

ATTENTION
IN-PERSON AUDIENCES AT HOUSING COMMISSION MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

[Click here to participate in the online meeting](#)

The public can submit comments to LBloom@flagstaffaz.gov. Public comment will be emailed to Housing Commissioners and will be read at the meeting by a staff member.

NOTICE AND AGENDA

**HOUSING COMMISSION
THURSDAY
DECEMBER 17, 2020**

**COUNCIL CHAMBERS
VIRTUAL MICROSOFT MEETING
1:00 P.M.**

- 1. Call to Order**
- 2. Roll Call**

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ROSS ALTENBAUGH
ERIC DAVIS
NICOLE ELLMAN
KAREN FLORES
SANDI FLORES

KHARA HOUSE
CHRIS KEMMERLY
DEVONNA MCLAUGHLIN
MOSES MILAZZO

ERIN O'LOUGHLIN
ADRAH PARAFINIUK
TAD RIGGS
JO WHEATON

- 3. Public Comment**

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

- 4. APPROVAL OF MINUTES**

- A. Consideration and Approval of Minutes:** Housing Commission Meeting, October 22, 2020
Approve the minutes of the October 20, 2020 Housing Commission Meeting.

5. **GENERAL BUSINESS**

- A. Elect a Commission Chairperson and Vice Chairperson (one-year terms)
- B. **Commissioner Introduction** - Introduce and welcome new and returning Commissioners. Commissioners will provide a brief, one to two minute introduction. Put your cameras on during your introduction, if you are able. Please inform the group how long you have been a Housing Commissioner and why you applied to be a Housing Commissioner.

6. **DISCUSSION ITEMS**

- A. **Presentation and Discussion:** Update on Housing Emergency, review Housing Commission's 2021 priorities and discuss how the Housing Emergency affects Housing Commissioner's work.

Discussion and Input.

- B. **Discussion and Direction:** Community Development Block Grant 2021-2025 Consolidated Plan

Discussion and Direction: Community Development Block Grant 2021-2025 Consolidated Plan

1. What do you feel are the best uses of CDBG funds as they relate to:
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
2. What do you feel are the greatest needs in each category in the City of Flagstaff?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
3. How should the City prioritize allocating CDBG funds in each category? How can the City balance allocation of funds for infrastructure and public service needs and/or neighborhood revitalization and addressing homelessness?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
4. Beyond budget, if you had the opportunity to communicate only one obstacle or barrier to meeting needs in each of these categories, what would that obstacle or barrier be? Is that barrier specific to any special populations?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
5. 2021 - 2025 Consolidated Plan Goal Setting
 1. Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure
 1. Facility or Infrastructure Improvements
 2. Facility or Infrastructure Improvements – Housing Related
 3. Land Acquisition for Affordable Housing Development

2. Priority Need: Public Services and Economic Opportunities
 1. Services to Meet Basic Needs
 2. Employment and Job Training Services
 3. Housing Stabilization/Homelessness Prevention including
 4. Eviction/Foreclosure Prevention and Legal Services
3. Priority Need: Addressing Homelessness
 1. Service and Facility Operating Support, including Outreach
 2. Increase number of emergency/transitional shelter and permanent supportive housing beds
4. Priority Need: Decent Affordable Housing
 1. Housing Rehabilitation (Rental and Owner)
 2. Housing Development (Rental and Owner)

7. INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS

- A. Update for Housing Authority Commission Member
- B. Update from Housing Staff
- C. Other informational items

8. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2020.

Leah Bloom, Housing Section



Housing Commission

4. A.

From: Leah Bloom, Affordable Housing Advancement Project Manager

DATE: 12/17/2020

SUBJECT: Consideration and Approval of Minutes: Housing Commission Meeting, October 22, 2020

STAFF RECOMMENDED ACTION:

Approve the minutes of the October 20, 2020 Housing Commission Meeting.

Executive Summary:

Minutes of Commission meeting are the requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions taken by the Housing Commission.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Not applicable.

Previous Council Decision on This:

Not applicable.

Attachments

October 20 - Housing Commission Minutes

DRAFT MEETING MINUTES

**HOUSING COMMISSION
THURSDAY
OCTOBER 22, 2020**

**MICROSOFT TEAMS VIRTUAL MEETING
211 WEST ASPEN AVENUE
1:00 P.M.**

1. Call to Order

Chair Nicole Ellman called meeting to order at 1:02pm.

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

ROSS ALTENBAUGH - Present
KAIJAYLAAN BEATTIE - Absent
ERIC DAVIS - Present
MELINDA DEBOER-AYREY - Present
NICOLE ELLMAN - Present

CATHERINE ESQUIVEL - Absent
KAREN FLORES - Present
KHARA HOUSE - Present
CHRIS KEMMERLY - Arrived at 2:08pm
DEVONNA MCLAUGHLIN - Present

MOSES MILAZZO - Absent
ERIN O'LOUGHLIN - Present
TAD RIGGS - Present

COUNCIL LIAISON PRESENT: Councilmember Jim McCarthy

OTHERS PRESENT: Housing Director Sarah Darr, Housing Specialist Adriana Fisher, Community Development Director Dan Folke, Housing Analyst Jennifer Mikelson, Community Development Block Grant Administrator Kristine Pavlik, City Attorney Christina Rubalcava.

Vice-Chair Khara House asked a question regarding roll call, which Ms. Bloom answered.

3. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

None.

4. APPROVAL OF MINUTES

- A. Consideration and Approval of Minutes:** Housing Commission Meeting, September 24, 2020. Approve the minutes of the September 24, 2020 Housing Commission Meeting.

Moved by Khara House, **seconded by** Erin O'Loughlin to approve the minutes from the regular meeting of September 24, 2020.

Vote: 9 - 0 - Unanimously

5. DISCUSSION ITEMS

- A.** Questions and Answers: City Owned Land Presentation (September 24, 2020)
Informational only.

Ms. Sarah Darr provided a brief review of City owned land. Comments and questions were provided by Commissioners. Questions were answered by Ms. Darr. Council Liaison Jim McCarthy answered a question.

- B.** Housing Commission Year End Review
Review, Discuss and Input

Ms. Leah Bloom provided a review of the Housing Commission's first year in service, as well as the Commission's path moving forward. Ms. Bloom thanked Commissioners and Council Liaison McCarthy for their service on the Commission.

Staff, Commissioners, and Council Liaison provided their reflections, comments, questions, and thanked fellow Commissioners for their hard work and service. Questions were answered by Ms. Bloom and Ms. Darr.

- C.** Affordable Housing Needs Assessment for the Flagstaff Community Infographic
Informational only.

Ms. Devonna McLaughlin provided a presentation about the Affordable Housing Needs Assessment. Chair Ellman asked questions, which Ms. McLaughlin and Ms. Bloom answered.

Ms. Bloom will email the Affordable Housing Needs Assessment to Commissioners.

6. INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS

An update was provided by Ms. McLaughlin about the citizen's petition to declare a Housing Crisis in Flagstaff. Comments about this topic were provided by staff and Commissioners.

Ms. McLaughlin requested an update about the Request for Statement of Qualification (RSOQ) for the redevelopment of public housing. Ms. Darr provided an answer.

Commissioners and Council Liaison discussed rising building costs and possible solutions.

7. ADJOURNMENT

Meeting was adjourned at 2:36pm by Chair Ellman.



Housing Commission

5. B.

From: Leah Bloom, Affordable Housing Advancement Project Manager

DATE: 12/17/2020

SUBJECT: Commissioner Introduction - Introduce and welcome new and returning Commissioners.

STAFF RECOMMENDED ACTION:

Commissioners will provide a brief, one to two minute introduction. Put your cameras on during your introduction, if you are able. Please inform the group how long you have been a Housing Commissioner and why you applied to be a Housing Commissioner.

Executive Summary:

Please do introductions in the below order.

1. Ross Altenbaugh
2. Eric Davis
3. Nicole Ellman
4. Karen Flores
5. Sandi Flores
6. Khara House
7. Chris Kemmerly
8. Devonna McLaughlin
9. Moses Milazzo
10. Erin O'Loughlin
11. Adrah Parafiniuk
12. Tad Riggs
13. Joanna Wheaton

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Not applicable.

Previous Council Decision on This:

Not applicable.

Attachments

2021 Housing Commissioner Bios

Commissioner Ross Altenbaugh, Low Income Housing Expert



In August of 2014, Ross Altenbaugh moved from Richmond, Virginia to Flagstaff, Arizona. In Richmond, Ross was the Executive Director of Housing Families First, a multi-dimensional housing program for families experiencing homelessness. Ross' work at Housing Families First involved a three year process of moving the agency's mission from transitional shelter to a housing first approach.

Virginia Housing Coalition named Ross as one of the top 40 under 40 in Housing in Virginia in 2013. Additionally, Ross was chosen by The Greater Richmond Community Foundation as a 2014 recipient of the Stettinius Awards for Nonprofit Leadership. The Flagstaff Chamber of Commerce and the Arizona Daily Sun named Ross one of 2017's Top 20 Under 40.

Ross began her work as the Executive Director of Flagstaff Shelter Services in August 2014 and is working to bring housing strategies to clients that are experiencing homelessness. In August 2015, the Arizona Department of Housing named FSS the 2015 Housing Hero for Innovative Supportive Housing in Arizona. Since then, Flagstaff Shelter Services has permanently housed over 500 individuals and is in the process of expanding its physical campus and service provision to work with more individuals and families experiencing homelessness in Northern Arizona. I applied to be on the Housing Commission because if firefighters and social workers cannot afford housing in this town, then people experiencing homelessness will never be able to access a permanent home.

Eric Davis, Building and Real Estate Professional



Eric Davis is a lifetime resident of Flagstaff. He is an Associate Broker with the Elite Team at RE/MAX Peak Properties and has been a real estate agent for over 15 years. He is currently serving on the Board of Directors with Northern Arizona Association of REALTORS® as well as the family selection committee for Habitat for Humanity in 2019.

Throughout his career Eric's passion has been assisting home buyers purchase their first home. While helping them pursue the American dream he has witnessed firsthand the affordability struggles buyers encounter trying to purchase a home in the Flagstaff area. This is the number one issue facing many Flagstaff residents and the reason Eric applied for the Housing Commission. His roots in the community and Flagstaff real estate industry will provide a valuable pulse on the housing issues our residents face daily.

Commissioner Nicole Ellman, Low Income Housing Expert



In 2004, Nicole moved to Flagstaff to attend college at Northern Arizona University. Shortly thereafter, she found herself working full time at a bank and the interest in school took a backseat. In 2006, Nicole met her now husband and soon they were wed. While contemplating starting a family, the discussion of owning their own home was always top priority. That is when they discovered the high price of housing in Flagstaff and Nicole developed a passion for understanding the drivers of the high prices and finding a solution for affordable housing.

Nicole joined Soroptimist International of the Arizona Peaks in 2009, chaired 4 of the 5 annual fundraisers during her tenure. With those fundraisers she raised over \$100,000 for women in need within the Flagstaff community. These funds were distributed as grants for furthering

education, to general assistance (typically living expenses).

Nicole is the Finance Manager at The Guidance Center where she oversees the housing program and manages the Move-In Assistance, Eviction Protection program that is funded through AHCCCS. Being in the healthcare industry, Nicole has gained an understanding of how the social determinants of health play an integral role in a persons physical and mental wellbeing. One of the social determinants of health is housing and economic stability.

I applied to be on the Housing Commission as a Low Income Expert because I have become very passionate about the cost of housing in Flagstaff. I have a long history of helping others that have not been as fortunate as some. Additionally, with the mental health crisis that is sweeping the country it is now more important than ever to be able to provide safe, affordable housing for our citizens at any socioeconomic status.

Karen Flores, Building and Real Estate Professional



In 1993, a few years after graduating from NAU, Karen Flores started her career as a loan officer in the mortgage industry in Phoenix, AZ . In 1995 she got married and her new husband accepted a position as a Police Officer with the Flagstaff Police Department. After relocating back to Flagstaff, Karen continued her career in the mortgage business helping individuals and families realize the dream of homeownership. As the years passed, Karen noticed that it was becoming especially difficult for many Flagstaff residents to purchase a home, as the home values were quickly increasing. Programs that were designed to help first time home buyers with their down payment, were becoming obsolete due to the disparity between the program's income limit requirements and the cost of housing. Karen has served as a committee member on the Northern Arizona Housing Solutions HAP committee almost the entire time she has been in Flagstaff. This non-profit agency was developed to help first time home buyers within certain income brackets, find homeownership through down

payment and closing cost assistance. In 2016 and 2017, Karen served as the Affiliate Director on the Board of the Northern Arizona Association of Realtors, and she has volunteered her time and served on various other Association Committees over the years. During her time on the board, the subject of affordability was a recurring subject. In 2016, Karen spearheaded the creation of Heroes Club of Northern Arizona. She saw that that our local teachers, fire fighters, police, veterans, current military personnel, and first responders needed financial help when it came to purchasing a home. She and a group of Realtors, a Title Company, and an Insurance agent are the main members of the Club. Each member offers discounts for their services which has further increased the ability for these members of our community to own a home. After the first year, the NAZHC group recruited other businesses in the community to join their club and now local businesses are offering discounts outside the home buying process to these wonderful heroes. Karen applied to be on the Housing Commission so that she could share her first-hand experiences with the challenges of affordability in Flagstaff. She deals daily with citizens of our community not being able to buy a home and she wants to be part of the solution.

Commissioner Sandi Flores, Community Representative



Sandi is the Sr. Programs Director for Northern Arizona at Catholic Charities, overseeing Housing and Homeless Services. She has been with Catholic Charities for 15 years and a resident of Flagstaff for 33 years. Catholic Charities operates multiple housing programs including shelter, permanent supportive housing, rapid rehousing, affordable housing and housing for specialty populations, as well as is the owner and property manager of 5 affordable housing communities in the valley and is currently pursuing the development one here in downtown Flagstaff.

Commissioner Khara House, Building and Real Estate Professional



Khara House came to Flagstaff, Arizona from Harrisburg, Pennsylvania to begin graduate studies at Northern Arizona University in 2009. In 2011, Khara relocated permanently to Flagstaff, serving as an Instructor in the University Writing Program; during this time, Khara taught both Composition and Poetry at the university level. Khara made the move to multifamily housing in 2013, serving as an Assistant Manager for Bella Investment Group, LLC before moving into a Manager position in 2014. As an onsite Property Manager, Khara was honored with the Arizona Multifamily Association's 2017 Tribute Award for Community Manager of the Year (Outside the Valley). During this time, Khara also became a

Board Member of NAMI Flagstaff and an AMA Committee Member serving with the AMA Autism Committee (now the Arizona Multihousing Charitable Foundation/Big Hearts).

In 2018, Khara was honored to be among the ATHENA Award Program Young Professional Nominees. She is engaged in numerous community organizations, including the Coconino County African American Advisory Council, The AMA Government Affairs Committee, the Southside Community Association, and other local, state, and national associations and organizations. Khara also currently serves as the Chairperson of the Bella Initiative of Grace Fund, an initiative that exists to extend grace to those in need especially in the areas of poverty, health and housing. Before coming to the Housing Commission, Khara served on the City's Commission on Diversity Awareness (CODA). Khara applied for the Housing Commission from a desire to make a lasting difference in the housing landscape of Flagstaff. As a multifamily housing provider, licensed Real Estate salesperson, and invested community manager, Khara sees the connection between Flagstaff's unique housing situation and the struggles of those most in need of an advocate within the Flagstaff community. She comes to the table with a focus on equity, cultural inclusion, diversity, affordability, and a desire to investigate and pursue unique solutions to the issues facing the people of Flagstaff.

Chris Kemmerly, Building and Real Estate Professional



It may be hard to believe, but one of Arizona's largest builders literally began with a cardboard box and a pickup truck.

Chris Kemmerly, a third-generation homebuilder, received his bachelor's degree from the University of Arizona in 1982. After graduation, Chris moved to Chicago where he began working in real estate development and home building for Kennedy Brothers Construction.

However, it wasn't long before Arizona called to him. In 1992, Chris returned to Tucson and started his own building company.

Kemmerly and Miramonte have won many awards over the years. Some of those awards include:

- Winning the Southern Arizona Custom Home Builder of the Year award not just once, but twice.
- The National Association of Home Builders Best in American Living award.
- The Alliance of Construction Trades Excellence in Construction award.

Coming from humble beginnings, Chris continues to be the driver that makes Miramonte the premier builder it is today.

Commissioner Devonna McLaughlin, Low Income Housing Expert



Devonna McLaughlin is the CEO of Housing Solutions of Northern Arizona, a local nonprofit housing organization, serving Flagstaff and Northern Arizona. Devonna works with staff and volunteers to increase access to decent, safe and affordable housing for low- and moderate-income households in Coconino, Yavapai and Mohave counties. She has worked for Housing Solutions for the past 15 years, serving as the organization's Development Director and Assistant Director prior to becoming the CEO in 2010. Housing Solutions is a HUD-approved housing counseling agency. It also provides scattered-site affordable permanent rental housing and operates Sharon Manor transitional housing facility, benefitting homeless survivors of domestic violence.

Prior to joining Housing Solutions, Devonna worked for the American Red Cross in Flagstaff and the White Mountain Independent Newspaper in Show Low. She is a former AmeriCorps volunteer and holds a bachelor's degree in Journalism and a master's degree in English from Northern Arizona University. Devonna is an alum of the Flagstaff Leadership Program and currently serves on the board of directors for the Arizona Housing Coalition. Devonna has called Flagstaff home since 1999, when she moved to Flagstaff from California to attend NAU. She lives in Flagstaff with her husband & two sons, ages 8 and 9.

Devonna is a strong advocate for affordable housing, having worked directly with families trying to purchase a first home and homeless households fleeing domestic violence. She understands housing is a family's largest monthly expense and that the disconnect between housing costs and income strain many local families, stretching budgets and putting families at risk when there are unexpected expenses or a disruption to household income.



Moses Milazzo (he, him, his) was born and raised on a ranch east of Flagstaff near the Diné (Navajo) Nation. Moses attended Leupp Elementary school in Leupp, and Sinagua High school in Flagstaff.

After graduating from high school, Moses attended Northern Arizona University for a short time before moving to Tucson to finish his BS in Mathematics at The University of Arizona. After

earning his BS, Moses stayed at The University of Arizona to work on a PhD in Planetary Sciences, which he earned in 2005. Moses has worked on several of NASA's planetary spacecraft missions, including missions to Earth, Mars, Jupiter, Asteroids, Venus, and Saturn.

In 2008, Moses and his family moved home to Flagstaff. In Flagstaff, Moses has worked at the U.S. Geological Survey (USGS) as a geophysicist, physical scientist, educator, and curriculum developer. During the 2013–2014 school year, Moses took a short time off from science to be a mathematics, computer science, and robotics teacher at BASIS Flagstaff. He returned to Earth and planetary science in late 2014. During his time at the USGS, Moses helped bring a portfolio of science, education, and community outreach funding to the Flagstaff area. In April 2019, Moses left Civil Service to found a scientific consulting, field work logistics, and pro-social program development business.

Moses has been on the Board of Directors of the Flagstaff Shelter Services since November 2017. He joined the Flagstaff Housing Authority Board in March 2019. Moses cares deeply about housing affordability, housing equity, and making Flagstaff a home for people from all backgrounds and for people of all income levels.

Commissioner Erin O'Loughlin, Architect



Originally native to California, Erin has spent the last seven years in Arizona, of which, the last three were in Flagstaff. She earned a Bachelor of Architecture at California Polytechnic State University Pomona, and has worked at architecture firms in California and Arizona. Currently, she is a Project Architect at PWMA working on residential and commercial projects. On the side of her normal job, she is also a member of The Artist Gallery Coop at their downtown shop where she displays her architectural ceramic jewelry.

She originally moved out to Arizona in 2013 to work and live at Arcosanti: an ever-growing prototype of Italian architect Paolo Soleri's solution to suburban sprawl called an "arcology" which blends architecture with the surrounding ecology. Her time there was devoted to working in planning and eventually managing the ceramics studio. After business hours, she served multiple community council terms and was voted onto the Arcosanti Leadership Team where she spearheaded writing multiple site-wide policies that were voted into action. Living and working there gave her extensive experience in working with large groups of people with differing opinions, while still being able to make positive change for a community. Soleri's ideas about density, complexity, and miniaturization influenced her architecture, and the way she thinks about how people could live. Housing has been the focus of her current architectural interests, and this commission allows her to serve a wider group of people looking for reasonable housing in Flagstaff.

When she first moved to Flagstaff, the cheapest available rent she found was a 420 SF studio apartment for \$1250/month. Ever since, she has been scouring the city looking for better living accommodations for young professionals, and keeping tabs on residential development within the city. She believes that unique and creative, while realistic, solutions will be the way forward for Flagstaff's housing.

Commissioner Adrah Parafiniuk Community Representative



Adrah moved to Flagstaff in 1993. He graduated from NAU with a bachelor's degree in History and Minor Spanish. He also graduated with two children. He, his wife, and his children moved to Boulder, CO where they worked for the Boulder Housing Authority (the kids didn't work though.) After obtaining a Master's of Arts in Teaching (MAT) degree and doing his student teaching in inner city Chicago, the family moved out to Tuba City on Navajo lands and across the street from Hopi. Adrah taught at the high school there, while his wife

Diana commuted to NAU, working on her Master's in Speech Pathology.

The whole family (now 5 strong) moved back to Flagstaff in 2004, where they struggled to find affordable housing. Fortunately for the Parafiniuks, NACOG (Northern Arizona Council of Governments) was able to offer 1st time home buyer assistance. With zero-interest down payment loans in hand, they were able to buy a manufactured home in town. Adrah taught in Northern Arizona for 10 years. He first helped to create Ponderosa High School, an alternative school for older students that had struggled to graduate. He worked for 3 years at Coconino County Jail, teaching children who were charged as adults. In the afternoons he taught Spanish at NPA and FJA. He then taught US history, world history, and social studies for FUSD at Flag High and Sinagua Junior High for 3 years. He then started his Master's in Sustainable Communities, while teaching Spanish at the Mountain School.

This varied experience in Flagstaff brought Adrah into contact with almost every conceivable group of people living in Flagstaff. He has seen how difficult it is for working families to find quality affordable housing. Adrah is currently working on his PhD in Politics and International Affairs program. He focuses on what motivates people to act sustainably. He fulfilled one of the program requirements of writing a publishable paper by writing a comparison of affordable housing programs in Flagstaff, AZ, Bend, OR, and Boulder, CO. It is Adrah's hope is that his plethora of experiences in town, his personal experience with affordable housing, and his previous work in public and private housing will allow him to bring knowledge and understanding to the Flagstaff Housing Commission.

Commissioner Tad Riggs, Building and Real Estate Professional



Tad first moved to Flagstaff in 1977 to attend Northern Arizona University. After graduating from NAU and spending four years in the US Air Force he moved to Dallas Texas to start his career in construction management. Tad worked for three production home builders in sales, customer service and construction management. Tad and his family returned to Flagstaff in 1996 to establish Riggs Homes. Tad has served on the Board of Directors for Northern Arizona Building Associates. He has also been an Arizona Realtor. Tad has served the Flagstaff community as a member of the Coconino County Sheriff's Search and Rescue and President of the Flagstaff Youth Alliance. Tad chose to be a Commissioner to help minimize unintended consequences of city housing decisions.

Commissioner Joanna Wheaton, Community Representative



I applied to be on the Housing Commission because housing security seems to underpin so many other difficult issues, from systemic challenges facing low-income and minority households to climate change. I hope to make a meaningful contribution to the Commission through my technical skills as a data scientist, my job in the rental housing space, my educational background, and my nerdy enthusiasm for ad hoc research projects.

Education

Northern Arizona University

- Graduated summa cum laude in 2020 with a B.S. in Data Science + Mathematics minor + Economics minor

UCLA

- Graduated summa cum laude in 2013 with a B.S. in Political Science + Environmental Systems & Society minor + Urban & Regional Studies minor

Career

RentLab

- Lead Data Scientist for RentLab, a small start-up partnered with the City of Flagstaff through the Sustainability Program. RentLab's mission is to drive sustainability and affordability in the rental housing sector using data transparency and customized community analytics.
- I wrangle spatial and utility data, maintain databases for our partner cities, produce reports analyzing relationships between utility costs/usage and physical/spatial building characteristics, and build interactive web-tools as internal and external references.

Activism

FlagStats

- Some friends and I created the FlagStats project over this past summer. FlagStats is a data-driven, citizen journalism collective that seeks to further progressive efforts to explain and address systemic issues in Flagstaff. Accordingly, we build interactive tools, produce reports, promote data transparency, and collect user-submitted data related to our primary focus areas—housing and policing.
- Our website and first report (which is about the looming eviction crisis in Flagstaff should the CDC eviction moratorium not be extended at the end of the year) will go live next week!



Housing Commission

6. A.

Co-Submitter: Sarah Darr, Housing Director

From: Leah Bloom, Affordable Housing Advancement Project Manager

DATE: 12/17/2020

SUBJECT: Presentation and Discussion: Update on Housing Emergency, review Housing Commission's 2021 priorities and discuss how the Housing Emergency affects Housing Commissioner's work.

STAFF RECOMMENDED ACTION:

Discussion and Input.

Executive Summary:

Presentation by Housing staff.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Not applicable.

Previous Council Decision on This:

October 13, 2020 - Citizen Petition received

October 19, 2020 - F.A.I.R item for consideration of a "Housing Crisis Emergency Resolution"

November 24, 2020 - Work Session for Council feedback on draft resolution

December 1, 2020 - Council Approved Housing Emergency Resolution 2020-66

Attachments

Presentation



1

Agenda

- Update on Housing Emergency
 - Review Resolution 2020-66
 - How the Housing Emergency affects Housing Commission's work
- Polling Results - "Purpose & Duties"
- 2021 Housing Work Program in Relation to Housing Commission

2



Housing Emergency Resolution



Timeline

- **October 13, 2020**
 - Citizen Petition received
- **October 19, 2020**
 - F.A.I.R item for consideration of a “Housing Crisis Emergency Resolution”
- **November 24, 2020**
 - Work Session for Council feedback on draft resolution
- **December 1, 2020**
 - Council Approved Housing Emergency Resolution No. 2020-66

3



Declaring a Housing Emergency



With this Resolution, Council & the City of Flagstaff declares

- A housing emergency exists within our City and region.
- Recognizes the need to make housing a leading priority for the organization and community.



4



What does the Resolution do?



Within nine months a Housing Plan focused on housing development and preservation within the City for the next 10 years will be presented to Council.

The City of Flagstaff commits to its own City-wide prioritization of housing efforts, utilizing the Housing Plan described above, as the foundational framework for establishing work programs, prioritizing staff work and allocating necessary funding for its implementation.



5



What does the Resolution do?




Plan elements will include, but not be limited to ways:


- City resources (including land, staff and financial resources) can best be utilized to achieve identified goals.
- City can encourage more economically priced housing construction by the private sector to address Flagstaff's workforce housing needs and to increase attainable housing opportunities for, and occupied by, residents.



6




What does the Resolution do?



Continued Commitments

- To further Federal and Arizona Fair Housing laws in all housing related services and programs.
- To lobby and support federal and state legislation to increase the amount of funding available for the preservation and construction of affordable housing.






EQUAL HOUSING OPPORTUNITY

7



What does the Resolution do?

Yes In My Backyard

The City of Flagstaff will create and implement a **public outreach campaign to educate the community about the critical role affordable housing plays in a thriving community.**

8



What does the Resolution do?



Explore and support additional **local funding resources for the creation of affordable housing units and expansion of programs to improve access to housing.**



9



Discussion



2021 Housing Work Programs in Relation to Housing Commission

- Questions / Comments
- Commission Discussion

Next topic:

- How does the Housing Emergency relate to the Commission's work?

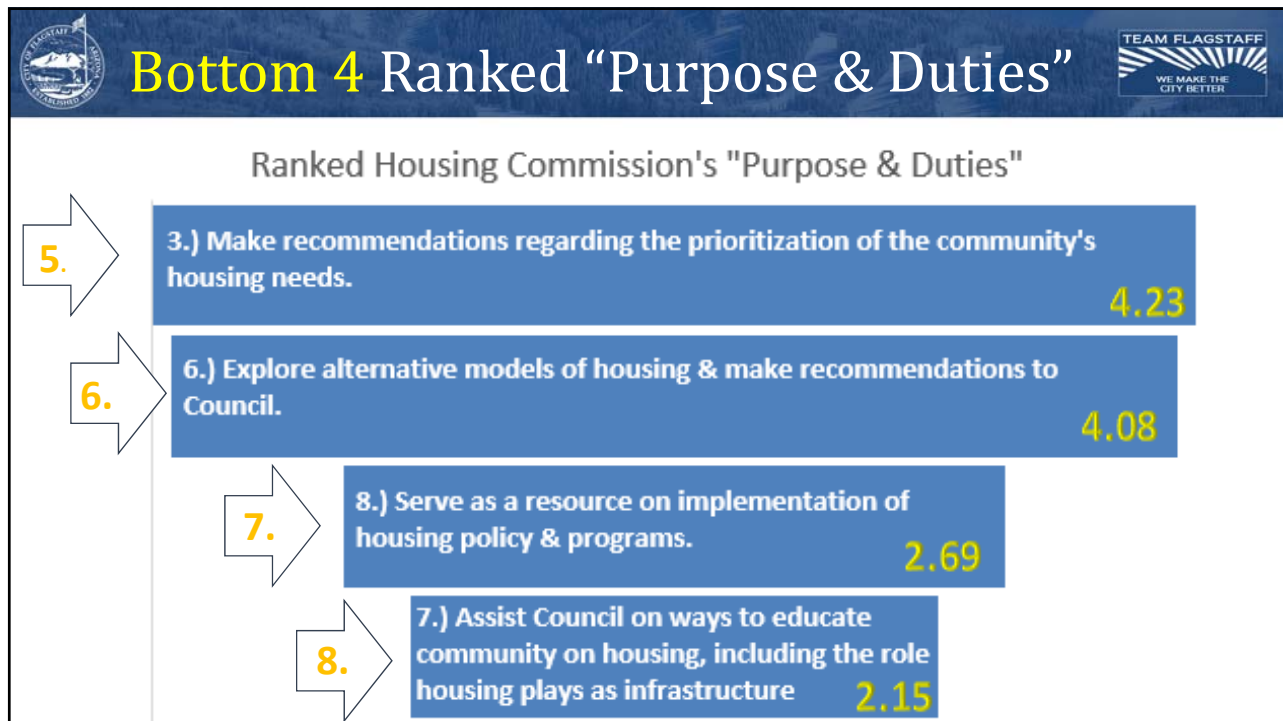
NEXT STEPS



10



11



12



13

The infographic is titled "Additional Suggested Tasks" and features the City of Flagstaff logo on the left and the "TEAM FLAGSTAFF WE MAKE THE CITY BETTER" logo on the right. It contains a sub-section titled "Commissioner Suggestions" with a bulleted list of recommendations.

Commissioner Suggestions

- Two recent decisions made by the City Council reference to a declaration of a Housing Emergency and Climate Emergency.
 - Commission focus must address both issues with an emphasis on housing as that is the main directive of a "housing commission".
 - The focus should be broken down by timeline:
 1. What recommendations can be implemented immediately.
 2. What recommendations to be implemented in the mid term.
 3. What long term recommendations will provide a viable financial and economically sound game plan for long term solutions

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Additional Suggested Tasks



Commissioner Suggestions

- Considering how a project like “Build For Zero” could be implemented in Flagstaff to functionally eliminate houselessness.
- Supporting tenants during the pandemic and the resultant economic recession (e.g. info about tenant rights, legal resources when facing eviction, etc).
- Illustrating how Flagstaff’s history of redlining continues to impact the community today and highlighting how the city can address that source of inequality.
- Creating YIMBY propaganda.

15



Additional Suggested Tasks



Commissioner Suggestions

- Re-write the bond question and send it back to Council.
- Examine cities that have been successful in creating affordable housing and look to advise council to implement the methods they used.
- Creation of a comprehensive housing plan. Recommend use of city-owned land for affordable housing.

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Housing Commission

6. B.

Co-Submitter: Kristine Pavlik, Housing and Grants Administrator

From: Leah Bloom, Affordable Housing Advancement Project Manager

DATE: 12/17/2020

SUBJECT: Discussion and Direction: Community Development Block Grant 2021-2025 Consolidated Plan

STAFF RECOMMENDED ACTION:

Discussion and Direction: Community Development Block Grant 2021-2025 Consolidated Plan

1. What do you feel are the best uses of CDBG funds as they relate to:
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
2. What do you feel are the greatest needs in each category in the City of Flagstaff?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
3. How should the City prioritize allocating CDBG funds in each category? How can the City balance allocation of funds for infrastructure and public service needs and/or neighborhood revitalization and addressing homelessness?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
4. Beyond budget, if you had the opportunity to communicate only one obstacle or barrier to meeting needs in each of these categories, what would that obstacle or barrier be? Is that barrier specific to any special populations?
 1. Revitalization, Public Facilities & Infrastructure
 2. Public Services and Economic Opportunities
 3. Addressing Homelessness
 4. Decent Affordable Housing
5. 2021 - 2025 Consolidated Plan Goal Setting
 1. Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure
 1. Facility or Infrastructure Improvements
 2. Facility or Infrastructure Improvements – Housing Related
 3. Land Acquisition for Affordable Housing Development

2. Priority Need: Public Services and Economic Opportunities
 1. Services to Meet Basic Needs
 2. Employment and Job Training Services
 3. Housing Stabilization/Homelessness Prevention including
 4. Eviction/Foreclosure Prevention and Legal Services
3. Priority Need: Addressing Homelessness
 1. Service and Facility Operating Support, including Outreach
 2. Increase number of emergency/transitional shelter and permanent supportive housing beds
4. Priority Need: Decent Affordable Housing
 1. Housing Rehabilitation (Rental and Owner)
 2. Housing Development (Rental and Owner)

Executive Summary:

Kristine Pavlik, Housing and Grants Administrator, is facilitating the discussion regarding the 2021-2025 CDBG Consolidated Plan. See the attached presentation for additional information.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Not applicable

Previous Council Decision on This:

Not applicable.

Attachments

2021-2025 Consolidated Plan Presentation

City of Flagstaff Community Development Block Grant 2021-2025 Consolidated Plan

Presentation to the Housing Commission



Kristine Pavlik, Housing and Grants Administrator



Purpose & Agenda

Purpose

- Share current strategy and progress
- Identify high and low priority housing and community development needs in the City of Flagstaff
- Identify goals, strategies, obstacles and barriers

Agenda

- Consolidated Plan Overview
- Current Con Plan Goals and Progress
- Facilitated Discussion
 - Needs and Strategies
 - Obstacles and Barriers
 - Priorities and Goals





CDBG Overview

What is the Community Development Block Grant?

- Federal grant program administered by HUD.
- Created in 1974 to provide funding for housing and community development activities, serving primarily low to moderate income individuals and households.

Why does the City of Flagstaff receive CDBG funding?

- Metropolitan city, Population > 50,000
- Entitlement Community
- Annual allocation based on a formula





CDBG Overview

How can the City spend the money?

The easy answer:

- **As the City Council determines based on:**



- **Needs identified in the Consolidated Plan**
- **The Primary Objective**
- **One or more of the National Objectives**



CDBG Overview

Primary National Objective

The development of viable urban communities through the provision of the following, **principally for low to moderate income persons:**

- Decent housing
- A suitable living environment
- Economic opportunity

**80% AMI example: Household of 4
income limit is \$60,150**





CDBG Overview

Benefiting low to moderate income persons

To be eligible, an activity must qualify as one of the following:

1. Limited Clientele
2. Housing Activity
3. Area Benefit
4. Job Creation or Retention Activities





CDBG Overview

Criteria for use of CDBG Funds

- At least 70% of the CDBG funds must benefit low to moderate income persons over the fiscal year (July 1 to June 30)
- Historically CDBG in Flagstaff serves 100% low to moderate income persons





CDBG Overview

How does the City access the funds?

- **Annual Action Plan** – 1 year plan - “What are we are going to do?”
Due May 2021 with Consolidated Plan
- **Substantial Amendments to Annual Action Plan** – CDBG-CV Funds
Due as needed
- **Consolidated Annual Performance Evaluation Report (CAPER)** – 1 year report - “What did we do?” - Due in September
- **Consolidated Plan** - “5-year assessment of housing and community development needs” Every 5 years - Due in May 2021
- **Analysis of Impediments to Fair Housing choice** “Fair Housing Plan” Every 5-years – Due May 2021



CDBG Overview

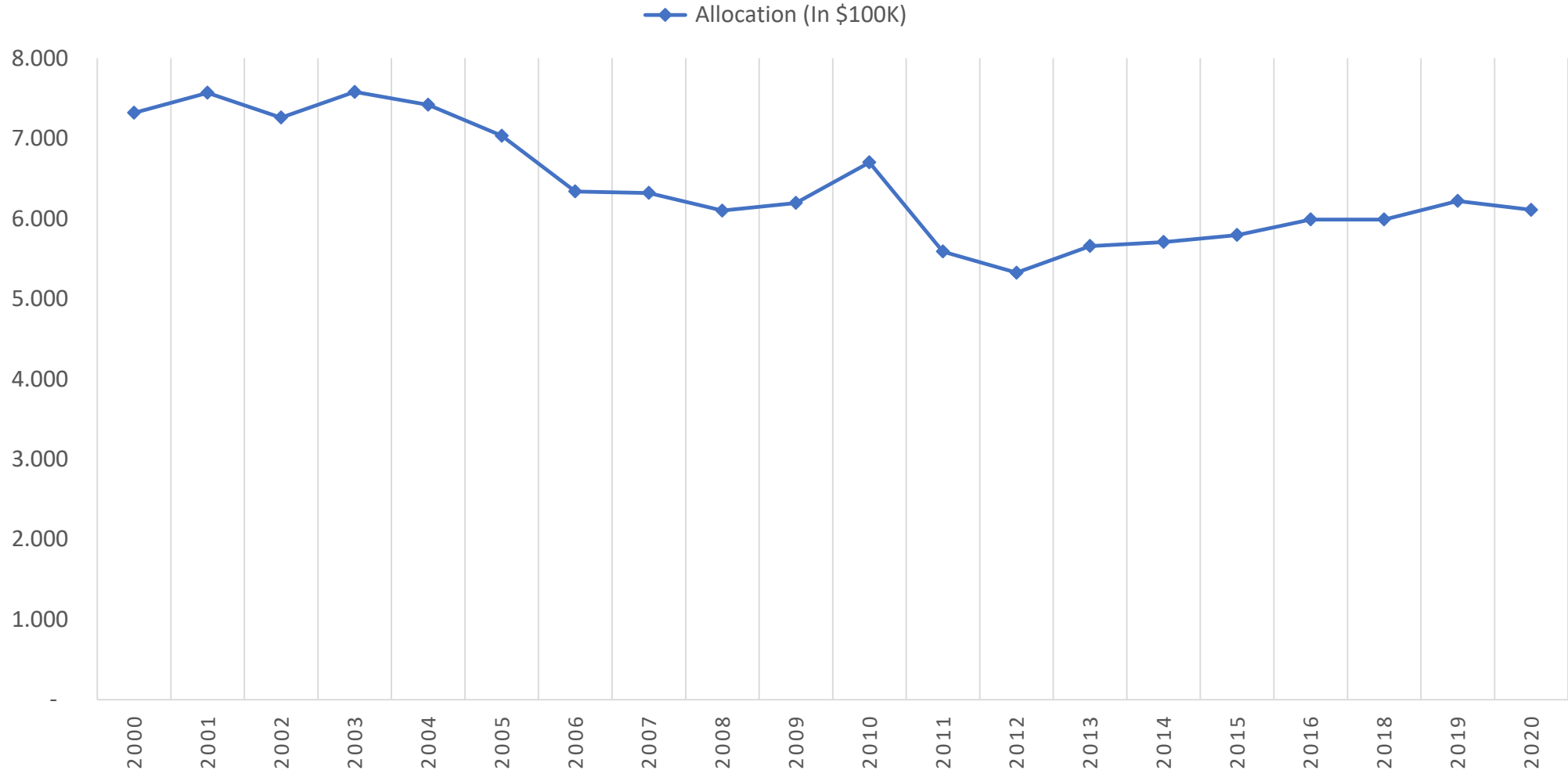
What has changed in recent years?

- Funding from HUD
 - 2003 highest award = \$758,000
 - 2014 = \$570,941
 - 2018 = \$621,455
 - 2020 = \$611,295
- Emphasis on Performance Measures
 - Focus is on numbers served & service type provided
 - Performance measurements require significant additional data to be collected



CDBG Overview

Allocation over the years





CDBG Overview

Coronavirus Aid, Relief and Economic Security Act

- City of Flagstaff CARES Act Funding – CDBG-CV
 - 1st Allocation - \$359,605
 - 2nd Allocation - \$755,661
- CARES Act Provided Waivers
 - Public Participation
 - Public Service Caps
 - CAPER Extension
 - Reimbursement of Costs
 - Con Plan and AAP Extensions



Annual Action Plan Process

Annual Action Plan

- Submitted to HUD annually in May
- Submitted with Con Plan every 5 years
- Tells HUD “What we will do with the allocation”

Council Funding Priorities

- Dec 22nd – New Council Sets Priorities for 2021 & 2022
 - **Council CDBG Priorities for 2019 & 2020 were:**
 - Provide affordable housing (rental and ownership)
 - Address homelessness
 - Improve neighborhood revitalization
 - Promote workforce job training
 - Support education/ early childhood development



Annual Action Plan Process

Timeline

- Notice of Funding Available (NOFA) released December 28th, 2020
- Public Meeting #1 - December 28th
 - Intro to CDBG Program and City of Flagstaff NOFA Process
- Applications Due February 22nd at 5pm
- Public Meeting #2 - February 26th
 - Summary of applications and funding requests as well as Con Plan Presentation
- DRAFT Annual Action Plan/Con Plan and AI Public Comment Period
 - March 1st to March 31st
- City Council Work Session April 14th
 - Housing Staff Funding Recommendations and direction from Council
- City Council Meeting April 20th
 - Council resolution approving AAP/Con Plan and AI submission to HUD



Consolidated Plan Schedule

Focus Group Meetings

- Dec 7th – Neighborhood Revitalization, Public Facilities and Infrastructure
- Dec 9th – Public Services and Economic Opportunities
- Dec 14th - Addressing Homelessness
- Dec 16th – Decent Affordable Housing
- Dec 17th – Housing Commission Meeting

Data Collection, Stakeholder Engagement & Community Outreach

- August through December
 - Surveys
 - Focus Groups
 - Data Collections

Data Analysis and Draft Documents

- January and February

2021 AAP Process

- Jan-March

Drafts Available for Public Comment

- March 1st to March 31st

Council Meetings

- Presented April 14th
- Adopted April 20th

Final Documents Submitted to HUD

- May 15th, 2021



Consolidated Plan 2021-2025

- Identifies local community needs
- Includes housing and non-housing needs
- Sets goals and objectives for the 5-year period
- Prioritizes and guides activities
- Required by HUD for funding
- Identifies Target Neighborhoods
 - Sunnyside
 - Southside
 - La Plaza Vieja
 - Pine Knoll





Consolidated Plan Strategies

Main Components

- Market Analysis
- Analysis of Impediments to Fair Housing
- Socio-economic Conditions
- Housing Conditions and Needs Assessment
- Homeless and Special Needs Individuals and Families
- Non-housing Community Development

Related Element Assessments

- Citizen participation Plan
- Institutional Structure and Coordination
- Regulatory Barriers
- Monitoring
- Lead Based Paint
- Anti Poverty Strategy
- Fair Housing





Community Needs



How are Needs and Priorities Determined?

- Review of Data
 - Census/ACS Data, Market Analysis, Needs Assessment
- Community Surveys
- Stakeholder Surveys
- Public and Stakeholder Focus Groups
 - Housing Commission
 - Continuum of Care
- Meetings with Stakeholders
- Public Meetings/Hearings


LET YOUR VOICE BE HEARD!

Complete the City of Flagstaff 2020 Fair Housing Survey


Did you know you have a right to choose housing - **free** from discrimination?

Fair housing laws apply to rental housing, homes for sale, advertising, home loans and home insurance.

Federal and state fair housing acts prohibit discrimination in housing based on race, color, national origin, religion, sex, disability and familial status.






English



Spanish

To access the survey use the QR codes above or web addresses below!

English: tinyurl.com/y48jm8zp
 Spanish: tinyurl.com/y5m693cf

*Help us identify whether barriers to Fair Housing exist in Flagstaff, Arizona.
Your input is very important!*



Preliminary Findings

- **Neighborhood Revitalization, Infrastructure and Public Facilities**
 - Traffic mitigation in “pass thru” neighborhoods
 - Sidewalks for safety
 - Crime prevention
 - Community centers for all ages
 - Affordable childcare
- **Public Services and Economic Opportunities**
 - Job creation/training
 - Microenterprise assistance (capital, COVID recovery)
 - Substance Abuse Treatment Services



Preliminary Findings

- **Addressing Homelessness**

- Permanent supportive housing
- COVID prevention in Shelters
- Transitional housing needed
- Jail diversion programs

- **Decent Affordable Housing**

- Affordable single-family housing
- Senior housing
- Low-income rental housing
- Purchase assistance



5-year Consolidated Plan Goals

5-year Consolidated Plan Goals			
Activity	Special Population	Priority Level	5-year Goal
Priority Need: Revitalization, Public Facilities & Infrastructure			
Facility Improvements	X	H	500 people
ADA Accessibility Improvements	X	L	500 people
Land Acquisition for Affordable Housing Development		L	5 households
Infrastructure for Affordable Housing Development		L	5 households
Priority Need: Public Services & Economic Opportunities			
Service and Facility Operating Support	X	H	2,000 people
Employment & Job Training Support Services		L	5 people
Housing Stabilization Services including Eviction/Foreclosure Prevention and Legal Services		H	500 households
Priority Need: Addressing Homelessness			
Service and Facility Operating Support, including Outreach	X	H	5,000 people
Increase number of emergency /transitional shelter beds for families	X	H	20 beds
Increase supply of permanent supportive housing	X	H	15 beds
Priority Need: Decent Affordable Housing			
Owner-occupied Housing Rehabilitation		H	25 units
Rental Housing Construction		H	5 units
Owner Housing Construction		H	2 units
First-time Homebuyer Assistance		H	25 households
Rental Housing Rehabilitation		L	10 units



5-Year Consolidated Plan Progress

5-year Consolidated Plan Goals

Activity	Special Population	Priority Level	5-year Goal	2016-2019 (2020)
Priority Need: Revitalization, Public Facilities & Infrastructure				
Facility Improvements	X	H	500 people	41,674
ADA Accessibility Improvements	X	L	500 people	2487
Land Acquisition for Affordable Housing Development		L	5 households	X
Infrastructure for Affordable Housing Development		L	5 households	X
Priority Need: Public Services & Economic Opportunities				
Service and Facility Operating Support	X	H	2,000 people	5412
Employment & Job Training Support Services		L	5 people	(3)
Housing Stabilization Services including Eviction/Foreclosure Prevention and Legal Services		H	500 households	142 (90)



5-year Consolidated Plan Progress



2016-2019 (2020)
3609 (1500)
(14)
(8)
16
4
X
19
X

Priority Need: Addressing Homelessness			
Service and Facility Operating Support, including Outreach	X	H	5,000 people
Increase number of emergency /transitional shelter beds for families	X	H	20 beds
Increase supply of permanent supportive housing	X	H	15 beds
Priority Need: Decent Affordable Housing			
Owner-occupied Housing Rehabilitation		H	25 units
Rental Housing Construction		H	5 units
Owner Housing Construction		H	2 units
First-time Homebuyer Assistance		H	25 households
Rental Housing Rehabilitation		L	10 units



Examples of Eligible Activities

Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure

- Homeless Shelter Expansion
- Recreational Center Improvements
- Sidewalk/Street Improvements
- Parks and Playgrounds
- Food Center ADA Improvements

Priority Need: Public Services and Economic Opportunities

- Coordinated Entry & Housing Services (Eviction Prevention, Legal Aid)
- Microenterprise Assistance
- Job Training and Employment Services
- Food Programs/ Childcare/ Disabled Adult Programs/ Basic Needs



Examples of Eligible Activities

Priority Need: Addressing Homelessness

- Transitional Housing Expansion
- Operational Assistance for Homeless Shelters

Priority Need: Decent Affordable Housing

- Down Payment and Closing Cost Assistance
- Owner Occupied Housing Rehabilitation
- Acquisition of Real Property
- Infrastructure for Housing Development
- Housing Development
- Rental Rehabilitation



Current Plan Funded Activities

Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure

- FSS Energy Efficiency
- Blackbird Roost Sidewalk Improvements
- Guadalupe and Arroyo Parks
- Hal Jensen Rec Center
- Verde, Ellery, O'Leary and La Plaza Vieja Infrastructure
- Flagstaff Family Food Center ADA Improvements
- FSS Expansion

Priority Need: Public Services and Economic Opportunities

- Coconino County Housing Stabilization (4 years)
- Coordinated Entry
- FSS COVID-19 and Housing as Healthcare
- FSS Expansion Operations and Winter Overflow/Housing Services
- Threaded Together STEP Program



Current Plan Funded Activities

Priority Need: Addressing Homelessness

- Northland Family Help Center Renovations ADA
- HSNA Sharon Manor Apts Rehab
- Northland Family Help Center Minor Rehab
- HSNA Sharon Manor Expansion and Rehab

Priority Need: Decent Affordable Housing

- City of Flagstaff Owner Occupied Housing Rehab (3 years)
- HSNA Down payment Assistance and Housing Counseling
- Coconino County Move-In Assistance



Facilitated Discussion



BEFORE



AFTER



Key Questions and Discussion

What do you feel are the best uses of CDBG funds as they relate to:

- Revitalization, Public Facilities & Infrastructure
- Public Services and Economic Opportunities
- Addressing Homelessness
- Decent Affordable Housing



Key Questions and Discussion

What do you feel are the greatest needs in each category in the City of Flagstaff?

- Revitalization, Public Facilities & Infrastructure
- Public Services and Economic Opportunities
- Addressing Homelessness
- Decent Affordable Housing



Key Questions and Discussion

How should the City prioritize allocating CDBG funds in each category? How can the City balance allocation of funds for infrastructure and public service needs and/or neighborhood revitalization and addressing homelessness?

- Revitalization, Public Facilities & Infrastructure
- Public Services and Economic Opportunities
- Addressing Homelessness
- Decent Affordable Housing



Key Questions and Discussion

Beyond budget, if you had the opportunity to communicate only one obstacle or barrier to meeting needs in each of these categories, what would that obstacle or barrier be? Is that barrier specific to any special populations?

- Revitalization, Public Facilities & Infrastructure
- Public Services and Economic Opportunities
- Addressing Homelessness
- Decent Affordable Housing



2021-2025 Con Plan Goal Setting

Priority Need: Neighborhood Revitalization, Public Facilities & Infrastructure

- Facility or Infrastructure Improvements
- Facility or Infrastructure Improvements – Housing Related
- Land Acquisition for Affordable Housing Development

Priority Need: Public Services and Economic Opportunities

- Services to Meet Basic Needs
- Employment and Job Training Services
- Housing Stabilization/Homelessness Prevention including Eviction/Foreclosure Prevention and Legal Services



2021-2025 Con Plan Goal Setting

Priority Need: Addressing Homelessness

- Service and Facility Operating Support, including Outreach
- Increase number of emergency/transitional shelter and permanent supportive housing beds

Priority Need: Decent Affordable Housing

- Housing Rehabilitation (Rental and Owner)
- Housing Development (Rental and Owner)

Contact Information

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