

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

**Tuesday, May 29, 2018 – 10:00 AM
Staff Conference Room - Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

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 meeting of May 29, 2018, to order at 10:00 a.m.

2. Roll Call

MEMBERS PRESENT:

Chairman David Stilley
Vice Chairman Karen Kinne-Herman
Member Steve Chatinsky
Member John VanLandingham

MEMBERS ABSENT:

Member Antoinette Beiser

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Elizabeth Burke; FDBA Executive Director Terry Madeksza.

3. Approval of Minutes of the Board Meeting of April 3, 2018.

Member Chatinsky moved to approve the minutes of the Board Meeting of April 3, 2018; seconded; passed unanimously.

4. Approval of Financial Statements:

- A. January 2018
- B. February 2018

Vice Chairman Kinne-Herman moved to approve the Financial Statements of January and February 2018; seconded; passed unanimously.

5. Consideration and Adoption of Resolution No. 2018-01 - 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 2018-2019; ADOPTING A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND EXPENDITURES; THE AMOUNT PROPOSED TO BE RAISED BY DIRECT PROPERTY TAXATION; AND GIVING NOTICE OF THE TIME FOR HEARING TAXPAYERS

Ms. Suda stated that the resolution has a proposed budget that maintains a flat rate, which will provide an extra \$14,000 that will go into the contingency fund.

Member Chatinsky moved to adopt Resolution No. 2018-01; seconded; passed unanimously.

6. Report by FDBA Director Terry Madeksza.

Ms. Madeksza distributed a quarterly report and reviewed a few of the highlights, which included:

Parking revenues continue to be higher than anticipated. She has prepared a spreadsheet through May 23, 2018, that shows weekly, weekend, monthly comparisons. She said that they are headed into the busy season and by the end of this reporting period (October) they will have over \$1 million in revenues.

She said that the DBA distributed a survey to downtown businesses asking their thoughts about the parking program. It was sent to 280 stakeholders and they had a strong response of 35%. She said that what surprised her the most was that the number one issue facing their businesses was minimum wage, not parking.

She said that the Clean Team continues to do great work. She is hearing a lot from the stakeholders that the downtown is looking better.

Ms. Madeksza reported that a few weeks ago the City Council was discussing the possible repeal of the camping ordinance in the City. She said that the DBA mobilized and they had board members attend the meeting and people writing letters and she was pleased to say they were successful in ensuring that the camping ordinance stays in effect as written.

With regard to marketing and communication, she said that they have been communicating to not only the downtown stakeholders but the general population. She said that they have launched the new website which looks great. It has been built to be the #1 resource to anyone coming downtown. They are now creating a monthly calendar of events. She said that the calendar goes to all of their businesses every other week.

She said that they just held their first *Movies on the Square* last Saturday and it was, by far, the busiest first moving since she came. She said that the crowds come for more than the movie. They are setting up at 4:00 p.m. with games and they have interactive activities with sponsors and partners. She said that 60-70% of those attending were locals.

Vice Chairman Kinne-Herman asked about the status of the tables and chairs for the square. Ms. Madeksza replied that they have been ordered. She said that she will be writing a press release. They are red bistro sets, 10 to 12 to start, and they encourage people to linger. She said that the tables/chairs will be out every day, and they were sponsored by Kinney Construction.

Chairman Stilley asked Ms. Madeksza how her meeting with the Mayor went. Ms. Madeksza replied that he was referring to the fact that there have been different entities talking about projects downtown and no one is talking to each other or have been talking to the DBA so she and Member VanLandingham met with the Mayor. She emphasized the importance of having the DBA and the FDBIRD Board in those conversations. She said that the discussion went well and she focused on the need of the DBA to be at the table.

She said that she also discussed with the Mayor the process and opportunity for the DBA and FDBIRD to participate in selecting the next City Manager.

Discussion was held on the fact that sometimes things occur in the Planning Department that others are not aware of. Ms. Madeksza said that she works a lot with Karl Eberhard, but she will be meeting this week with the Planning Department staff to try and improve that relationship.

Brief discussion was held on the fact that the City and County are no longer working together on a joint courthouse and the City is moving forward with building a courthouse at the APS building site and providing parking at the old courthouse site. She and Mr. VanLandingham met with the City Manager and the head of NAIPTA to discuss how they could improve communication. She said that the Shumways (Marriott) were also interested in the old courthouse building site and they conveyed that they would like to connect the Shumways with the City. She said that their efforts are to not miss an opportunity to have the best project possible for that gateway into downtown.

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.

None.

8. Report of Board of Directors.

None.

9. Adjournment

The Special Meeting of the Flagstaff Downtown Business Improvement and Revitalization District Board held May 29, 2018, adjourned at 10:31 a.m.

David Stilley, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk