

## **NOTICE AND AGENDA**

**HOUSING COMMISSION  
THURSDAY  
June 23, 2022**

**IN-PERSON AND VIRTUAL MEETING  
MICROSOFT TEAMS MEETING  
1:00 P.M.**

### **ATTENTION**

**ATTEND IN-PERSON MEETINGS AT THE AQUAPLEX, LOCATED AT 1702 N FOURTH ST OR JOIN VIRTUALLY BY CLICKING ON THE LINK BELOW.**

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

The public can submit comments to [AFisher@FlagstaffAZ.gov](mailto:AFisher@FlagstaffAZ.gov). Public comments will be emailed to Housing Commissioners and will be read at the meeting by a staff member.

**1. Call to Order**

**2. Roll Call**

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

ERIC DAVIS	JACQUIE KELLOGG	<b>VACANT - BUILDER</b>
TYLER DENHAM	DEVONNA MCLAUGHLIN	<b>VACANT - DEVELOPER</b>
NICOLE ELLMAN	MOSES MILAZZO	<b>VACANT - RESIDENTIAL</b>
KAREN FLORES	ADRAH PARAFINIUK	<b>MULTI-FAMILY/PROPERTY</b>
SANDI FLORES	ROSS SCHAEFER	<b>MANAGEMENT REP.</b>

**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, May 26, 2022.  
Approve the minutes from the May 26, 2022 Housing Commission Meeting.

**5. GENERAL BUSINESS**

- A.** Vacant Housing Commission Seats, Appointments, and Re-Appointments
- B.** July 28, 2022 Meeting Cancellation

- C. Consideration and Approval to Include a Land Acknowledgement in Future Housing Commission Agendas

*The Housing Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.*

6. **DISCUSSION ITEMS**

- A. 2022 Bond Update from Housing Staff
- B. 2022-2023 Community Development Block Grant Allocation Update  
Informational Item

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

- A. Update from Housing Authority Board Liaison
- B. Update from Housing Commissioners and other informational items
- C. Update from Housing staff

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](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of June 2022.

\_\_\_\_\_  
Adriana Fisher, Housing Section



## **Housing Commission**

**4. A.**

**From:** Adriana Fisher, Housing Specialist

**DATE:** 06/23/2022

**SUBJECT:** Consideration and Approval of Minutes: Housing Commission Meeting, May 26, 2022.

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### **STAFF RECOMMENDED ACTION:**

Approve the minutes from the May 26, 2022 Housing Commission Meeting.

### **Executive Summary:**

Minutes of Commission meetings 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.

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### **Attachments**

Draft May 26, 2022 Commission Minutes

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**DRAFT MEETING MINUTES**

**HOUSING COMMISSION  
THURSDAY  
MAY 26, 2022**

**IN PERSON & VIRTUAL MEETING  
MICROSOFT TEAMS MEETING  
1:00 P.M.**

**1. Call to Order**

Vice Chair Tyler Denham called the 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.*

ERIC DAVIS - Present  
TYLER DENHAM - Present  
NICOLE ELLMAN - Absent  
KAREN FLORES - Absent  
SANDI FLORES - Absent

JACQUIE KELLOGG - Present  
DEVONNA MC LAUGHLIN - Present  
MOSES MILAZZO - Present  
ADRAH PARAFINIUK - Present  
ROSS SCHAEFER - Present

**VACANT - BUILDER  
VACANT - DEVELOPER  
VACANT - RESIDENTIAL  
MULTI-FAMILY/PROPERTY  
MANAGEMENT REP.**

COUNCIL LIAISON PRESENT: Councilmember Khara House

STAFF PRESENT: Justyna Costa, Sarah Darr, Sara Dechter, Adriana Fisher, Jennifer Mikelson, Kristine Pavlik

**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, April 28, 2022.  
Approve the minutes of the April 28, 2022, Housing Commission and Sustainability Joint Meeting.

**Moved by** Jacquie Kellogg, **seconded by** Ross Schaefer to approve the minutes from the April 28, 2022 regular Housing Commission meeting.

**Vote:** 7 - 0 - Unanimously

**5. GENERAL BUSINESS**

**A. Elect a Commission Chairperson - 1 year term.**

Vice Chair Denham stated that since former Chair Khara House was appointed to City Council and is now the Housing Commission's new Council Liaison, a new Chair would have to be nominated or self-nominated. He expressed interest in undertaking the Chair seat for the next year, provided a brief biography, and conveyed his goals for the Housing Commission. There were no other nominations or self-nominations.

After asking a clarifying question, Commissioner Adrah Parafiniuk volunteered for the newly vacant Vice Chair seat.

Commissioner Eric Davis asked a question about the Vice Chair and Chair seats.

**Moved by** Ross Schaefer, **seconded by** Jacquie Kellogg to appoint Vice Chair Denham as the Housing Commission's new Chair for a one-year term.

**Vote:** 7 - 0 - Unanimously

**Moved by** Devonna McLaughlin, **seconded by** Tyler Denham to appoint Commissioner Adrah Parafiniuk as the Housing Commission's new Vice Chair for a one-year term.

**Vote:** 7 - 0 - Unanimously

**B. Vacant Housing Commission Seats & Consideration of Quorum**

Ms. Adriana Fisher, Interim Housing Project Manager, provided a brief overview of current open Housing Commission and Housing Authority Board seats and addressed quorum concerns.

Commissioners asked questions, to which Ms. Fisher and Ms. Justyna Costa, Assistant Housing Director, answered. Ms. Sarah Darr, Housing Director, provided additional comments.

Ms. Costa welcomed a meeting visitor and potential Commission applicant, Steve Dohse, who provided a brief introduction.

**6. DISCUSSION ITEMS**

**A. City of Flagstaff Budget Update from the Housing Section.**

Ms. Darr provided a broad budget update and answered clarifying questions from Commissioners regarding City-owned land, the budget process, expenditure of funds, the Housing Commission's role in decision-making, funding sources, development, zoning, and the selection process when hiring a consultant to review zoning codes.

Ms. Sara Dechter, Comprehensive & Neighborhood Planning Manager, provided supporting information to help answer questions.

**B. 2022 Bond Update from Housing Staff**

Ms. Darr, Commissioner Devonna McLaughlin, and Council Liaison House provided a brief update about the bond based on their participation in the Citizen Bond Committee. Commissioners asked questions and provided suggestions on how they'd like to move forward. All questions were answered by Ms. Darr, Commissioner McLaughlin, Council Liaison House, and Housing staff.

Bond measure recommendations will be presented to Council on June 7th. Commissioners were encouraged to make their voices heard.

**C. Formal Discussion about the 2045 Regional Plan Update**

The City of Flagstaff's Comprehensive & Neighborhood Planning Manager, Sara Dechter, will present an update on the 2045 Regional Plan. Refer to the attached memo and PowerPoint presentation.

Ms. Dechter provided a recap of her presentation at the April Housing Commission meeting and guided the Commission through a whiteboard activity, which allowed them to rank the Regional Plan's strengths, weaknesses, opportunities, and threats. Commissioners asked questions and had a thorough conversation about the Plan and the topics presented.

Whiteboard activity results are [located here](#).

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

**A. Update from Housing Staff**

Ms. Dechter distributed Regional Plan 2045 Update flyers to Commissioners and provided information about the project's mailing list. She added information about informal group workshops regarding the Property Care Ordinance and the La Plaza Vieja Simple Character Overlay. She answered all questions from Commissioners.

Ms. Justyna Costa, Assistant Housing Director, announced Ms. Leah Bloom's, former Housing Project Manager, resignation. She also introduced Ms. Fisher as Acting Housing Project Manager and discussed what staffing changes mean for the 10-Year Housing Plan and its progress.

Ms. Kristine Pavlik, Grants and Contracts Administrator, provided an update about the Community Development Block Grant (CDBG) final allocation from the Department of Housing and Urban Development (HUD), the American Rescue Plan Act fund allocations, and the submittal of the Annual Action Plan (AAP) to HUD.

**B. Update from Housing Authority Commission Member**

Commissioner Moses Milazzo stated the last Housing Authority Board meeting was canceled due to a lack of quorum and reminded Commissioners about the urgency in filling Board vacancies.

**C. Update from Housing Commissioners and other informational items**

Chair Denham requested a future brainstorming session to discuss actions to take in the next few months. Ms. Darr asked for clarification and provided an answer.

Commissioner McLaughlin asked if and requested that there is a time of the year when the Housing Commission provides legislature and state advocacy information to the Council. She added a question regarding the Incentive Policy for Affordable Housing (IPAH). Both questions were

answered by Ms. Darr.

**8. ADJOURNMENT**

Chair Denham adjourned the meeting at 3:03 pm.



## **Housing Commission**

**6. B.**

**From:** Adriana Fisher, Housing Specialist

**DATE:** 06/23/2022

**SUBJECT:** 2022-2023 Community Development Block Grant Allocation Update

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### **STAFF RECOMMENDED ACTION:**

Informational Item

### **Executive Summary:**

A brief presentation by Kristine Pavlik, Housing & Grants Administrator, regarding the program year 2022-2023 Community Development Block Grant (CDBG) allocations.

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### **Attachments**

2022-2023 CDBG PP from K. Pavlik

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City of Flagstaff

# Community Development Block Grant Program Update

June 23, 2022



Kristine Pavlik, Housing & Grants Administrator





# CDBG Program Update



## CITY OF FLAGSTAFF





# CDBG Overview



## National Objectives

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

- Limited Clientele
- Housing Activity
  - Area Benefit
- Job Creation or Retention Activities





# 2022 Annual Action Plan Process

## Public Outreach and Participation

- **A League of Neighborhoods (ALN)**  
June 24, 2021 & January 8, 2022
- **CDBG 101 and Application Overview**  
January 13, 2022
- **Review of applications**  
February 24, 2022
- **City Council Meetings**  
April 12 and 19, 2022





# CDBG Funding Summary

**2022 Entitlement Allocation**

**\$531,639.00**

*Program Income*

*\$264,000.00*

*Reallocated Funds*

*\$13,411.32*

**Total Funding Available PY 2022**

**\$809,050.32**





# 2022 CDBG Final Allocations



Agency	Project/Program	Recommendation	Serving
City of Flagstaff	Murdoch Neighborhood Park Improvements	\$356,800.32	1,000+ LMI HH
Flagstaff Shelter Services	The Crown: Hotel to Housing Renovation	\$242,000.00	56 units (12 family units)
Homeless Youth Connection	Empowering Youth for the Future Host Family Program	\$28,500.00	60 youth/year
Threaded Together	Sewing and Textile Employment Path (STEP) Expansion of Program	\$37,834.70	6 LMI persons/year
Flagstaff Shelter Services	The Crown: Housing as Healthcare Operation of Non-Congregate Shelter	\$23,915.30	600 LMI persons/year
<b>Total Housing and Public Service Activities</b>		<b>\$689,050.32</b>	
<b>Administration including Indirect (20%)</b>		<b>\$120,000.00</b>	
<b>Total 2022 CDBG Allocations</b>		<b>\$809,050.32</b>	





# Coronavirus Local Recovery Funds

## ARPA Recovery Funds

- Congregate Care Services  
**\$400,000**
- Housing Assistance Programs  
**\$1,900,000**
- Aid to Victim Services  
Non-Profits  
**\$300,000**

ARPA Recovery Funds: Congregate Care Services		
Agency	Project/Program	Amount
Flagstaff Shelter Services	Prior Year Payroll & Motel Fees	\$100,000.00
Northland Family Help Center	Prior Year Payroll & HVAC Improvements	\$75,873.43
Catholic Charities	Shelter/group home improvements (HVAC+)	\$88,534.00
Flagstaff Shelter Services	The Crown: Housing as Healthcare - Non-Congregate Shelter Operations	\$135,592.57
Total ARPA Congregate Care Services Allocations =		\$400,000.00

# Kristine Pavlik

## Housing & Grants Administrator

## City of Flagstaff

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