City of Prescott

Workforce Housing Committee

April 3, 2024 | 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 10:01am.

2. ROLL CALL

Mike Fann - Chair
Jonathan Rocha - Vice Chair
Nicole Kennedy - Member
Randy Goodman - Member
Arnold Urias - Member (Excused)
Anthony Teeters - Member
Luther Kraxberger - Member

3. DISCUSSION & ACTION ITEMS

A. Approval of March 13, 2024 Workforce Housing Committee Meeting Minutes.
Recommended Action: MOVE to approve minutes as presented
MOTION BY MEMBER TEETERS TO APPROVE MARCH 13, 2024 MINUTES; SECONDED BY MEMBER GOODMAN: PASSED (6 - 0)

B. Presentation & Discussion Regarding Workforce Housing Developments.
Recommended Action: This item is for discussion only. No formal action will be taken.
Chair Fann discussed that the speaker for this item was unable to attend.

Staff Liaison Fraser stated that staff is working to reschedule this presentation.

C. Presentation & Discussion Regarding Prioritization of Goals and Steps to Achieve Goals.
Recommended Action: This item is for discussion only. No formal action will be taken.
Chair Fann discussed that the committee's goals were approved by Council and it was now time to prioritize them to determine next steps. He asked for an update on the funding request that was submitted for State Housing Trust Funds.

Staff Liaison Fraser stated that they should hear that week and that a follow up email would be sent to the committee.

Member Goodman asked if it had been established how the funding would be used.

Staff Liaison Fraser stated that it must go to a housing assessment.

Member Goodman asked which account it would go into and whether it would be the general fund.

Staff Liaison Fraser explained that it would go into an account for grants but that the Council had approved to have an account created for workforce housing. She also stated that the funds would have to be used according to the guidelines of the grant.

Chair Fann clarified that there is a line item that can be used if private funding is obtained for workforce housing.

Staff Liaison Fraser stated that in the agenda packet there was a tracking list for prioritizing the goals approved by Council and that the Committee would be discussing the priority and creating next steps.

Vice Chair Rocha asked for clarification on use of funds from the workforce housing account and if they had to ask permission to use the funds since they are a recommending body.

Staff Liaison Fraser stated that if the committee wanted to get donations or funding they would need to create a policy or procedure to do so that would then be taken to Council to approve and that any spending would be taken to Council since this committee is just a recommending body.

Chair Fann clarified that the committee works at the will of the Mayor and Council and that they can make recommendations but it's ultimately up to Council on whether or not they approve those recommendations.

Community Development Director Walton gave examples of possible recommendations that would then be taken into consideration for the future budget cycle.

Council Liaison Cantelme stated that the committee can create plans for spending funding but it will need to go to the Council and it's to prevent misuse of funds.

Vice Chair Rocha stated that it just seems that there are barriers of speed and that there are funding low hanging fruits to help accomplish goals.

Member Teeters stated that the committee should look at 501c3 options as there are bank and such that have to abide by the Community Reinvestment Act where they have to contribute funding to local community projects or programs.

Chair Fann stated that the City could be an equal of a 501c3 but that a 501c3 or land trust are the likely future options.

Community Development Director Walton stated that this discussion goes back to the goal of creating a third party stakeholder group. She stated that in the prioritization, possibly the first step will be getting the stakeholders together to see what could be contributed to this issue and that the City is going to be the leader but not necessarily the contributor of funds.

Chair Fann agreed with Director Walton and that he stated the first priority should be to create the stakeholder group.

Member Goodman acknowledged Member Kennedy's efforts and her time presenting and that the committee thanked her for her willingness.

Council Liaison Cantelme discussed tax write offs and how the City and 501c3 could be similar in donation for a write off and that the Legal Department will have to give guidance on how funding should be processed whether through a charity first to the city or visa versa.

Chair Fann stated that, from his experience, the City meets the same requirements as a 501c3 but that ultimately this is a regional issue and though the City may be the cheerleader, there will be more that is needed.

Staff Liaison Fraser reviewed the goals and the prioritizing along with the committee starting to reach out to stakeholders and start planning for a meeting.

Chair Fann stated that initially it should be a small stakeholder group that is invited that may grow in the future but that it should start smaller.

Community Development Planner Tammy Dewitt stated that the General Plan will have an implementation section and there will be a separate spread sheet that shows each goal and strategy, which are long term and which are short term, and who is responsible for that goal or strategy such as staff, Council, or the committee, etc. There will also be a complete date that will be public to show the tracking information.

Chair Fann stated that he would like the stakeholder group to get together quickly and that there is a lot of work to be done. He stated that there will need to be a go-to person. He then asked for input from the committee for the initial stakeholder meeting.

Member Goodman stated that it would be beneficial to have firefighters to be involved in gathering donations.

Chair Fann stated that there needs to be a person who is able to sit down and start writing agreements with different organizations and work on documents for programs along with implementing programs and tracking them.

Member Goodman stated that there is resource help from fire departments.

Staff Liaison Fraser stated that the stakeholder meeting is a priority and can be discussed in detail later but that the committee should go through the goal list and discuss priorities, which goals are short-term, mid-term, and long-term and who is responsible for each goal. She stated that initially, the committee should stay at a high level to create a timeline and prioritize and then the committee can get into the details of the high priority items.

Member Kraxberger stated that there needs to be a stakeholder meeting and that the stakeholders should be used for community outreach and awareness as well. He discussed that goals that make the process quicker for developers should be prioritized as well.

Chair Fann reviewed the list and asked how the committee would like to prioritize them. He stated that the stakeholder third party organization is his number one priority.

Staff Liaison Fraser stated that staff can create invitations to a stakeholder meeting but it is up to the committee if they would like to have one or two representatives or if they all want to attend. If they all wanted to attend then it would need to be structured as a study session with a formal agenda and minutes taken to not violate open meeting law.

Vice Chair Rocha stated that at some point the community entity will take over the majority of the work from the committee and that the city would just be one part of the bigger organization

Council Liaison Cantelme recommended having an open house where the public would be invited.

Chair Fann stated that the committee will be doing a lot of initial work that will determine what type of organization is formed in the future but it will be based off of what the stakeholders want.

Member Goodman stated that the goal list should be divided up amongst the committee based on their expertise.

Council Liaison Cantelme discussed having a kickoff open house that will educate the public and invite the stakeholders.

Member Kennedy stated that it is important to begin engaging with the community. She stated that the committee is hopefully going to receive the grant funding but there is a lot of work for a person and she asked if there was a back up plan for a person if the grant isn't received. She asked how the committee could request funding.

Director Walton stated that if the funding isn't received, the committee would reach out to the stakeholders to contribute and participate to move the goals forward.

Member Goodman stated that workforce housing is a large discussion for the community and that the committee is being watched. He stated that an open house would be a good place to clarify things.

Member Teeters stated that they could address things such as affordable versus workforce housing and clear up any misconceptions.

Council Liaison Cantelme discussed having large posters for an open house.

Member Kennedy stated it would be beneficial to have examples of real life workforce employees who are having housing issues.

Council Liaison Cantelme stated that it needs to be clearly defined how people can help be part of the solution.

Member Teeters discussed that the committee could also request input from attendees of what they would like to provide.

Member Goodman stated that it would be beneficial to have firefighters there as well.

Council Liaison Cantelme agreed.

Member Kraxberger stated that one of the firefighters could give a presentation.

Member Goodman mentioned stories about employees turning down positions due to not being able to find housing.

Chair Fann reviewed what had been discussed regarding a stakeholder meeting.

Staff Liaison Fraser asked for clarification on if they would like the small stakeholder meeting first or the big open house.

Chair Fann stated that either way is fine as long as the stakeholders get together.

Member Kennedy stated that the stakeholders should get together first and then do a kickoff open house.

Chair Fann stated that ultimately the committee will be asking for stakeholder time and treasury.

Member Goodman stated that many of the stakeholders have been attending meetings.

Vice Chair Rocha stated that the goals are approved by Council now where, before, they were just being talked about. He stated having the stakeholder meeting and kickoff separately is what he would support.

Member Teeters mentioned that so far the committee has been assuming what the stakeholders want and now it's time to actually ask.

Council Liaison Cantelme asked about downpayment assistance and how that would be done.

Chair Fann stated that this is going to need a multifaceted approach.

Council Liaison Cantelme asked if he would be conformable making a list of possible solutions to the workforce housing crisis.

Chair Fann stated that they have been discussing solutions for a while and now it's time to show those possible solutions to stakeholders and see what their input is and are there options that the committee hasn't considered.

Council Liaison Cantelme discussed possible boards and definitions.

Staff Liaison Fraser stated that the discussion is getting away from the agenda item.

Chair Fann asked the committee to take a moment to prioritize their lists and provide them to him and he will create a compiled list of all of the priorities to be emailed out to the committee.

Staff Liaison Fraser stated that she would create an invitation for the stakeholder meeting.

Chair Fann stated that it's important to express to the attendees what the end goal for that meeting will be.

4. UPDATES

A. Staff Announcements

Staff Liaison Fraser reviewed the plan to tour the Pronghorn Project in April.

Member Goodman stated that the planned weekend was the Whiskey Offroad so it wasn't a good weekend.

Staff Liaison Fraser stated that they will find some additional dates. She also stated that staff is working to get Habitat for Humanity to come speak to the committee. She also reviewed a meeting she had with the Neighborhood Assistance Corporation of America (NACA). She stated that they have a lot of financial programs for low to moderate income which much of the workforce qualifies as. She stated that they are willing to come speak to the committee and assist in possibly building a financial program to meet the areas needs. She stated that an email will be sent once staff hears about the funding.

Chair Fann stated that the committee would like to hear staff recommendations on the stakeholder meeting and how it could be presented.

Staff Liaison Fraser stated that staff will create an invitation.

Member Kraxberger asked if they could add people to the stakeholder list.

Chair Fann stated that they should add any stakeholders they want involved.

Staff Liaison Fraser stated to send her any additions for the stakeholder, resource, or partner list and she can add them. She stated that the Chamber of Commerce, YCCA, and Prescott Downtown Partnership would also be invited.

Member Kennedy asked for PAAR to be added to the list.

Member Teeters recommended adding banks to the list.

Chair Fann asked if there was anything else prior to adjournment.

Member Goodman asked if there was any work the committee could do to help with the verbiage on ADU policy.

Chair Fann stated that they were getting off topic but it could be added to a future agenda.

Director Walton stated that the Planning division is still monitoring possible legislative code changes.

Member Goodman stated that he would like to have a work session about an item he had previously talked to Chair Fann about.

Chair Fann stated that they should wait to hear about the grant funding and then have a meeting to specifically discuss funding.

Member Goodman stated that he'd be more comfortable discussing the idea in a work session.

Staff Liaison Fraser reviewed that any meeting of the committee will need to be agendized and would be in the same format of a voting or study session to not violate open meeting law. She stated that items could be discussed as subcommittees but there would still need to be an agenda and minutes taken. She stated that if the idea isn't something they can discuss in public that it may not be an idea for the committee to pursue as they are a public body.

Member Goodman stated that it's an idea he would want to bring to the public but he felt ther would be ground work needed prior to bringing it forward.

Member Kennedy asked when committee could have closed sessions.

Staff Liaison Fraser stated that there are very limited topics that fit into executive sessions.

Chair Fann stated that he could see the committee needing an executive session if they were to negotiate with an organization in order to bring recommendations to Council.

Council Liaison Cantelme stated that another possible event would be if someone wanted to donate a large amount of money and didn't want to publicly discuss their financials. She stated that she will talk with Legal about possibly having an open forum where the committee can speak freely and that there is a format for the committee to "get into the weeds."

5. ADJOURNMENT

Chair Fann adjourned the meeting at 11:04am.

MIKE FANN, Chair

ATTEST:

AMBER FRASER, Staff Liaison