

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

**Tuesday, May 25, 2021 – 10:00 AM**

**To reduce the spread of COVID-19 and protect the safety of district members and the public, in person attendance at the district meeting has been suspended until further notice.**

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

**<https://us02web.zoom.us/j/84021003677?pwd=Y1c0cDJKT3pKTIFTszZBclZxSEtmdz09>**

**Meeting ID: 840 2100 3677**

**Password: 924037**

**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 Regular Board Meeting of April 13, 2021.
4. Authorization to reschedule the regularly scheduled Board meeting of July 13, 2021, to June 22, 2021.
5. Consideration and Adoption of Resolution No. 2021-01: 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 2021-2022; 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
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

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

**Tuesday, April 13, 2021 – 10:00 AM**

**To reduce the spread of COVID-19 and protect the safety of district members and the public, in person attendance at the district meeting has been suspended until further notice.**

**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 Regular Meeting of April 13, 2021 to order at 10:03 a.m.

2. Roll Call

**MEMBERS PRESENT:**

Chairman David Stilley (virtually)  
Member Steve Chatinsky (virtually)  
Member Jerry McLaughlin (virtually)  
Member John VanLandingham (virtually)

**MEMBERS ABSENT:**

Vice Chairwoman Karen Kinne-Herman

3. Approval of Minutes of the Regular Board Meeting of January 12, 2021.

**Member Steve Chatinsky moved to approve the minutes of January 12, 2021; seconded by Member Jerry McLaughlin; passed unanimously.**

4. Acceptance and Approval of Monthly Financial Reports:

- A. September 2020
- B. October 2020
- C. November 2020

Ms. Suda indicated that the reports look good and everything is in order.

**Member John VanLandingham moved to accept the monthly financial reports; seconded by Member Steve Chatinsky; passed unanimously.**

5. Review of 2021 Budget Calendar

Ms. Suda reviewed and confirmed the upcoming Budget calendar for 2021.

6. Consideration and Possible Action to Approve Payment of the Semi-annual payment to the FDDBA in in the amount of \$88,250

**Member Jerry McLaughlin moved to approve the payment of the semi-annual payment to the FDDBA in in the amount of \$88,250; seconded by Member Steve Chatinsky; passed unanimously.**

## 7. FDDB Director Report

Ms. Madeksza reported that the DBA Board has seen some transition in the past months with Mark Lamberson and Patrice Hortsman resigning their seats and the election of Mike Miller and Kevin Heinonan to those open seats. Additionally, former County Manager Jimmy Jayne resigned, and Interim County Manager Steve Peru has taken over that role. The new members bring good experience and perspective to the group.

Park Flag re-launched in March with reduced hours, reduced employee permit fees, and 20-minute curbside pickup zones. They had heard that the \$45 per month employee permit was too much so it has been lowered to \$10 per month. Overall, with the new enhancement a wider audience is being reached and the response has been positive. March was a soft launch with the focus being on education and April began full enforcement efforts. Even with COVID we are still seeing strong usage of the system which is a good sign. The lockbox has over \$740,000 and despite Park Flag being suspended for a year, those funds have not been utilized. The fund will only continue to grow as we go forward. She anticipates a draft annual report by the end of April.

Ms. Madeksza also reported that there is new parking inventory coming in the summer. The surface lot just north of the new Municipal Court will have 87 spaces online soon following some improvements. The old courthouse site will also provide 55 spaces. Negotiations are ongoing between the City and Foundation for Senior Living for 100 spaces in a parking structure.

The DBA has begun planning summer activities. They are being very cautious in those preparations; while vaccinations are strong in Coconino County, they are not sure the community is ready to see larger gatherings. They are moving forward with Saturday night drive-in movies this summer, if public health officials allow and the City is on board, they can look at adding a Friday night movie at Heritage Square mid-summer. They are working to resume the art walk hopefully in June and they continue to improve the outdoor dining options with new bistro sets being added to Heritage Square. The gazebos have been highly successful and will stay in place for the foreseeable future. The Clean Team continues doing a great job with service seven days a week. They will begin power washing again this week and they are making efforts to expand the team.

Ms. Madeksza also reported that the DBA is working on offering another round of micro-grants. The previous program included \$30,000 from the City, County, and NAU to provide small grants between \$750 and \$3,000 to over 20 businesses. With the new American Rescue Plan, the City and County are receiving more funding and the hope is to secure \$250,000 from the three partners for another round of grants. This is a huge success and a great story to tell.

The Downtown Vision Plan is coming along well. She hopes that the consultant team can be in front of the DBA soon with a few different versions provided to this Board for review.

Finally, Ms. Madeksza stated that there has been quite a bit of transition in business and new activity in the downtown area. Matty G's is a new restaurant located in Hopi Building at Leroux and Aspen; they are open, and the patio has come alive again. They have plans for their lobster roll business to move into the space that fronts Leroux and that will be opening soon. Il Rosso in Heritage Square has closed and new Mexican food restaurant, Alejandros, has opened in that location. They have gone from food truck to brick and mortar; they have been open about two weeks and are doing well. The Miramonte office is now open and British Chippys is very close to opening. The project at the corner of Leroux and Aspen is back on and they expect to see some new work happening in those spaces. There is a new electric bike store next to Olive the Best on Birch and a new plant store next to Martanne's. They both seem to be doing well. Criollo is vacant but there is a lot of interest and we should hear something soon about a new tenant. Brix is also looking to expand their business into the entire building.

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.*

There were no members of the public in attendance.

9. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of April 13, 2021 adjourned at 10:31 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. 2021-01

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 2021-2022; 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 2021-2022.

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 8, 2021, for the purpose of a final hearing of taxpayers and for the adoption of the 2021-2022 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 25th day of May, 2021.

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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 2022**

**Flagstaff Downtown Business Improvement and Revitalization District**

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**Flagstaff Downtown Business Improvement and Revitalization District  
Summary Schedule of Estimated Revenues and Expenditures/Expenses  
Fiscal Year 2022**

THE FINAL OPPORTUNITY FOR PUBLIC INPUT ON THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT BUDGET WILL OCCUR ON JUNE 8, 2021 AT 10:00 A.M. DUE TO THE COVID-19 PANDEMIC 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
2021	E	1	0	220,050	0	0	0	0	220,050
2021	E	2	0	189,313	0	0	0	0	189,313
2022		3		104,203					104,203
2022	B	4	0						0
2022	B	5		155,934					155,934
2022	C	6	0	35,253	0	0	0	0	35,253
2022	D	7	0	0	0	0	0	0	0
2022	D	8	0	0	0	0	0	0	0
2022	D	9	0	0	0	0	0	0	0
2022	D	10	0	0	0	0	0	0	0
2022		11							
LESS:									0
									0
									0
									0
2022		12	0	295,390	0	0	0	0	295,390
2022	E	13	0	219,650	0	0	0	0	219,650

**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

	2021	2022
	\$ 220,050	\$ 219,650
	220,050	219,650
	\$ 220,050	\$ 219,650
	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 2022**

	<u>2021</u>	<u>2022</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	155,934	155,934
C. Total property tax levy amounts	\$ <u>155,934</u>	\$ <u>155,934</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	\$ 155,934	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ 155,934	
C. Total property taxes collected	\$ <u>155,934</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	_____	_____
(2) Secondary property tax rate	1.5795	1.5290
(3) Total city/town tax rate	<u>1.5795</u>	<u>1.5290</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 2022**

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
<b>SPECIAL REVENUE FUNDS</b>			
Intergovernmental	\$ _____	\$ _____	\$ _____
Payment in Lieu of Taxes	35,158	35,158	35,103
Interest Income	150	150	150
	\$ 35,308	\$ 35,308	\$ 35,253
<b>Total Special Revenue Funds</b>	\$ 35,308	\$ 35,308	\$ 35,253
<b>TOTAL ALL FUNDS</b>	\$ 35,308	\$ 35,308	\$ 35,253

\* 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 2022**

<b>FUND</b>	<b>OTHER FINANCING 2022</b>		<b>INTERFUND TRANSFERS 2022</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 2022**

<b>FUND/DEPARTMENT</b>	<b>ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021</b>	<b>EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2021</b>	<b>ACTUAL EXPENDITURES/ EXPENSES* 2021</b>	<b>BUDGETED EXPENDITURES/ EXPENSES 2022</b>
<b>SPECIAL REVENUE FUNDS</b>				
Revitalization District	\$ 220,050	\$	\$ 189,313	\$ 219,650
<b>Total Special Revenue Funds</b>	\$ 220,050	\$	\$ 189,313	\$ 219,650
<b>TOTAL ALL FUNDS</b>	\$ 220,050	\$	\$ 189,313	\$ 219,650

\* 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 2022**

<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>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>
Revitalization District				
Special Revenue Funds	\$ 220,050	\$	\$ 189,313	\$ 219,650
<b>Department Total</b>	<b>\$ 220,050</b>	<b>\$</b>	<b>\$ 189,313</b>	<b>\$ 219,650</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 2022**

<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>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>
<b>SPECIAL REVENUE FUNDS</b>						
Downtown Revitalization	None	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Special Revenue Funds</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL FUNDS</b>		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT**

**PROPOSED BUDGET**

	FY2020 Actuals 07/01/19-06/30/20	FY2021 Budget 07/01/20-06/30/21	FY2021 Year End Estimate 07/01/20-06/30/21	Flat Revenue FY2022 Budget 07/01/21-06/30/22
<b>INCOME</b>				
BID Property Owner Tax Assessments	\$ 155,779	\$ 155,934	\$ 155,934	\$ 155,934
City of Flagstaff (in lieu of tax assessment) July	9,895	9,863	9,863	10,025
Coconino County (in lieu of tax assessment) July	25,722	25,295	25,295	25,078
Interest Income	964	150	150	150
Carry Forwards	106,923	100,363	102,274	104,203
<b>Total Income</b>	<b>\$ 299,283</b>	<b>\$ 291,605</b>	<b>\$ 293,516</b>	<b>\$ 295,390</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.)	1,625	1,800	1,663	1,800
Advertising (newspaper)	-	600	600	600
Overhead	1,625	2,850	2,713	2,850
Professional Services				
Contract Clerk & Treasurer	2,602	3,500	3,200	3,200
Bookkeeping	687	1,200	1,000	1,000
Accounting (annual audit)	3,300	3,500	3,400	3,600
Legal Counsel (board meetings, issues, heritage square legal review)	2,295	2,500	2,500	2,500
Professional Services	8,884	10,700	10,100	10,300
One Time District Formation Related Expenses				
One Time Infrastructure Project	10,000	-	-	-
One Time District Formation Related Expenses	10,000	-	-	-
Contingency		30,000		30,000
<b>Total Expenses</b>	<b>\$ 197,009</b>	<b>\$ 220,050</b>	<b>\$ 189,313</b>	<b>\$ 219,650</b>
<b>Net Income/Carry Forward</b>	<b>\$ 102,274</b>	<b>\$ 71,555</b>	<b>\$ 104,203</b>	<b>\$ 75,740</b>
Minimum Fund Balance (25% of Ongoing Revenues)				\$ 47,797



# FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

## PROPOSED BUDGET 07/01/2021 - 06/30/2022

	FY2020 Actuals	FY2021 Year End Estimate	Proposed FY2022 Budget	
<b>REVENUE BUDGET</b>				<b>Notes</b>
Property Owner Tax Assessments	\$ 155,779	\$ 155,934	\$ 155,934	a
Municipalities Payments in Lieu of Tax	35,617	35,158	35,103	b
Contribution/Grant	-	-	-	c
Interest Income	964	150	150	
Carryforward (Fund Balance)	106,923	102,274	104,203	
<b>Total Income</b>	<b>\$ 299,283</b>	<b>\$ 293,516</b>	<b>\$ 295,390</b>	
<b>EXPENDITURE BUDGET</b>				<b>Notes</b>
Management & Administration	\$ 176,500	\$ 176,500	\$ 176,500	d
Professional Services	8,884	10,100	10,300	e
Overhead	1,625	2,713	2,850	f
One Time Infrastructure Project	10,000	-	-	g
Contingency	-	-	30,000	
<b>Total Expenditures</b>	<b>\$ 197,009</b>	<b>\$ 189,313</b>	<b>\$ 219,650</b>	
<b>Balance</b>	<b>\$ 102,274</b>	<b>\$ 104,203</b>	<b>\$ 75,740</b>	

**NOTES**

- a) Annual property tax assessment revenues
- b) Annual in lieu of tax assessments from City of Flagstaff and Coconino County
- c) Contribution from another government or grant
- d) Management Service contract
- e) Monthly bookkeeping, clerk & treasurer, required annual accounting audit, legal counsel
- f) Professional dues, insurance, bank fees, etc
- g) One time Infrastructure costs (cost of construction, installation etc)