



# City of Prescott

## Workforce Housing Committee

December 6, 2023 | 10:00 AM  
201 N. Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### AGENDA

The following Agenda will be considered by the **Workforce Housing Committee** at their meeting to be held **December 6, 2023**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
  - A. Approval of the November 1, 2023 Workforce Housing Meeting Minutes.  
**Recommended Action: MOVE to approve the minutes as presented**
  - B. Approval of the November 8, 2023 Workforce Housing Meeting Minutes.  
**Recommended Action: MOVE to approve the minutes as presented**
  - C. Presentation and Discussion Regarding the Workforce Housing Committee Recommendations to Council.  
**Recommended Action: MOVE to approve list of recommendations and Outreach Plan Documents**
  - D. Presentation and Discussion Regarding Future Agenda Items.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
4. **UPDATES**
  - A. Staff Announcements
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));

- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

#### **CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 12/1/23 at 3:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 6 Workforce Housing Committee Meeting  
DATE: December 6, 2023  
DEPT: City Manager  
ITEM #: 3.A  
SUBJECT: Approval of the November 1, 2023 Workforce Housing Meeting Minutes.

## ITEM SUMMARY

Minutes taken at the November 1, 2023 WHC Meeting.

## BACKGROUND

None

## FINANCIAL IMPACT

None

## RECOMMENDED ACTION

MOVE to approve the minutes as presented

## ATTACHMENTS

1. November 1, 2023 WHC Minutes



# City of Prescott

## Workforce Housing Committee

November 1, 2023 | 10:00 AM

201 N. Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

Chair Fann called the meeting to order at 9:59am.

#### 2. ROLL CALL

Mike Fann - Chair

Jonathan Rocha - Vice Chair

Nicole Kennedy - Member

Randy Goodman - Member

Arnold Urias - Member

Anthony Teeters - Member

#### 3. DISCUSSION & ACTION ITEMS

- A. Approval of the October 4, 2023 Workforce Housing Committee Meeting Minutes.

**MOTION BY COMMITTEE MEMBER KENNEDY TO APPROVE OCTOBER 4, 2023 MEETING MINUTES; SECONDED BY COMMITTEE MEMBER TEETERS: PASSED (6 - 0)**

- B. Approval of the October 16, 2023 Workforce Housing Committee Study Session Meeting Minutes.

**MOTION BY COMMITTEE MEMBER URIAS TO APPROVE OCTOBER 16, 2023 MEETING MINUTES; SECONDED BY VICE CHAIR ROCHA: PASSED (6 - 0)**

- C. Discussion and Presentation Regarding the Workforce Housing Survey Results.

Staff Liaison Fraser gave an overview of the organizational survey results.

Member Kennedy asked what percentage of the workforce was represented by the 9 organizations that completed the survey.

Staff Liaison Fraser stated that the survey was sent to 15 stakeholder organizations, including the Chamber of Commerce, with a request that the survey be forwarded to their membership bases. Therefore, it is unknown how many organizations actually received the survey, just that 9 were completed.

Chair Fann asked for the number of employees represented by each responding organization.

Staff Liaison Fraser stated that staff would reach out and request that

information from the responding organizations.

Vice Chair Rocha asked if there was any timeframe associated with the question about total units needed.

Staff Liaison Fraser stated it did not specifically ask.

Vice Chair Rocha stated that it's likely the immediate need.

Staff Liaison Fraser gave an overview of the employee survey results.

Chair Fann asked what the \$1474 average monthly payment included.

Staff Liaison Fraser stated that some responders put in a number that they mentioned included utilities but that the question didn't specify whether it included utilities or not.

Council Liaison Cantelme stated that in a previous meeting with several stakeholders, the total number of units needed was approximately 1,200.

Staff Liaison Fraser stated that the 700 units are just from the organizations that filled out the survey, which did include the hospital and Prescott Unified School District. She stated that there were no healthcare employees that completed the employee survey.

Member Urias asked how many employee surveys were sent out.

Staff Liaison Fraser stated that the survey was sent to the organizations and asked to be distributed to their employees but there was no response from the organizations confirming that they would send it out.

Member Urias asked if the organizations that responded could be contacted and asked for their employee's average income to be considered with the AMI as a base analysis on the capacity to qualify for certain programs.

Staff Liaison Fraser stated that the employee's family and household gross monthly income was one of the questions and that there was a large range. Staff Liaison Fraser said the detailed results would be provided to the committee via email.

D. Presentation & Discussion Regarding the Housing Element for the General Plan.

Staff Liaison Walton gave an overview of the General Plan Housing Element and asked if the committee had specific comments and asked the Committee to focus on broad goals to incorporate into a draft for consideration.

Council Liaison Cantelme asked if any work had been done to look at the pros and cons of a housing authority.

Staff Liaison Walton said staff is looking at it but there are budget constraints

and it would be beneficial to look at 3rd party structures since it isn't feasible for the City at this time.

Council Liaison Cantelme stated she's not advocating for that but would like to learn more about the ins and outs.

Staff Liaison Walton said she'd like to put out a high level document about different options with the impacts and pros and cons.

Council Liaison Cantelme stated the members should look it up because it's very in depth and involved.

Staff Liaison Walton recommended looking at Flagstaff as it is very in depth.

Council Liaison Cantelme asked how many people Flagstaff had in their housing division.

Staff Liaison Walton stated there were around 6.

Member Goodman asked if Prescott Valley had a similar board to the WHC and is staff talking to them.

Staff Liaison Walton stated they did have a workforce board but not a standing committee.

Sandy Griffis from YCCA stated that she was on the Prescott Valley's Mayor-appointed Ad Hoc Housing Committee and it was a 7-8 month process where they met once a month for 3 hours and they created a document that showed the strengths and weaknesses of Prescott Valley. She stated that Prescott Valley had hired an individual to keep that housing moving along. She said they are working with the County on A Home of My Own program as low hanging fruit. She stated they are looking to move lots out of floodplains and making adjustments for manufactured housing. She stated the average salary for general construction labor is about \$41,000. She also included that she forwarded the survey to over 400 companies, so she was disappointed that only 9 organizations responded.

Member Goodman asked if there was a possibility of getting involved with projects outside the city limits if they are working with other workforce committees.

Chair Fann stated that the committee should be corroborating with regional committees as they are all working on the same issue.

Member Urias stated that the Williamson Valley Fire Chief is looking to adjusting schedules to assist with commuting. He said the essence of success will be in how the committee works with the County. He stated that there needs to be more than just the A Home of My Own program. He said the message needs to be unified to the County. He stated a rehabilitation effort would be beneficial within the City and that neighborhoods should be identified to determine if they would qualify for an incentive. He said getting the message to the County and revitalization within the City should be focuses.

Staff Liaison Walton stated that the general plan does address some of those concerns.

Member Goodman asked how the committee can reach out to other committees.

Staff Liaison Walton stated that it's on the short term goal list to reach out as a committee to stakeholders including other municipalities. She stated that in the general plan they could include regional partnerships.

Member Goodman asked how the committee could do the outreach.

Staff Liaison Walton stated that meetings can be organized with municipalities.

Member Goodman asked if there is funding within the City, could that funding be taken outside of the area?

Staff Liaison Walton stated that revenue streams would be a long term goal but that's not generally going to be the City's contribution. The City's contribution will be as a leader in the region.

Member Goodman asked if there is a land lease option with developers.

Chair Fann asked that the committee stay on the topic of the general plan at this point. He stated that they need to be discussing contributions to the general plan and that the general plan is dated and was going in the wrong direction. He recommended setting up a subcommittee to spend 2-3 hours going through the document and red lining it.

Staff Liaison Walton stated that staff would like to update the outdated information first and that staff had information that would assist in the updating. She asked if the committee could discuss the big goals today, such as regional collaboration and rehabilitation efforts. She stated that they can look at ways to remove barriers for developers and that they can look at the general plan as a tool.

Council Liaison Cantelme stated that the County is working on this issue as well and they are researching additional homes for A Home of My Own program. She stated it would be beneficial for the committee to know what units are coming up and that they are on the website. She stated there is a variety of housing options coming open in the next year and a half.

Staff Liaison Walton stated that all of those projects would be market rate and wouldn't help the affordability focus. She then went through a presentation on goals for the committee to consider.

Vice Chair Rocha stated he liked all of the ideas Staff Liaison Walton presented and that the committee does need to impact the General Plan and it's low hanging fruit. He stated the problems are still the same, and they weren't meeting the needs then and the City isn't meeting the needs now. He said that

there hasn't been a dent made in the affordable housing need. He stated that ADUs are low hanging fruit and they could be put into the General Plan. He would like to get into the weeds of the ADU verbiage. He stated that if they come up with verbiage then they should also put in stipulations of how they can look and be built. He stated an overlay district with strong stipulations for manufactured housing should be discussed for the General Plan as well. He stated that the place to start is with zoning and the General Plan is the document to get all of the elements in.

Chair Fann asked for any additional comments.

Council Liaison Cantelme asked what the status was of the ADU verbiage.

Staff Liaison Walton stated that they took the WHC input and used that to create the general verbiage to take to the Planning and Zoning Committee.

Council Liaison Cantelme stated that there is a lot to look into and discuss to work out issues with the verbiage.

Vice Chair Rocha stated that he is proposing that there be some proof requirement showing that a person living in an ADU is part of the workforce.

Planning Manager George Worley stated that focusing and limiting ADUs to workforce housing related uses is much harder than just allowing ADUs. He stated the goal with ADUs is usually just to add housing to the market, which would in turn lower housing costs. He stated there could be deed restrictions but every restriction adds more layers of bureaucracy. He said it must be balanced to have regulations but also make people still want to build them. He stated that having something in the General Plan will give the community something to encourage the Council to focus on the items in the General Plan. He stated that the element should be very explainable to the public of the importance of the element. He stated they are looking into the ADUs and overlay districts and there is a lot to them, but they are working on it and hope to bring it back to the committee within the next month, or two, or possibly beginning of next year.

Vice Chair Rocha asked if they could bring something for ADUs and an overlay within that timeframe.

Manager Worley stated that they could do that.

Member Urias stated that when the implementation phase occurs it's important to think of the underwriting guidelines because it is important to not have conflicts between aggregators and the element.

Chair Fann stated that the units would likely go at market rate.

Member Urias stated that there could be flexibility if there are reasonable incentives. He discussed different possible incentive options.

Chair Fann stated that all of that information goes back to enforcement and

monitoring. He stated it's going to take a commitment from the City to say it is a priority and that they will invest, at least, staff time. He stated that this all starts with the General Plan.

Member Goodman stated that if there is a land lease, then whoever is leasing the land would be responsible for making sure it stays affordable.

Manager Worley stated that it is fairly easy to do during a development agreement and discussed details. He stated that it usually needs to have someone willing to work with the City on a situation like that. He said it's not something the City can initiate but everything is in place to do something like that.

Member Goodman stated that there would be pride of ownership.

Chair Fann stated that it sounds similar to a program in California through a land trust. He stated it's been going on for about 30 years but it starts with money. He said there needs to be outside resources.

Member Goodman asked if a manufactured home could be bought for \$200,000.

Vice Chair Rocha stated that land lease communities are becoming more popular. He stated that the payments are still over \$2,200. He stated there are still things that can be done internally to encourage workforce housing but there needs to be a third party entity involved.

Member Goodman asked how much the land leases were.

Vice Chair Rocha stated that it ranges from \$450 for no amenities to \$850-\$950 a month with a dog park and other amenities.

Council Liaison Cantelme stated that developers won't step up to provide a product if they aren't going to make money. She stated that there could be subsidies but that would be a decision that a private owner would have to choose to make.

Member Goodman stated it would be long term money not money up front.

Council Liaison Cantelme stated that it would be up to the developer if they wanted the profits up front or over time.

Chair Fann stated that, regarding the General Plan, there should be a subcommittee.

Member Kennedy stated that, if possible, it would be beneficial to have ADUs as a smaller footprint. She asked if there could be conditional use verbiage regarding workforce housing that would cause conflict with short-term rentals.

Deputy City Attorney Podracky stated that it would have to be specific to workforce housing or a traditional lease beyond a one-month period.

Manager Worley said it would need to be limited to long term housing and that short-term rentals wouldn't benefit workforce housing.

Mr. Podracky stated he would be interested to see how the Council addresses it and if they are willing to tie it to workforce housing.

Manager Worley said most entities don't try to control ADUs as specifically, but they just see them as additional housing.

Mr. Podracky stated it just allows for more opportunity within the market if people choose to rent them.

Member Urias stated that unintended consequences need to be paid attention to. He stated that Prescott is more likely to attract short-term rentals than Phoenix. He said that short-term rentals in a resort town like Prescott could actually drive the housing costs up.

Staff Liaison Walton asked for a commitment from committee members to be a part of a subcommittee.

Vice Chair Rocha asked if the purpose of a subcommittee's purpose was just for the General Plan.

Chair Fann stated yes, it is to red line the General Plan and bring it back to the committee.

Vice Chair Rocha and Members Teeters and Kennedy volunteered to be part of the subcommittee.

E. Presentation & Discussion Regarding the Definition of Workforce Housing.

Staff Liaison Walton reviewed the resolution that created the Workforce Housing Committee and the definitions of workforce housing from HUD and ULI. She also reviewed what the average take home annually is for City employees and from the Bureau of Land Statistics.

Vice Chair Rocha asked what year the statistics were from.

Staff Liaison Walton stated this data came from this year.

Chair Fann stated that the City of Prescott looks above average but that the monthly affordable rent or mortgage would be around \$1200.

Staff Liaison Walton stated that the point of this discussion is to give the community a sense of what the goal is and what workforce housing means.

Member Kennedy asked Member Urias about subsidizing low income rentals.

Member Urias stated that isn't his area of expertise, but he said it's important that the workforce housing definition not be confused by affordable housing. He

said that the definitions are important but the committee needs to be careful that it does not define their goal. He said they need to look at how many units and what the target demographics are and take those details into consideration or eligibility.

Chair Fann stated that there are different ways to help the situation between physical housing and downpayment assistant programs and the committee doesn't need to limit their scope. He stated that there are two ways to look at helping and that is from the supply side and the consumer side. He said he isn't sure that the committee is ready to define workforce housing. He asked the committee go home and to research on what a committee definition for workforce housing could be.

Member Goodman stated that this is the purpose of the mission statement.

Staff Liaison Walton stated that the committee will be discussing the mission statement and goals and review the definition at the next Study Session.

Chair Fann stated he is not ready to address those now.

Member Urias asked if a City of Prescott email for the WHC would be possible.

Staff Liaison Fraser stated that staff can look into that but there are concerns of open meeting law issues.

Member Urias stated that it would seem more legitimate if emails came from a City email rather than the committee's personal emails.

Chair Fann stated that this was getting off topic.

Member Goodman asked if citizens wrote in about workforce housing would staff send them out to the committee.

Staff Liaison Walton stated yes.

Chair Fann asked the committee to work at home on the definition.

Staff Liaison Walton stated staff would add in definitions at the top of the document with the mission, vision, and goals.

F. Discussion Regarding Possible Future Agenda Topics.

Staff Liaison Walton stated that for the Study Session the committee will review and refine short-term goals.

Staff Liaison Fraser stated that dates were sent out to the committee and the best date for the Study Session would be November 8th from 2:30pm-4:30pm.

Chair Fann stated that he may have to leave early but would be able to attend.

#### **4. UPDATES**

##### **A. Staff Announcements**

Member Goodman asked what the timeline was for the vacancy on the committee to be filled.

Staff Liaison Fraser reviewed the City process to fill a vacancy.

Staff Liaison Walton recommended that the committee reach out to anyone in the community that they feel would be an asset and have them submit an application.

Member Goodman asked if it would be between 60 or 90 days.

Staff Liaison Walton stated that it would likely be around 60 days depending on how the subcommittee decides to choose. She then discussed wanting Mike McInnes to present information he gathered from a Housing Summit he attended and to also discuss CBDG options that may be available.

Chair Fann asked if we could touch base with John Heiney on if he'd like to attend a voting meeting or a study session.

Staff Liaison Walton asked if Mr. Heiney could be at the top of the agenda for the study session.

Chair Fann stated that the sooner the better, so whatever the next available time was for Mr. Heiney.

#### **5. ADJOURNMENT**

Chair Fann adjourned the meeting at 11:48am.

ATTEST:

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MIKE FANN, Chair

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AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 6 Workforce Housing Committee Meeting  
DATE: December 6, 2023  
DEPT: City Manager  
ITEM #: 3.B  
SUBJECT: Approval of the November 8, 2023 Workforce Housing Meeting Minutes.

## ITEM SUMMARY

Approval of the minutes taken at the November 8, 2023 WHC Meeting.

## BACKGROUND

None

## FINANCIAL IMPACT

None

## RECOMMENDED ACTION

MOVE to approve the minutes as presented

## ATTACHMENTS

1. November 8, 2023 WHC Minutes



# City of Prescott

## Workforce Housing Committee

November 8, 2023 | 2:30 PM  
201 N. Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### MINUTES

#### 1. CALL TO ORDER

Chair Fann called the meeting to order at 2:30pm.

#### 2. ROLL CALL

Mike Fann - Chair

Jonathan Rocha - Vice Chair

Nicole Kennedy - Member

Randy Goodman - Member

Arnold Urias - Member

Anthony Teeters - Member

#### 3. DISCUSSION & ACTION ITEMS

##### A. Presentation, Discussion & Possible Action Regarding a Public Outreach Plan.

Community Outreach Manager John Heiney reviewed a possible community outreach plan for the committee.

Member Goodman asked for specifics on the item of, "creates better quality of life for residents.

Manager Heiney stated that a workforce that lives in the community can give back to the community they live in, which is part of allowing the workforce to have more community engagement which leads to a more cohesive community. He then spoke about the community outreach fact sheet.

Staff Liaison Walton reviewed the different pieces of the fact sheet and how it could be used for community outreach. She also stated the outreach and fact sheet could be a recommendation to Council.

Member Goodman asked if there was anything in the packet that specified what Section 8 housing is and that workforce housing is not that.

Staff Liaison Walton stated that it only clearly defines what workforce housing is, not the other types of housing that it isn't. She reviewed the definition provided that would address the local workforce.

Vice Chair Rocha stated that it's important to include the negative as that is what people relate to more. He stated it's important to put in the negative of what

happens if there isn't workforce housing such as a reduction in service levels. He asked that the stakes be painted in a negative light.

Manager Heiney stated that some of the negative can be included but it should lead with the positive. He stated that this is a living document that can be updated as the committee continues.

Member Kennedy stated that the documents are a good start and she would like a mix of negative and positive and that it should be personalized. She stated that people will relate better to personal stories.

Manager Heiney agreed that adding stories is possible.

Member Goodman stated that there may be value to explaining in the documents that this is not low-income housing.

Manager Heiney stated that it's important to emphasize the key points and hit the emotional chord that this is about health services, first responders, and our local workforce.

Member Kennedy stated that "essential" shouldn't be used due to the meaning that it received during COVID.

Member Goodman agreed.

Chair Fann asked if the AMI is workforce related and is the definition specific to the AMI of workforce or in general.

Staff Liaison Walton stated that 30% of gross per HUD is considered affordable plus utilities. She stated that the median family income is \$76,700 and it will be that number to which 80% will be applied.

Chair Fann stated that in the definition, housing after workforce should be dropped.

Member Goodman stated that 80% doesn't mean much to the public reading this.

Staff Liaison Walton said that the amount of the median family income will change as well over time.

Council Liaison Cantelme stated that the number had just changed. She stated it may be helpful to mention that no more than 30% of income should be put towards housing.

Staff Liaison Walton stated that HUD uses that definition as well.

Chair Fann stated that the second paragraph does mention fire, police, nurses, and teachers but should also include construction, public works, service industry and other essential services.

Member Goodman stated that service industry workers are as important as essential workers and should be included.

Member Kennedy stated that she has concerns about the 80% number. She stated that low income is considered after 50% and she has concerns about the gap between 50% and 80%.

Staff Liaison Walton stated that, per HUD there are different definitions and that low income is considered the 80% and the very low is listed at 50%. She stated that there can be a range if the committee prefers.

Chair Fann stated that if the range gets too close to the very low range, then the committee could end up discussing affordable housing, not workforce housing.

Member Kennedy stated that affordability is at 50%.

Chair Fann stated that it's important to specify workforce housing.

Council Liaison Cantelme stated that there is a stigma about low income housing and it would be beneficial to start conversations about workforce housing not being affordable housing. She stated that the committee should discuss NIMBYism (Not In My Back Yard) and how to address it. She stated that CC&Rs and HOAs will be a way to address those concerns.

Staff Liaison Walton stated that zoning would be a good conversation to have with planned area development and that there is a level of oversight within City procedures. She stated public input is important for when a credible project comes forward and that will be an important process of feedback. She stated that from the data collected, the local organizations were ranging between the \$50,000 and low \$60,000 range. She stated that the 80% of the AMI and specifying within the definition will clarify that this is regarding the workforce.

Member Kennedy stated that there is still a gap and asked if the committee wants to fill that gap. She stated that Sandy from YCCA said that the average construction worker makes \$41,000 a year and they would be missed on that range.

Vice Chair Rocha stated it was a difficult situation. He stated that there are a lot more resources available to the range of 50% to 80% and the purpose of the committee is to focus on finding programs and projects that are attainable for the workforce. He stated that expanding would broaden the subject too much. He stated that there should be an index to follow. He asked if the definition should be off of Labor Statistics or HUD to create a benchmark for the percentages.

Chair Fann agreed with Vice Chair Rocha and that he doesn't want to leave anyone behind, but people will be left behind no matter what the range is. He stated that the fire, police, nurses, and teaching professions should be the focus demographic.

Member Goodman asked if there could be a mortgage range.

Chair Fann stated that is something the committee doesn't have control over. He stated that there are options that can be offered from a range.

Member Goodman asked if there would be value in putting a mortgage range in the document.

Manager Heiney stated that the eligibility information should be a later phase. He stated that charts and graphs can be put into the documents as well.

Staff Walton stated staff will take the committee's feedback and will update the documents and will bring the updated version back to the committee in December. Then the committee will determine whether the document is ready to be recommended to Council in January.

Member Goodman asked if the updated version could be sent out prior to the next meeting.

Staff Liaison Walton stated yes, it would be sent out as soon as possible.

B. Presentation & Discussion Regarding Committee Mission, Vision, and Workforce Housing Definition.

Staff Liaison Walton reviewed the Mission, Vision, and Definition that were created with input from the committee.

Member Kennedy asked if opportunities could be removed from the mission as they plan to plan and preserve solutions not opportunities.

Staff Liaison Walton read an updated version of the mission with the edit and reviewed the vision.

Chair Fann said that the option in the vision doesn't encompass all of the concepts they've discussed.

Member Urias stated to switch options with solutions to support the mission.

Chair Fann agreed.

Staff Liaison Walton read the vision with the update.

Council Liaison Cantelme asked if facilitating rather than providing would be better.

Member Kennedy stated facilitating would be better.

Member Teeters, Chair Fann, and Vice Chair Rocha agreed.

Staff Liaison Walton read the updated version.

Chair Fann asked what the committee was considering for updating the definition.

Staff Liaison Walton reviewed the feedback provided by the committee.

**MOTION BY COMMITTEE MEMBER TEETERS TO ADOPT THE MISSION AND VISION STATEMENTS; SECONDED BY COMMITTEE MEMBER GOODMAN: PASSED (6 - 0)**

C. Presentation & Discussion Regarding Workforce Housing Committee Goals.

Staff Liaison Walton reviewed the short-term goals and that they would be recommended to Council to direct staff to pursue them. Staff would then bring items back to the committee for review. She asked if the committee had feedback.

Chair Fann stated that the stakeholder meeting should be with employers, not developers, builders, and landowners.

Staff Liaison Fraser stated that this item was from Council Liaison Cantelme's recommendation which was separate from the long term goal of the third party stakeholder meeting.

Staff Liaison Walton stated that they should both be on the short-term list.

Council Liaison Cantelme agreed because they would both interact at some point.

Member Urias asked if the word of landowner could be specified to stakeholders who have an interest in having land to contribute.

Chair Fann stated that the stakeholder meeting for developer, builder, and landowner doesn't belong as a goal. He stated creating a third party stakeholder employer committee is a goal.

Staff Liaison Walton stated that the purpose of the developer, builder, landowner meeting was to get all of the people to build in a room together to speak. She stated that it's up to the committee on whether this item stays on the list and how it's phrased.

Member Goodman stated he has concerns about discussing the legality of requiring a percentage be allotted to workforce housing. He stated it shouldn't be a requirement.

Chair Fann stated that as long as members of Council spread discontent about developers, the developers are not going to want to work with the City on projects like this.

Member Goodman would like to see the requirement item removed.

Chair Fann said there are opportunities there in certain cases but there needs to be someone to follow up and enforce.

Staff Liaison Walton stated that the item could be more basic. She stated that the committee could recommend to Council that a policy be considered to look at new developments and projects to determine if the project has the ability to participate in workforce housing.

Member Goodman stated it shouldn't be required but should be discussed.

Council Liaison Cantelme stated that if a developer decides to be a workforce housing developer that has a connection to tax payers then there can be requirements involved. She stated that private builders couldn't be required to do things regarding workforce.

Deputy City Attorney Podracky stated that previously the committee discussed incentives but requirements run into private property rights. He stated the development agreements can be a place for discussing incentives.

Council Liaison Cantelme asked for the line to be clarified to use incentivized rather than required so it's easier for people to understand.

Vice Chair Rocha asked what gives the City the teeth it needs to negotiate with a developer in a development agreement.

Deputy City Attorney Podracky stated that the City has things that they can give to developers. He reviewed the different items that could be negotiated depending on the agreement. He stated there can't be a general law to require developers to include workforce housing. Deputy City Attorney Podracky stated that there could be an incentivization policy but it would need to be voluntary.

Vice Chair Rocha asked how to go about the policy change.

Staff Liaison Walton stated a short term goal would be to remove the language and replace it with, "create a workforce housing policy which includes incentives for developers and certain other criteria." She stated then it would go to Council to direct staff and the committee to create a draft policy.

Chair Fann stated this would combine the incentive goal with the requirement goal to restate it in a clear manner.

Deputy City Attorney Podracky explained the process of bringing a recommendation to Council for a policy.

Council Liaison Cantelme stated that it's important to define what it means to qualify for a workforce housing development and to clearly state what the City can and cannot do.

Staff Liaison Walton stated that the incentive package could stay separate as an advertising mechanism rather than a policy. She discussed that projects don't

need to be fully workforce housing to still contribute to the cause of workforce housing.

Chair Fann stated that the developer meeting shouldn't be a goal.

Member Kennedy stated that it should be reorganized to broader goals with objectives in them.

Vice Chair Rocha stated that the short term goal is to recommend things to the Council. He stated that the goals are recommendations for Council. He stated that if that is the case, then a full-time staff member needs to be on the goal list. He stated that a staff member should be added on the short term goals to enforce the recommendations.

Staff Liaison Walton stated that the committee was formed to research and provide recommendations to Council to direct staff. Staff can then bring drafts to the committee to review and recommend back to Council. She stated that the third party stakeholder group would likely be the mechanism to be the action component that the City would participate in.

Chair Fann stated he agreed with the need for a staff member. He said this should be a recommendation to Council in January.

Council Liaison Cantelme stated that once it's proven that a full-time person is needed, then Council would consider it. She stated the recommendations would be given to Community Development to follow through with. She stated that it was unlikely that the Council would agree to a position at this time.

Chair Fann stated that the committee isn't speaking just about another Community Development employee but an administrator to reach out to third party entities and researching grants and following up on different avenues. He stated that the committee is going to make recommendations and then it will be up to the Council at that time.

Council Liaison Cantelme stated that she has been advocating for a grant writer for the whole City and this would fall partially into that position.

Member Goodman stated that this is a national issue and that the committee should work on creating an avenue to fund a position.

Vice Chair Rocha stated that a short term goal could be to identify funding options to fund a position.

Member Teeters asked if the committee could solicit funds without permission from the Council.

Staff Liaison Walton stated that since this is an advisory committee, their function is to research and provide recommendations to Council.

Member Teeters stated that it wasn't clear if the committee could go seek

funding or donations.

Staff Liaison Walton stated that this may be better handled by the third party stakeholder group.

Vice Chair Rocha asked that if the recommendations are approved, then would the committee be able to go out and request funding.

Staff Liaison Walton stated that the committee would need to specifically ask for that ability.

Council Liaison Cantelme discussed the Yavapai County Community Foundation and the specifics of funding like that.

Chair Fann stated that he wasn't sure if the Foundation was the right avenue but he would need to look further into it.

Staff Liaison Fraser discussed the Change for the Better Program where the City receives donations to provide grants to charities to help the homeless and that the committee could look at a similar program to ask for donations towards workforce housing.

Deputy City Attorney Podracky stated that the City does receive donations often. He stated that the Council needs to give guidance for the committee to seek out donations. He stated a project fund could be created for workforce housing funding.

Member Kennedy asked if a recommendation could be to address neighborhood cleanups more aggressively.

Member Goodman asked if public outreach could be a recommendation.

Staff Liaison Walton stated that the outreach plan would fulfill that recommendation.

Member Goodman asked who the speakers would be.

Staff Liaison Walton stated the committee members would be the speakers. She stated that if Council approves the outreach plan and then the committee could move into phase 2.

Member Goodman confirmed that the speakers would be from the committee.

Member Urias stated that with the plan the committee would sound unified.

Staff Liaison Walton discussed the remaining goals.

Vice Chair Rocha asked that the fund item be more specified to include seeking funds.

Staff Liaison Walton asked if there were any additional comments.

Chair Fann stated that quarterly outreach should be changed to just outreach.

Staff Liaison Walton stated that outreach is important when a project comes forward but the committee can discuss that moving forward.

Vice Chair Rocha asked if the incentive packet could include water policy.

Staff Liaison Walton stated that could be listed as an example.

Vice Chair Rocha stated that would be one of the biggest incentives the City could offer.

Staff Liaison Walton stated that if Council supports the incentive packet, then that could be brought back as a recommendation. She stated the idea of the short term goal list is to check in with Council to make sure they are on track. She then reviewed the long-term goals.

Chair Fann asked for the stakeholder goal to be moved to the short-term goals.

Staff Liaison Walton continued reviewing the long-term goals.

Member Kennedy asked what the goal meant to create a tangible product.

Staff Liaison Walton stated that the goal could be changed to facilitate or partner to create a tangible product.

Chair Fann agreed.

D. Presentation & Discussion Regarding Potential Future Agenda Items.

Staff Liaison Walton stated the updated fact sheet will be brought to the December meeting to finalize for recommendation to Council in January. She stated the presentation to the General Plan Committee has been moved to the end of January.

Member Teeters stated that some of the committee members should be at Council.

Staff Liaison Walton stated that the committee could give the presentation.

Deputy City Attorney Podracky said that a joint meeting could be called.

**4. UPDATES**

- A. Staff Announcements  
No staff updates.

**5. ADJOURNMENT**

Chair Fann adjourned the meeting at 4:14pm.

ATTEST:

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MIKE FANN, Chair

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AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 6 Workforce Housing Committee Meeting  
DATE: December 6, 2023  
DEPT: City Manager  
ITEM #: 3.C  
SUBJECT: Presentation and Discussion Regarding the Workforce Housing Committee Recommendations to Council.

## ITEM SUMMARY

This item is for review, revisions if needed, and approval to take the recommendations to a joint WHC and Council Meeting in January.

## BACKGROUND

The WHC has been working to compile recommendations to Council.

## FINANCIAL IMPACT

None at this time.

## RECOMMENDED ACTION

MOVE to approve list of recommendations and Outreach Plan Documents

## ATTACHMENTS

1. 1. WHC Memo for Council Presentation - DRAFT
2. 2. Workforce Housing Communications Plan DRAFT
3. 3. Workforce Housing Committee Talking Points DRAFT
4. 4. Prescott Workforce Housing Fact Sheet DRAFT



**Mission:**

Plan and Preserve Workforce Housing Solutions to Promote a Healthy and Vibrant Community for All.

**Vision:**

Facilitate Housing Solutions to Attract and Retain Quality Employees and Lead to Improved Service Delivery and Quality of Life for our Residents and Workforce.

**Workforce Definition:**

Generally, based on HUD and ULI definitions plus local statistics and research, we define workforce as those that earn about 80% of the area's median income. The goal is to offer housing that is no more than 30% of their household gross income, including utilities. Workforce includes those employed in occupations vital to a community's functioning across areas like education (teachers), healthcare (nurses), public safety (police officers and firefighters), construction, and other key services.

**Workforce Housing Definition:**

Workforce housing refers to residential properties, such as apartments or homes, that are designed to be affordable for individuals and families who are employed within a specific area. This is different from a direct government subsidized housing program (the City of Prescott does not have a Housing Authority).

**Short Term Goals (1-3 years) For Council Consideration:**

1. Pursue Funding a **Full-Time Workforce Housing Facilitator Position OR Engage a Third Party to act in this role.**

Objective 1: Identify Funding Sources (I.e. Stakeholder Contributions, Grants, Matching City funds, etc.)

2. Formalize a Third-Party Stakeholder Organization Group

Objective 1: Hold a Third-Party Stakeholder Meeting – Q1

Objective 2: Gauge Interest and Select Organization Type (I.e. Community Land Trust, Regional Housing Authority, etc.)

3. General Plan Housing Element Draft

Objective 1: Finalize Draft for General Plan Committee Consideration – January 2024

4. Create Two Separate Incentive Packets

Objective 1: To Encourage Developers/Builders

*Task 1:* Meet with Developers, Builders, and Other Entities to Understand Best Practices and Incentives that Encourage Involvement

Objective 2: To Help Members of Workforce Know What Options Are Available

5. Research the Best Financial Program Solutions for the City and Stakeholders

Objective 1: Investigate financial programs including but not limited to Down Payment Assistance, Mortgage Assistance, Rental Assistance and Rent-to-Own Options.

6. Accessory Dwelling Unit (“ADU”) Code Revision

Objective 1: Work with Planning Staff to Propose Code Modification that Encourages ADU Construction for Long-Term Rentals

7. Create a Workforce Housing Policy for Council Consideration

Objective 1: Research Ways to Prioritize Workforce Housing Projects within Current City Policies (I.e. Water Management Policy), as well as in Current City Codes (I.e. Building and Wildland Urban Interface Codes)

Objective 2: Research Voluntary New Development Contributions (i.e. Housing Projects include percentage of Workforce Housing, or other Contribution)

Objective 3: Revitalization Incentive Policy

8. Create a City Program similar to the Yavapai County Home of My Own Program

Objective 1: Meet with Building Division on Feasibility

Objective 2: Research Cost-Benefit to Initiating Program

9. Community Outreach

Objective 1: Create a communications plan including but not limited to:

*Task 1:* Create an Education Packet with City Communications Office

*Task 2:* Engage with Local Groups and Clubs Using Standardized Messaging

10. Set Up a Fund Account for Workforce Housing

Objective 1: Similar to “Change for the Better;” recommend that **Council Direct Staff** to Create Account.

Objective 2: Explore Ways to Seek Out Funding such as Donations

**Long Term Goals (3-5 years) For Council Consideration:**

1. Facilitate or Partner in Creating a Tangible Product

Objective 1: Identify Partners and Project Specifics (I.e. Land, Product Type, etc.)

2. Create a Regional Workforce Housing Strategic Plan

Objective 1: Using Formalized Third-Party Stakeholder Group, Create Draft

3. Identify the Number of Units Needed

Objective 1: Use Data Already Collected to Inform Current Need and Research Future Need

### **Recommended Joint Workforce Housing Committee and Council Study Session January 3, 2024**

#### **Recommended Action for Council at Future Voting Meeting:**

**MOVE** to Approve Workforce Housing Committee's Mission, Vision, Workforce Definition, and Workforce Housing Definition

**MOVE** to Approve Workforce Housing Committee's Short-Term and Long-Term Goals

**MOVE** to Approve Workforce Housing Committee's Recommendation to Pursue a Full-Time Workforce Housing Facilitator Position

**MOVE** to Approve Workforce Housing Committee's Recommendation to Create a Workforce Housing Account in the General Fund



## **Workforce Housing Committee Communications/Community Outreach Plan**

### **Overview**

The Prescott Workforce Housing Committee was established in 2022 to address concerns about the availability and accessibility of housing for service employees in the community, such as police, firefighters, nurses, teachers, and other professions that are critical to a community's functioning. The committee is comprised of local stakeholders and industry experts and is working on short- and long-term goals to address availability and accessibility of workforce housing in Prescott.

To better engage the community and share important messages related to the Committee's work, a communication and community outreach plan has been established.

Here is a proposed communications and community outreach plan.

### **Phase 1 - Now**

Creation of FAQ/Fact Sheet which includes the mission/vision statements, defined need for the committee, and overview of why workforce housing is needed in Prescott, then short- and long-term goals for the committee. Creation of a communication plan.

### **Phase 2 – Following Council Review and Approval**

Begin regular communications including but not limited to:

1. Press releases
2. Social media posts (Facebook and Instagram)
3. Letters to the editor from the board chair
4. Radio PSAs for specific, timely projects such as a local survey, or special event

## **Key Messages**

- Mission and Vision statement for the Workforce House Committee
- Definition of Workforce and Workforce Housing
- Why Workforce Housing Makes Sense for Prescott
  - Stabilizes Community
  - Creates better quality of life for residents
  - Allows essential service workers to live in the community they work in
  - Does not diminish home values
  - Positively impacts local education system
  - Mitigates traffic concerns – less commuting long distances
  - Promotes economic development by providing a local, stable workforce
  - Fosters a Diverse Community
  - Supports Small Businesses



### ***Talking Points***

#### **Some Reasons Why a Workforce Housing Program Prescott Makes Sense in Prescott**

The Prescott Workforce Housing Committee was established in 2022 to address concerns about the availability and accessibility of housing for service employees in the community, such as police, firefighters, nurses, teachers, and other professions that are critical to a community's functioning. The committee is comprised of local stakeholders and industry experts and is working on short- and long-term goals to address availability and accessibility of workforce housing in Prescott.

Workforce housing plays a crucial role in creating diverse, vibrant, and sustainable communities. Here are several compelling arguments for how it enhances a community without negatively affecting home values:

- **Stabilizes the Workforce:** Workforce housing ensures that workers, such as teachers, healthcare professionals, and first responders, can live near their workplaces. This reduces commuting times, increases job satisfaction, and ultimately leads to a more stable and reliable workforce. This, in turn, benefits local businesses and institutions.
- **Promotes Economic Growth:** A stable, well-housed workforce is vital for economic development. When workers have affordable housing options, they are more likely to remain in the area, reducing turnover costs for employers. Additionally, when employees have more disposable income due to lower housing costs, they tend to spend more in the local economy, thus stimulating economic growth.
- **Fosters a Diverse Community:** A mix of income levels and backgrounds enriches the fabric of a community. Workforce housing allows for a diverse population, contributing to a more inclusive and dynamic neighborhood. This diversity can lead to a stronger sense of community and a wider range of perspectives and talents.
- **Supports Educational Systems:** Teachers and other education professionals are essential to a thriving community. Having affordable housing options near schools helps to attract and retain high-quality educators, which in turn leads to improved educational outcomes for children.
- **Supports Healthcare Systems:** Doctors, nurses, and other healthcare professionals provide an important service to our community. Providing affordable housing options near medical facilities helps attract and retain high-quality medical professionals, which in turn leads to improved healthcare delivery.
- **Encourages Civic Participation:** When people live close to their workplaces, schools, and community amenities, they are more likely to engage in local activities and events. This fosters a sense of belonging and encourages civic participation, leading to a more engaged and active community.

- **Maintains Property Values:** Well-maintained, thoughtfully designed workforce housing can have a positive impact on property values. Studies have shown that when affordable housing developments are properly integrated into neighborhoods, they do not necessarily lead to a decrease in surrounding property values. In fact, they can help stabilize property values by reducing blight and vacancy rates.
- **Mitigates Traffic and Environmental Impact:** When workers can live close to their workplaces, there is a reduction in traffic congestion, which leads to fewer environmental impacts as well as reduced stress on the public safety infrastructure.
- **Addresses Housing Shortages:** Many communities face housing shortages, which can lead to inflated home prices and limited availability. Workforce housing initiatives can help alleviate some of this pressure by increasing the overall supply of housing options.
- **In summary,** workforce housing is not only a social imperative but also an economic and community-building asset. When thoughtfully planned and integrated into a community, it can enhance the quality of life for all residents without negatively affecting property values. It contributes to a more inclusive, economically vibrant, and sustainable community for everyone involved.

Without acting on the Workforce Housing issue, recruitment and retention of quality service providers will continue to erode. Prescott residents will experience longer wait times, reduced service levels and, in some cases, have to go outside of the area for services. There may also be an overall increased cost of services locally. Prescott may experience less diversity in population, and service providers will be disconnected from the community.



## *Fact Sheet*

### **Workforce Housing in Prescott**

Introduction: Prescott, Arizona, a picturesque city nestled in the heart of Yavapai County, boasts a rich history, stunning natural beauty, overall excellent quality of life, and a vibrant active and engaged community. However, the availability of affordable and attainable workforce housing is a critical issue requiring urgent attention.

For this reason, the City of Prescott has established a Workforce Housing Committee, with local stakeholders and industry experts, to learn about the issue, establish short and long-term goals, and make recommendations to City staff and elected officials for future policies and programs

This fact sheet outlines the importance of affordable and accessible workforce housing in Prescott and provides compelling reasons for its implementation. This document also outlines the City of Prescott Workforce Housing Committee Mission, Vision, short- and long-term goals.

### **What Is Workforce Housing?**

Workforce housing refers to residential properties, such as apartments or homes, that are designed to be affordable for individuals and families who are employed within a specific area. This is different from a government subsidized housing program.

The term "workforce" implies that these properties cater to people who work in jobs, like teachers, nurses, police officers, firefighters, as well as those within the hospitality and retail service industries, and other professions that are critical to a community's functioning such as construction workers.

The goal of workforce housing is to provide affordable housing options for individuals and families who face challenges in finding housing that is reasonably priced within their means. This type of housing often targets a specific income range, making it more accessible for individuals who are part of the local workforce but might be priced out of the broader housing market.

Generally, based on HUD and ULI definitions plus local statistics and research, we define workforce as those that earn about 80% of the area's median income. The goal is to offer housing that is no more than 30% of their household gross income, including utilities.

Using HUD's Median Family Income for the Prescott-Prescott Valley area, which for FY2023 is \$76,700, this will provide the target monthly workforce housing rent/mortgage amount of \$1,184 (not including utilities).

Governments, non-profit organizations, and private developers may be involved in creating and managing workforce housing initiatives. These projects can take various forms, including rental

apartments, condominiums, or single-family homes, and they often involve partnerships between public and private sectors to address the housing needs of a community's workforce.

### **Compelling Reasons for Establishing Workforce House Availability and Accessibility in Prescott.**

Workforce housing plays a crucial role in creating diverse, vibrant, and sustainable communities. Here are several compelling arguments for how it enhances a community without negatively affecting home values:

- **Stabilizes the Workforce:** Workforce housing ensures that service workers, such as teachers, healthcare professionals, and first responders, can live near their workplaces. This reduces commuting times, increases job satisfaction, and ultimately leads to a more stable and reliable workforce. This, in turn, benefits local businesses and institutions.
- **Promotes Economic Growth:** A stable, well-housed workforce is vital for economic development. When workers have affordable housing options, they are more likely to remain in the area, reducing turnover costs for employers. Additionally, when employees have more disposable income due to lower housing costs, they tend to spend more in the local economy, thus stimulating economic growth.
- **Fosters a Diverse Community:** A mix of income levels and backgrounds enriches the fabric of a community. Workforce housing allows for a diverse population, contributing to a more inclusive and dynamic neighborhood. This diversity can lead to a stronger sense of community and a wider range of perspectives and talents.
- **Supports Educational Systems:** Teachers and other education professionals are essential to a thriving community. Having affordable housing options near schools helps to attract and retain high-quality educators, which in turn leads to improved educational outcomes for children.
- **Supports Healthcare Systems:** Doctors, nurses, and other healthcare professionals provide an important service to our community. Providing affordable housing options near medical facilities helps attract and retain high-quality medical professionals, which in turn leads to improved healthcare delivery.
- **Encourages Civic Participation:** When people live close to their workplaces, schools, and community amenities, they are more likely to engage in local activities and events. This fosters a sense of belonging and encourages civic participation, leading to a more engaged and active community.
- **Maintains Property Values:** Well-maintained, thoughtfully designed workforce housing can actually have a positive impact on property values. Studies have shown that when affordable housing developments are properly integrated into neighborhoods, they do not necessarily lead to a decrease in surrounding property values. In fact, they can help stabilize property values by reducing blight and vacancy rates.
- **Mitigates Traffic and Environmental Impact:** When workers can live close to their workplaces, there is a reduction in traffic congestion, which leads to fewer environmental impacts as well as reduced stress on the public safety infrastructure.
- **Addresses Housing Shortages:** Many communities face housing shortages, which can lead to inflated home prices and limited availability. Workforce housing initiatives can help alleviate some of this pressure by increasing the overall supply of housing options.
- **In summary,** workforce housing is not only a social imperative but also an economic and community-building asset. When thoughtfully planned and integrated into a community, it can enhance the quality of life for all residents without negatively affecting property values. It contributes to a more inclusive, economically vibrant, and sustainable community for everyone involved.

Without acting on the Workforce Housing issue, recruitment and retention of quality service providers will continue to erode. Prescott residents will experience longer wait times, reduced service levels and, in some cases, have to go outside of the area for services. There may also be an overall increased cost of services locally. Prescott may experience less diversity in population, and service providers will be disconnected from the community.

## **The City of Prescott's Workforce Housing Committee**

### **Mission:**

Plan and Preserve Workforce Housing Solutions to Promote a Healthy and Vibrant Community for All.

### **Vision:**

Facilitate Housing Solutions to Attract and Retain Quality Employees and Lead to Improved Service Delivery and Quality of Life for our Residents and Workforce.

### **Short Term Goals (1-3 years):**

1. Pursue Funding a Full-Time Workforce Housing Facilitator Position OR Engage a Third Party to act in this role.
2. Formalize a Third-Party Stakeholder Organization Group
3. General Plan Housing Element Draft
4. Create Two Separate Incentive Packets
5. Research the Best Financial Program Solutions for the City and Stakeholders
6. Accessory Dwelling Unit ("ADU") Code Revision
7. Create a Workforce Housing Policy for Council Consideration
8. Create a City Program similar to the Yavapai County Home of My Own Program
9. Community Outreach
10. Set Up a Fund Account for Workforce Housing

### **Long Term Goals (3-5 years) For Council Consideration:**

1. Facilitate or Partner in Creating a Tangible Product
2. Create a Regional Workforce Housing Strategic Plan
3. Identify the Number of Units Needed

For additional information and resources on workforce housing in Prescott, go to \_\_\_\_\_.



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 6 Workforce Housing Committee Meeting  
DATE: December 6, 2023  
DEPT: City Manager  
ITEM #: 3.D  
SUBJECT: Presentation and Discussion Regarding Future Agenda Items.

### ITEM SUMMARY

Staff will facilitate a discussion regarding future agenda items.

### BACKGROUND

None

### FINANCIAL IMPACT

None

### RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

### ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: December 6 Workforce Housing Committee Meeting  
DATE: December 6, 2023  
DEPT: City Clerk  
ITEM #: 4.A  
SUBJECT: Staff Announcements

### ITEM SUMMARY

This item is for staff to provide the committee with updates.

### BACKGROUND

Updates to be provided at the time of meeting.

### FINANCIAL IMPACT

None.

### RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

### ATTACHMENTS

None