

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

**Tuesday, May 28, 2019 – 10:00 AM  
Council Offices - Second Floor  
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

**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 of the Board Meeting of April 9, 2019.
4. Consideration of Resolution No. 2019-04: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff repealing Section 2 of Resolution No. 2019-03, canceling the special election of March 5, 2019, and declaring the names of the Board of Directors and respective terms, and replacing it with a new Section 2 stating the correct names of the Board of Directors and respective terms.
5. Consideration of Resolution No. 2019-05: A resolution of the 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 2019-2020; adopting the 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.
6. Discussion and Direction: Agreement for Management Services with Flagstaff Downtown Business Alliance.
7. Cancellation of the Regular Meeting of July 9, 2019.
8. FDBA Director Report
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

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

**Tuesday, April 9, 2019 – 10:00 AM  
Council Offices - 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 Special Meeting of April 9, 2019 to order at 10:02

2. Roll Call

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

Chairman David Stilley  
Vice Chairwoman Karen Kinne-Herman  
Member Steve Chatinsky  
Member Jerry McLaughlin  
Member John VanLandingham

Others present: District Attorney Dana Kjellgren; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

3. Approval of Minutes of the Board Meeting of February 26, 2019.

**Vice Chairwoman Karen Kinne-Herman moved to approve the minutes of February 26, 2019; seconded by Member John VanLandingham; passed unanimously.**

4. Acceptance of Monthly Financial Reports:

- A. November 2018
- B. December 2018

**Member Steve Chatinsky moved to approve the monthly financial reports of November 2018 and December 2018; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.**

5. Discussion and Direction: Extension of Auditor's Contract.

Ms. Kjellgren stated that the current contract allows for a one-year extension. Ms. Suda stated that Hinton Burdick provided an engagement letter for services that is asking for an increase of \$150 over the last year contract for a total not to exceed \$5,650 for the annual audit.

Ms. Kjellgren explained that if the Board would like to continue with Hinton Burdick, she will make amendments to the contract and bring it back to the Board for action. Ms. Suda added that the other option available to the Board is to do a solicitation for another auditor.

Member VanLandingham asked about the single audit expenditure referenced in the letter. Ms. Suda explained that a single audit may happen if the District received a large grant, the single audit would be to make sure that everything is in regulation.

The Board requested that Ms. Kjellgren bring an amendment to the Hinton Burdick contract to the Board for consideration.

Member VanLandingham asked if there are less expensive options given that the District is such a small organization with only two large payments per year and professional staff. Ms. Kjellgren stated that the audits include not only the review of the financial accounts but the minutes, the budget, and other regulatory documents. Ms. Suda added that the auditor needs to have expertise in municipal audits.

Ms. Kjellgren stated that the Board could put out a Request for Proposals and see what comes in. Hinton Burdick was the only responder at the last request. Ms. Suda stated that she also sent the Request for Proposals to the local firms as well.

Member VanLandingham asked what other smaller organizations pay for similar services. Ms. Suda explained that her experience is with large municipalities and she is not familiar with the rates smaller organizations pay.

The Board requested that Ms. Suda and Ms. Kjellgren to also research what other smaller entities are paying for their audit services to give perspective to what the District is paying.

6. Approval of Semi-Annual Payment to Flagstaff Downtown Business Alliance in the amount of \$79,250.

**Member Jerry McLaughlin moved to approve the semi-annual payment to Flagstaff Downtown Business Alliance in the amount of \$79,250; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.**

7. Consideration of 2020 Budget Documents

Ms. Suda reviewed the Draft Budget (Exhibit A) and provided two options for consideration. The first option for 2020 is to consider a flat revenue collecting approximately the same amount of revenue as the previous year. The second option is a flat rate which would generate about \$7,000 more than the previous year. In previous years the Board has done a flat revenue and in FY19, with the addition of the Marriott, the Board decided to do a flat rate to increase the revenue.

Vice Chairwoman Kinne-Herman clarified that the Board considers the two options every year. Ms. Suda affirmed and stated that the Board can choose any rate up to that approved by the owners in the District. Each property owner will be impacted differently based on the value of their property; if there was a remodel or addition there could be a larger increase. When looking at the flat revenue the District is pretty stable.

Member VanLandingham asked if the 25% minimum fund balance was a legal requirement. Ms. Suda stated that it is not a requirement, but she highly recommends keeping that balance at 25% especially because the income can be very volatile, and it only comes in two times per year.

Ms. Kjellgren asked if a portion of the contingency funds could be used for a public improvement project. Ms. Suda responded yes; with the flat revenue, the revenue is just over \$185,000 and with

a current projection of \$174,000 in expenses, not including changes in the DBA contract, there is an \$11,000 cushion.

8. Review of the 2020 Budget Calendar

Ms. Suda reviewed the 2020 Budget Calendar (Exhibit B).

Member VanLandingham asked if the decision to go with flat revenue or flat rate will need to be made at the May 28<sup>th</sup> meeting. Ms. Suda stated that it does need to be decided then, so she has a total budget appropriation at that point.

Ms. Kjellgren asked the Board if they would like the final meeting in June to be considered the third quarter meeting and cancel the first meeting in July. The Board agreed that the July meeting should be canceled. Ms. Saltzburg indicated that an action to cancel the July meeting would be added to the next meeting agenda.

The Board agreed to keep the budget schedule as presented.

9. Discussion and Direction: Contract Negotiations with Flagstaff Downtown Business Alliance.

Member VanLandingham stated that in reviewing the agreement there are a few points of discussion. Management of the public infrastructure is something that needs to be considered. The public infrastructure project has not yet been completed and Ms. Kjellgren has suggested that another project may be advisable. That is something that will need to be discussed as part of the contract.

The DBA has determined that they do not want to take on the management of the Heritage Square Plaza as it was too much liability for a small agency to take on so that item can be omitted going forward.

In addition to the consideration of an additional public infrastructure project he suggested adding an element of communication for the District. The downtown stakeholders are not always able to be present at all the meetings that can have an impact on the downtown and they would like to look to the Executive Director to fill that sort of role and speak for the District.

Another discussion point for possible inclusion in the agreement is parking. The premise of the District when it was formed was largely due to parking and adding to the supply of parking. There is now parking management in place and revenues are coming in. They would like to see the contractor keep an eye on, educate, and communicate on the value of working for that end of parking and increased supply.

The last item is downtown visioning. Conversations are already beginning with stakeholders about the need for a comprehensive downtown vision, but they are not inclusive of all elements. There are a lot of best practices and examples of how to continue to be successful and there needs to be downtown expertise to guide the process for consistent success of the downtown. He suggested that the contractor lead and participate in that process.

Chairman Dave Stilley stated that he will discuss the infrastructure project and he and Ms. Madeksza will bring it back to the Board for discussion.

Ms. Kjellgren stated that she will draft the amendment based on the guidance of the Board.

10. 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.*

Ms. Madeksza provided an update on a few downtown items.

Parking Update, Ms. Madeksza distributed the Park Flag Annual Report. She stated that the report tells a great story and walks the reader through getting the system up and running, the accomplishments of the first year and a financial summary. Ms. Madeksza stated that Park Flag will be launching a new validation program. Many businesses in the last 18 months have been offering a \$1 off a customer's purchase to offset parking the new program will allow people to purchase a validation card for \$.95 on the dollar with a code that can be used at the kiosk. The program has been tested over the last couple of weeks and is ready to launch. The system will allow people to purchase in one-hour increments and depending on the results of the launch it may be possible to purchase in longer time increments in the future.

Member VanLandingham asked if there were any updates on the Courthouse. Ms. Madeksza stated that the City Council has approved a contract for the demolition of the old APS building. There will be a contract before the City Council soon for the construction to begin. With regards to parking, the direction staff has received is to pursue dedicated courthouse parking across the street in partnership with Flagstaff Senior Living which is currently in the design and conceptual phase.

Vice Chairwoman Kinne-Herman asked Ms. Madeksza if she knew the number of parking spaces for the garage. Ms. Madeksza indicated that she was not certain on the total number but that the first floor is about 135 spaces.

Vice Chairwoman Kinne-Herman asked about the letter that was sent to the City of Flagstaff and what the response was. Ms. Madeksza stated that she believes that the letter was effective with City management and Council. The challenge with parking comes down to funding, in today's dollars there is no ability to get the 200 spaces for the \$2 million that was allocated in the bond. There are conversations happening at the City and there is direction for the 135 spaces in partnership with Flagstaff Senior Living.

Ms. Madeksza indicated that she celebrated her fourth year in Flagstaff and her performance review focused on how far the DBA has come in four years and where they are going in the future. Ms. Madeksza's first two years were spent getting some stability in the organization, focusing on basic needs and programming. The last two years were spent making the DBA more influential. This is evident when looking at the visioning of where the downtown is going. The DBA and the District are being asked to participate in much more than in the past. That did not happen by accident, working with City Management and the City Council to help them understand the value of the DBA has brought the downtown into the conversations and decision making.

Ms. Madeksza also reported about her connection with Erika Mazza, the new CEO for NAIPTA. There is an eagerness from both parties to work closer together. Ms. Mazza attended last DBA meeting and provided an update on the downtown connection center and her desire to include the DBA in the process at different points along the way.

Ms. Madeksza shared that she recently joined the Flagstaff Arts Council Board and was appointed to the Tourism Commission and serving as the Vice-Chair. She provided information about upcoming events in the downtown.

11. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of April 9, 2019 adjourned at 11:11 a.m.

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David Stilley, Chairman

ATTEST:

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Stacy Saltzburg, District Clerk

DRAFT

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

RESOLUTION NO. 2019-04

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF REPEALING SECTION 2 OF RESOLUTION NO. 2019-03, CANCELING THE SPECIAL ELECTION OF MARCH 5, 2019, AND DECLARING THE NAMES OF THE BOARD OF DIRECTORS AND RESPECTIVE TERMS, AND REPLACING IT WITH A NEW SECTION 2 STATING THE CORRECT NAMES OF THE BOARD OF DIRECTORS AND RESPECTIVE TERMS

WHEREAS, the Board of Directors selected to hold an election on March 5, 2019; and

WHEREAS, only five candidates filed the appropriate documents for five seats and the Board of Directors adopted Resolution 2019-03 canceling the election and declaring the names of the Board of Directors and their respective terms; and

WHEREAS, Section 2 of Resolution 2019-03 stated the names of the new Directors incorrectly;

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 Section 2 of Resolution 2019-03 is hereby repealed and replaced with the following:

Section 2. THAT the members of the District Board of Directors shall be as indicated below for a term of four years, beginning March 2019:

Steve Chatinsky  
Karen Kinne-Herman  
Jerome McLaughlin  
David Stilley  
John VanLandingham

PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 28<sup>th</sup> day of May, 2019.

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Chairman

ATTEST:

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District Clerk

APPROVED AS TO FORM:

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Attorney for the District



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

RESOLUTION NO. 2019-05

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 2019-2020; ADOPTING A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND EXPENDITURES; THE AMOUNT PROPOSED TO BE RAISED BY DIRECT 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 2019-2020.

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 11, 2019, for the purpose of a final hearing of taxpayers and for the adoption of the 2019-2020 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 28th day of May, 2019.

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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 2020**

**Flagstaff Downtown Business Improvement and Revitalization District**

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Schedule D – Other Financing Sources/(Uses) and Interfund Transfers

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**Flagstaff Downtown Business Improvement and Revitalization District  
Summary Schedule of Estimated Revenues and Expenditures/Expenses  
Fiscal Year 2020**

THE FINAL OPPORTUNITY FOR PUBLIC INPUT ON THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT BUDGET WILL OCCUR ON JUNE 11, 2019 AT 10:00 A.M. IN THE CITY OF FLAGSTAFF CITY HALL, STAFF CONFERENCE ROOM, 211 W. ASPEN AVENUE, FLAGSTAFF, AZ  
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	
2019	Adopted/Adjusted Budgeted Expenditures/Expenses*	E 1	0	205,450	0	0	0	0	0	205,450
2019	Actual Expenditures/Expenses**	E 2	0	173,542	0	0	0	0	0	173,542
2020	Fund Balance/Net Position at July 1***	3		106,798						106,798
2020	Primary Property Tax Levy	B 4	0							0
2020	Secondary Property Tax Levy	B 5		150,627						150,627
2020	Estimated Revenues Other than Property Taxes	C 6	0	34,902	0	0	0	0	0	34,902
2020	Other Financing Sources	D 7	0	0	0	0	0	0	0	0
2020	Other Financing (Uses)	D 8	0	0	0	0	0	0	0	0
2020	Interfund Transfers In	D 9	0	0	0	0	0	0	0	0
2020	Interfund Transfers (Out)	D 10	0	0	0	0	0	0	0	0
2020	Reduction for Amounts Not Available:	11								
LESS:	Amounts for Future Debt Retirement:									0
	Future Capital Projects									0
	Maintained Fund Balance for Financial Stability									0
										0
										0
2020	Total Financial Resources Available	12	0	292,327	0	0	0	0	0	292,327
2020	Budgeted Expenditures/Expenses	E 13	0	221,000	0	0	0	0	0	221,000

**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

	2019	2020
1	\$ 205,450	\$ 221,000
2		
3	205,450	221,000
4		
5	\$ 205,450	\$ 221,000
6	n/a	n/a

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 Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or 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 2020**

	<u>2019</u>	<u>2020</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	\$ _____	\$ _____
B. Secondary property taxes	150,530	150,627
C. Total property tax levy amounts	\$ <u>150,530</u>	\$ <u>150,627</u>
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	\$ 150,530	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ 150,530	
C. Total property taxes collected	\$ <u>150,530</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	1.6637	1.6070
(3) Total city/town tax rate	<u>1.6637</u>	<u>1.6070</u>
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 2020**

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
<b>SPECIAL REVENUE FUNDS</b>			
Intergovernmental	\$ _____	\$ _____	\$ _____
Payment in Lieu of Taxes	34,772	34,772	34,402
Interest Income	120	500	500
	<u>34,892</u>	<u>35,272</u>	<u>34,902</u>
<b>Total Special Revenue Funds</b>	\$ <u>34,892</u>	\$ <u>35,272</u>	\$ <u>34,902</u>
<b>TOTAL ALL FUNDS</b>	\$ <u>34,892</u>	\$ <u>35,272</u>	\$ <u>34,902</u>

\* 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 2020**

<b>FUND</b>	<b>OTHER FINANCING 2020</b>		<b>INTERFUND TRANSFERS 2020</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 2020**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019</b>	<b>ACTUAL EXPENDITURES/ EXPENSES* 2019</b>	<b>BUDGETED EXPENDITURES/ EXPENSES 2020</b>
<b>SPECIAL REVENUE FUNDS</b>				
Revitalization District	\$ 205,450	\$	\$ 173,542	\$ 221,000
<b>Total Special Revenue Funds</b>	\$ 205,450	\$	\$ 173,542	\$ 221,000
<b>TOTAL ALL FUNDS</b>	\$ 205,450	\$	\$ 173,542	\$ 221,000

\* 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 2020**

<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>2019</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
Revitalization District				
Special Revenue Funds	\$ 205,450	\$	\$ 173,542	\$ 221,000
<b>Department Total</b>	<b>\$ 205,450</b>	<b>\$</b>	<b>\$ 173,542</b>	<b>\$ 221,000</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 2020**

<b>FUND</b>	<b>Full-Time Equivalent (FTE)</b>	<b>Employee Salaries and Hourly Costs</b>	<b>Retirement Costs</b>	<b>Healthcare Costs</b>	<b>Other Benefit Costs</b>	<b>Total Estimated Personnel Compensation</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>
<b>SPECIAL REVENUE FUNDS</b>						
Downtown Revitalization	None	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Special Revenue Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL FUNDS</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____