

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

RESOLUTION NO. 2020-01

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 2020-2021; 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 2020-2021.

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 9, 2020, for the purpose of a final hearing of taxpayers and for the adoption of the 2020-2021 Annual Budget for the Flagstaff Downtown Business Improvement and Revitalization District and related tax levy.

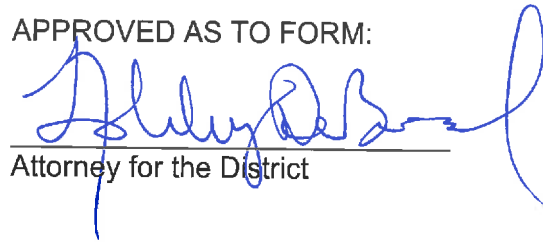
PASSED by the District Board of the Flagstaff Downtown Business Improvement and Revitalization District this 26th day of May, 2020.


Vice-Chairman
Karen Kinne - Herman

ATTEST:


District Clerk

APPROVED AS TO FORM:


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 2021

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 2021**

THE FINAL OPPORTUNITY FOR PUBLIC INPUT ON THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT BUDGET WILL OCCUR ON JUNE 9, 2020 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	Description	FUNDS										Total All Funds		
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds						
2020	Adopted/Adjusted Budgeted Expenditures/Expenses*	0	227,500	0	0	0	0	0	0	0	0	0	0	227,500
2020	Actual Expenditures/Expenses**	0	199,650	0	0	0	0	0	0	0	0	0	0	199,650
2021	Fund Balance/Net Position at July 1***		100,363											100,363
2021	Primary Property Tax Levy	0												0
2021	Secondary Property Tax Levy		155,934											155,934
2021	Estimated Revenues Other than Property Taxes	0	35,308	0	0	0	0	0	0	0	0	0	0	35,308
2021	Other Financing Sources	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Other Financing (Uses)	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Interfund Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Interfund Transfers (Out)	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Reduction for Amounts Not Available:													
LESS: Amounts for Future Debt Retirement:														
Future Capital Projects														0
Maintained Fund Balance for Financial Stability														0
2021	Total Financial Resources Available	0	291,605	0	0	0	0	0	0	0	0	0	0	291,605
2021	Budgeted Expenditures/Expenses	0	220,050	0	0	0	0	0	0	0	0	0	0	220,050

EXPENDITURE LIMITATION COMPARISON

	2020	2021
1 Budgeted expenditures/expenses	\$ 227,500	\$ 220,050
2 Add/subtract: estimated net reconciling items		
3 Budgeted expenditures/expenses adjusted for reconciling items	227,500	220,050
4 Less: estimated exclusions		
5 Amount subject to the expenditure limitation	\$ 227,500	\$ 220,050
6 EEC expenditure limitation	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 2021**

	<u>2020</u>	<u>2021</u>
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	\$ _____	\$ _____
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) Current year's levy	\$ _____	
(2) Prior years' levies	_____	
(3) Total primary property taxes	\$ _____	
B. Secondary property taxes		
(1) Current 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	1.6637	1.5795
(3) Total city/town tax rate	<u>1.6637</u>	<u>1.5795</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 2021**

SOURCE OF REVENUES	ESTIMATED REVENUES 2020	ACTUAL REVENUES* 2020	ESTIMATED REVENUES 2021
SPECIAL REVENUE FUNDS			
Intergovernmental	\$	\$	\$
Payment in Lieu of Taxes	35,617	35,617	35,158
Interest Income	500	500	150
	\$ 36,117	\$ 36,117	\$ 35,308
Total Special Revenue Funds	\$ 36,117	\$ 36,117	\$ 35,308
TOTAL ALL FUNDS	\$ 36,117	\$ 36,117	\$ 35,308

* 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 2021**

FUND	OTHER FINANCING 2021		INTERFUND TRANSFERS 2021	
	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 2021**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
SPECIAL REVENUE FUNDS				
Revitalization District	\$ 227,500	\$	\$ 199,650	\$ 220,050
Total Special Revenue Funds	\$ 227,500	\$	\$ 199,650	\$ 220,050
TOTAL ALL FUNDS	\$ 227,500	\$	\$ 199,650	\$ 220,050

* 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 2021**

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2020	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2020	ACTUAL EXPENDITURES/ EXPENSES* 2020	BUDGETED EXPENDITURES/ EXPENSES 2021
Revitalization District				
Special Revenue Funds	\$ 227,500	\$	\$ 199,650	\$ 220,050
Department Total	\$ 227,500	\$	\$ 199,650	\$ 220,050

* 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 2021**

FUND	Full-Time Equivalent (FTE) 2021	Employee Salaries and Hourly Costs 2021	Retirement Costs 2021	Healthcare Costs 2021	Other Benefit Costs 2021	Total Estimated Personnel Compensation 2021
SPECIAL REVENUE FUNDS						
Downtown Revitalization	None	\$	\$	\$	\$	\$
Total Special Revenue Funds		\$	\$	\$	\$	\$
TOTAL ALL FUNDS		\$	\$	\$	\$	\$

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

**PROPOSED BUDGET
07/01/2020 - 06/30/2021**

	FY2020 Year End		Proposed	
	FY2019 Actuals	Estimate	FY2021 Budget	
REVENUE BUDGET				Notes
Property Owner Tax Assessments	\$ 150,531	\$ 155,934	\$ 155,934	a
Municipalities Payments in Lieu of Tax	34,772	35,617	35,158	b
Contribution/Grant	-	-	-	c
Interest Income	1,219	600	150	
Carryforward (Fund Balance)	94,538	107,862	100,363	
Total Income	\$ 281,060	\$ 300,013	\$ 291,605	
EXPENDITURE BUDGET				Notes
Management & Administration	\$ 158,500	\$ 176,500	\$ 176,500	d
Professional Services	13,206	10,500	10,700	e
Overhead	1,492	2,650	2,850	f
One Time Infrastructure Project	-	10,000	-	g
Contingency	-	-	30,000	
Total Expenditures	\$ 173,198	\$ 199,650	\$ 220,050	
Balance	\$ 107,862	\$ 100,363	\$ 71,555	

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)

FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT & REVITALIZATION DISTRICT

PROPOSED BUDGET

	FY2019 Actuals 07/01/18-06/30/19	FY2020 Budget 07/01/19-06/30/20	FY2020 Year End Estimate 07/01/19-06/30/20	Flat Revenue FY2021 Budget 07/01/20-06/30/21
INCOME				
BID Property Owner Tax Assessments	\$ 150,531	\$ 155,934	\$ 155,934	\$ 155,934
City of Flagstaff (in lieu of tax assessment) July	9,422	9,895	9,895	9,863
Cococino County (in lieu of tax assessment) July	25,350	25,722	25,722	25,295
Interest Income	1,219	500	600	150
Carry Forwards	94,538	106,798	107,862	100,363
Total Income	\$ 281,060	\$ 298,849	\$ 300,013	\$ 291,505
EXPENSES				
Management (Administration)	\$ 158,500	\$ 181,600	\$ 176,500	\$ 176,500
Overhead				
Dues/Subscriptions (e.g. International Downtown Association)	-	450	450	450
Insurance (property, liability, worker's comp.)	1,492	1,800	1,600	1,800
Advertising (newspaper)	-	600	600	600
Overhead	1,492	2,850	2,650	2,850
Professional Services				
Contract Clerk & Treasurer	3,256	3,500	3,500	3,500
Bookkeeping	622	1,400	1,200	1,200
Accounting (annual audit)	5,500	5,650	3,300	3,500
Legal Counsel (board meetings, issues, heritage square legal review)	3,828	2,500	2,500	2,500
Professional Services	13,206	13,050	10,500	10,700
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
Total Expenses	\$ 173,198	\$ 227,500	\$ 199,650	\$ 220,050
Net Income/Carry Forward	\$ 107,862	\$ 71,349	\$ 100,363	\$ 71,555
Minimum Fund Balance (25% of Ongoing Revenues)				\$ 47,811