WORK SESSION AGENDA
A M E N D E D

CITY COUNCIL WORK SESSION
TUESDAY
APRIL 11, 2023

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's website (https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings)

PUBLIC COMMENT

Verbal public comments may be given through a virtual public comment platform or in-person

If you want to provide a verbal comment during the Council Meeting, use the link below to join the virtual public comment room.

VIRTUAL PUBLIC COMMENT WAITING ROOM

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

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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. ROLL CALL

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

MAYOR DAGGETT
VICE MAYOR ASLAN
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
COUNCILMEMBER SWEET

3. Pledge of Allegiance, Mission Statement, and Land Acknowledgement

MISSION STATEMENT

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

LAND ACKNOWLEDGEMENT

The Flagstaff City Council 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.

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 April 18, 2023 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. **Proclamation:** Fair Housing Month

7. **Proclamation:** National Library Week

8. **Proclamation:** National Telecommunicator Week

9. Presentation and discussion regarding the City of Flagstaff Community Development Block Grant Program Year 2023 Annual Action Plan and Staff recommendations for Program Year 2023 CDBG funding allocations.

The desired outcome of the April 11, 2023 City Council Work Session is to inform Council of the Community Development Block Grant (CDBG) Program Year 2023 Annual Action Plan, required by the US Department of Housing and Urban Development (HUD) as part of the CDBG Program. The 2023 Annual Action Plan is due to be submitted to HUD on May 15, 2023 and is required in order for the City of Flagstaff to maintain its compliance with federal CDBG regulations.

Staff will provide Council with a presentation regarding the 2023 CDBG proposals that were received through the Notice of Funding Available application process. Staff will review each proposal and provide funding recommendations for 2023 CDBG Entitlement and Annual Action Plan.

Staff will return for the May 2nd Council meeting to request approval of the 2023 Annual Action Plan and final allocation decisions through a resolution authorizing submission of the AAP to the U.S. Department of Housing and Urban Development (HUD) as part of the Community Development Block Grant (CDBG) process.

10. Presentation regarding funding allocations for the City of Flagstaff American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds for Housing Assistance Projects

To inform Council of funding allocations for the American Rescue Plan Act Coronavirus Local Recovery Funds for Housing Assistance Projects. Staff will provide Council with a presentation regarding the proposals received through the Notice of Funding Available process and recommendations made by the Ranking Committee.

Staff will request City Council's consideration of approval of grant agreements for the recommended projects through consent agendas at future meeting dates, TBD.

11. City Procurement Policies and Procedures - Purchasing 101

Provide information and background to the Procurement Policies and Procedures.

12. Agassiz Peak Renaming Process (this item will occur no earlier than 5:00 p.m.)

Receive input from Council on the name change proposal for Agassiz Peak currently being considered by the Arizona Board on Geographic and Historic Names.

13. Public Participation

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

15. 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 _____, 2023.

_____
Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Kristine Pavlik, Housing and Grants Administrator

Date: 03/29/2023

Meeting Date: 04/11/2023

TITLE:

Presentation and discussion regarding the City of Flagstaff Community Development Block Grant Program Year 2023 Annual Action Plan and Staff recommendations for Program Year 2023 CDBG funding allocations.

DESIRED OUTCOME:

The desired outcome of the April 11, 2023 City Council Work Session is to inform Council of the Community Development Block Grant (CDBG) Program Year 2023 Annual Action Plan, required by the US Department of Housing and Urban Development (HUD) as part of the CDBG Program. The 2023 Annual Action Plan is due to be submitted to HUD on May 15, 2023 and is required in order for the City of Flagstaff to maintain its compliance with federal CDBG regulations.

Staff will provide Council with a presentation regarding the 2023 CDBG proposals that were received through the Notice of Funding Available application process. Staff will review each proposal and provide funding recommendations for 2023 CDBG Entitlement and Annual Action Plan.

Staff will return for the May 2nd Council meeting to request approval of the 2023 Annual Action Plan and final allocation decisions through a resolution authorizing submission of the AAP to the U.S. Department of Housing and Urban Development (HUD) as part of the Community Development Block Grant (CDBG) process.

EXECUTIVE SUMMARY:

The City of Flagstaff receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) on a “Program Year” basis (July 1 – June 30). The purpose of the CDBG program is to develop viable urban communities through the provision of decent affordable housing, a suitable living environment, and economic opportunity, principally for low and moderate-income persons. In Flagstaff, for 2022, low to moderate-income (80% of the Area Median Income or below) is defined as a 4-member household earning under $68,700.

The City of Flagstaff receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) on a “Program Year” basis (July 1 – June 30). The purpose of the CDBG program is to develop viable urban communities through the provision of decent affordable housing, a suitable living environment, and economic opportunity, principally for low and moderate-income persons. In Flagstaff, for 2022, low to moderate-income (80% of the Area Median Income or below) is defined as a 4-member household

earning under $68,700.

In order to receive CDBG funding, the City must complete and submit to HUD an Annual Action Plan describing how the anticipated CDBG allocation will address Flagstaff's community needs identified in the 2021-2025 Consolidated Plan and how funding will be distributed within Flagstaff city limits. The Annual Action Plan is due to HUD on or before May 15, 2023.

The CDBG allocation amount for Program Year 2023 is $541,191. In addition, the City of Flagstaff is able to include program income and prior year de-obligated funds to increase funding available for allocation. These additional funds equal $199,588.50. Therefore, an estimated grand total of $740,779.50 is available for CDBG eligible projects for the 2023 program year, through the Annual Action Plan.

INFORMATION:

Please review the May 2, 2023 Staff Summary in Attachments for additional information.

Attachments: CDBG May 2 Staff Summary
CDBG Presentation

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Kristine Pavlik, Housing and Grants Administrator

Date: 03/30/2023

Meeting Date: 05/02/2023

TITLE:
Consideration and Adoption of Resolution No. 2023-XX: A resolution approving the City of Flagstaff's 2023 Annual Action Plan and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

STAFF RECOMMENDED ACTION:
1) Read Resolution No. 2023-XX by title only
2) City Clerk reads Resolution No. 2023-XX (if approved above)
3) Adopt Resolution No. 2023-XX

Executive Summary:
This staff summary is for the approval of the City of Flagstaff's 2023 Annual Action Plan that is a required submission to the U.S. Department of Housing and Urban Development (HUD) as part of the Community Development Block Grant (CDBG) program. This document identifies how the anticipated 2023 CDBG allocation will address Flagstaff's community needs identified in the 2021-2025 Consolidated Plan and how funding will be distributed within Flagstaff city limits.

The Annual Action Plan is due to HUD on May 15th, 2023. The City of Flagstaff CDBG entitlement allocation for 2023 is $541,191. Timely submission of the Annual Action Plan will enable the City to continue its annual entitlement allocation of CDBG funding.

Financial Impact:
Approval of the above resolution is critical to the City of Flagstaff receiving its annual CDBG entitlement allocation. The 2023 CDBG entitlement allocation is $541,191. In addition, the City of Flagstaff is able to include program income and prior year de-obligated funds to increase funding available for allocation. These additional funds equal $199,588.50. Therefore, an estimated grand total of $740,779.50 is available for CDBG eligible projects for the 2023 program year, through the Annual Action Plan. The proposed allocation takes into consideration administrative costs and the City's financial impacts by including the estimated indirect rate of 10%.

Policy Impact:
The Flagstaff City Council's CDBG Priorities:

- Provide affordable housing (rental and ownership)
- Address homelessness

- Support neighborhood revitalization
- Workforce development (including job training and lifespan education)

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:
<u>Priority Based Budgeting</u>

- **High Performing Governance**
  - Encourage public trust through transparency, accessibility & use of the City's public participation policy
  - Implement innovative local government programs, new ideas & best practices; be recognized as a model for others to follow

- **Safe & Healthy Community**
  - Support social services, community partners & housing opportunities
  - Provide alternative responses, resources & programs, inclusive of mental health & other services

- **Inclusive & Engaged Community**
  - Foster community pride & civic engagement by increasing opportunities for public involvement, in line with best practices & legal requirements
  - Advance social equity & social justice in Flagstaff by supporting social services
  - Facilitate & foster diversity & inclusivity, including support of anti-racist policies & practices
  - Enhance community involvement, education & regional partnerships to strengthen the level of public trust
  - Ensure city facilities, services, & programs are accessible for all residents & representative of Flagstaff's diverse community

- **Sustainable, Innovative Infrastructure**
  - Support the community's social infrastructure needs; assist those partner organizations that provide services the City does not

- **Robust Resilient Economy**
  - Support & strengthen a more robust, diverse, & sustainable economy in ways that reflect community values & provides for affordable housing opportunities
  - Enhance understanding between the development community, the City & Flagstaff residents
  - Enhance the community's workforce development programs & improve partnerships with higher education institutions & the private & public sectors

- **Livable Community**
  - Support regional partners which provide equitable & inclusive educational opportunities for Flagstaff residents of all ages
  - Actively support attainable & affordable housing through City projects & opportunities with developers

- **Environmental Stewardship**
  - Implement, maintain & further the Climate Action & Adaptation Plan (CAAP) with awareness of social inequities

<u>Regional Plan</u>

- **Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.**
    - Policy NH.1.1. Preserve and enhance existing neighborhoods.

- **Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunities for all economic sectors.**
    - Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.
    - Policy NH.3.3. Increase the availability of affordable housing for very low-income persons, through innovative and effective funding mechanisms

- **Goal NH.4. All housing is safe and sanitary.**
    - Policy NH.4.1. Expand the availability of affordable housing throughout the region by preserving existing housing, including housing for very low-income persons. Policy NH.4.2. Reduce substandard housing units by conserving and rehabilitating existing housing stock to minimize impacts on existing residents.
    - Policy NH.4.3. Address accessibility issues and other housing barriers to persons with disabilities or special needs.
    - Policy NH.4.4. Encourage green practices in housing construction and rehabilitation that support durable, healthy, and energy efficient homes.
    - Policy NH.4.5. Renovate the existing housing stock to conserve energy and reduce utility and maintenance costs for owners and occupants.
    - Policy NH.4.6. Consider and integrate public transportation, when possible, in planning housing developments, to help reduce a household's transportation costs and minimize impact on the community's roads and transportation system.
    - Policy NH.4.7. Enforce compliance with fair housing laws.

- **Goal NH.5. Eliminate homelessness.**
    - Policy NH.5.1. Provide adequate resources for families with children experiencing homelessness.
    - Policy NH.5.2. Provide adequate resources for individuals experiencing homelessness.
    - Policy NH.5.3. Support and expand programs that prevent homelessness.
    - Policy NH.5.4. Make transitional housing resources available to populations experiencing homelessness

<u>Carbon Neutrality Plan</u>

- **Community resilience**
    - CR-1: Ensure all mitigation actions improve Flagstaff's ability to adapt to the future.
    - CR-2: Strengthen existing community systems to create resilience to both short-term shocks and long-term change.

- **Equitable systems**
    - ES-2: Proactively engage community members on an ongoing basis
    - ES-4: Actively seek to recognize past harms, repair trust, and build deeper relationships with community members.

<u>10 Year Housing Plan</u>

- **Connect people to equitable housing solutions.**

- Connect 1: Reduce homelessness in the Flagstaff community and seek creative solutions to foster housing permanency for all.
    - Connect 1.3 Continue to support and develop Coordinated Entry as a meaningful process that provides linkages to healthcare, behavioral health, and housing
- Connect 2: Implement a framework for centering equity in proposed and existing housing practices, policies, and programs.
    - Connect 2.1 Evaluate housing policies and strategies in City of Flagstaff planning documents through an equity lens.
    - Connect 2.2 Encourage community organizations such as local Continuum of Care to continue to integrate equity into programs and policies.
- Connect 3: Integrate healthcare into housing programs, and housing into healthcare programs, as appropriate.
    - Connect 3.1 Raise awareness of housing security as a social determinate of health
    - Connect 3.2 Encourage neighborhoods, housing types and building practices that increase health.
    - Connect 3.3 Work in partnership with the community to develop and promote community health measurement data collection into housing services when viable

- **Preserve affordable housing**
    - Preserve 1: Encourage the adaptive reuse of buildings.
        - Preserve 2.2 Acquire and rehabilitate already built properties for affordable housing projects when financially feasible.

- **Protect people from housing discrimination and remove housing barriers.**
    - Protect 1: Continue Flagstaff's commitment to further Federal and Arizona Fair Housing laws in all housing-related services and programs, valuing the efforts of those who seek to reduce barriers to equitable housing opportunities, and providing Fair Housing education and resources to the community.

Has There Been Previous Council Decision on This:

Staff received Council direction on Council CDBG priorities during the January 23, 2023 Council meeting which are identified in Policy Impact above and Background/History below.

Housing Staff presented an overview of CDBG applications received and the ranking committees recommendations for CDBG funding allocations to the Housing Commission on March 23, 2023. The Housing Commission unanimously passed a motion to forward these recommendations to City Council with a recommendation for approval.

Options and Alternatives:

1. Approve Resolution No. 2023-XX and authorize the submission of the Annual Action Plan to HUD by May 15th, 2023.
2. Modify Resolution No. 2023-XX and authorize the submission to HUD.
3. Not approve Resolution No. 2023-XX and risk losing the 2023 CDBG allocation

Background/History:

In order to receive CDBG funding, the City must complete and submit to HUD the required 2023 Annual Action Plan by May 15th, 2023. This plan describes how CDBG funds will be used in the coming year and how the annual allocation will be used to meet community needs identified in the

2021-2025 Consolidated Plan.

Every two years, staff requests guidance from Council on CDBG Priorities for the coming two years. On January 23, 2023, Council received an overview of the CDBG program and established four priorities:

- Provide affordable housing (rental and ownership)
- Address homelessness
- Support neighborhood revitalization
- Workforce development (including job training and lifespan education

Through the 2023 CDBG process, the City of Flagstaff Housing Section received 6 external Community Development Block Grant/ARPA Recovery Fund proposals and 1 internal request for CDBG funds for the 2022 Program Year.

Housing staff are responsible for determining whether a proposed activity is eligible, conducting a risk assessment of the project as well as the applying agency. Federal funds require administrative knowledge and capacity to ensure compliant and timely expenditure of funds. Additionally, a Ranking Committee comprised of three community representatives and three City staff met to review the external proposals and rank them by consensus. Rankings primarily serve as a risk and benefit assessment and are the guiding input for staff recommendations forwarded to City Council.

Below is a list of the proposals in ranking order. The proposals are divided between Housing and Public Service categories as HUD requires two separate funding limits and different criteria. Internal City of Flagstaff proposals are presented to meet City Council priorities or other unmet needs in the community and are not ranked (NR) competitively with the other proposals, since the City would administer these projects directly. A comprehensive Proposal Book that includes each of the below proposals was distributed to Council on April 7, 2023

Housing Activities	Proposal/ Project	Request	Ranking
City of Flagstaff	La Plaza Vieja Phase II	$700,000.00	NR
Northland Family Help Center	Shelter Rehabilitation Project	$130,058.00	186
Housing Solutions of Northern Arizona	Acquisition of 2 Affordable Rental Units	$375,000.00	184
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	$245,000.00	183
Roers Flagstaff Apartments LLC	LIHTC Woody Mountain Apartments	$600,000.00	119

Public Service Activities	Proposal/ Project	Request	Ranking
Housing Solutions of Northern Arizona	JoJo's Place - Operating Support	$100,000.00	193
Community Assistance Teams of Flagstaff	Mobile Shower and Outreach Bus	$20,800.00	128

Key Considerations:

In order to receive CDBG funding, the City must complete an AAP that describes how CDBG funds will be used in the coming year and how the activities will accomplish the goals outlined in the 2021-2025 Consolidated Plan.

The creation of the Consolidated Plan is an extensive process involving public and stakeholder input (gathered through surveys, public meetings, and a 45 day public comment period), community needs assessments and a housing market analysis. The data outlined in the Con Plan helps determine the relative priority of activities and the populations that will be served in the coming years with federal funds. HUD allows two priority designations – high and low. Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding.

- High (H) priority activities are likely to be funded with CDBG resources during the next five years.
- Low (L) priority activities may be funded as opportunities arise.

Special Populations are certain clientele that are presumed by HUD to be low/moderate income and are defined as senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.

The table attached summarizes the 5 Year Con Plan Goals outlining associated CDBG activities, the priority level and 5-year numeric goals for each. Activities that will be targeted to special populations are also indicated.

The table is designed to meet HUD requirements.

5 Year Consolidated Plan Goals			
Activities	**Special Population**	**Priority Level**	**5 Year Goal**
<u>Priority Need:</u> **Neighborhood Revitalization, Public Facilities & Infrastructure**			
Neighborhood Facility and Infrastructure Improvements *Includes Parks/ Playgrounds/ Streets/ Water Sewer Lines/ Energy Efficiency/ Broadband Infrastructure/ Etc.*		High	3,000 people
Public Facilities *Includes Acquisition/ Construction/ Reconstruction/ Rehab/ Installation/ Improvements/ Etc.*	**X**	High	100 people
Acquisition for Affordable Housing Development *Land/ Real Property/ Etc.*		Low	3 units
<u>Priority Need:</u> **Public Services & Economic Opportunities**			

Services to Meet Basic Needs *Includes Childcare/ Senior Services/ Services for Disabled Individuals/ Mental Health/ Etc.*	**X**	High	300 people
Workforce Development *Includes Employment/ Job Training/ Business mentorship/ support/ assistance*	**X**	Low	15 people
Housing Stabilization *Includes Rental Assistance/ Eviction and Foreclosure Prevention/ Legal Services/ Housing Counseling/ Etc.*		High	50 households
Priority Need: **Addressing Homelessness**			
Service and Facility Operating Support *Includes Outreach/ Shelter Managers / Case Managers/ Coordinated Entry/ Etc.*	**X**	High	1,500 people
Increase Shelter Beds/Units *Includes Emergency / Transitional Shelter/* *Permanent Supportive Housing/ Etc.*		High	15 beds/units
Priority Need: **Decent Affordable Housing**			
Housing Rehabilitation *Includes Owner and Renter Housing*	**X**	High	20 housing units
Housing Development *Includes Owner and Renter Housing*		High	3 units
Housing Assistance *Includes Owner and Renter Housing*		High	50 households

Expanded Financial Considerations:

Through the 2023 CDBG process, the City of Flagstaff Housing Section received 6 external Community Development Block Grant/ARPA Recovery Fund proposals and 1 internal request for CDBG funds for the 2023 Program Year.

The City received it's official 2023 Entitlement allocation from HUD in March. This year's allocation is $541,191, slightly higher than the previous year. In addition, the City of Flagstaff is able to include program income and prior year de-obligated funds to increase funding available for allocation. These additional funds equal $199,588.50. Therefore, an estimated grand total of $740,779.50 is available for CDBG eligible projects for the 2023 program year, through the Annual Action Plan. The proposed allocation takes into consideration administrative costs and the City's financial impacts by including the estimated indirect rate of 10%.

2023 CDBG Funding Recommendations

Funding recommendations are made after an extensive risk assessment and based on eligibility of the project, adherence to CDBG regulations and alignment with Council CDBG goals and goals within the Consolidated Plan.

Below are the CDBG funding recommendations for the 2023 Annual Action Plan:

2023 Estimated Funding Available	
2023 Entitlement Allocation	**$541,191.00**
Program Income (PI) De-obligated funds (NACA Small Business Assistance Program)	$145,251.00 $54,337.50
Total Available Funding for Allocation	**$740,779.50**

Planning and Administration Funding Recommendation

Federal CDBG regulations do not allow more than 20% of funds to be spent on Planning and Administration activities; allowable administrative funding for Program Year 2023 equals $131,105.70. To ensure compliance with HUD funding caps, the recommended allocation is rounded down to $131,000.

Below are the 2022 funding recommendations for the Administration category:

Administration (20%)	
Grant Compliance and Administration	$69,921.68
Estimated City Indirect at 10%	$61,078.32
Total Administration	**$131,000.00***

**Rounded down to ensure compliance with 20% Administrative Cap*

Public Service Funding Recommendation

Federal CDBG regulations do not allow more than 15% of funds to be spent on Public Service Activities: $98,329.28 for Program Year 2023. Staff recommends funding the highest ranking application as close to the max allowable as possible, leaving a small amount of unallocated funds as a contingency. Therefore, staff recommends funding JoJo's Place Operating Support at $98,000. Funding for CAT's Mobil Shower and Outreach Bus is not recommended. Ranked applications with comments were distributed to City Council on April 7, 2023.

Below are the funding recommendations for the Public Service Category:

Public Service Activities	Proposal/Project	Request	Staff Recommendation	Ranking
Housing Solutions of Northern Arizona	JoJo's Place Operating Support	$100,000.00	$98,000.00	193
Community Assistance Teams of Flagstaff	Mobile Shower and Outreach Bus	$20,800.00	$0	128
Total Public Service Allocation		**$98,000.00***		

**Rounded down to ensure compliance with 15% Public Services Cap*

Housing Activity Funding Recommendation

Priorr to the March Housing Commission meeting where CDBG funding recommendations were discussed, Staff from the Housing Section and Capital Improvements discussed the internal funding request for La Plaza Vieja Phase II. In order to make this project successful, Capital Improvements requested a funding allocation of $700,000. Due to the increasing costs of this project and in the absence of other identified funding it was determined that it would be best to fund this project when additional leverage funding is identified. If another funding source is identified in the future, Capital will request CDBG funding to match or fill funding gaps identified. The internal request was withdrawn at that time.

There is $512,779.50 in CDBG funding available for Housing Activities. Staff recommends fully funding the highest ranking application and allocating partial funding to the next highest ranking allocation. With this recommendation, Northland Family Help Center will receive the full requested funds. Housing Solutions of Northern Arizona will utilize funds to acquire 2 of the 3 proposed units and Flagstaff Shelter Services will update at least 35 of the 103 proposed emergency shelter rooms. Funding for Roers LIHTC Woody Mountain Apartments is not recommended. Ranked applications with comments were distributed to City Council on April 7, 2023.

Below are the funding recommendations for the Housing Category:

Housing Activities	Proposal/Project	Request	Staff Recommendation	Ranking
Northland Family Help Center	Shelter Rehabilitation Project	$130,058.00	$130,058.00	186

Housing Solutions of Northern Arizona	Acquisition of Affordable Rental Units	$375,000.00	$250,000.00	184
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	$245,000.00	$132,721.50	183
Roers Flagstaff Apartments LLC	LIHTC Woody Mountain Apartments	$600,000.00	$0	119
Total Housing Activity Allocation		**$512,779.50**		

Community Benefits and Considerations:

The below chart compares each projects intended impact and the number of beneficiaries with the goals outlined in the 2021-2025 Consolidated Plan to demonstrate the Community Benefit of the CDBG funding recommendations.

The chart below details the 2023 CDBG funding and allocation recommendations:

2023 CDBG Funding Allocation Recommendations			
Housing and Public Service Activities	**Staff Recommended Funding**	**Individuals/ Households Served**	**Consolidated Plan 5-Year Goal**
Northland Family Help Center	$130,058.00	180 Individuals	100 individuals
Housing Solutions of Northern Arizona	$250,000.00	2 units – approx. 7 households	3 units
Flagstaff Shelter Services	$132,721.50	200 Individuals – 35 units	100 individuals
Housing Solutions of Northern Arizona	$98,000.00	100 Individuals – 44 units	1,500 individuals
Total Housing & Public Service Activities			**$608,837.50**
Total Administration (20% Cap)			**$131,000.00**
Total City of Flagstaff 2023 CDBG Allocation			**$740,779.50**

Total Individuals/ Households Proposed Served in 2023	**81 units** 480 individuals (approx. 184 households)

If funded as detailed in the chart above, these recommendations would create 2 permanently affordable rental units, 44 units of transitional housing and support the rehab of 35 emergency shelter motel rooms as well as a youth and domestic violence shelter. These projects will serve 480 individuals experiencing homelessness and approximately 7 low income households.

Community Involvement:

Public process requirements for the Annual Action Plan offer extensive community involvement and collaboration ranging from public meetings and public comment periods to a ranking committee and are outlined in the Council adopted CDBG Citizen Participation Plan

In preparing the Annual Action Plan, the City encouraged public input by contacting public and private agencies that provide housing or human services, neighborhood organizations and citizens. The City held three meetings to solicit public input on the past year's project performance and recommendations for new project allocations for the upcoming program year. Public meetings included:

1. Discussion of the amount of CDBG funds expected to be available including program income and prior year's funds not yet allocated to project use;
2. The full range of HUD activities that may be undertaken with the funding being discussed;
3. The amount of resources that will be directed to low- and moderate-income households; and
4. The uses of funds in the prior years

<u>Public Participation</u>

Public Hearings: Neighborhood/Target Area

Flagstaff Target Neighborhoods Meetings
September 12, 2022
March 2, 2023

1. Discussed purpose and content of Consolidated/Annual Action Plan
2. Received public comment regarding community needs and priorities
3. Discussion of the type and amount of Federal funds anticipated to be available and eligible activities
4. Discussion with City of Flagstaff Capital Improvement, Water Services, Planning, or Parks and Rec departments as applicable regarding upcoming City projects in target area.

Public Hearings: Program Year 2023 Annual Action Plan

First Public Meeting – February 1, 2023

- Display advertisement (January 17, 18 and 25 2023 – AZ Daily Sun)
- Meeting to discuss the CDBG proposal process and the Annual Action Plan

1. Discussed purpose and content of Annual Action Plan
2. Received public comment regarding community needs and priorities
3. Discussion of the type and amount of Federal funds anticipated to be available and eligible activities
4. Discussion of the City's CDBG open proposal process (proposals are due in February) and dissemination of proposal packets

Public Hearing: Public Comment on Annual Action Plan Agenda

Second Public Meeting March 2, 2023

- Display advertisement (February 9 & 16, 2023 – AZ Daily Sun)
- Meeting to review the submitted proposals and allowed public comment in preparation for making funding recommendations to City Council

1. Presentation by City staff of activities proposed to be undertaken and funded
2. Open discussion of the proposed activities
3. Discussion of estimate of the low income benefit related to proposed activities
4. Discussion of displacement issues and City anti-displacement policy
5. Presentation by staff of draft Annual Action Plan

Open Grant Process

- NoFA (Notice of Funding Available) Released
- Proposal dues to the City of Flagstaff March 1, 2023
- Proposal Ranking Committee with Citizen Participation and Staff on March 22, 2023

Public Comment Period for Draft documents posted on City of Flagstaff Housing Section Website:
Annual Action Plan - March 1 – April 1, 2022

- Display advertisement (December 17,18 and 25, 2023 – AZ Daily Sun)

- Display advertisement (February 9 and 16, 2023 – AZ Daily Sun)

April City Council Public Hearing-30 days after draft publication date Agenda

- Presentation by City staff of Annual Action Plan and recommendations for funding
- Open public hearing regarding activities proposed to be undertaken
- Approval by City Council

City Council Work Session – April 11th, 2023

- Presentation and Discussion with City Council regarding 2022 Annual Action Plan – requesting Council input and direction

- Comments may be submitted by mail or email, or citizens could provide public comment at the meeting

City Council Meeting – May 2, 2023

- Consideration and Approval of Resolutions No. 2023-XX and authorizing the submission of the Annual Action Plan to HUD.

With efforts to attract a diverse group of social service agencies, emails were distributed to all members of Coconino County's Continuum of Care (300 members). Additionally, agencies that had previously requested information and/or had been involved in the CDBG proposal process in prior years received personal invitations. The proposal format was provided at the first public meeting and placed on the City website with a submission deadline of March 1, 2023.

Expanded Options and Alternatives:

1. Approve Resolution No. 2023-XX and authorize the submission of the 2023 Annual Action Plan to HUD.
2. Modify any or all of the Resolution No. 2023-XX.
3. Not approve Resolution No. 2023-XX.

Attachments:

City of Flagstaff

Community Development Block Grant

Program Year 2023

Annual Action Plan

April 11, 2023

TEAM FLAGSTAFF

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Kristine Pavlik, Housing & Grants Administrator

Purpose & Agenda

- Brief CDBG Recap
- 2023 Annual Action Plan Process
- Proposals Received
- Allocation Recommendations

CDBG Overview

What is the Community Development Block Grant?

- Federal grant program administered by HUD
- Created in 1974 to provide funding for housing & community development activities
- Serves primarily low to moderate income households

Why does the City of Flagstaff receive CDBG $$$?

- Metropolitan city with a population of 50,000+
- Entitlement Community
- Annual Allocation based on a formula set by HUD

CDBG Overview

CDBG Primary Objective

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

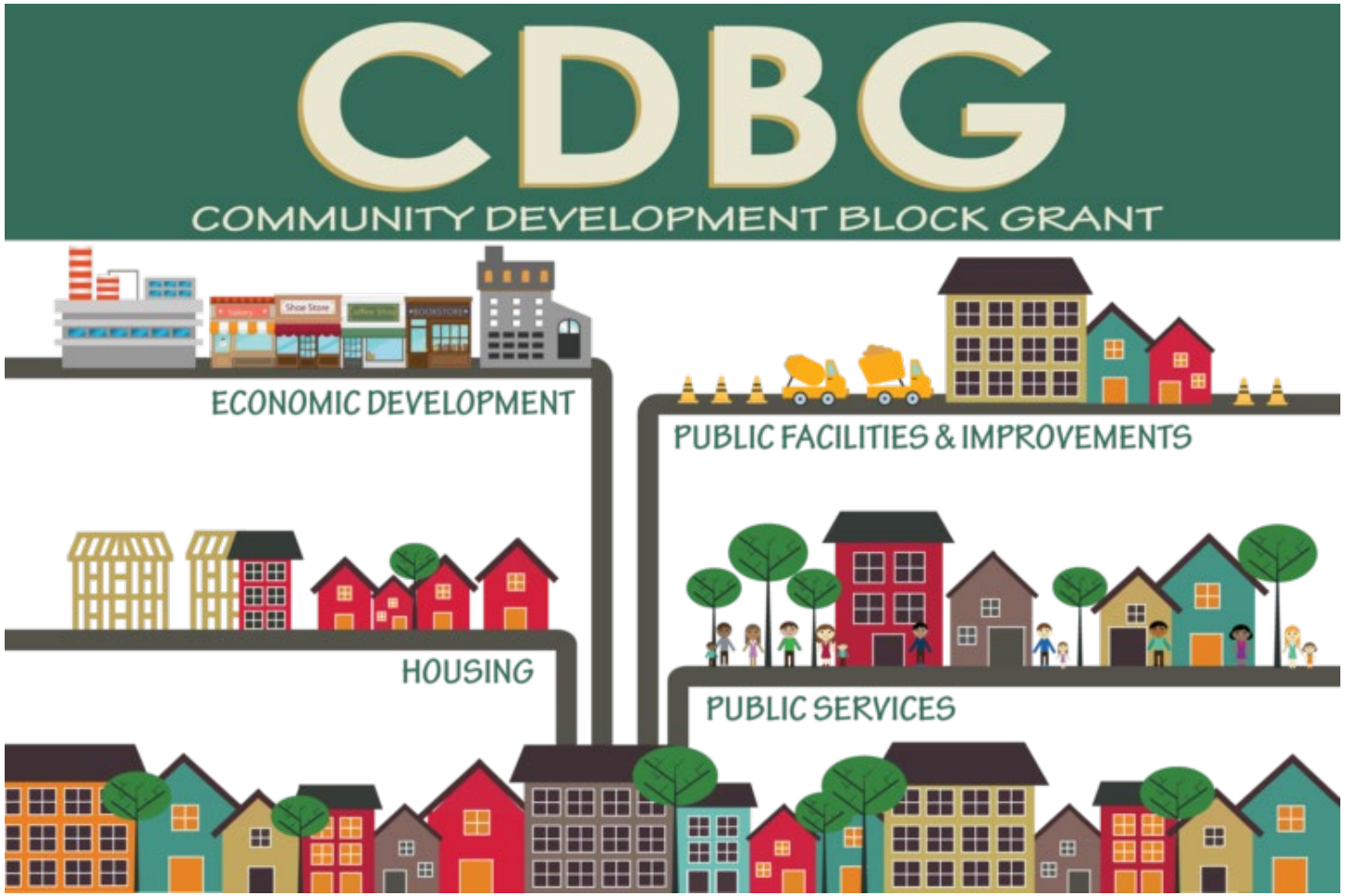
- Decent Housing
- A suitable living environment
- Economic opportunity

How can the City spend CDBG dollars?

As the City Council determines based on:

- Priorities and needs identified in the Consolidated Plan
- The Primary Objective
- One or more of the National Objectives

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 (Economic Development)

CDBG Overview

Criteria for use of CDBG Funds

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

CDBG Overview

How does the City access the funds?

- **Annual Action Plan - "What are we are going to do?"**

  Outlines yearly funding allocations – Due every May

- **Consolidated Annual Performance Evaluation Report (CAPER) - "What did we do?"**

  Summary of outcomes for prior year allocations - Due every September

- **Consolidated Plan – "How should we choose what to do?"**

  Assessment of housing & community development needs – Due every 5 years

- **Analysis of Impediments to Fair Housing choice - "City of Flagstaff Fair Housing Plan"**

  Analysis and City goals for Fair Housing – Due every 5 years

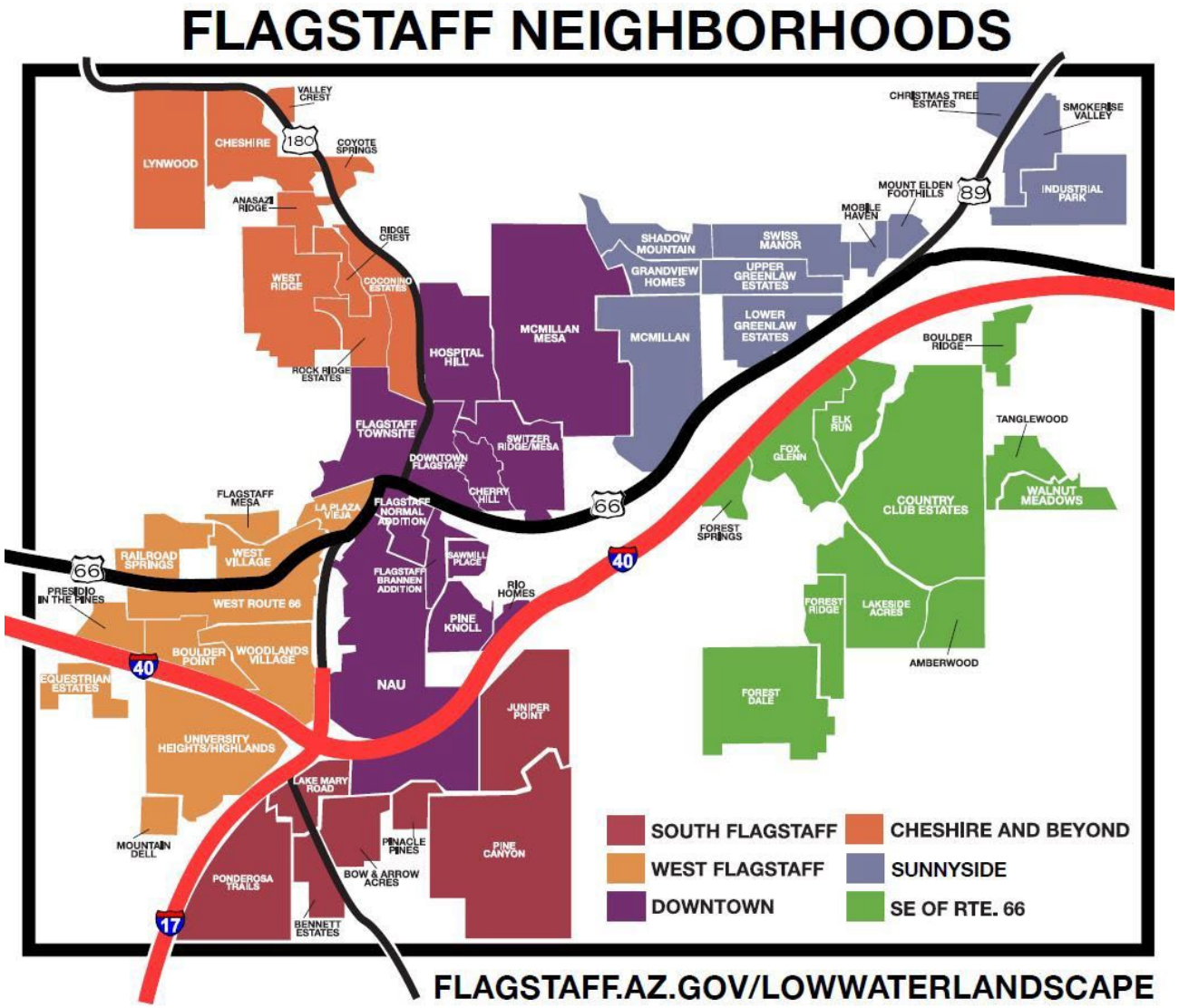
- **Substantial Amendments to Annual Action Plan – "What do we need to change?"**

  To accommodate changes and additional funding, as needed only

CDBG Overview

The City may designate target areas for CDBG projects in the Consolidated Plan. These target areas encompass many of the areas of low-income and minority concentration:

- **La Plaza Vieja**
  Census Tract 11.02, Block Groups 1 & 3.
- **Sunnyside**
  Census Tract 3, Block Groups 2, 3, & 4.
- **Southside**
  Census Tract 8, Block Group 1.
- **Pine Knoll**
  Census Tract 8, Block Group 2.



Council / Staff Responsibilities

Council CDBG Priorities

(established Jan 2023)

- Provide affordable housing (rental and ownership)
- Address Homelessness
- Support Neighborhood Revitalization
- Workforce Development

City Staff Responsibilities

- Conduct proposal process
- Determine activity eligibility
- Assess activity viability
- Conduct agency risk assessment
- Provide recommendations to the City Council

Risk Assessments

Housing Staff Considers

- Objectives & Council's Priorities
- Number Served & Area Benefit
- Community Need & Collaboration
- Budget, Leverage & Cost Effectiveness
- Organizational /Federal grant Experience
- Financial Capacity & Rate of Expenditure
- Budget Analysis & Sufficient Leverage
- Duplication of Benefits/Supplanting

The City of Flagstaff is the Responsible Entity to the HUD!

CDBG 2023 Annual Action Plan

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Public Outreach & Participation

- **A League of Neighborhoods (ALN)**
  September 12, 2022 & March 2, 2023
- **CDBG NOFA Release**
  February 1, 2023
- **Review of applications**
  March 2, 2023
- **Ranking Committee**
  March 22, 2023
- **Housing Commission**
  March 23, 2023
- **City Council Meetings**
  April 11 & May 2, 2023

CDBG Funding Summary

2023 Entitlement Allocation	**$541,191.00**
Program Income	*$145,251.00*
Reallocated Funds	*$54,337.50*
Total Funding Available PY 2023	**$740,779.50**

CDBG Requests Received

Agency	Project/Program		Funding Requested
Housing/Public Facility/ Infrastructure			
City of Flagstaff	La Plaza Vieja Phase II	**500 Households in La Plaza Vieja**	**$700,000.00**
Housing Solutions of Northern Arizona	Acquisition of Affordable Rental Units	**3 Units – Approx 13 households**	**$375,000.00**
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	**400 Unique Individuals / 103 units**	**$245,000.00**
Northland Family Help Center	Shelter Rehabilitation Project	**180 Individuals**	**$130,058.00**
Roers Flagstaff Apartments, LLC	LIHTC – Woody Mountain Apartments	**221 LIHTC Units**	**$600.000.00**
Public Service			
Housing Solutions of Northern Arizona	JoJo's Operating Support	**44 Transitional Housing Units**	**$100,000.00**
CATS of Flagstaff	Mobile Shower and Outreach Bus	**500 Individuals**	**$20,800.00**
Total Funding Requested = $2,170,858.00			

Ranking Committee Recommendations

Organization	Project/Program	Average Score	Funding Requested	Recommendation
Housing/Public Facility/ Infrastructure				
Northland Family Help Center	Shelter Rehabilitation Project	**186**	**$130,058.00**	**$130,058.00**
Housing Solutions of Northern Arizona	Acquisition of 2 Affordable Rental Units	**184**	**$375,000.00**	**$250,000.00**
Flagstaff Shelter Services	The Lantern: A Hotel to Housing Project	**183**	**$245,000.00**	**$130,779.50**
Roers Flagstaff Apartments, LLC	LIHTC – Woody Mountain Apartments	**119**	**$600,000.00**	**$0**
Public Services				
Housing Solutions of Northern Arizona	JoJo's Operating Support	**193**	**$100,000.00**	**$98,000.00**
CATS of Flagstaff	Mobile Shower and Outreach Bus	**128**	**$20,800.00**	**$0**

Total Admin (20%) = $130,000.00

Total Public Service (15%) = $98,000.00

Total Allocation = $740,779.50

Next Steps & Questions

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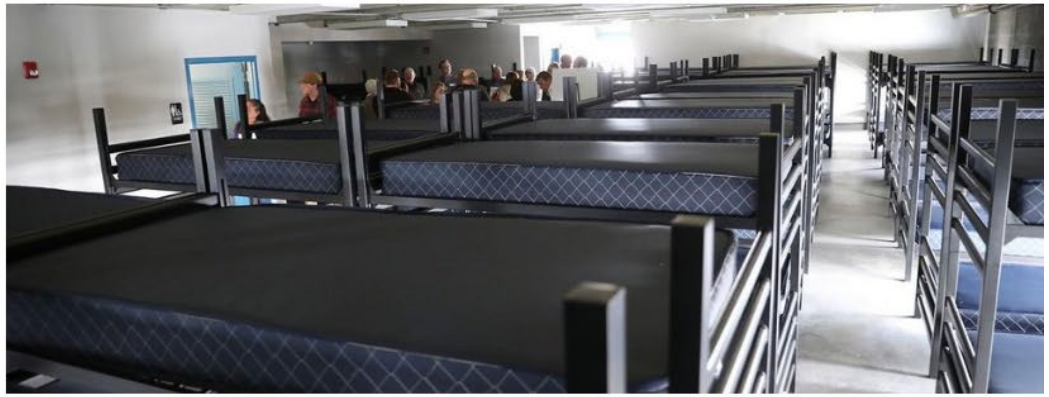

CITY OF FLAGSTAFF

Housing Flagstaff

EQUAL HOUSING OPPORTUNITY

Kristine Pavlik

Housing &
Grants Administrator

City of Flagstaff

Kristine.Pavlik@flagstaffaz.gov

(928) 213-2749

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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Kristine Pavlik, Housing and Grants Administrator

Date: 03/30/2023

Meeting Date: 04/11/2023

TITLE:

Presentation regarding funding allocations for the City of Flagstaff American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds for Housing Assistance Projects

DESIRED OUTCOME:

To inform Council of funding allocations for the American Rescue Plan Act Coronavirus Local Recovery Funds for Housing Assistance Projects. Staff will provide Council with a presentation regarding the proposals received through the Notice of Funding Available process and recommendations made by the Ranking Committee.

Staff will request City Council's consideration of approval of grant agreements for the recommended projects through consent agendas at future meeting dates, TBD.

EXECUTIVE SUMMARY:

On October 12, 2021, Council directed that $1,900,000 in American Rescue Plan Act of 2021 (“ARPA”) Coronavirus State and Local Fiscal Recovery Funds (“Local Recovery Funds”) be distributed to support Housing Assistance under the Negative Economic Impact funding category. Under ARPA, the purpose of the programs, services, or capital expenditures (“Projects”) must be to respond to the negative economic impacts of the COVID-19 pandemic, by supporting the health of communities, and helping households recover from economic impacts, particularly disproportionately impacted low-income workers and people of color.

On November 7, 2022, the City of Flagstaff released a Notice of Funding Available ("NOFA") for Housing Assistance Projects that address community needs identified as a result of the COVID-19 pandemic in order to improve community resilience, address disparities of disproportionately impacted communities and create and preserve stable, affordable housing and prevent eviction. The City received eight (8) eligible applications by the December 19, 2023 deadline.

Staff will work with selected agencies to draft grant agreements in alignment with these recommendations and request Council approval in the coming months.

INFORMATION:

Housing staff conducted a risk assessment of all eight (8) applying agencies and their proposed Projects. Additionally, a Ranking Committee comprised of three (3) community representatives and three (3) City Staff met to review the proposals and rank them by consensus. Rankings primarily serve as a risk and benefit assessment and are the guiding input for Staff recommendations of ARPA Local Recovery Funds allocations. Staff presented the recommended allocations to the Housing Commission at the March meeting and the Housing Commission voted unanimously to forward them to Council with a recommendation for approval.

With $1,900,000 in ARPA Local Recovery Funds available for Housing Assistance, Staff recommends fully funding the five (5) highest ranking applications and allocating partial funding to the remaining three (3) applications. After accounting for fully funding the top ranking applications, the remaining three (3) are recommended to receive approximately 80% of the funding requested based on available funds and their similar scores. All of the Projects are still able to proceed with partial funding. Habitat for Humanity and The Salvation Army will adjust their Project outcomes accordingly if alternative funding is not identified.

The below table provides a list of the applying agency's, the proposed Projects and requested funding as well as each applications average ranking score and staff recommended funding.

City of Flagstaff ARPA Local Recovery Funds Housing Assistance Requests				
Agency and Project	**Individuals/ Households Served**	**Requested Funding**	**Recommended Funding**	**Ranking**
Housing Solutions of Northern Arizona JoJo's Place Transitional Housing	44 Transitional Housing Units	$500,000.00	$500,000.00	193
DNA People's Legal Services Outreach/Legal Aid for Eviction Prevention	Outreach to 10,000 Households Legal Aid for 85 Households	$200,000.00	$200,000.00	189
Flagstaff Shelter Services Hotel Shelter Operations	500 Unique Individuals	$100,000.00	$100,000.00	188
Homeless Youth Connection Transitional Housing Operations	Support services for 50 youth and 7 Transitional Housing Beds	$46,250.00	$46,250.00	178
Catholic Charities Homeless Outreach and Support Services	675 Unique Individuals	$199,999.00	$199,999.00	178
Villas on Lake Mary LIHTC Development	76 LIHTC Units	$500,000.00	$397,000.00 (20yr Loan)	165
Habitat for Humanity Starter Homes at Timber Sky	Predevelopment of 24 sites	$500,000.00	$397,000.00	164
The Salvation Army Rental Assistance	50 Households	$75,000.000	$59,550.00	164
		$2,121,249.00	**$1,899,799.00**	

If funded as detailed in the chart above, these recommendations would support the creation of 76 permanently affordable rental units, 44 units of transitional housing and seven (7) transitional housing beds exclusively for youth experiencing homelessness, as well as, the development of 24 sites of future Starter Homes for affordable homeownership. ARPA funds would also provide operational support for shelter and outreach services to over 1,000 individuals experiencing homelessness and prevent eviction for over 135 households.

Attachments: ARPA Presentation

City of Flagstaff

American Rescue Plan Act Local Recovery Funds for Housing Assistance

April 11, 2023

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Kristine Pavlik, Housing & Grants Administrator

Local Recovery Funds

ARPA created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver $350 billion in much needed COVID-19 relief aid.

Key objectives

- Support COVID-19 response efforts
- Replace lost revenue
- Support an equitable recovery and economic stabilization
- Address systemic public health and economic challenges

Local Recovery Funds

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City Council Allocations

Housing Section:

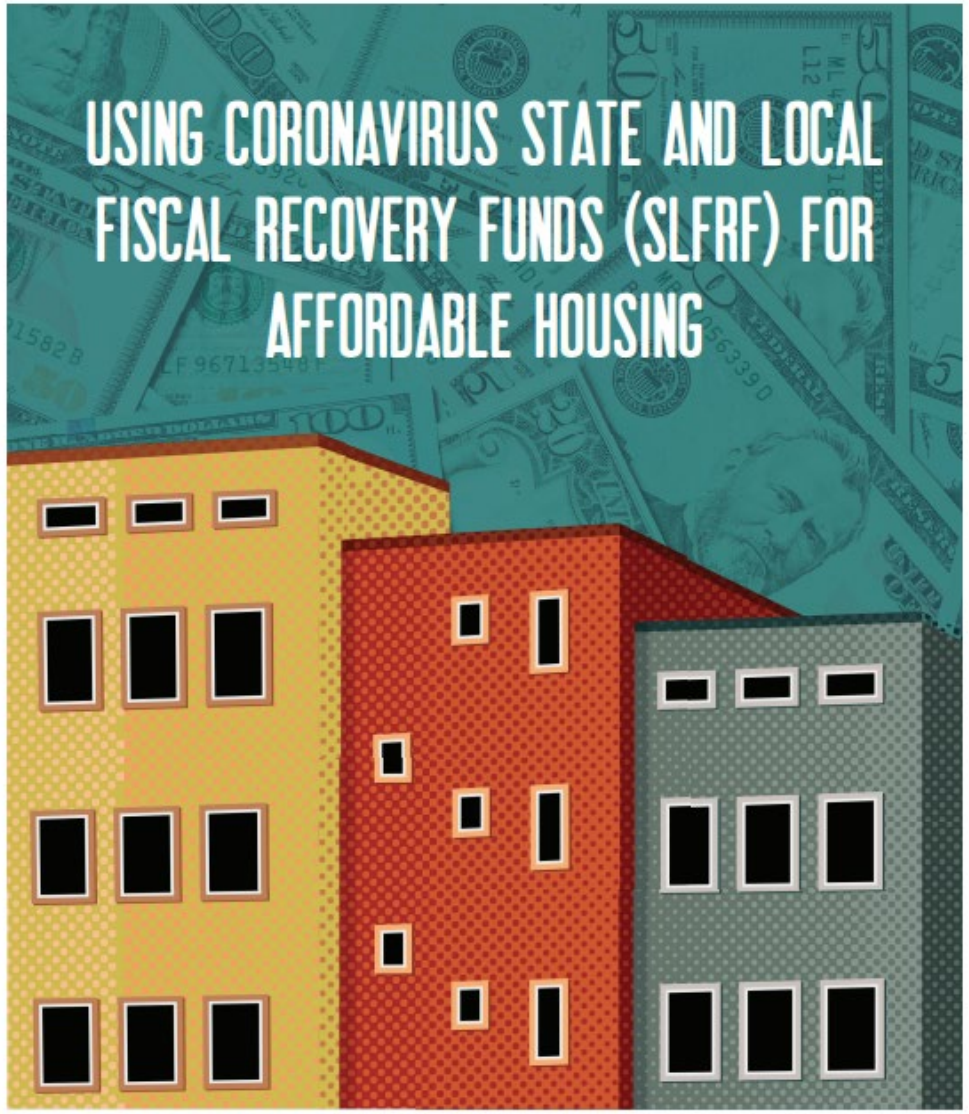
- Congregate Care -$400,000
- Housing Assistance -$1,900,000
- Aid to Victim Services -$300,000

EXPENDITURE CATEGORY	ALLOCATION	PROJECT
1: PUBLIC HEALTH		
1.4	$400,000.00	Congregate care services, such as shelters
1.10	$2,400,000.00	Alternate care facility/services
1.12	$75,000.00	Community ambassadors to assist with mental health/substance use
2: NEGATIVE ECONOMIC IMPACTS		
2.2 / 2.5	$1,900,000.00	Housing assistance programs
2.7 / 2.9	$350,000.00	Job training assistance and small business grants
2.10	$150,000.00	Aid to non-profits - Arts and Sciences
2.10	$300,000.00	Aid to non-profits - Food
2.10	$150,000.00	Aid to non-profits - Other
2.10	$300,000.00	Aid to non-profits - Victim Services
2.11	$200,000.00	Aid to tourism, travel, & hospitality
2.12	$85,000.00	Local event support, permits & fees

Congregate Care

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

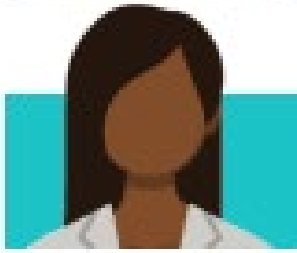
Housing Assistance



- **Assistance to Households**
  - **Rent, mortgage, utility assistance**
  - **Counseling and legal aid**
- **Housing Stability Services**
  - **Housing Counseling**
  - **Outreach to at risk households**
  - **Housing support services for disproportionately impacted communities**
- **Other Services**
  - **Services that address homelessness**
  - **Improving access to affordable housing**
  - **Affordable housing development**
  - **Housing Vouchers/Navigation**

Housing Assistance

1. What affordable housing activity is being funded? (this will determine whether a household must be "impacted" or "disproportionally impacted" by COVID)



2. Is the household presumed eligible? (is the household either presumed "impacted" or "disproportionately impacted" by COVID?)

3. If the household is not presumed eligible, can the grantee justify a COVID impact?

Impacted Households

Low-or moderate-income households with income at or below 100 percent of the Area Median Income for the City and the size of the household based on the most recently published data.

Disproportionately Impacted Households

Low-income households with income at or below 80 percent of the Area Median Income for the City and the size of the household based on the most recently published data.

10-Year Housing Plan

- **Impact at least 6,000 low-to-moderate income Flagstaff residents through a combination of unit creation or subsidy provision.**

- **Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce and affordable housing occupied by local residents.**

Broad Criteria for Evaluation

General	• Falls within eligible expenditure category
Project Feasibility	• Can be completed within ARPA expenditure time limits & with reasonable assurance of success
Project Equity	• Meets goals, target population, etc.
Community Leverage/Partnership	• Leverages existing & as many community partners as possible to deliver outcomes
Long-Term Value & Impact	• Ensures high value return for investment • High level of sustainability where possible

Criteria for Evaluation

Additional Criteria

- 10-Year Housing Plan Goals
- Coconino County Continuum of Care Participation
- Diversity, Equity and Inclusion
- Local Community Need
- Evidence Based Interventions
- Applicant Capacity for Administration

ARPA Requests Received

Agency	Project		Funding Requested
Catholic Charities	Homeless Outreach and Support Services	**675 Unique Individuals**	**$199,999.00**
DNA People's Legal Services	Outreach/Legal Aid for Eviction Prevention	**Outreach to 10k Households Legal Aid to 85**	**$200,000.00**
Flagstaff Shelter Services	Hotel Shelter Operations	**500 Unique Individuals**	**$100,000.00**
Habitat for Humanity	Pre-development for Starter Homes at Timber Sky	**Pre-development of 24 sites – 6 homes built within 1 year**	**$500,000.00**
Homeless Youth Connection	Transitional Housing Operations	**Support services for 50 youth Staffing 7 transitional housing beds**	**$46,250.00**
Housing Solutions of Northern Arizona	JoJo's Place Transitional Housing	**44 Transitional Housing Units**	**$500,000.00**
The Salvation Army	Rental Assistance	**50 households**	**$75,000.00**
Villas on Lake Mary	LIHTC Development	**76 LIHTC units**	**$500,000.00 (loan)**
Total Funding Requested = $2,121,249.00			

Ranking Committee Recommendations

Organization	Project/Program	Average Score	Funding Requested	Recommendation
Housing Solutions of Northern Arizona	JoJo's Place Transitional Housing	**193**	**$500,000.00**	**$500,000.00**
DNA People's Legal Services	Outreach/Legal Aid for Eviction Prevention	**189**	**$200,000.00**	**$200,000.00**
Flagstaff Shelter Services	Hotel Shelter Operations	**188**	**$100,000.00**	**$100,000.00**
Homeless Youth Connection	Transitional Housing Operations	**178**	**$46,250.00**	**$46,250.00**
Catholic Charities	Homeless Outreach and Support Services	**178**	**$199,999.00**	**$199,999.00**
Villas on Lake Mary	LIHTC Development	**165**	**$500,000.00**	**$397,000.00 (20 year, zero interest loan)**
Habitat for Humanity	Pre-development for Starter Homes at Timber Sky	**164**	**$500,000.00**	**$397,000.00**
The Salvation Army	Rental Assistance	**164**	**$75,000.00**	**$59,550.00**

100%

80%

CDBG Annual Action Plan

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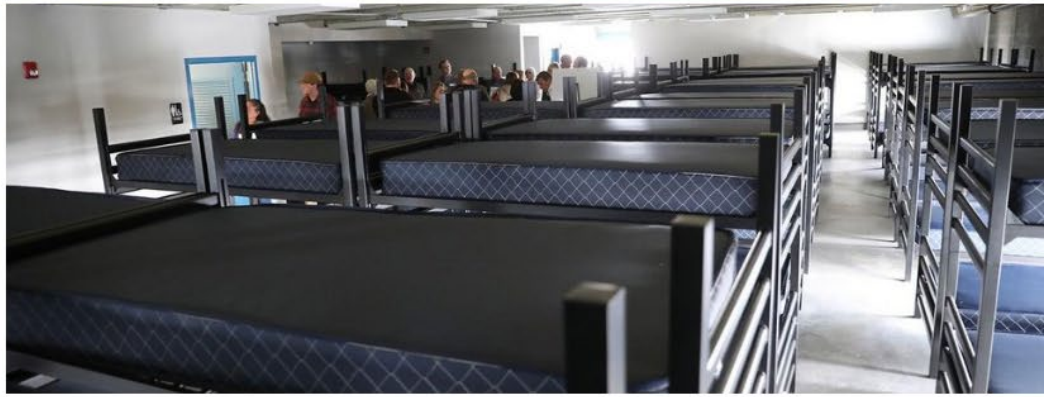

CITY OF FLAGSTAFF

Housing Flagstaff

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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Patrick Brown, Purchasing Director
Date:	04/03/2023
Meeting Date:	04/11/2023

TITLE:

City Procurement Policies and Procedures - Purchasing 101

DESIRED OUTCOME:

Provide information and background to the Procurement Policies and Procedures.

EXECUTIVE SUMMARY:

The Purchasing Section handles the procurement needs of all departments at the City of Flagstaff. There are policies and procedures that Purchasing must adhere to when making procurement decisions, giving procurement guidance, and processing departmental procurement requests. The Arizona Revised Statutes (Arizona Administrative Code), City Charter and the City's Procurement Code Manual are the basis of the policies and procedures Purchasing follows. The presentation will offer Council and the public a base overview of those policies and procedures.

INFORMATION:

This is an opportunity to educate and inform Council and public about purchasing policy and procedures.

Attachments: Presentation

Purchasing 101

Patrick Brown, Purchasing Director

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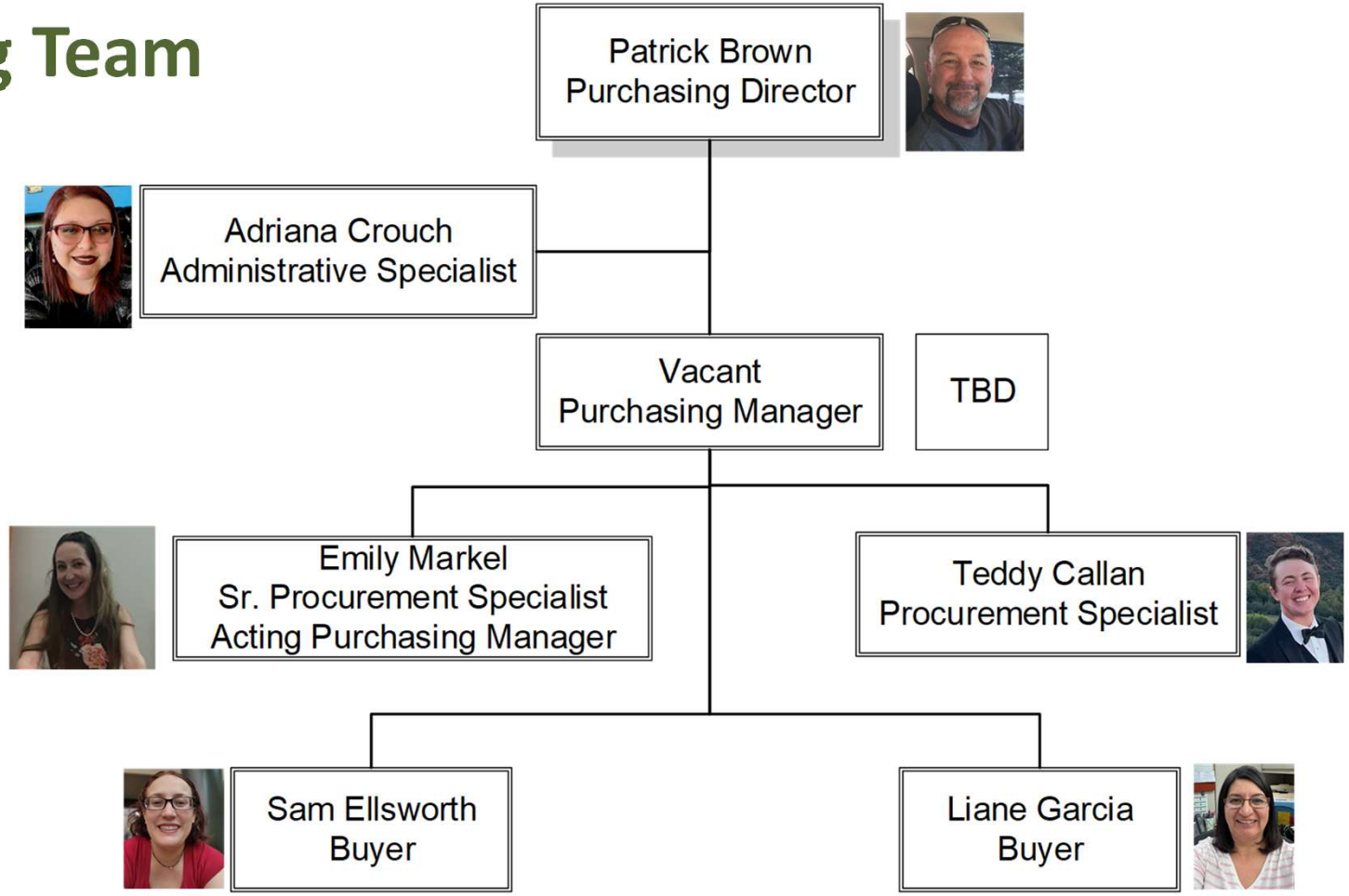
Introduction

Purchasing Team



Introduction

Mission Statement

The mission of the Purchasing section is to support the goals and objectives of the City by delivering consistent and professional procurement and management support to all employees in accordance with all applicable local, state and federal procurement rules and regulations and to assist in making best-value procurement decisions while maintaining the highest ethical standards.

Introduction

Purchasing's Role

- Sourcing: Material goods, tangible assets, professional services and capital improvements
- Soliciting: Informal and Formal
- Vendor Management: monitoring, evaluating and quality control
- Cost Control: price negotiating and monitoring
- Legal Control: adhering to purchasing laws and regulations

Introduction

Purchasing's Role Continued…

- Stewards of tax payers money
  - Procuring the best product or service at the best possible price
  - Ensuring an unbiased process
  - Maintaining a fair, equitable and competitive process
- Facilitating and guiding
  - Managing the procurement with end users
  - Guiding the end user through the procurement process
- Liaison
  - COF conduit to vendors

Introduction

Additional Procurement Responsibilities

- Process an average of 3,000 Purchase Orders Annually
- Manage the Purchasing Card (P-Card) Program
- Manage the City issued Cell Phone Program
- Manage the disposal of City Surplus Property
- Maintain all vendor Certificates of Insurance
- Maintain vendor files
- Administrative Support for Management Services Division

Regulatory Requirements

Primary

- Arizona Revised Statutes
  - Arizona Procurement Code
- City Charter
- Procurement Code Manual

As Required

- Maricopa Association of Governments MAG Specifications
  - COF Revised MAG Specifications
- State Grant Provisions
- Federal Grant Provisions

Regulatory Requirements

Arizona Revised Statutes

- Example Titles
  - Title 9-4.1: Purchase, Sale or Lease of Property
  - Title 34 (ALL) – Construction procurement requirements for Public Works building and improvements
  - Title 41-2632 Authorizing agencies to participate in Cooperative purchasing contracts
- Arizona Procurement Code
  - Article 1.4 – Competition and Maintaining a Fair and Open Process

Regulatory Requirements

City Charter

- Article VIII – Contracts
  - Section 1 – All contracts under supervision of City Attorney
  - Section 2 – Purchases and contracts over $50,000 approved by City Council
    - Shall be advertised for bids (Formal/Cooperative)
  - Section 3 – Bids
    - Shall be pursuant to Arizona State Procurement Code as amended by the City Council (COF Procurement Code Manual)
  - Section 9 – Leases of City Property
    - Leases of land, buildings or equipment

Regulatory Requirements

Procurement Code Manual

- Article 7 – Informal and Formal Limits
  - Informal – Procurements under $50K
  - Formal – Procurements over $50K
- Article 9 – Formal Procurement Process
  - Conducted through an open sealed solicitation process
- Article 20 – Procurements From Solicitation by Other Government
  - Cooperative Contracts
  - Joint Solicitations

The Basics

It All Starts With A Request From An End User

- End User Makes the Request
  - End User defines the scope, specifications, timeline, etc.
  - Material Good or tangible asset
    - Vehicles, Property, Equipment, etc.
  - Services
    - Professional, Consulting, General, etc.
  - Capital Improvements
    - Design
    - Construction

The Basics – City Thresholds

Thresholds	Type and Requirement
• $0 - $5,000	• **Informal** – Direct Select (PCM)
• $5,001 - $15,000	• **Informal** – 3 Documented verbal quotes (PCM)
• $15,001 - $49,999	• **Informal** – 3 Written Quotes on Vendor Letterhead (PCM)
• $50,000 and over	• **Formal** – Solicitation and Council Approval (Charter)

PCM = Procurement Code Manual

The Basics – Informal

Solicitation Process – Under $50,000

- No advertising required
- Department/Section must contact, at minimum, three (3) vendors for quotes
  - Purchase under $5,000 may direct select
- Purchase does not need to be approved by City Council
  - However, in matters of high community interest and/or potential controversy, the City Manager may decide to bring any contract to a Council Meeting obtain input.

The Basics - Formal

Solicitation Process – Over $50,000

- Solicitations must be advertised in a local publication and posted on the City's designated website (PlanetBids)
- Solicitation must be posted for a minimum of two (2) weeks
- Solicitation must be fair and equitable to all public competition
- Expenditure must be budgeted or approved by Budget Team
- Contracts must be reviewed by City Attorney
- Contract must be awarded by City Council

The Basics - Formal

Solicitation Types

- IFB (Invitation for Bids)
  - Scope of work is definitively defined
  - Price is the determining factor – awarded to the lowest responsive responsible bidder
  - Materials, vehicles, equipment, real estate, construction, etc.
- RFP (Request For Proposals)
  - Scope of work is not definitively defined
  - Price is a factor, but is also determined by qualifications and experience or technical requirements
  - Consulting, maintenance, research/analysis, labor, etc.

The Basics - Formal

Solicitation Types Continued…

- RSOQ (Request for Statements of Qualifications)
  - Scope of work is summarized
  - Price is NOT considered, award factor is based strictly on qualifications and experience.
  - Price and final scope of work is negotiated with the highest scoring vendor/firm/contractor.
  - Professional Services (Engineer, Architect), Alternative Project Delivery Methods (Design-Build, CMAR, JOC), Master Planning, etc.

The Basics – Formal or Informal

Terminology

- Responsive
  - A vendor submittal for a solicitation that conforms in all material respects to the solicitation requirements.
- Responsibility/Responsible
  - A vendor submittal for a solicitation who has the capability, skills and experience to perform the contract requirements, and the integrity and reliability assuring good faith performance.
- Solicitation
  - A request by the City inviting vendors to participate in a procurement.

The Basics – Formal or Informal

Exceptions to Solicitations

- Sole Source Procurement
  - Only one vendor that can provide the service or product
- Proprietary Procurement
  - Vendor holds copyrights (Software, Chemicals)
- Emergency Procurement
  - Threat to public health, welfare or safety, or if a situation exists which makes compliance with the procurement process contrary to the public's interest
- The 3 exceptions require a completed justification form
  - Form is reviewed, investigated and approved by Purchasing

The Basics – Formal or Informal

Exceptions Continued…

- Cooperative Procurements
  - End user identifies specific need through their research and/or has a time sensitive need
  - Procuring materials, commodities or services from another agency's contract (a.k.a. piggybacking)
  - Cooperative agency has already performed the public procurement process. Purchasing staff confirms that it satisfies COF's public procurement
  - The cooperative agency contract must be current and for same/similar items or scope
  - Reduces the procurement processing time (increased efficiency)

The Basics – Formal or Informal

Cooperative Procurements continued…

- Examples
  - Below $50K
    - Mail Meter Equipment – $11K
    - Rio De Flag Appraisal Services - $36K
    - IT Advisory, Assessment, Verification and Validation Services - $47K
  - Above $50K
    - Orthoimagery/Lidar Data – $75K (Council approved 2/7/23)
    - 12 X-Series Advanced Defibrillator - $496K (Council approved 9/20/22)
    - Aerial Bucket Quint (Fire Truck) - $1.9M (Council approved (1/17/23)

Procurement Stats

- Procurement time
  - Informal (Quotes) – 1 to 3 weeks
  - IFB – 3 months
  - RFPs, RSOQs – 3 to 8 months (depending on complexity)
  - Cooperatives – 1 week to 2 months
- FY 2021/2022: 153 Contracts
  - 107 solicited contracts
  - 46 cooperative contracts
- FY 2022/2023: 123 Contracts (as of end of March)
  - Anticipate approximately 38 by end of FY (est. 161)

Improvements in Purchasing

In Progress and Up Coming

- Charter
  - Revisions to Article VIII – Contracts
  - Updating terminology
  - Procurement Threshold
  - Coming to Council in May 2023 for consideration on November 2023 election
- Procurement Code Manual
  - Revisions to the Procurement Code Manual
  - Currently Articles 1-7
  - Requires Council's review and approval – Coming before break

Purchasing 101

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

QUESTIONS?

12.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To:	The Honorable Mayor and Council
From:	Sarah Langley, Public Affairs Director
Date:	04/06/2023
Meeting Date:	04/11/2023

TITLE:

Agassiz Peak Renaming Process (this item will occur no earlier than 5:00 p.m.)

DESIRED OUTCOME:

Receive input from Council on the name change proposal for Agassiz Peak currently being considered by the Arizona Board on Geographic and Historic Names.

EXECUTIVE SUMMARY:

The City of Flagstaff was contacted by a representative of the Arizona Board on Geographic and Historic Names regarding Docket 2023-02 Öo'mawki (Agassiz Peak). The Board hears and takes action on name proposals for geographic features and historic places in Arizona. An important part of the Board's consideration of a naming proposal is stakeholder response and the Board has asked for a comment on Docket 2023-02 from the Flagstaff City Council.

INFORMATION:

The name change proposal was submitted to the Arizona Board on Geographic and Historic Names by a group of Flagstaff community members. The details of the application can be viewed in the attached application document and the new name for the peak proposed in the application is Öo'mawki. During the agenda item, staff will play a recorded remark from Rose Toehe, the City's Coordinator for Indigenous Initiatives, and hear input from the community group that submitted the name change proposal.

Attachments: Domestic Names Committee Proposal Form

THE BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE PROPOSAL FORM

This document is for those interested in proposing:

1. **A new name for a currently unnamed geographic feature**, or
2. **A change to an existing name, spelling, or where a name is applied**.

By submitting this form, the proponent acknowledges the BGN Policies and agrees to work with BGN staff regarding their proposal.

VERSION 2.0.1
BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE

Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 States and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the BGN policies. Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Email this form and supporting documentation to: BGNEXEC@usgs.gov
   i. Save PDF as 'ST_GeographicName' *for example 'CO_BearCreek'*
   ii. Email Subject: ST_GeographicName

OR

2. Send by mail to:
   U.S. BGN Executive Secretary, Domestic Names
   12201 Sunrise Valley Drive, MS-523
   Reston, VA 20192

Please note that anything submitted by mail will delayed.

Contact Us:
BGNEXEC@usgs.gov

Naming Basics

Proposed Name:

Is this name in current local use?

Y N

What is the Feature Class?

Is this to change an existing name?

Y N

If yes, please provide the official name and Feature ID as it appears in the Geographic Names Information System (GNIS).

GNIS Name:

Feature ID:

Location Basics

Where is the feature?

Latitude: *(38.94741)*

Longitude: *(-77.36839)*

For Linear Features (e.g. stream or valley):

Mouth/Confluence

Latitude: *(38.94741)*

Longitude: *(-77.36839)*

Source/Headwater

Latitude: *(38.94741)*

Longitude: *(-77.36839)*

General Location:

State:

County:

City/Town/ Township/ Borough:

Public Land Survey System:

Section(s), Township, Range, Meridian

Feature Description

Physical shape, length, width, etc. (Maps can be submitted separately by email)

Name Details

Name information:

Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate. Describe any documents that you will be submitting (separately by email) to support your proposal.

Please provide a list of supporting documentation, including any web links:
Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.).

Is the name commemorative? Does the name honor or refer to a person or persons? Y N

Please note that the BGN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The BGN will disapprove names that could be construed to honor living persons. The person being honored should have had either (1) some direct or long-term association with the feature, or (2) have made a significant contribution to the area, community, or State in which it is located; or (3) have outstanding national or international recognition. The BGN discourages the use of an individual's full name except to avoid ambiguity.

If yes, please provide the following:

Honoree's Date of Birth: Honoree's Date of Death:

Short biography and significance or association with the geographic feature: *(list any additional honorees here)*

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☐ N ☐ Unknown

If yes, please provide your justification for making an exception to the Wilderness Policy:

Please note that the BGN will not approve new names for unnamed features within wilderness areas or wilderness study areas, unless an overriding need can be demonstrated by the proponent.

Additional Information

Is there any local opposition or conflict with the proposed name? ☐ Y ☐ N

If yes, please explain and describe any opposition:

Additional notes:

Proponent Information

Please provide one form of contact (email preferred):

Proponent's Name:

Agency or Organization, if applicable:

Email:

Mailing Address:

Phone:

Are you completing this form for someone else?

☐ Y ☐ N

If yes, please fill out the following:

Completed by:

Full Name:

Email:

Mailing Address:

Phone:

Please submit this form and supporting documentation to: 1. By email to BGNEXEC@usgs.gov 2. By mail to the address on page 2.