8-12-04			
R0046289	10021005	71,666	1,192	BERARDI INVESTMENTS NO 2 LLC			
R0046290	10021006	22,160	369	TULSI 1 LLC			
R0011648	10118001	9,115	152	BOYER RONALD C & PATTIE MCDANIEL FAMILY TRUST DTD 10/9/98			
R0011649	10118002	69,754	1,160	BOYER RC & PM FMLY TRUST DTD 10-19-98			
R0011651	10118004	176,274	2,933	ARIZONA BANK			
R0042526	10119002	17,140	285	121 EAST BIRCH LLC			
R0042529	10119004	8,810	147	CRAVEN ENTERPRISES L L C			
R0042530	10119005	198,832	3,308	CRAVEN ENTERPRISES L L C			
R0064326	10119012	342,000	5,690	VANLANDINGHAM PROPERTIES LLC			
R0064327	10119013	473,582	7,879	AWD II LTD			
R0027573	10121007	82,607	1,374	STILLEY PETER B & MOLLY W			
R0027574	10121008	20,307	338	COAST & MOUNTAIN PROPERTIES			
R0027575	10121009	98,856	1,645	COAST & MOUNTAIN PROPERTIES			
R0027576	10121010	41,816	696	WONG FAMILY TRUST U/A DTD 7/1/10			
R0027577	10121011	25,456	424	104 E ROUTE 66 LLC			
R0016235	10121012	65,310	1,087	COAST & MOUNTAIN PROPERTIES			
R0017152	10121017	29,615	493	TANN SANDRA			

**Flagstaff Downtown Revitalization District
Special Assessments**

20001 - FLAG DWTN REV DIST				*Note: Salmon highlight indicates adjusted value calculated.			
Tax Year:		2017					
Budget:	\$	132,006					
Factor		1.6637					
Account Number	Parcel Number	Primary Net Assessed	Assessment Amount	Owner			
R0017153	10121018	18,055	300	POUENMUANG ARIN & CHENNAPHA			
R0017154	10121019	39,986	665	MCCORMICK DAVID L & PATRICIA E			
R0017155	10121020	88,010	1,464	MCCORMICK DAVID L & PATRICIA E			
R0027699	10121022	8,095	135	STILLEY PETER B & MOLLY W			
R0033992	10138001	73,715	1,226	BABBITT FOUNDATION			
R0033993	10138002	49,427	822	107 CORPORATION THE			
R0033994	10138003	61,407	1,022	BABBITT FOUNDATION			
R0053276	10010001C	325,853	5,421	VALLEY NATIONAL BANK ARIZONA NA NKA			
R0030400	10019001A	110,930	1,846	LEVITAN FAMILY TRUST DTD 10-15-98			
R0030401	10019001B	59,183	985	BABBITT JIM & HELENE RVCBL TRUST TDT 10/22/12			
R0056732	10019004A	266,915	4,441	M2M2 INVESTMENTS LLC			
R0012365	10019008A	78,584	1,307	LEROUX RETAIL LLC			
R0351382	10019011B	84,668	1,409	FMH ENTERPRISES LLC			
R0028358	10019014B	121,814	2,027	BIRCH STREET PROPERTIES L L C			
R0061631	10020001A	33,864	563	L & D BUILDING LLC			
R0061632	10020001B	21,175	352	TIRAKUL SUCHADA			
R0061635	10020004A	103,918	1,729	PHX AV PROPERTIES LLC			
R0061636	10020006A	39,829	663	RAMSEY'S PROPERTIES LLC			
R0010379	10020019A	36,477	607	SCHEURING MARY L TRUSTEE ; SCHEURING ML RVCBL LVNG TRST DTD 8-12-04			
R0010380	10020021A	97,003	1,614	LOLA'S KIDS LLC			
R0046288	10021003A	69,919	1,163	BUS STATION LLC			
R0010074	10021007A	70,840	1,179	VIEL GLUCK LIMITED PARTNERSHIP			
R0043118	10044006A	13,554	225	ATCHISON TOPEKA & SANTA FE RY CO NKA ; BURLINGTON NORTHERN & SANTA FE RY CO			
R0043119	10044006B	79,805	1,328	FLAGSTAFF CHAMBER OF COMMERCE			
R0011650	10118003C	96,023	1,598	DOWNRIVER ADVENTURES LLC			
R0011655	10118008A	323,100	5,375	HERMAN & KINNE LLC			
R0055571	10119001A	17,553	292	121 EAST BIRCH LLC			
R0042527	10119003A	8,329	139	CRAVEN ENTERPRISES L L C			
R0042528	10119003B	8,570	143	121 EAST BIRCH LLC			
R0042531	10119006A	179,436	2,985	LIMBER PINE ENTERPRISES LLC			
R0042532	10119007A	153,262	2,550	FLAGSTAFF LODGE NO 7 F & A MASONS			
R0064323	10119008B	5,812	97	121 EAST BIRCH LLC			
R0064324	10119008C	266,470	4,433	121 EAST BIRCH LLC			
R0064325	10119009E	571,116	9,502	HOPI TRIBE ECONOMIC DEVELOPMENT CORP			
R0016236	10121013A	111,994	1,863	COAST & MOUNTAIN PROPERTIES			
R0016237	10121016A	21,494	358	PUCHTECA INVESTMENT GROUP LLC			
R0016238	10121016B	27,121	451	FLAG RETAIL CENTER LLC			
R0016239	10121016C	28,964	482	WESTBROOK FAMILY TRUST U/D/T DTD 2-24-2000			
R0016240	10121016D	43,352	721	DA VINCI INVESTMENTS LLC			
R0016241	10121016E	12,653	211	WESTBROOK FAMILY TRUST U/D/T DTD 2-24-2000			
R0027698	10121021A	61,684	1,026	COAST & MOUNTAIN PROPERTIES			

**Flagstaff Downtown Revitalization District
Special Assessments**

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Tax Year:	2017						
Budget:	\$ 132,006						
Factor	1.6637						
Account Number	Parcel Number	Primary Net Assessed	Assessment Amount	Owner			
R0017236	10127002C	10,807	180	ATCHISON TOPEKA & SANTA FE RY CO NKA ; BURLINGTON NORTHERN & SANTA FE RY CO			
82		7,934,262	132,006				