

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

Tuesday, April 9, 2024 – 10:00 AM

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 Dave Stilley called the Regular Meeting of April 9, 2024 to order at 10:00 a.m.

2. Roll Call

Chairman Dave Stilley (virtually)
Vice Chairman Steve Chatinsky (virtually)
Member Patricia Ginsberg (virtually)
Member Jerry McLaughlin (virtually)
Member John VanLandingham (virtually)

Others present: District Attorney Rose Winkler, District Clerk Stacy Saltzburg, District Treasurer Brandi Suda

3. Approval of Minutes from the Special Meeting of January 9, 2024

Member Jerry McLaughlin moved to approve the minutes of January 9, 2024; seconded by Member Patty Ginsberg; passed unanimously.

4. Acceptance and Approval of Monthly Financial Reports

- A. September 2023
- B. October 2023
- C. November 2023
- D. December 2023

Ms. Suda stated that she discovered an error in the reports where the tax payments were coded incorrectly. She requested that the approval of the reports be postponed to the next meeting to allow her time to work with the accountant to make the needed corrections. She added that the reports are otherwise accurate she just wanted to have the numbers reflected within the report correctly.

5. Consideration and Approval of FY2023 Reviewed Financial Statement and Annual Report

Ms. Suda stated that the reviewed financial statements and annual report were included in the packet. She briefly reviewed the reports. She noted that the District tried to run a flat budget and they were able to accomplish that this year.

Member Ginsberg asked Ms. Suda how the budget compared to years past. Ms. Suda stated that it was very similar to prior years in terms of expenditures and revenues.

Member John VanLandingham moved to accept the FY2023 Financial Statement and Annual Report; seconded by Member Jerome McLaughlin; passed unanimously.

6. Consideration and Adoption of Resolution No. 2024-01: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District amending Section 3 of Resolution No. 2016-01 adopted on April 5, 2016, with regard to authorized signatories

District Attorney Rose Winkler explained that the resolution would update the signatories for the District and set the dollar thresholds for the needed signers.

Vice Chairman Steve Chatinsky moved to adopt Resolution No. 2024-01; seconded by Member Jerome McLaughlin; passed unanimously.

7. Consideration and Approval of Payment of the Semi-Annual Payment to the FDBA in the amount of \$88,250.

Member Patty Ginsberg moved to approve the payment of the semi-annual payment to the FDBA in the amount of \$88,250; seconded by Vice Chairman Steve Chatinsky; passed unanimously.

8. Consideration and Approval of payment for the FDBIRD Renewal Pamphlet

Ms. Saltzburg stated that the invoice was under the \$10,000 threshold necessary for Board approval and the payment had already been made. There was no formal action needed.

9. Review of 2024 Budget Calendar

Ms. Suda reviewed the schedule for the meetings needed to adopt the District's budget and property tax assessment. The Board did not have any concerns about the dates and Ms. Saltzburg would send out meeting appointments to hold the dates.

10. FDBA Director Report (if applicable)

There was no report. Member VanLandingham reported that the FDBA was working to put a final offer together and was hopeful to have a new Executive Director soon.

11. 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 was no public in attendance.

12. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of April 9, 2024 adjourned at 10:15 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk

DRAFT