

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

Tuesday, April 11, 2023 – 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 11, 2023 to order at 10:01 a.m.

2. Roll Call

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

Others present: District Attorney Ashley DeBoard; District Clerk Stacy Saltzburg

3. Approval of Minutes from the Regular Board meeting of January 31, 2023.

It was requested Ms. Patty Ginsberg be noted as in attendance at the meeting as a potential board member.

Member John VanLandingham moved to approve the minutes from the Regular Board meeting of January 31, 2023 as amended; seconded by Member Jerome McLaughlin; passed unanimously.

4. Acceptance and Approval of Monthly Financial Reports.

- A. November 2022
- B. December 2022
- C. January 2023

Ms. Suda stated that the reports looked good and there was nothing of concern. Vice Chairman Chatinsky stated that the final number in 2023 was about \$10,000 less than 2022. Ms. Suda explained that it is more of a timing issue with payments made and tax collection coming in. There is an influx of revenue in November and then again in April or May.

Member John VanLandingham moved to approve the monthly financial reports as presented; seconded by Member Jerome McLaughlin; passed unanimously.

5. Acceptance of FY2022 Financial Statement and Annual Report

Ms. Suda stated that they are required to file the FY2022 Financial Statement and Annual Report with the County on an annual basis. The Annual Report references the reviewed financial

statements. They ended the year with expenditures exceeding revenues by \$973; they try to focus on a zero or net income and they came really close. They had a higher than usual delinquent property taxes that had not been collected from the state; usually there is around \$5,000 in delinquencies but this year it was \$10,000. Most of that has been collected since June 30 but it is something that we will keep our eye on to see if it is a trend or just a one-time occurrence. They have a track record of collecting everything in prior years.

Vice Chairman Chatinsky asked if there is no payment on the taxes how that is accounted into the next year's budget. Ms. Suda stated that the delinquency can be offset by the fund balance or future adjustments to the tax rates.

Member John VanLandingham moved to accept the FY2022 Financial Statement and Annual Report; seconded by Member Jerome McLaughlin; passed unanimously.

6. Consideration and Approval of Payment of the Semi-annual Payment to the FDBA in the Amount of \$88,250.

Member VanLandinghal stated that the management contract in place with the Flagstaff Downtown Business Alliance provides services for the District.

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

7. Review of 2023 Budget Calendar

Ms. Suda reviewed the calendar and timeline for budget adoption.

8. FDBA Director Report (if applicable)

Ms. Madeksza was unable to attend the meeting but provided the attached materials for the Board to review.

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.

There were no members of the public in attendance.

10. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of April 11, 2023 adjourned at 10:25 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk