

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

**Tuesday, August 5, 2014 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

1. Call to Order
2. Roll Call
3. Approval of Minutes: July 1, 2014, Regular Meeting
4. Ratification of 2014-2015 Work Plan Approval.
5. Discussion of Request for Proposal for District Management Services.
6. 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.
7. Report of Board of Directors.
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.

Dated this ____ day of _____, 2014.

Elizabeth A. Burke, MMC, District Clerk

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

**Tuesday, July 1, 2014 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

MINUTES

1. Call to Order

Chairman VanLandingham called the meeting to order at 10:02 a.m.

2. Roll Call

One or more Board members may be in attendance telephonically or by other technological means.

Members Present:

Members Absent:

Chairman John VanLandingham (telephonically) None
Member David Stilley
Member Antoinette Beiser

Others present: Dana Kjellgren, District Attorney; Barbara Goodrich, District Finance Director; Elizabeth Burke, District Clerk; Karl Eberhard.

3. Approval of Minutes: June 17, 2014, Regular Meeting

Chairman VanLandingham moved to approve the minutes of the June 17, 2014, meeting; seconded; passed unanimously.

4. Consideration of Resolution No. 2014-09: A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2014 – 2015

Ms. Goodrich said that the Chairman had worked with the Assessor's Office who gave the District a choice of adopting a rate, or setting a sum certain and with the two-story cut-off option they chose to calculate the sum certain for each parcel. She said that the total was \$127,499 which is what was proposed in the budget. Once adopted, the County will bill that flat rate and, separate from that, she will bill the County and City, which altogether brings the total to approximately \$168,000. She said that while they have calculated a flat dollar amount, they will recalculate this every year to make sure they are not going over the maximum rate.

Chairman VanLandingham noted that at the end of Section 1, the resolution included wording referring to "personal property" and they had agreed to remove that wording.

Member Stilley moved to adopt Resolution No. 2014-09 as amended; seconded; passed unanimously.

5. Approval of Agreement to Indemnify and Hold Harmless City and City staff in performance of their job functions as Clerk and Treasurer for the District.

Chairman VanLandingham moved to approve the Agreement to Indemnify and Hold Harmless the City and City staff in the performance of their job functions; seconded; passed unanimously.

6. Assignment of a responsible person to serve as administrative staff for the District Board and Officers.

Chairman VanLandingham said that he was happy to put his name to these items. He noted that once an Executive Director hired, they will make that change.

Member Stilley moved to assign John VanLandingham as the responsible person to serve as administrative staff for the District Board and Officers and the Single Point of Contact for the District and District members (No. 7 below), until an Executive Director is hired; seconded; passed unanimously.

7. Assignment of a responsible person to serve as the Single Point of Contact for the District and District members.

See No. 6 above.

8. Update of IGA deliverables.

The Board reviewed the deliverables listed in the IGA. It was noted that Chairman VanLandingham had prepared a draft Annual Work Plan and Ms. Burke agreed to send that out to everyone again and they could ratify it at the next meeting, but it would also be sent to Mr. Eberhard. It was noted that the Work Plan was created largely from the Intergovernmental Agreement.

9. 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

10. Report of Board of Directors.

Chairman VanLandingham reported that he has been looking into insurance for the District and Board of Directors and would report back once he received information.

11. Adjournment

The Regular Meeting of the Board of Directors of the Flagstaff Downtown Business Improvement and Revitalization District of July 1, 2014, adjourned at 10:20 a.m.

ATTEST:

Elizabeth A. Burke, District Clerk

**Downtown Flagstaff Business Improvement & Revitalization District
ANNUAL WORKPLAN
FISCAL 2014-2015**

- Management
 - Assign a responsible person to serve as administrative staff/liason for the BIRD Board and Officers.
 - Hire for management of the district to:
 - Serve as the single point of contact for the District and District members.
 - Communicate individual and district needs to the City
 - Receive and aid in resolution of complaints of District members and/or stakeholders
 - Review and provide written advisory comments regarding City initiatives (programs, ordinances, plans, projects, and so forth) that affect the District or District members (“City Initiative Review”) by December 17, 2014
 - Assign a responsible person to review and provide written advisory comments regarding Special Event Permits proposed for locations in the District, identifying the concerns of the District or District members, proposing conditions that would mitigate concerns, and recommending approval or denial (“Special Event Permit Review”) by December 17, 2014
 - Meet monthly with Police Department and Economic Vitality Division staff, and as necessary with other City staff, to coordinate District and/or City initiatives (programs, ordinances, plans, projects, and so forth), to discuss District or District members concerns and solutions, and other matters as appropriate by December 17, 2014
 - Meet with and coordinate (as necessary) District initiatives (programs, plans, projects, and so forth) and other matters as appropriate with Federal, State, or regional government agencies (such as the Flagstaff Metropolitan Planning Organization, Coconino County, or Tribal agencies) including upon the request of the City Manager, participating in joint meetings with such agencies (“Coordinate with Other Agencies”) by December 17, 2014
 - District Clerk & Treasurer
 - Prepare Handbook of Procedures for the district appointed Clerk and Treasurer (“Handbook”) by December 31, 2014
 - Appoint a new District Clerk and a new Treasurer (relieving City staff of financial and administrative burden), with new appointments to commence by December 31, 2014
 - Train the district appointed Clerk and Treasurer (“Training”) by December 31, 2014
- Budgeting & Reporting

- Create and maintain a district database that includes a map of the district, property ownership, property owner contact information, assessed value, and current land-use (type retail, office, government, ROW, etc) (“District Database”) September 17, 2014
- Create and maintain a district website page to be used for stakeholders and the public by December 17, 2014
- Prepare written annual report at the conclusion of each calendar year that accounts for revenues, expenditures and services provided in benefit of the district by February 15, 2015
- With City staff assistance, create and maintain an inventory of city services provided within the district that includes the types of service, annual budget allocation, frequency, providing agency, and providing agency contact information (“Inventory of City Services”) by March 17, 2015
- Prepare detailed operating budgets for each fiscal year by June 15, 2015
- With City staff assistance, create and maintain an inventory of public infrastructure that exists within the district that includes types of infrastructure, condition, maintenance needs, existent capital improvement plans, and suggestions for improvements (“Public Infrastructure Inventory”) by June 17, 2015
- Public Infrastructure Improvement:
 - Identify and propose at least one public infrastructure improvement project as required for a Revitalization District. The total value of work proposed shall be no less than \$15,000 by March 17, 2015
 - Secure funding for the proposed public infrastructure improvement project(s) by June 17, 2015.
- Services
 - Identify, prioritize, and estimate revenues and expenses for “enhanced municipal services” that the District may seek to provide in the foreseeable future by March 17, 2015
 - With legal counsel retained by the District or management agency, review all documents related to Heritage Square Plaza (including but not limited to Disposition and Development Agreement; Rules & Regulations; Declaration of Public Plaza Easement dated May 20, 1997; Declaration of Public Plaza Easement dated June 4, 1996) and evaluate whether or not the District may, and desires to assume any Responsibilities for operations and maintenance by March 17, 2015