

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
NOVEMBER 26, 2019**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
6:00 P.M.**

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Pledge of Allegiance and Mission Statement

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

3. ROLL CALL

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

MAYOR EVANS
VICE MAYOR SHIMONI
COUNCILMEMBER ASLAN
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD
COUNCILMEMBER SALAS
COUNCILMEMBER WHELAN

4. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. Review of Draft Agenda for the December 3, 2019 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

6. First Time Flagstaff Homebuyer Program Update

7. Climate Action and Adaptation Plan Annual Update

8. Council Youth Advisory Committee.

9. Public Participation

10. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

11. 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. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2019.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Leah Bloom, Affordable Housing Advancement
Project Manager

Date: 09/30/2019

Meeting Date: 11/26/2019



TITLE

First Time Flagstaff Homebuyer Program Update

STAFF RECOMMENDED ACTION:

No action required. This presentation is for information only.

EXECUTIVE SUMMARY:

Since 1999 the City of Flagstaff has created three first-time homebuyer assistance programs with differing income eligibility criteria. Through a competitive RFP process, Housing Solutions of Northern Arizona (formerly BOTHANDS) has been awarded the administration of these programs. Since then the City has assisted 278 first time Flagstaff homebuyers with closing cost and down payment assistance.

1. BOTHANDS Financial Assistance Program (BFAP) - Community Development Block Grant (CDBG) allocation with eligibility to serve 80% of the area median income (AMI).
2. Community Homebuyers Assistance Program (CHAP) - City of Flagstaff general funds with eligibility to serve 125% AMI.
3. Employer Assisted Housing Program (EAH) - City of Flagstaff general funds with no income eligibility criteria.

278 households served in the greater Flagstaff area consisted of:

- 388 adults and 345 children (total of 732 individuals assisted)
- 39% of homebuyers were female heads of household
- 81.97% was the average Area Median Income (AMI) served
- \$40,436 was the average household annual income

INFORMATION:

The purpose of this presentation is to give the City Council and the public an update on the existing Community Homebuyer Assistance Program (CHAP) and the Employer Assisted Housing Program (EAH). The presentation gives a historical overview of city-funded down payment assistance programs, demographics, and outcomes, as well as a snapshot of the existing programs.

Attachments: [First Time Flagstaff Homebuyers Assistance Program Updates](#)

City of Flagstaff Homebuyer Assistance

Closing Cost & Down Payment Assistance Impact 1999 - 2019



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The History

- Housing Solutions of Northern Arizona (HSNA), formerly The Affordable Housing Coalition and BOTHANDS, is a HUD-approved housing counseling agency and an Arizona nonprofit corporation, based in Flagstaff.
- We have been providing one-on-one pre-purchase housing counseling since 1999, when we originally partnered with the City of Flagstaff to administer a down-payment assistance program.
- We also offer:
 - Foreclosure mitigation counseling
 - Financial literacy/credit counseling
 - Rental counseling

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The Benefits of Partnering

- HSNA has combined individualized pre-purchase counseling since the beginning of the program, ensuring buyers make informed decisions about their home purchase and have resources to overcome barriers to homeownership such as high debt or poor credit.
- Volunteer Housing Assistance Programs committee oversees all loans and advises on program design.
- HSNA has been able to layer City-funded assistance with other programs, such as WISH and available State of Arizona funds (when those programs were available).
- HSNA staff work extensively with lenders to ensure assistance programs meet Fannie Mae, Freddie Mac and FHA guidelines. We've adjusted program design, assistance amount, repayment, etc. over time to meet lending guidelines

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The Data

- 278 households received financial assistance (CHAP, BFAP, EAH) to purchase a first home in the greater Flagstaff area
 - 388 adults & 345 children (total of 732 individuals assisted)
- 39% of homebuyers were female-headed households
- Average AMI served = 81.97%
- Average household annual income = \$40,436

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The Data

- Leveraged \$1.22 million in client contributions
 - (average = \$4,477/household)
- Leveraged \$1.48 million in additional financial assistance
- Leveraged \$38.57 million in mortgage financing
 - (average household mortgage = \$141,280)
- 2.2% foreclosure rate over the past 20 years (6 foreclosures)

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The Data

The City's financial assistance program has really benefitted our local workforce. Buyers have been employed at the following companies:

Northern Arizona University (25)	Coconino County (14)
City of Flagstaff (25)	Restaurant/Hospitality (24)
WL Gore (17)	Flagstaff Medical Center (15)
State of Arizona	Flagstaff Unified School District (13)
Nonprofit (18)	Retail (22)
Grocery (11)	Coconino Community College (3)
NAIPTA (3)	Church/Religious (6)

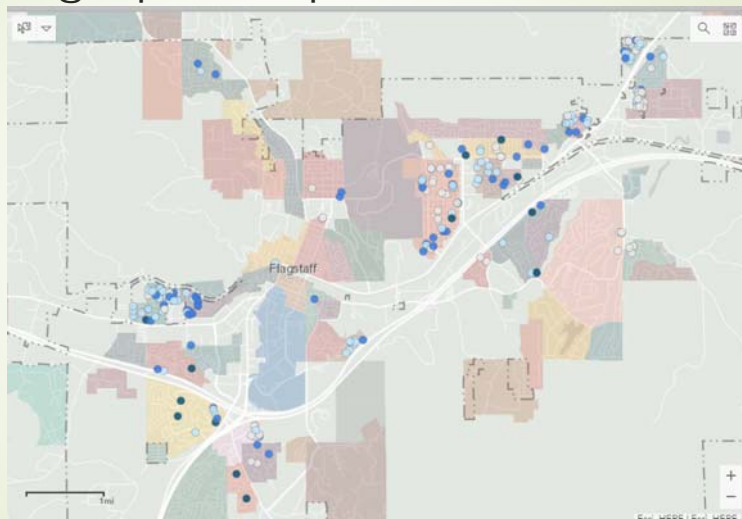
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Building Wealth

- Data on 130 buyers who have sold their homes
 - Average length of ownership = 5.95 years
 - Average appreciation = \$52,277
- Data on 145 buyers who still own their homes
 - Average appreciation (based on current Zillow value) = \$86,778

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Geographic Impact



<https://flagstaff.maps.arcgis.com/apps/opsdashboard/index.html#/d21a74a4f29d4a53b4d44f3fa9eef1dd>

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The Impact

- Purchasing a first home in Flagstaff enabled my family to...
 - "... have a place that we can call our own, to make memories, to build a family and to have roots in the city we love." –Jamie & Eli
 - "... feel a sense of pride and belonging in Flagstaff and to become a member of the Flagstaff community." – GR
 - "... establish a solid foundation in life, instead of constantly moving and living in other people's homes and always having to move if things changed. We have been in the same home now for 17 years." –Marjorie
 - "... stop renting and establish a more permanent presence in this community." --Ron

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The Impact

- Without the City's down payment/closing cost assistance, I would have ...
 - "... never purchased a home here in Flagstaff, and [I] would have moved away." – GR
 - "... not been able to purchase a home at a price I could afford." – JJ
 - "... not been able to buy my house. As a single mother raising four children, I was unable to save enough money for a down payment toward a home." Debbi
 - "... not been able to purchase my home. I deeply appreciate that this service was available." –Rosalie
 - "... given up on finding a home and moved." -- Julia

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Current Program Information

- \$200,000 in CHAP funding awarded through competitive RFP in November 2018. To date, \$155,500 spent.
- One client under contract to purchase in November; two additional CHAP clients in eligibility-determination phase.
- Additional funds budgeted in Council's FY2020 budget to keep CHAP program funded moving forward.
- \$100,800 in EAH funding awarded through competitive RFP in November 2018. To date, \$22,500 spent.
- One client is under contract to purchase in December; two additional EAH clients are shopping for homes to purchase.

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Recommendations for the Future

- ***Consistent and available funding is critical for financial assistance programs like CHAP/EAH.*** Once funds are awarded (through the City's procurement process), loan documents have to be created or revised. Advertising and marketing materials need to be created. Lenders need to understand and approve the program. Clients need to complete homebuyer counseling and eligibility determination. Ramping up and winding down programs lead to client confusion, lack of support from industry partners.
- ***Increase EAH assistance per employee, but don't forgive the assistance.*** Employees can certainly benefit from increased assistance, given appreciation in our housing market. If EAH assistance is not forgiven, it is not income and would not be taxed.

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Questions?

Devonna McLaughlin
CEO, Housing Solutions of N. Arizona, Inc.
(928) 214-7456
devonnam@housingnaz.org

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jenny Niemann, Climate & Energy Specialist
Date: 11/14/2019
Meeting Date: 11/26/2019



TITLE:

Climate Action and Adaptation Plan Annual Update

DESIRED OUTCOME:

This is an informational update on the first year of Climate Action and Adaptation Plan (CAAP) implementation, and to discuss priorities for 2020.

EXECUTIVE SUMMARY:

During 2019, the first year of CAAP implementation, the City made significant progress on both implementation and focus area goals.

- Significant Implementation Strategy accomplishments include the launch of the Climate Leaders course, internal climate collaborations, staff training, equity leadership training, and the online CAAP reporting platform, available at www.flagstaff.az.gov/climateplan.
- Focus area accomplishments included the adoption of the 2018 Suite of Building Codes, electric vehicle fleet purchases, the purchase of smart irrigation water systems, and the Innovate Waste Challenge.

In 2020, staff's approach will incorporate the following priorities:

- Organizational integration.
- Mitigation – adaptation – equity nexus.
- Operationalizing equity.
- Community resiliency programming.
- Data-driven decisions.
- 2030 goals.

INFORMATION:

Connection to Council Goal and/or Regional Plan:

Council Goals:

Take meaningful climate change action.

Regional Plan:

Goal E.1. Increase energy efficiency.

Goal E.2. Expand production and use of renewable energy.

Goal E&C.1. Proactively improve and maintain the region's air quality.

Goal E&C.2 Reduce Greenhouse gas emissions.

Goal E&C.3 Strengthen community and natural environment resiliency through climate adaptation efforts.

Goal E&C.4. Integrate the best available science into all policies governing the use and conservation of Flagstaff's natural resources.

Financial Impact:

The Climate Action and Adaptation Plan recommends climate mitigation and preparedness projects, some of which may require a future financial investment by the City of Flagstaff.

Attachments: [Presentation](#)

Flagstaff Climate Action and Adaptation Plan

Annual Update

November 26, 2019



Goals

- Transparency
- Communicate progress
- Maintain momentum

Discussion

- Progress in 2019
 - Implementation Strategy
 - Focus Areas
- What's next in 2020
 - Accelerating Action





CAAP Foundations *Implementation Strategy*

2019

IMPLEMENTATION STRATEGY

Kickstarting Implementation & Leadership

- ▶ Identified CAAP implementation as a City Council priority.
- ▶ Joined the Global Covenant of Mayors.
- ▶ Included climate in FY19-20 budget considerations.
- ▶ Implementation blueprints for all 150 action items.



IMPLEMENTATION STRATEGY

Organizational Capacity & Priorities

- ▶ Building internal capacity.
 - ▶ Holding meetings with each division director and section manager.
 - ▶ Presenting to teams.
 - ▶ Developing shared language.
- ▶ Sponsoring cross-division staff in climate-related training and capacity building.
- ▶ Hiring 1.5 new climate positions in FY19-20.



IMPLEMENTATION STRATEGY

Community Capacity

- ▶ Trained 72 community Climate Ambassadors.
- ▶ Launched the Climate Leaders course.
- ▶ Held the Climate Action Challenge and the Youth Climate Summit.
- ▶ Created many new NAU partnerships.



IMPLEMENTATION STRATEGY

Operationalizing Equity

- ▶ Equity leadership training in the Sustainability Section.
- ▶ Equity checklist pilot.
- ▶ Equity-focused communications.



IMPLEMENTATION STRATEGY

Accountability & Reporting

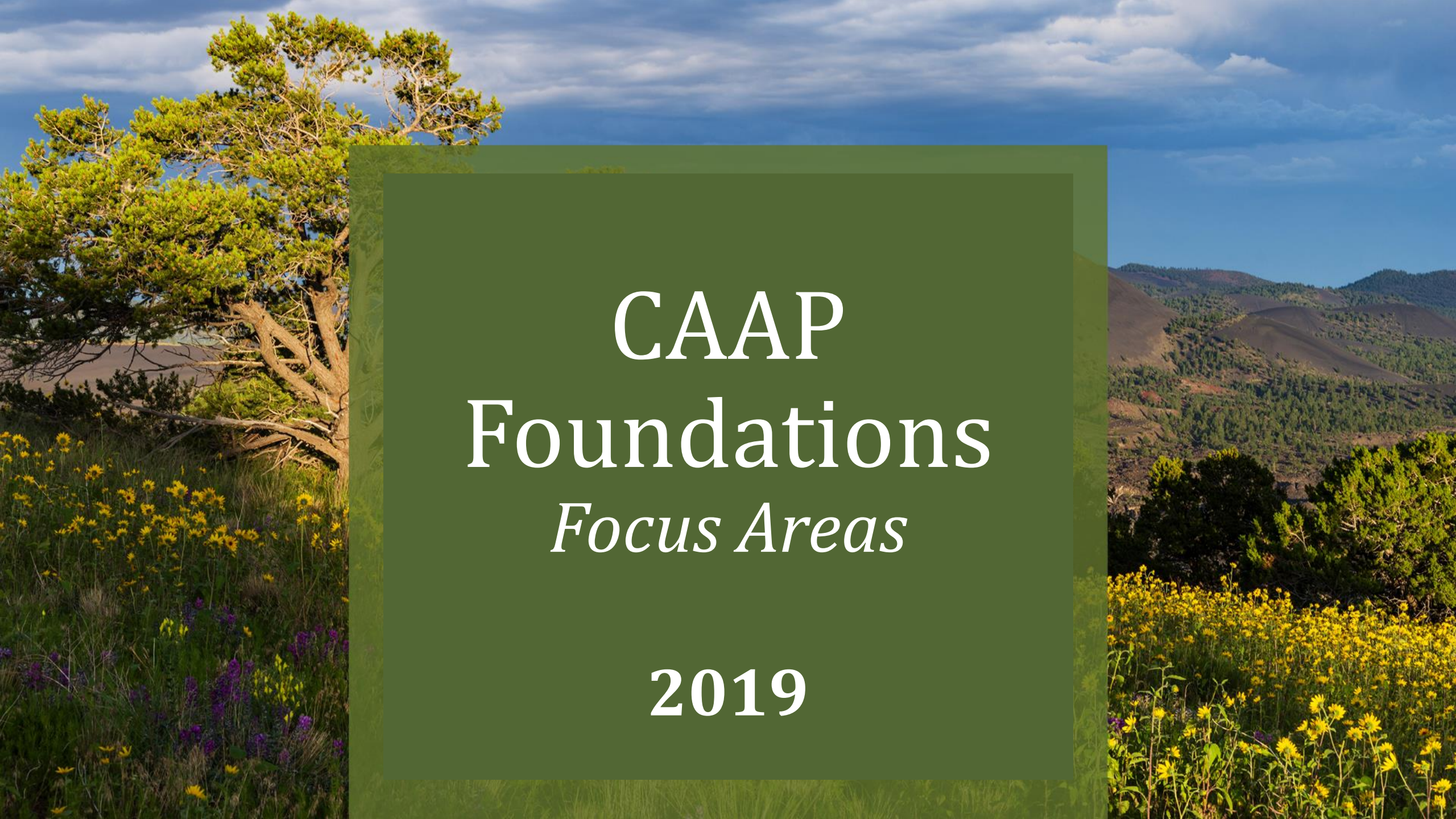
- ▶ Built an online CAAP platform to report on progress.
- ▶ Currently Developing:
 - ▶ CAAP website.
 - ▶ CAAP 2019 Annual Report.



Flagstaff Climate Action and Adaptation Plan

Progress Dashboard

FOCUS AREA	STRATEGY	ACTION ID	DESCRIPTION	STATUS
	STRATEGY 9. Support community leadership on climate action.	IM-9-A	Develop Climate Ambassadors and climate leadership training programs.	COMPLETE
		IM-9-B	Strengthen efforts to support youth climate education and action.	IN PROGRESS
		IM-9-C	Create community working groups as needed to tackle challenging implementation topics or undertake work where greater community collaboration is needed.	IN PROGRESS
	STRATEGY 10. Integrate equity		Establish a climate and equity working group to	



CAAP Foundations *Focus Areas*

2019



Natural Areas

- ▶ Drafted the McMillan Mesa Management Plan.
- ▶ NAU piloted an innovative new chip and ship partnership.

Water Conservation

- ▶ Developed the Water Conservation Strategic Plan.
- ▶ Launched the City Hall native landscaping pilot project.



Energy

- ▶ Updated the building code to increase efficiency, reducing energy costs in new homes.
- ▶ Launching a new rental housing sustainability initiative.

Transportation & Land Use

- ▶ Furthered electric vehicle adoption: fleet, codes, EV charging.
- ▶ Community Development launched the Housing Commission.
- ▶ Increased Community Development and Sustainability collaboration.



Waste & Consumption

- ▶ Launched a composting pilot with NAU.
- ▶ Initiating our food waste prevention programming with a new food waste calculator tool.

Public Health & Emergency Services

- ▶ Developed a new K-12 in-school climate curriculum.
- ▶ Attended the Pew Charitable Trust symposium on the intersection of health, climate change and equity.



Economic Prosperity & Recreation

- ▶ Launched the Innovate Waste Challenge to support new waste-focused businesses.
- ▶ Upcoming installation of smart irrigation water systems at many Parks.
- ▶ Partnered with APS on City Hall EV Chargers, which will support downtown visitors.



Accelerating Action

2020



2020 Approach

- ▶ Organizational integration.
- ▶ Mitigation – adaptation – equity nexus.
- ▶ Operationalizing equity.
- ▶ Community resiliency programming.
- ▶ Data-driven decisions.
- ▶ 2030 goals.



Organizational Integration

- ▶ City Manager's Roundtable.
- ▶ Climate Action Committee.
- ▶ Working Groups.
- ▶ Climate mitigation & adaptation analysis as part of the FY20-21 budget process.



Community Resiliency

- ▶ Neighborhood Resilience Groups.
- ▶ Regional collaboration on resiliency.
- ▶ Sustainability Leaders course.
- ▶ Clean air hub pilot.



Operationalizing Equity

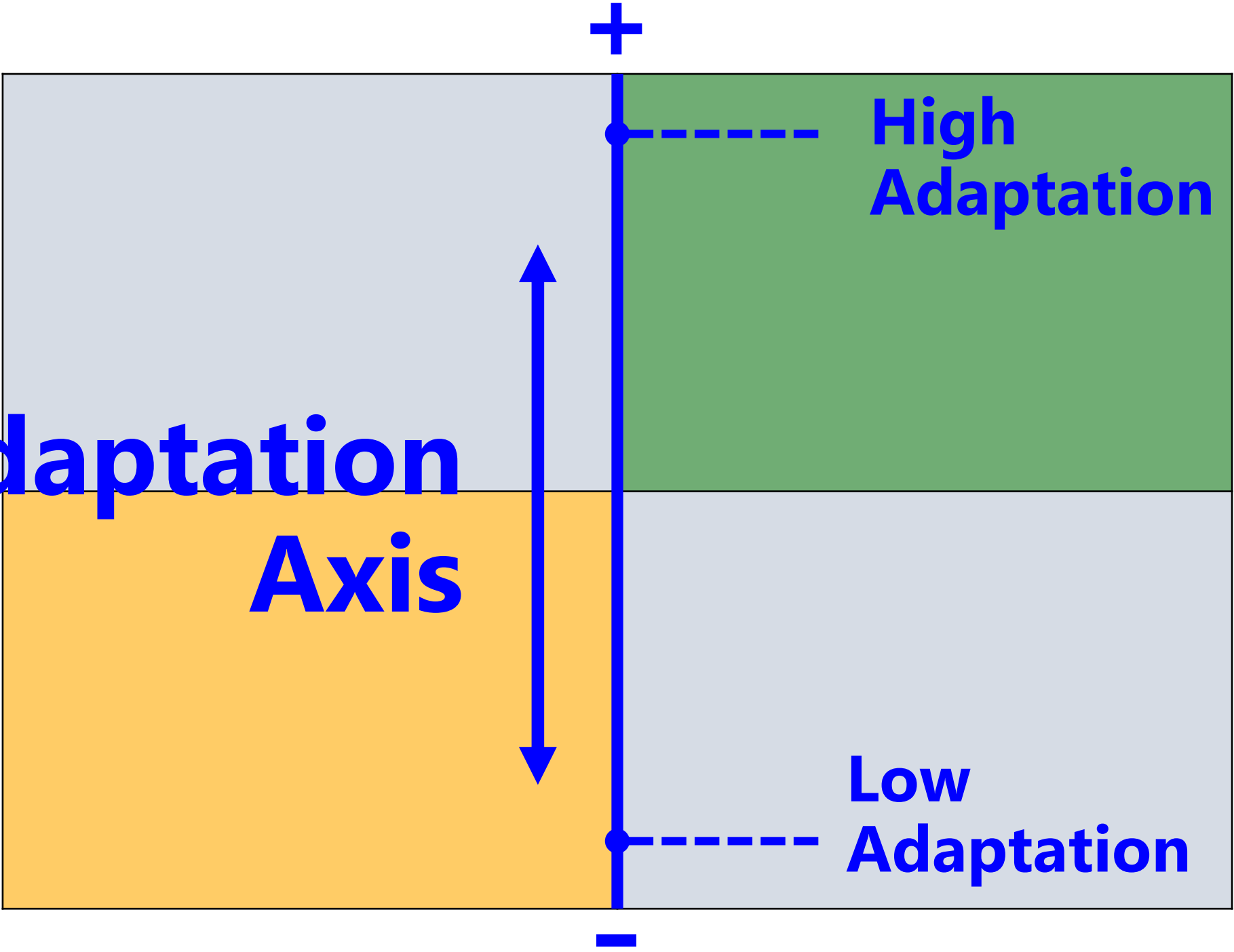
- ▶ Equity checklist incorporation across the organization.
- ▶ Equity trainings for more staff.



Mitigation-Adaptation-Equity Nexus

- ▶ Identification of opportunities to take climate action through existing operations.
- ▶ A climate lens can be used to analyze current and new programs across the organization.
- ▶ Three considerations, in line with CAAP goals:
 - **Mitigation**: reducing emissions - how we contribute to climate change.
 - **Adaptation**: increasing resiliency to shocks & preparedness for change.
 - **Equity**: considering the most vulnerable & distribution of benefits.

**Adaptation
Axis**



Mitigation Axis

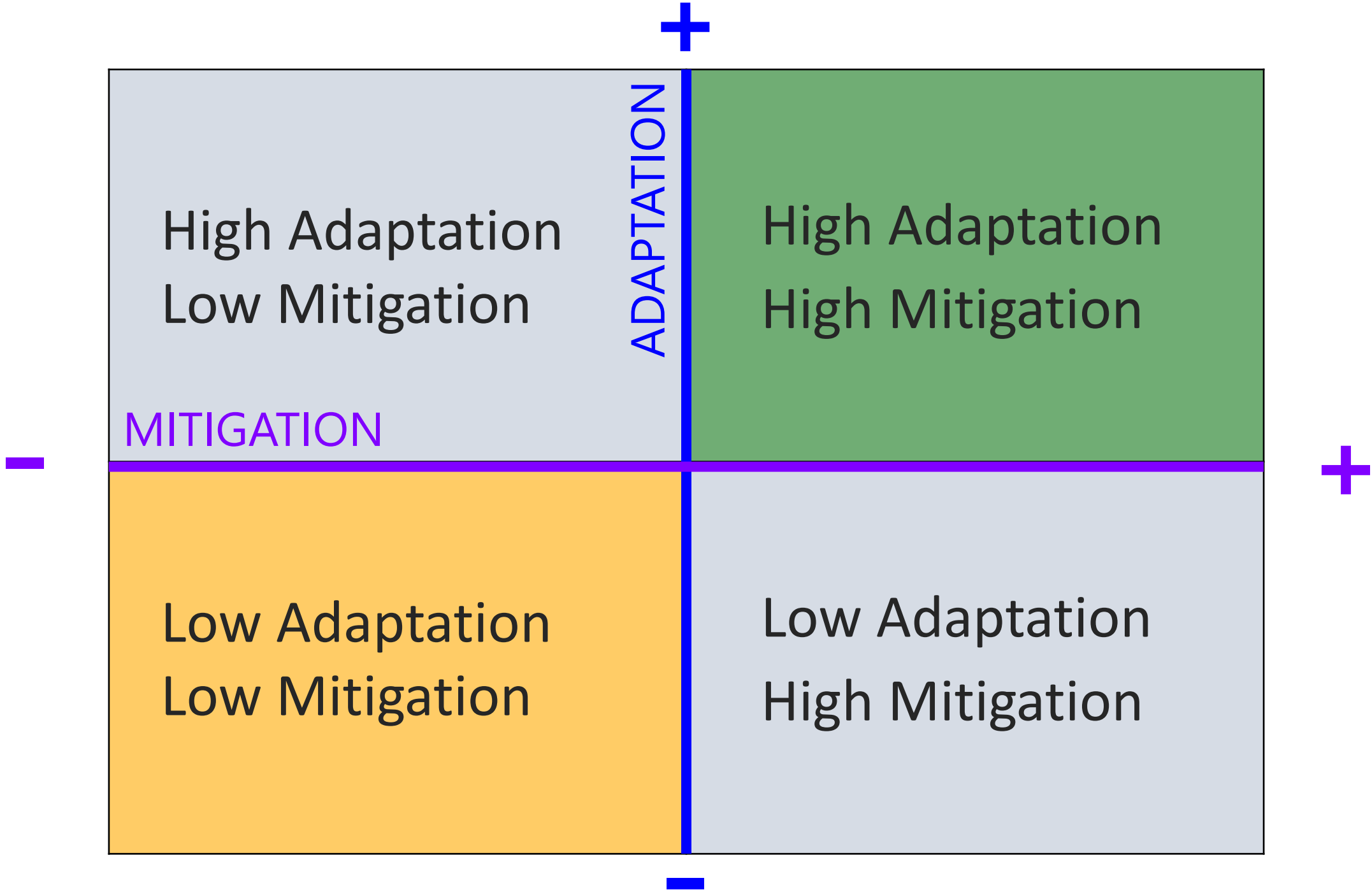


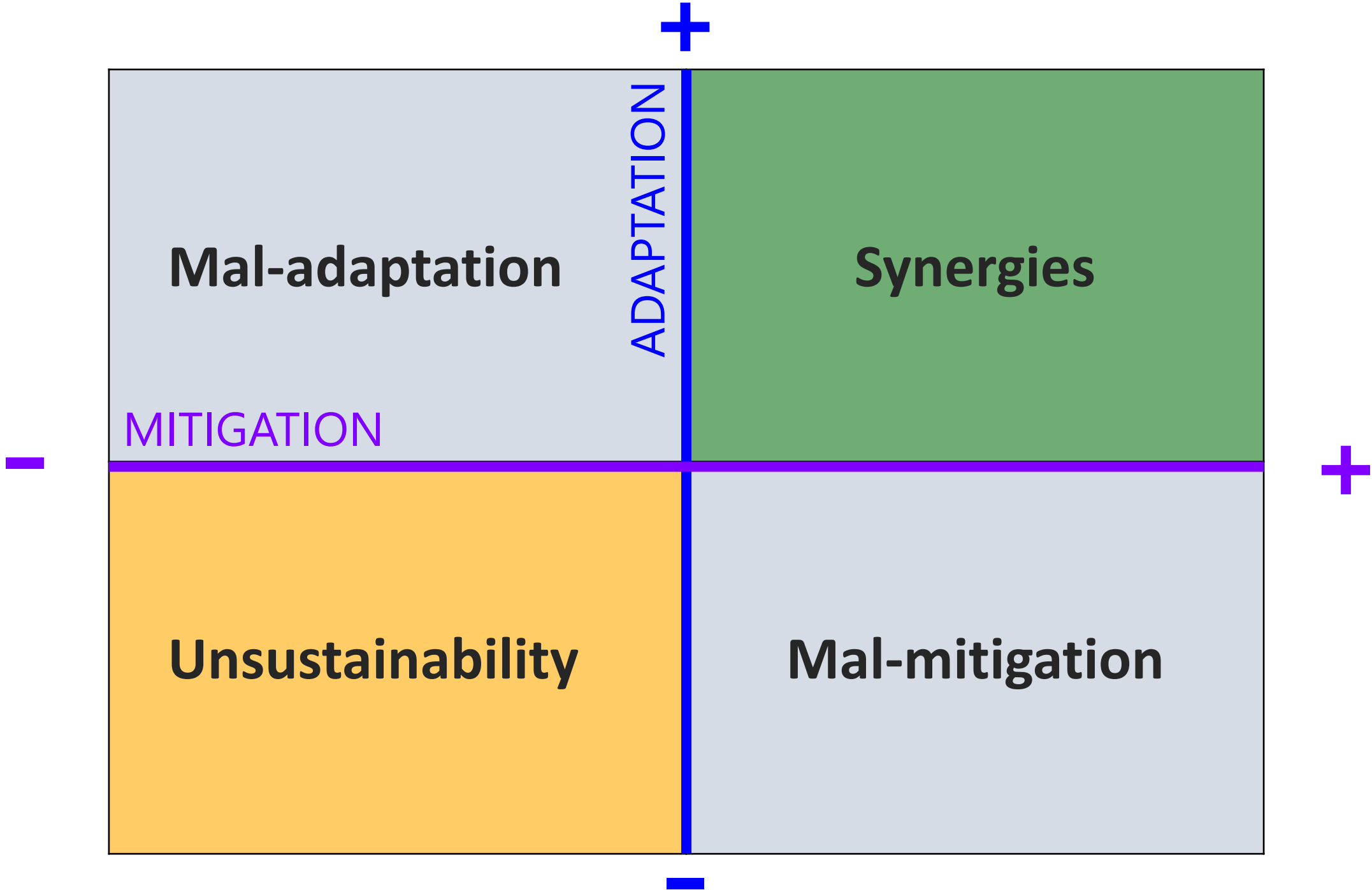
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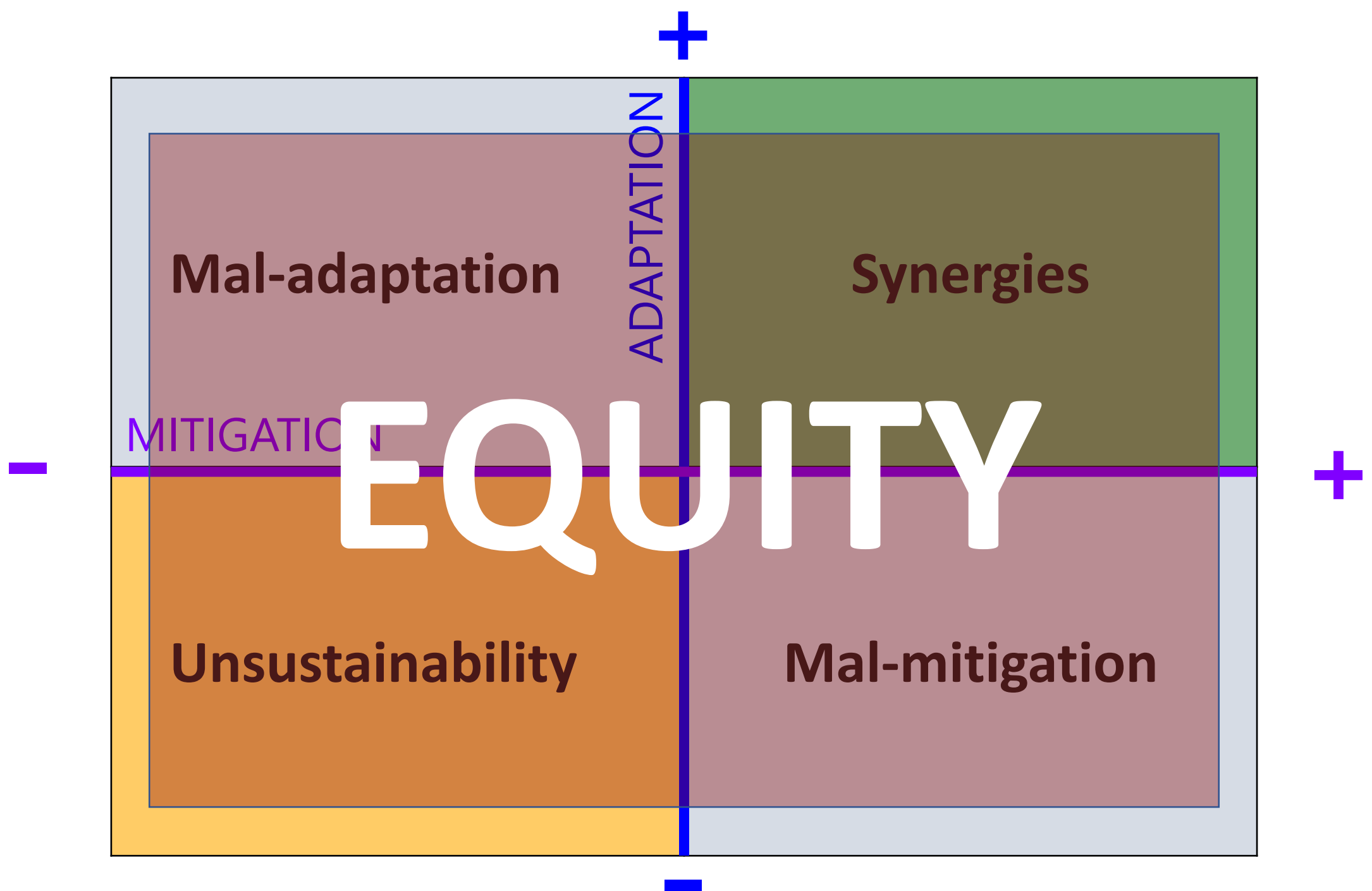
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**Low
Mitigation**

**High
Mitigation**

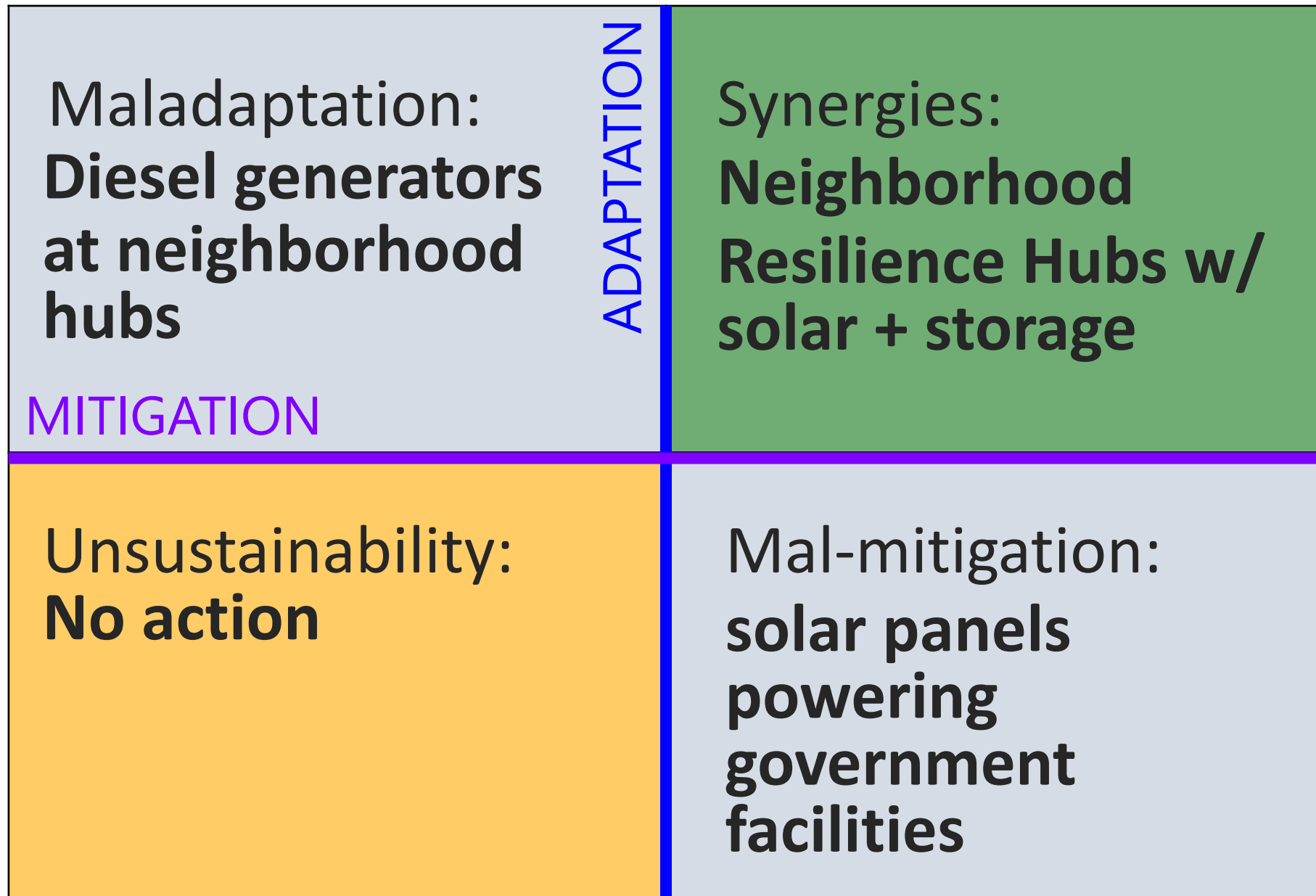


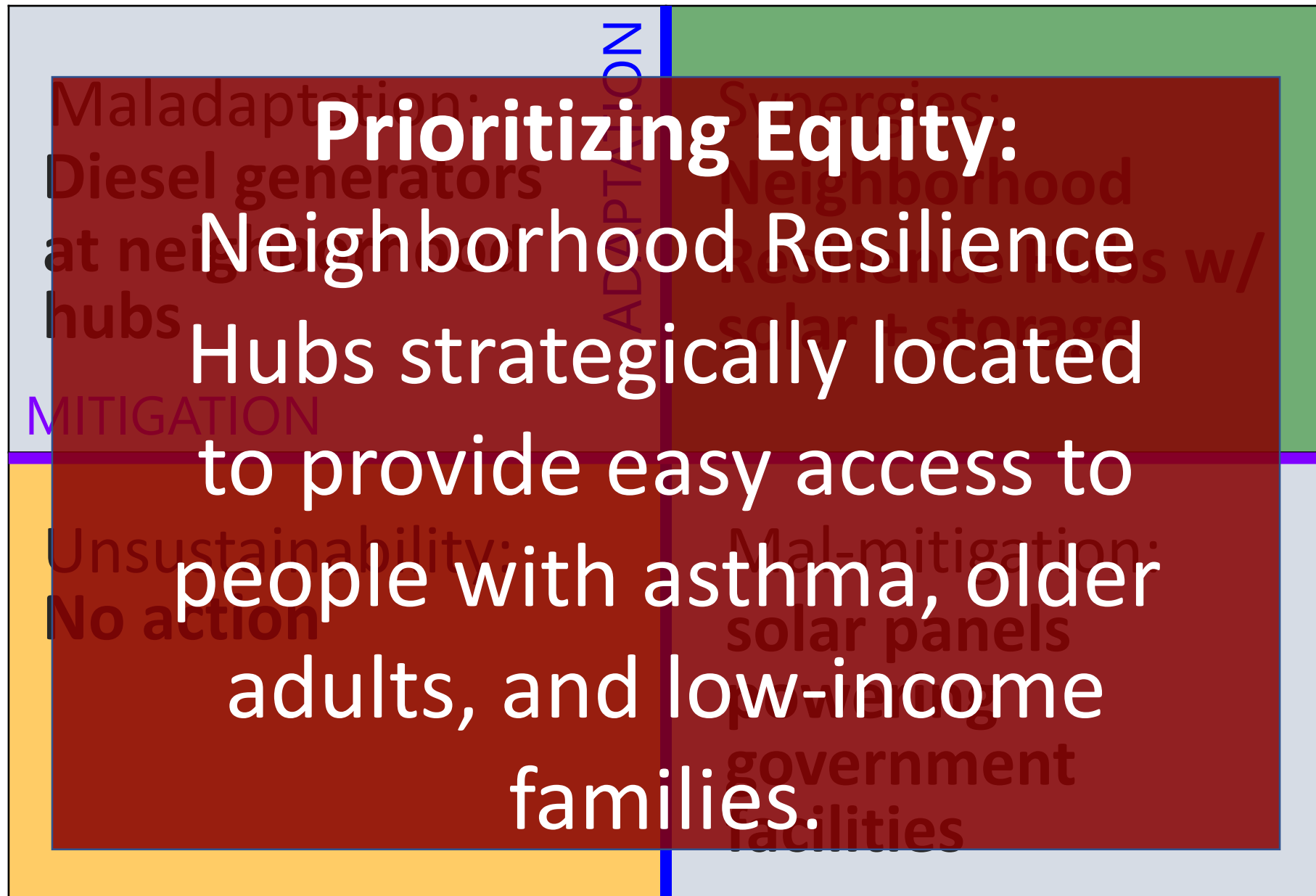




**Demonstration
example:**

**Increased frequency
of power outages**







Data-driven approach

- ▶ More informed decisions can be made through better data about climate impacts and costs.
- ▶ Data improvements include more detailed greenhouse gas impact information and specific vulnerabilities.
- ▶ Will aide identification of both the lowest-hanging fruit and our greatest challenges.



IPCC 1.5 Degree Report

- ▶ In October 2018, the Intergovernmental Panel on Climate Change (IPCC) clarified the need to hold warming at an average global temperature increase of 1.5 degrees Celsius.
- ▶ The CAAP mitigation goal (80x50) supports holding temperature change to 2 degrees Celsius.
 - ▶ The IPCC reports that 2 degrees Celsius will be catastrophic, and urges governments to set targets for 2030.
- ▶ Greater action and revised targets are needed.

Questions?

Thank You!

Jenny Niemann
Climate and Energy Specialist

JNiemann@FlagstaffAZ.gov
928-213-2150

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Jack Fitchett, Management Analyst
Date: 11/20/2019
Meeting Date: 11/26/2019



TITLE

Council Youth Advisory Committee.

STAFF RECOMMENDED ACTION:

Receive Council direction regarding the creation of a new Youth Advisory Committee.

EXECUTIVE SUMMARY:

Council requested a discussion regarding the potential creation of a Youth Advisory Committee.

INFORMATION:

Staff will present history related to previous City Youth Councils and Commissions, what other Cities are doing, the similarities and differences and key points to consider. There is also a CCR from 2017 regarding the former Youth Commission attached to this staff summary.

Attachments: [Presentation](#)
[CCR 2017](#)

Youth Advisory Committee

Jack Fitchett

Management Analyst

jack.fitchett@flagstaffaz.gov





History / Background

- Youth Commission (1991 - 2009)
- Youth Advisory Council (2009 - 2010)
- Youth Advisory Committee (2020 - ?)



Arizona Municipalities

Conversations with:

- Cottonwood
- Phoenix
- Prescott
- Tempe





Similarities & Differences

What was similar?

- Budget
- Member age
- League of Arizona Cities & Towns Conference
- Community service component
- Fundraising component

What was different?

- Partners
- Committee vs Commission
- Facilitators
- Staff time



Proposed Recommendations

Direction?

- Members: 8 to 12 high school aged students from the surrounding community.
- Partners: Work in partnership with FUSD, Boys & Girls Club, YMCA, and others to facilitate youth participation.
- Timespan: August to May for a one year commitment. Limit to two terms.
- Name: Make this group a Committee rather than a Commission to mitigate issues previously mentioned.
- Determine a Councilmember to be the facilitator for the group.

CITY COUNCIL REPORT

DATE: September 21, 2017

TO: Mayor and City Council

FROM: Elizabeth A. Burke, MMC, City Clerk

CC: Josh Copley, City Manager; Barbara Goodrich and Shane Dille, Deputy City Managers; Sterling Solomon, City Attorney; Leadership Team; Stacy Saltzburg, Deputy City Clerk

SUBJECT: History of Flagstaff Youth Commission

The Flagstaff Youth Commission was established by Ordinance No. 1694, adopted on May 7, 1991. The Commission was composed of eleven (11) members who were to be representative of the diversity of the youth of the community and were residents of the City, according to the following:

- 2 representatives from each high school
- 1 representative from each junior high school
- 2 at-large members between the ages of 12-18 who do not attend one of the above schools
- 1 member of the Flagstaff City Council

The members served two-year terms and the Commission met at least once a month during the school year. The commission stayed in place until 2009, when under the recommendation of the remaining members of the Flagstaff Youth Commission, the ordinance establishing the commission was repealed on November 3, 2009, through Ord. 2009-14.

The following recitals contained in the final ordinance help explain the reason for such a recommendation:

WHEREAS, the Youth Commission is limited in its membership and scope by procedural requirements, such as the quorum requirement, the requirement that members reside within the City, and the small number of participants currently permitted on the Youth Commission; and

WHEREAS, to address these issues, the Youth Commission has recommended that a Youth Advisory Committee be created under different procedural rules to be advisory to the Community enrichment Services Director, as well as making periodic reports to the Flagstaff Parks and Recreation Commission and the City Council.

In searching past minutes, I could not find that the Youth Advisory Council (Committee) made any type of presentation to the Council. Today I reviewed two binders located in the Recreation Office, hoping to find additional information. However, these binders included copies of agendas/minutes of the Youth Commission and then a few agendas for the Flagstaff Youth Advisory Council. It appears that the last activity of the Advisory Council was a Youth Town Hall held on March 31, 2010.