

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

**Thursday, June 2, 2022 – 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 12, 2022 to order at 10:06 a.m.

2. Roll Call

**MEMBERS PRESENT:**

Chairman Dave Stilley (virtually)  
Vice Chairman Steve Chatinsky (virtually)  
Member Jerry McLaughlin (virtually arrived at 10:30)  
Member John VanLandingham (virtually)

**MEMBERS ABSENT:**

Member Karen Kinne-Herman

Others present: District Attorney Ashley DeBoard and her law partner MJ Vuinovich; District Treasurer Brandi Suda; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

Chairman Stilley reordered the agenda and took Items 4 and 5 before Item 3.

3. Consideration and Adoption of Resolution No. 2022-01: 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 2022-2023; 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 stated that the resolution adopts the tentative budget which sets the maximum appropriation of what the District can spend. This is the start of the budget process; in two weeks a public hearing will be held along with the adoption of the budget. Two weeks following adoption of the budget the Board will meet again to adopt a resolution that adopts the tax assessment for the District.

At this time, Ms. Suda reviewed the budget attachments and modified the budget in response to the Board's requested adjustments related to marketing and outreach as well as increasing the legal services budget in anticipation of the District renewal process. She noted that the contingency fund allocation could be reduced to accommodate the requested changes.

**Chairman Dave Stilley moved to adopt Resolution No. 2022-01 with the addition of \$5,000 for outreach and \$7,500 for legal services.; seconded by Member Steve Chatinsky; passed unanimously.**

4. Authorization to reschedule the regularly scheduled Board meeting of July 12, 2022, to June 30, 2022.

**Member John VanLandingham moved to reschedule the regularly scheduled Board meeting of July 12, 2022, to June 30, 2022; seconded by Member Steve Chatinsky; passed unanimously.**

5. Discussion regarding upcoming renewal of the Flagstaff Downtown Business Improvement and Revitalization District

Ms. DeBoard stated that she was approached by Ms. Madeksza about the process and timeline for renewing the ten year term of the District. Formation of the District occurred in February 2014 and special taxing districts sunset after ten years unless renewed. She felt that it was important to discuss this process in advance of approving the tentative budget as it may need to be adjusted to accommodate additional outreach and support for the renewal.

Renewing the term of the District requires a resolution adopted by Flagstaff City Council. There does not appear to be a need to hold an election to renew the existing tax rate which is good but there may be additional funding resources needed for outreach and education to the Council and the downtown community.

Chairman Stilley asked how much lead time may be needed. Ms. DeBoard noted that it is variable and difficult to determine. She believes that details should be firmed up through the fall and spring of 2023. She suggests going before Council with the resolution around October of 2023.

Member VanLandingham noted that there is interest by the Southside to form a similar district and it may be an opportunity for them to use the timing to their advantage.

Ms. Madeksza offered that being ready to go to Council in 2023 with outreach in the spring and summer it will be necessary to have materials finalized and ready to go by the end of January. In terms of coordinating and educating Council, it is entirely possible that there will be a whole new Council following the election in November 2022. Conversations with the councilmembers who will remain in 2023 will begin now and heavy efforts will be directed toward candidates and then the newly elected members. She can add the topic to her regularly scheduled meetings with the members of the City Council.

Chairman Stilley asked if there is an estimated cost for outreach materials. Ms. Madeksza recommended formal and professional printing and suggested somewhere in the range of \$3,000 to \$5,000 may be needed for those costs.

The Board agreed that \$5,000 should be added to the budget in preparation for the outreach efforts.

Ms. DeBoard noted that there will likely be increased legal costs due to the research and review needed. The current budget covers the day-to-day expenses and she suggests an additional \$7,500 be added to accommodate those potential costs.

The Board agreed that \$7,500 should be added to the budget in for potential increased legal costs.

6. FDBA Director Report

Ms. Madeksza reported that the FY21-22 Park Flag Annual Report should be completed by the end of the week. Even though the program was suspended for a year the lock box remained untouched with a balance of \$814,119. Once the report is completed she will distribute it to the Board.

Ms. Madeksza is working to get involved in the hospital relocation efforts and looking for infill and redevelopment opportunities of the current site. Northern Arizona Healthcare is meeting with the DBA Board and the hope is to have some meaningful influence on the future use of the site. NAH will be coordinating with the Downtown Vision consultant team to assist with outreach, coordination, and the like.

Police Department staffing is down about 40% but the downtown walking beat has remained active. There has been an increase in nuisance behavior and having police resources available to assist is incredibly helpful. However, one of the main challenges is that there is very little ability to trespass someone off public property. The DBA is looking into a creative approach where they pull an event permit for Heritage Square and program more events during the daytime and evening. The permit gives the police an additional tool to enforce and trespass people for their behaviors due to their impact on a permitted event. There is no intention to pull a permit and not have an event or activities; there should be no shortage of planned events and activities as there is already a full event season planned for the summer. There are activities planned every Tuesday through Sunday downtown; events include Movies on the Square, First Friday Art Walk, Summer Concert Series, Kids Squared, the Community Market, Dancing on the Square, Spin on the Square, and Yoga on the Lawn.

Ms. Madeksza stated that stakeholder meetings have resumed under a different format. They will meet monthly instead of weekly, and all property and business owners are encouraged to attend. At the last meeting there were around 30 businesses represented which is a significant increase over prior meetings.

The Clean Team continues to do great work with seven-day service throughout the summer; power washing operations have also resumed. And lastly, she will be working to schedule meetings with DBA and FDBIRD board members to meet with mayoral and council candidates.

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 Regular Meeting of the Flagstaff Downtown Business Improvement District of June 2, 2022 adjourned at 11:00 a.m.

ATTEST:

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Chairman

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Stacy Saltzburg, District Clerk