CITY OF
FLAGSTAFF

Office of the City Clerk

10/28/2026

Housing Solutions of Northern Arizona
Attn: Devonna McLaughlin (CEO)
1500 E. Cedar Ave. # 86
Flagstaff, AZ. 86004

Dear Ms. McLaughlin,

Your application for a Class B Bingo License for the Housing Solutions of Northern Arizona located at 1500 E. Cedar Ave, # 86, was **posted on September 9, 2024.** The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **Tuesday, November 3, 2026, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference (Teams Meeting) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Arizona Department of Revenue and at 602-716-7801 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's Bingo license application hearing procedures.

If you have any questions, please email me at Stacy.Saltzburg@flagstaffaz.gov

Sincerely,

Stacy Saltzburg
City Clerk's Office

Enclosures

City of Flagstaff

Bingo License Application
Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.

2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.

3. Should you wish to address Council about your application you are allotted time to do so after the staff presentation. You are not required to speak but we want to make you aware of the opportunity. Please inform our office if you plan on speaking so we can inform the presiding officer.

4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.

5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. You are not required to do this, but we want to make you aware of the opportunity. Please inform our office if you wish to make a statement. During this statement, Council may ask additional questions of the Applicant.

6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.

7. The presiding officer will then close the public hearing.

8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

FLAGSTAFF POLICE DEPARTMENT
911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001• (928) 779-3646
ADMIN FAX (928)213-3372
TDD 1-800-842-4681

Police Chief
Sean P. Connolly

MEMORANDUM

Memo #26-046

TO: **Stacy Saltzburg**

FROM: **Detective Hyde #600**

DATE: **October 28, 2026**

RE: **New Application – Class B Bingo License Application – Housing Solutions of Northern Arizona**

On October 28th, 2026, I initiated an investigation into a new application for a Class B Bingo License from Matt Bruten on half of Housing Solutions of Northern Arizona. Brenda Silveus (Manager), Kathleen Gimenez (Proceed Coordinator), Amanda Guay (Supervisor), Stacie Stotts (Assistant), and Jennifer Sharp (Assistant) were all listed on the application as persons responsible for the conduct of any game of bingo on behalf of Housing Solutions of Northern Arizona located at 1500 E Cedar Ave Ste. 86, Flagstaff, AZ 86004.

I conducted a query through local systems on Brenda, Kathleen, Amanda, Stacie, and Jennifer. I discovered no derogatory records.

Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk

From: Reggie Eccleston, Code Compliance Manager

CC: Michelle McNulty, Planning Director

Date: October 28,2026

Re: Class B Bingo License Application
1500 E Cedar Ave. Ste. 86, Flagstaff, Arizona 86004
Assessor's Parcel Number 109-05-001J
Matt Bruten on behalf of Housing Solutions of Northern Arizona

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This application is a request for a Class B Bingo license by Matt Bruten on behalf of Housing Solutions of Northern Arizona. This business is located within the Community Commercial district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

5-413. License classification; requirements

A. A class A license may be issued to a person for the conduct of bingo games for which the gross receipts do not exceed $75,000 per year. A class A license shall not be issued to a person who holds a license issued pursuant to title 4 except a club license issued pursuant to section 4-205. For a class A license:

1. Any person may apply as prescribed in this article.

2. The manager, proceeds coordinator, supervisor and assistant are not required to be members or new members.

3. The reporting period is one year, coinciding with the term of the license.

B. A class B license may be issued to a qualified organization for the conduct of bingo games for which the gross receipts do not exceed $500,000 per year. For a class B license:

1. Only a qualified organization may apply.

2. The manager and supervisor shall be members of the licensee.

3. The proceeds coordinator shall be an officer or director and a member of the licensee and is responsible for completion of the required financial report.

4. An assistant shall be a member or new member of the licensee.

5. There are four reporting periods coinciding with the quarters of the term of the license.

C. A class C license may be issued to a qualified organization for the conduct of bingo games for which the gross receipts exceed $500,000 per year. For a class C license:

1. Only a qualified organization may apply.

2. The manager and supervisor shall be members of the licensee.

3. The proceeds coordinator shall be an officer or director and a member of the licensee and is responsible for completion of the required financial report.

4. An assistant shall be a member or new member of the licensee.

5. There are twelve reporting periods coinciding with each month of the term of the license.