



City of Prescott

Workforce Housing Committee

June 5, 2024 | 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 **June 5, 2024**. 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 May 1, 2024 Workforce Housing Committee Meeting Minutes.
Recommended Action: MOVE to approve minutes as presented
- B. Presentation & Discussion Regarding Strategic Plan Implementation Timeline.
Recommended Action: This item is for discussion only. No formal action will be taken.
- C. Presentation & Discussion and Review of the Pronghorn Project.
Recommended Action: This item is for discussion only. No formal action will be taken.
- D. Presentation, Discussion & Review Regarding the Fain Signature Series Forum Event.
Recommended Action: This item is for discussion only. No formal action will be taken.
- E. Presentation & 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 5/31/24 at 12:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 3.A
SUBJECT: Approval of May 1, 2024 Workforce Housing Committee Meeting Minutes.

ITEM SUMMARY

This item is for the approval of minutes taken at the May 1, 2024 Workforce Housing Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None

FINANCIAL IMPACT

None

RECOMMENDED ACTION

MOVE to approve minutes as presented

ATTACHMENTS

1. May 1, 2024 WHC Minutes



City of Prescott

Workforce Housing Committee

May 1, 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 10:00am.

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of April 3, 2024 Workforce Housing Committee Meeting Minutes.

**MOTION BY MEMBER KENNEDY TO APPROVE APRIL 3, 2024 MINUTES;
SECONDED BY MEMBER GOODMAN: PASSED (6 - 0)**

B. Presentation, Discussion & Possible Action Regarding the Acceptance of Funding from the State Land Trust.

Staff Liaison Fraser discussed that the City was one of applicants chosen to receive funding from the Arizona Department of Housing (ADOT). She reviewed the draft slides for the Council presentation to receive input from the Committee.

Chair Fann asked for the difference between the onboarding of a program manager and the RFP process.

Staff Liaison Fraser stated that if it is determined to hire or contract a program manager then there likely will be an onboarding process to get them up to speed but it's decided to have a consultant then they would be the company that does the assessment and possibly the implementation plan depending on the quotes.

Member Goodman asked if the job description could be included in the presentation to include that they would be the contact person between the City and developers.

Staff Liaison Fraser stated that a slide can be put in to explain the job duties.

Council Liaison Cantelme stated that she was under the impression that an expert would be hired for this position and that it would be beneficial to see what is going to be expected of the person who is going to be hired to show they are an expert in the field.

Staff Liaison Fraser showed an additional draft slide reviewing the necessary qualifications and job duties if Council does decide to hire someone. She stated that staff has reached out to Housing Solutions of Northern Arizona to see if they potentially have the bandwidth to provide a contract employee but it will come down to what Council decides on whether they would like to hire someone or contract.

Council Liaison Cantelme asked if it is going to be difficult to find someone with all the necessary skills.

Staff Liaison Fraser stated that they haven't looked at the market at that time to determine how challenging it will be to hire a person but, after talking to Housing Solutions of Northern Arizona, it will come down to funding and how much we have and how much they can do within the budget. She stated that it may be more challenging to go for a full-time employee rather than a contract.

Staff Liaison McInnes stated that the grant is for \$200,000 and roughly \$60,000 of it will go to the assessment and that would leave \$140,000 for a consultant or employee or, he stated that they could look at trying to find a person to do the assessment and the plan for the full amount. It's up to the Committee to provide a recommendation to Council on their preference.

Chair Fann stated that it needs to be shown what the program manager would be doing including being a liaison with a stakeholder committee, writing grants, working with Housing Solutions of Northern Arizona and that there is much more work to be done and that it needs to be a full-time position.

Member Goodman stated that he agreed with Chair Fann and that the person hired could work to find the funding to fund their position.

Council Liaison Cantelme stated that there are companies that develop templates for communities to provide the paperwork for grants as grant writing can be rather detailed and in depth. She stated that if a person can't be found then a firm may need to be hired initially to do the assessment.

Member Urias clarified that the \$60,000 came from a quote received from a company for the assessment.

Staff Liaison McInnes stated that that was correct. He stated that there would be three phases from the funding: the assessment, plan creation, and plan implementation.

Member Urias stated that there is a lot of talent and leadership in the Committee and that they could look at other areas in the country and state to see how

others have addressed the issue and that there may be professionals that could be found to evaluate as candidates, and he stated that the \$60,000 could be used to help retain an employee for another year or repurpose the funds if needed.

Staff Liaison McInnes stated that they have reached out to one consultant regarding the needs assessment, but that staff will be continuing outreach for additional quotes.

Staff Liaison Fraser reviewed that the presentation to Council would just be to accept the funds and how they are actually spent will depend on the Committee's recommendation and Council's decisions. She reviewed additional duties of a position.

Staff Liaison McInnes stated that it's important to not get too into the weeds with Council when what is being asked is to accept the funds to move forward for an assessment and that the committee would like to use the funds to hire someone.

Member Kennedy asked if it was the role of the Council to accept the grant and then the role of the City Manager to determine the details of staffing.

Staff Liaison Fraser mentioned that if a city employee is hired, a lot of the funding will be used for their pay and their benefits as well.

Community Development Director Walton stated that there is a procurement process and depending on the level of expense, spending of the grant will likely need to return for Council approval. She stated that from previous Council discussions, they do want to know how the funding will be spent so it would be important for a committee member to speak with one recommendation from the committee. She reviewed that the assessment must be done per the funding but that the committee could recommend the balance be used for a grant funded position. She stated that it would be up to the Council on if they choose to hire someone or have a contract for a period of time.

Member Kennedy stated that it would be more lucrative if someone could be hired to do the assessment as well.

Member Goodman stated that Ben Snyder who came and spoke to the committee has information that could be provided for free and is an asset that is waiting to be used.

Chair Fann stated that developers are in a for profit business and Ben Snyder may be part of the solution but he may not be a part of this piece. He stated that the committee would recommend to Council to hire a full time City employee, get a stakeholder group together, and see what funding may come from there. The employee can also work on grants to find additional funding. He stated he would like a summarized list of duties to present to Council.

Member Goodman agreed that the information needs to be provided to answer

any questions Council has.

Staff Liaison Fraser reviewed that the committee would recommend to Council to use the full funding amount to hire a full-time person to do the assessment, create an implementation plan and begin implementation. She stated that if a person cannot be found that also do the assessment then a consultant can be considered for that portion.

Chair Fann agreed that there is a Plan A and a Plan B.

Member Teeters stated that if the assessment is separate for \$60,000 then that only leaves \$70,000 a year for an employee which means they qualify for workforce housing and thought needs to be put into how a quality person will be found when they won't be able to afford to live in the area.

Staff Liaison McInnes requested input from Councilmembers in attendance on how they would feel about hiring someone.

Council Liaison Cantelme stated that the first assessment part should be contracted as it's mostly paperwork. The person needed for hiring can come in after areas for improvement have been identified, a plan has been made, and a template has been created for implementation. She asked how big the packet was that had to be submitted for the \$200,000 grant.

Staff Liaison Fraser stated that this case was unusual as the application was only four pages but that normally grants are very detail oriented.

Council Liaison Cantelme stated that once grants are received, then there is an accountability part that takes a lot of time. She stated that the committee should consider a consultant for the assessment especially considering any timelines.

Staff Liaison Fraser stated that the deadline is to have an implementation plan based off of an assessment ready to be placed into action by June 30th, 2026, and that quarterly reports are required.

Council Liaison Cantelme stated that in the interest of time and availability, the ask of a person may be impossible for the assessment.

Member Kennedy stated that if a consultant was utilized then they would only have \$45,000 a year to hire someone with 10 years' experience.

Council Liaison Cantelme said they were looking for someone with seven to ten years of experience.

Staff Liaison Fraser stated that the first step will be to get the funding accepted but that it can get more complicated in discussing a person because there are a lot of options and \$200,000 isn't much to work with when benefits are also taken into consideration.

Council Liaison Cantelme stated that the work will continue to increase and there

is still a lot to identify and it may be beneficial to start off with a part-time person.

Chair Fann respectfully disagreed and that he sees enough work now for a full-time person and someone needs to be hired to fully work on workforce housing. He asked if Councilman Gambogi had input to provide.

Councilman Gambogi stated that the police department needs to hire 16 police officer and the fire department needs to hire 13 firefighters. He stated that the committee is looking to hire someone that can't afford to live in the area. He stated that the benefits of the work outweigh the costs. He recommended discussing the benefits compared to the costs and go big or go home.

Member Kraxberger recommended removing money amounts from the presentation. He also recommended reaching out to the Yavapai College's Regional Economic Development Center and see if they could assist with the assessment, but the committee wants an employee.

Chair Fann stated that the City will likely want to hire a longer position and it will take some City money but the benefits help address other City issues.

Council Liaison Cantelme stated that last year the city lost 23 police officers.

Community Development Director Walton stated that the committee can go to Council stating they are getting quotes for the assessment and the Committee is going to be meeting with stakeholders. The Committee can then show that grant funding is going be used by the City and that other stakeholders could be brought in to cover a position as well. She stated that the recommendation could be to spend funding on the assessment and the balance will be to go towards a person possibly along with other stakeholder funding.

Staff Liaison Fraser reviewed that the recommendation to Council will be to put the funds towards the assessment and the balance will be for a person and that items will be brought back to Council for approval to actually spend the funds according to the procurement process.

Staff Liaison McInnes asked if there were any other needed adjustments to the presentation.

Staff Liaison Fraser stated that the Committee spokesperson will get together with staff for review of the presentation and it would be send out again for final review to the whole committee.

The Committee recommended Member Kraxberger be the spokesperson.

Member Kraxberger stated he is able to present.

Member Goodman stated that more of the Committee should still attend.

Staff Liaison Fraser asked for any additional input.

Member Kennedy asked for a more in depth job description list be added to the Council's documents.

Member Urias stated that there should be an intrinsic look on how much housing is costing the stakeholders and the risks if they don't participate in the solutions.

Chair Fann stated that it is significant information and that there is a moral obligation.

Council Liaison Cantelme stated that there is a lot of tax dollars that have been used because of this issue as well.

Chair Fann asked if there was any more discussion and if not a motion could be made.

MOTION BY MEMBER KRAXBERGER TO APPROVE TO RECOMMEND TO COUNCIL TO ACCEPT FUNDING FROM ADOH; SECONDED BY MEMBER TEETERS: (6 - 0)

C. Presentation & Discussion Regarding Future Agenda Items.

Staff Liaison Fraser reviewed future agenda items to include an implementation strategy for the workforce housing related Council strategic goal which was created using the prioritization list from the Committee. She also discussed land identification and discussion would be brought to the Committee in July.

Chair Fann stated that it appeared to be a lot of work that would take a full-time position.

Staff Liaison Fraser then moved on to staff announcements.

4. UPDATES

A. Staff Announcements.

Staff Liaison Fraser reviewed that there would be a tour of the Pronghorn Project on May 3rd and any comments regarding the project should be written down and discussed at the June meeting. She also reviewed the invitation and date for the Stakeholder meeting. She asked what layout the committee would like to have for the discussion. Due to Committee conflicts with the date she stated that she would email possible dates for the Committee to review.

Member Goodman stated that the Committee members should be there to answer any questions stakeholders have.

Staff Liaison Fraser said it would be a discussion for the Committee to explain what they have worked towards so far, what they plan to work on, and to ask stakeholders how or if they would like to participate in solutions. She reviewed the options of a more casual or formal layout.

Member Teeters stated that a format where the stakeholders feel more

comfortable being open would be best.

Member Kennedy asked if there was an option for an informal open house.

Deputy City Attorney Podracky stated they can just agendize the meeting as a meet and greet.

Community Development Director Walton stated that an open house is an option and there would be no discussion between committee members and there could be different stations.

Chair Fann stated that if there isn't a quorum then a more fluid conversation could occur.

Deputy City Attorney Podracky recommended to just notice a meeting and agendize it.

Member Goodman stated that it should be more casual to build relationships and one on one interactions between committee members and stakeholders would build that trust.

Staff Liaison Fraser stated that if it is an open house then it would be open to the public.

Chair Fann stated that it would be fine to have public there and if confidential discussions need to take place it can be addressed later.

Member Kennedy stated that the Council Chambers don't feel casual.

Staff Liaison Fraser stated that once a date is chosen, The Center on Rosser can be looked at as well. She then reviewed that she would send out dates for the Committee to review and it would be for two hours.

Member Goodman asked about City property and building a project.

Staff Liaison Fraser stated that it will be brought to the Committee for discussion in July and that, without a policy, it would be hard to control a project at this point.

Member Goodman stated that projects could be started now.

Staff Liaison Fraser stated that any recommendations for projects would still need to be approved by Council.

Chair Fann requested all City properties be brought to the July meeting. He then discussed preference for the stakeholder meeting date.

5. ADJOURNMENT

Chair Fann adjourned the meeting at 11:17am.

ATTEST:

MIKE FANN, Chair

AMBER FRASER, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Strategic Plan Implementation Timeline.

ITEM SUMMARY

Discussing the implementation timeline for the workforce housing related Council Strategic Goal. This document will be a living document subject to adjustments as necessary.

BACKGROUND

The Council also created a strategic plan with a goal focused on housing. Facilitators came the week of April 15th and helped create a timeline regarding the goal using the WHC goals.

FINANCIAL IMPACT

None at this time.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 3.C
SUBJECT: Presentation & Discussion and Review of the Pronghorn Project.

ITEM SUMMARY

This is an opportunity for the Committee to discuss their thoughts and comments regarding the Pronghorn Project.

BACKGROUND

On May 3, 2024 the Committee took a tour of a project in Prescott Valley that may be considered workforce housing. The committee members were asked to document their thoughts and comments and bring them to the next meeting.

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: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 3.D
SUBJECT: Presentation, Discussion & Review Regarding the Fain Signature Series Forum Event.

ITEM SUMMARY

This item is to review the topics discussed at the Fain Signature Series Attainable Housing Forum and if there were items that the committee would like to look into further.

BACKGROUND

Vice Chair Rocha and Member Kennedy were invited to be on a panel regarding attainable housing as part of the Fain Signature Series on May 15. The forum included area experts and discussions on housing issues in the area.

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: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 3.E
SUBJECT: Presentation & Discussion Regarding Future Agenda Items.

ITEM SUMMARY

At the July meeting, we will have staff members presenting on identifying City and privately owned land within the City suitable for housing construction. This will include identifying rezoning opportunities, identifying utility requirements, and assets necessary for housing opportunities as parcels are identified. The Committee will also discuss the next steps following the first stakeholder meeting to include the discussion of a larger open house and third party organization formalization.

BACKGROUND

The Committee has been interested in identifying and discussing land that may be able to be used for workforce housing projects. On June 6, 2024 the Workforce Housing Committee will be hosting the first stakeholder meeting and will need to determine next steps.

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: June 5 Workforce Housing Committee Meeting
DATE: June 5, 2024
DEPT: City Manager
ITEM #: 4.A
SUBJECT: Staff Announcements.

ITEM SUMMARY

This is an opportunity for staff updates to include and update on the State Housing Fund Presentation, any preparation for the stakeholder meeting on June 6, 2024 and upcoming meetings that may have workforce housing projects.

BACKGROUND

None

FINANCIAL IMPACT

None

RECOMMENDED ACTION

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

ATTACHMENTS

None