

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

Tuesday, May 23, 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 Special Meeting of May 23, 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. Acceptance and Approval of Monthly Financial Reports.

- A. February 2023
- B. March 2023
- C. April 2023

Ms. Suda noted that the reports all looked good with no concerns.

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

4. Consideration and Adoption of Resolution No. 2023-02: 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 2023-2024; 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

Ms. Suda explained that the resolution is for the tentative budget adoption and will start the budget process and tax assessment. The tentative budget sets the maximum appropriation for the District. Final adoption of the budget will occur at a special meeting on June 6, 2023. Following final budget adoption, the tax assessments will be adopted by resolution as well on June 20, 2023.

Ms. Suda reviewed the budget document and noted that everything is right on track for payments in lieu from Coconino County and the City of Flagstaff. The largest portion of the expenditures is the management fee for the Downtown Business Alliance (DBA), and there are other costs related to dues, insurance, advertising, as well as contracting services. The budget is based on a flat revenue assessment meaning that the District will collect the same dollar amount as the prior year. With a flat revenue for the District that means the overall rate will be decreasing from 1.4960 to 1.4767.

Member McLaughlin asked about the increase in legal expenses. Ms. Suda stated that there was additional funding budgeted in anticipation of additional legal services related to the renewal of the District.

Member McLaughlin also requested information about the services provided by the DBA. Ms. Madeksza stated that she can provide the Board with a copy of their budget and provide information on their work program and expenditures.

Member VanLandingham noted that it will be their tenth vote on the budget and tax rate, of that ten, only one has had an increase in revenue. It demonstrates that the District has been good stewards of the intent of the district and there is a lot to show for those efforts. Ms. Suda stated that if property values continue to increase they will likely be able to continue with a flat revenue approach.

Ms. Suda also noted that there was discussion at the last meeting about delinquent tax assessments; to date, they have collected everything through the 2022 assessment and that there is a little over \$27,000 to collect for the 2023 assessment.

Member Jerome McLaughlin moved to adopt Resolution No. 2023-02; seconded by Member Patty Ginsberg; passed unanimously.

5. Authorization to reschedule the regularly scheduled Board meeting of July 11, 2023, to June 20, 2023.

Member Patty Ginsberg moved to reschedule the regularly scheduled Board meeting of July 11, 2023 to June 20, 2023; seconded by Member Jerome McLaughlin; passed unanimously.

6. FDBA Director Report

Ms. Madeksza reported that there will be over 150 free, family friendly activities held downtown through the end of September. Activities include:

First Friday Artwalk on the first Friday of each month.

Kids Squared on Tuesdays and Thursdays; includes hands on activities in partnership with Lowell, Museum of Northern Arizona, and Willow Bend.

Live music on the Square on Thursdays, Fridays, and Sundays.

Movies on the Square through Labor Day weekend.

The intention is to bring people downtown and they are focusing on keeping as many events free as possible. People are looking at the economy experience of traveling with their money being used for eating and shopping, the activities in downtown enhance that experience and gives travelers something to do. She also stated that they are heading into summer with a focus on the aesthetic of downtown with attention on curbs, cinders, broken tree grates, etc. They are

working with the Public Works team on these efforts and with the Police Department on making sure downtown is safe and secure.

Ms. Madeksza indicated that she has been part of conversations with residents about downtown music and bar noise. They are working on developing a compromise to help businesses be successful while maintaining downtown as a place that people also want to live. There will be a proposal for the DBA Board and City Council in the next few months.

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.

There were no members of the public in attendance.

8. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement District of May 23, 2023 adjourned at 10:37 a.m.

Chairman

ATTEST:

Stacy Saltzburg, District Clerk