

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

**Tuesday, June 25, 2019 – 10:00 AM
Council Offices - 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

Vice Chairwoman Karen Kinne-Herman called the Regular Meeting of June 25, 2019 to order at 10:03 a.m.

2. Roll Call

MEMBERS PRESENT:

Vice Chairwoman Karen Kinne-Herman
Member Steve Chatinsky
Member John VanLandingham

MEMBERS ABSENT:

Chairman David Stilley
Member Jerry McLaughlin

Others present: District Attorney Dana Kjellgren; District Treasurer Brandi Suda; District Clerk Stacy Saltzburg; FDBA Director Terry Madeksza

3. Approval of Minutes of the Special Board Meeting of June 11, 2019.

Member Steve Chatinsky moved to approve the minutes of the June 11, 2019; seconded by Member John VanLandingham; passed unanimously.

4. Consideration of Resolution No. 2019-07: A resolution of the District Board of the Flagstaff Downtown Business Improvement and Revitalization District of Flagstaff adopting the Property Tax Assessments for FY2019-2020.

Vice Chairwoman Karen Kinne-Herman moved to read Resolution No. 2019-07 by title only; seconded by Member Steve Chatinsky; passed unanimously.

A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT OF FLAGSTAFF ADOPTING THE PROPERTY TAX ASSESSMENTS FOR FY2019-2020

Member John VanLandingham moved to adopt Resolution No. 2019-07; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.

5. Consideration and Action: Amendment Two to Agreement between Flagstaff Downtown Business Improvement and Revitalization District and Flagstaff Downtown Business Alliance.

Member VanLandingham stated that the proposed contract amount would increase by \$18,000 and leaving \$5,000 in the contingency fund. This will leave the District in a better fiscal position at the end of the year as well as cover any additional services of the Flagstaff Downtown Business Alliance.

Member Steve Chatinsky moved to approve amendment two to the agreement between the Flagstaff Downtown Business Improvement and Revitalization District and the Flagstaff Downtown Business Alliance; seconded by Vice Chairwoman Karen Kinne-Herman; passed unanimously.

6. Discussion: Development of District Attorney Request for Proposals.

Ms. Kjellgren stated that it is time to prepare a Request for Proposals (RFP) for District legal services. She can prepare the request but would like to have it reviewed by a Board member prior to release. She also indicated that a review committee will need to be formed to review the proposals and make a recommendation to the Board.

Vice Chairwoman Kinne-Herman and Member Chatinsky indicated that they are available to review the RFP prior to release as well as serve on the review committee.

Vice Chairwoman Kinne-Herman asked what the timeframe is for selection. Ms. Kjellgren stated that it would be ideal for completion by September so a possible recommendation can be made at the October meeting.

7. FDDB Director Report

Ms. Madeksza stated that she, Member VanLandingham, and Vice-Chairwoman Kinne-Herman participated on an interview panel for the four City Manager candidates. It was an interesting pool of candidates and the City Council is hearing reports from the various panels today. It is anticipated that a decision will be made in the near future. She also reported that Shannon Anderson has been appointed as the new Deputy City Manager; Ms. Anderson was the former Human Resources Director.

Ms. Madeksza reported that there is a draft Partner Agreement for the Downtown Visioning Plan that is being reviewed by various partner agencies. Once the edits have been received and incorporated she will be presenting the draft to Council for consideration and approval at their meeting of July 2, 2019. Once the City Council has approved the agreement, an RFP will be developed to advertise for a consultant to guide the process. This is important for stakeholders to get excited about as it is the first time the downtown will be involved with the City and NAIPTA to develop a unified vision and to shape the future of downtown.

Lastly, Ms. Madeksza stated that Movies on the Square are well underway and the crowds are very strong. She is currently about \$5,000 short of her sponsorship goal which she continues to work on. The Downtown Business Alliance is working on their budget and priorities for the coming fiscal year.

8. 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.

Member VanLandingham reported that when the Special Improvement District was formed for the beautification of downtown, sales tax was collected by the City and the District was able to review their sales tax data. Now that sales tax is handled by the Arizona Department of Revenue (ADOR) that access has been eliminated. He is not sure what solution there might be to this issue, but it would be helpful to have this information as the District makes decisions.

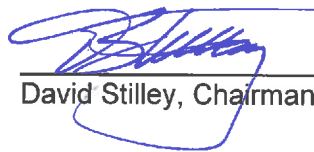
Ms. Madeksza stated this is not an issue specific to Flagstaff and there are other entities that are struggling with the same thing. There is an Intergovernmental Agreement that some cities have worked on to try and get this data from the Department of Revenue and into a program that can translate the data into these types of reports. The software does not currently exist.

Member VanLandingham asked how the District might be able to request that the issue be resolved. Ms. Madeksza indicated that it is something that would need to be done through the City Manager and Deputy City Manager.

Vice Chairwoman Kinne-Herman stated that it may be helpful for the Board to make a formal request of the City. She requested that the item be added to the October agenda for further discussion and direction.

9. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of June 25, 2019 adjourned at 10:24 a.m.



David Stilley, Chairman

ATTEST:



Stacy Saltzburg, District Clerk