

City of Prescott

CDBG Citizens Advisory Committee



August 16, 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 **August 16, 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 Minutes from the July 19, 2023 CDBG Citizens Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Discussion & Possible Action Regarding a Funding Increase to Prescott Cares Economic and Homeowner Assistance Program.

Recommended Action: MOVE to approve/deny an increase in financial allocation of Prescott Cares' to a per project amount above \$5,000

- C. Presentation and Discussion Regarding the Minor Home Repair Program.

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

4. UPDATES

- A. General Announcements from Staff.

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 8/10/23 at 4:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: August 16th CAC Meeting
DATE: August 16, 2023
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the July 19, 2023
CDBG Citizens Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the June 19, 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. July 19, 2023 CDBG CAC Minutes



City of Prescott

CDBG CITIZENS ADVISORY COMMITTEE MINUTES

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

MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

2. ROLL CALL

Mary Ann Suttles – Chair
Tom Benson - Member
Janie Evans – Member
Sandy Griffis - Member
Deborrah Miller – Member
Deborah Savoini - Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of May 17, 2023 CDBG Citizens Advisory Committee Meeting Minutes.
MOTION BY MEMBER GRIFFIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER SAVOINI: PASSED (6 - 0)
- B. Discussion & Possible Action Regarding a Presentation for the Prescott Cares Program.

Mr. McInnes presented an update on the Prescott Cares Program and how the substantial amendment to the 2020-2024 Consolidated Plan was approved by City Council on May 23rd.

The remaining balance for Prescott Cares (CDBG-CV) is \$258,964.44. Polara Health applied for \$50,000.00 and US Vets applied for \$117,924.74. Both applicants presented their projects to CAC in March, however, the CAC did not vote on the two projects due to a need for a substantial amendment to the 2020-2024 Consolidated Plan.

The balance for the Prescott Cares existing projects, which have focused on homeowner assistance and economic development, will adjust to \$91,039.70. Chair Suttles ask for clarification around the substantial amendment and if it will allow for the two projects under consideration.

Mr. McInnes answered in the affirmative. Infrastructure and emergency/transitional shelter projects are now allowed through the Prescott Cares program. Prior to the substantial amendment, they were not.

Member Griffis asked what is to be done with the \$91,039.70 which represented the remaining balance after both Polara Health and US Vets projects are funded.

Mr. McInnes stated that the funds would continue to focus on Prescott Cares' initial goals of individual and business basic needs. However, further discussion may be had on changing funding allocations and stipulations.

Member Griffis asked if there is an expiration date to the funds.

Mr. McInnes responded with an expiration date of March 2026.

Member Miller asked if administration expenses would come out of the \$91,039.70 amount.

Mr. McInnes responded that administration costs would come out of that amount. Sheri Heiney, with the Prescott Chamber of Commerce Foundation, gave further details on how the infrastructure is in place to quickly restart the program.

Member Griffis asked if it would be a good idea to increase the amount allowed per eligible project above \$5,000.00.

Chamber Representative Sheri Heiney stated that would be a good idea to increase the allowable amount per project. Especially when supporting small business, \$5,000.00 was not enough. Sheri Heiney recommended a \$10,000.00 cap.

Member Griffis recommended an increase to \$8,000.00.

Chair Suttles asked if vote on an increase could be completed today.

Mr. McInnes stated a move to vote on the increase would be put on the next committee meeting.

Chair Suttles recognized Cindy Brown with Polara Health.

Cindy Brown stated the demand for services has increased and the funding is really needed. Cindy introduced Robin Valdivia, Director of Residential Services, to share a patient success story.

MOTION BY MEMBER BENSON TO APPROVE ALLOCATION OF PRESCOTT CARES (CDBG-CV) PROGRAM FUNDS TO US VETS IN THE AMOUNT OF \$117,924.74 & POLARA HEALTH IN THE AMOUNT OF \$50,000; SECONDED BY MEMBER MILLER: PASSED (6 - 0)

C. Presentation and Discussion from Staff Regarding the Minor Home Repair Program

Mr. McInnes gave the Committee an update on the Minor Home Repair Program. Over 150 inquiries since program began. 17 applications, with 8 of those applications qualifying for grant aid.

Sheri Heiney was recognized and stated the fund has been expended fully. The program will be temporary put on hold until future funding becomes available.

Member Griffis asked about the applicants which did not qualify. Sheri Heiney stated applicants which did not qualify did not meet HUD criteria for low- and moderate-income.

THIS ITEM WAS FOR DISCUSSION ONLY. NO FORMAL ACTION WAS TAKEN.

4. UPDATES

Mr. McInnes presented pictures of the Nature Center Community Center ADA trail.

Member Benson invited the Committee to see the trail prior to the Ribbon Cutting Ceremony on August 10th.

The Annual Action Plan is still processing with HUD.

There will be a Needs Workshop sometime in October.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:06 p.m.

MARY ANN SUTTLES, Chair

ATTEST:

Committee Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: August 16th CAC Meeting
DATE: August 16, 2023
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Discussion & Possible Action Regarding a Funding Increase to Prescott Cares Economic and Homeowner Assistance Program.

ITEM SUMMARY

Discuss Prescott Cares' current project cap limits of \$5,000.00 for individual grant aid and \$5,000.00 small business grant aid in order to determine if the cap limits need to be increased. And, if so, by what amount? A vote by the Committee would be needed to increase the cap limits.

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. There is currently a balance of \$91,039.70 remaining to be utilized for individual and small business support. The cap limit for each activity is \$5,000.00. During the July 19th, 2023 CAC meeting, the committee discussed increasing the \$5,000.00 cap limit.

FINANCIAL IMPACT

If approved, the financial impact would be on the City's CDBG fund budget.

RECOMMENDED ACTION

MOVE to approve/deny an increase in financial allocation of Prescott Cares' to a per project amount above \$5,000

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: August 16th CAC Meeting
DATE: August 16, 2023
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Presentation and Discussion Regarding the Minor Home Repair Program.

ITEM SUMMARY

Staff will provide an update to the Committee regarding the city's Minor Home Repair Program.

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. The program has expended all funds and is currently on hold until further funding.

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: August 16th CAC Meeting
DATE: August 16, 2023
DEPT: Community Development
ITEM #: 4.A
SUBJECT: General Announcements from Staff.

ITEM SUMMARY

Staff will provide general announcements and discuss 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