

# City of Prescott

## CDBG Citizens Advisory Committee



July 19, 2023 | 1:30 PM  
201 N. Montezuma Street  
Council Chambers, 3rd Floor  
Prescott, AZ 86301

### AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **July 19, 2023**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
  - A. Approval of the May 17, 2023 Meeting Minutes.  
**Recommended Action: MOVE to approve the minutes as presented**
  - B. Discussion & Possible Action Regarding a Presentation for the Prescott Cares Program.  
**Recommended Action: Following discussion, possible action from the Committee regarding existing projects**
  - C. Presentation and Discussion From Staff Regarding the Minor Home Repair Program.  
**Recommended Action: This item is for discussion only. No formal action will be taken.**
4. **UPDATES**
  - A. Staff Announcements
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its

position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));

(6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

## **CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 7/13/23 at 4:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



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Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 19th CAC Meeting  
DATE: July 19, 2023  
DEPT: Community Development  
ITEM #: 3.A  
SUBJECT: Approval of the May 17, 2023 Meeting Minutes.

## ITEM SUMMARY

This item is for the approval of meeting minutes from the May 17, 2023 CAC Meeting.

## BACKGROUND

None

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

MOVE to approve the minutes as presented

## ATTACHMENTS

1. May 17, 2023 CDBG Minutes



## CITIZENS ADVISORY COMMITTEE

May 17, 2023, MINUTES

PRESCOTT, ARIZONA

**MINUTES** OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC)  
MEETING held on May 17, 2023, at 1:00pm in Council Chambers.

### **I. CALL TO ORDER**

Chair Suttles called the meeting to order at 1:00 p.m.

### **II. ROLL CALL**

Mary Ann Suttles – Chair  
Janie Evans – Member  
Deborah Miller – Member  
Jon Rocha – Member  
Deborah Savoini - Member

### **III. DISCUSSION & ACTION ITEMS**

**A. Approve the minutes of the April 19th, 2023, CAC meeting** – A motion to approve these minutes was made by Jon Rocha, seconded by Deborah Savoini and approved 5-0.

**B. Discussion on the Program Year 2023 Annual Action Plan (AAP) and the Substantial Amendment to the 2020 - 2024 Consolidated Plan. Review public comments and updates to the AAP.**

Mr. McInnes stated no public comment has been received. The final day to receive public comments will be Friday, May 19<sup>th</sup>. There have been grammar and language changes to the AAP, but no changes to actual content and what is being asked for.

Mr. McInnes asked for any further discussion, questions, or recommendations from the committee before being moved to City Council.

Mr. Rocha asked about what concerns from other committee members have been raised.

Mr. McInnes stated concerns were addressed in the last committee meeting about language on the AAP. Mostly grammar corrections. There were no substantial changes made to the AAP.

Ms. Miller asked if there were public comments made on previous AAPs.

Mr. McInnes stated that although he was not working for the City in past years, his understanding was there has not been public comment in the most recent years.

Ms. Miller asked why the lack of public comment.

Mr. McInnes responded that he did not know why. A public notice was printed in the local newspaper and the AAP has been available on the City website for review.

**C. Approve Program Year 2023 Annual Action Plan for submission to City Council.**

A motion to approve the Program Year 2023 Annual Action Plan was made by Deborrah Miller, seconded by Janie Evans. Approved 5-0.

**IV. UPDATES**

Mr. McInnes stated the City Council Voting Session will be Tuesday, May 23<sup>rd</sup>. Any attendance by CAC Members would be appreciated. Both the PY 2023 AAP and Substantial Amendment to the Consolidated form will be voted on by Council.

Next CAC meeting scheduled for June 21<sup>st</sup>.

Mr. Rocha asked for an update on Minor Home Repair Program from the Sheri Heiney and the Chamber of Commerce Foundation.

Mr. McInnes stated a MHRP update will be on a future agenda.

Chair Suttles asked for a regular update on MHRP's budget.

Discussion opened about outreach for the next Program Year. Committee members offered suggestions on how best to market the CDBG program to the local community.

**V. ADJOURNMENT**

There being no further business to discuss, Chairwoman Suttles adjourned the meeting at 1:28 p.m.

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Mary Ann Suttles, Chair

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Michael McInnes, CDBG Coordinator



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 19th CAC Meeting  
DATE: July 19, 2023  
DEPT: Community Development  
ITEM #: 3.B  
SUBJECT: Discussion & Possible Action Regarding a Presentation for the Prescott Cares Program.

## ITEM SUMMARY

Discuss Prescott Cares' existing program activities and recent project applications. Both Polara Health and US Vets submitted, and presented, their projects to the CAC previously. The Committee vote was delayed due to the need for a Substantial Amendment to the 2020 - 2024 Consolidated Plan.

## BACKGROUND

The Prescott Cares Program represents the City's CDBG-CV funding apparatus. Funding was awarded by HUD during the pandemic to aid in providing COVID-19 relief for LMI individuals and households, including small businesses. The Program is administered by Prescott's Chamber of Commerce Foundation with the support of the City's CDBG Coordinator. On May 23, 2023, the City Council voted in favor of amending the use of CDBG-CV monies to allow for infrastructure and emergency/transitional shelter projects.

## FINANCIAL IMPACT

If voted on, the financial impact would be on the City CDBG fund budget.

## RECOMMENDED ACTION

Following discussion, possible action from the Committee regarding existing projects

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 19th CAC Meeting  
DATE: July 19, 2023  
DEPT: Community Development  
ITEM #: 3.C  
SUBJECT: Presentation and Discussion From Staff  
Regarding the Minor Home Repair Program.

## ITEM SUMMARY

The Committee will receive an update from staff on the Minor Home Repair Program. The funding balance will be included in the report.

## BACKGROUND

Prescott's Minor Home Repair Program is funded by CDBG. Last year represented the program's first year in providing aid to Prescott low- and moderate-income households. The initial funding for the program through CDBG was \$50,480.06. \$30,270.18 has been expended towards projects. Approximately \$15,000 is dedicated to three projects which are not completed at this time.

The Minor Home Repair Program is to continue into program year 2023 per City Council Voting Session which occurred on May 23, 2023.

## FINANCIAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDED ACTION

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

## ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL  
AGENDA: July 19th CAC Meeting  
DATE: July 19, 2023  
DEPT: Community Development  
ITEM #: 4.A  
SUBJECT: Staff Announcements

## ITEM SUMMARY

Staff announcements and upcoming meetings

## BACKGROUND

Staff to brief the committee on the CDBG timeline and upcoming important dates, including an October Needs Workshop.

## FINANCIAL IMPACT

N/A

## RECOMMENDED ACTION

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

## ATTACHMENTS

None