

City of Prescott

CDBG Citizens Advisory Committee



October 18, 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 **October 18, 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 for the August 16, 2023 CDBG Citizens Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Presentation & Discussion Regarding the Upcoming Needs Workshop.

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 10/16/23 at 12:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

A handwritten signature in cursive script, reading "Sarah M. Siep".

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: October 18th CAC Meeting
DATE: October 18, 2023
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes for the August 16, 2023
CDBG Citizens Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the August 16, 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. August 16, 2023 CDBG Minutes



City of Prescott

CDBG CITIZENS ADVISORY COMMITTEE MINUTES

August 16, 2023 | 1:30 P.M.
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Mary Ann Suttles – Chair (Absent)
Sandy Griffis – Vice Chair
Tom Benson - Member
Janie Evans – Member
Deborrah Miller – Member
Jon Rocha - Member
Deborah Savoini - Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of July 19, 2023 CDBG Citizens Advisory Committee Meeting Minutes.
MOTION BY MEMBER MILLER TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER EVANS: PASSED (6 - 0)
- B. Discussion & Possible Action Regarding a Funding Increase to Prescott Cares Economic and Homeowner Assistance Program.

Mr. McInnes presented on the item and clarified that Prescott Cares Program and Minor Home Repair Program are different programs. Today's item focuses only on Prescott Cares Economic and Homeowner Assistance Program. The Prescott Cares Program limited applicants to \$5,000.00 total aid for Covid-19 related economic stressors. Aid could be in the form of household mortgage/rent/utility assistance, or financial support towards a Prescott small business.

Vice Chair Griffis opened discussion to the Committee.

Member Benson favors increasing funding from the \$5,000.00 cap amount if there is a need present.

Member Evans favors increasing from \$5,000 to \$8,000.

Member Miller was open to either the increase to \$8,000 or \$10,000 but would like to hear input from Sheri Heiney.

Member Rocha would like to hear from Sheri Heiney regarding increase and how much that should be.

Vice Chair Griffis supports an increase but would like to hear from Sheri Heiney as well.

Vice Chair recognizes Sheri Heiney, Prescott Chamber of Commerce and Administrator of Prescott Cares Program.

Ms. Heiney suggested for businesses, the \$10,000 cap would be more appropriate.

Member Rocha asked how about the allocation of funds for households versus small businesses.

Ms. Heiney stated it was about 50/50 between aid households and small businesses.

Member Rocha asked what was the typical situation for an individual household to request grant aid?

Ms. Heiney responded that some had lost their jobs, while others caught Covid and were not able to work anymore.

Member Rocha asked Ms. Heiney her assessment about businesses not applying due to the low amount of funding. Sheri Heiney estimated about a dozen businesses felt the effort to apply versus the low amount of funding not worth it and, therefore, did not apply.

Member Miller stated she would be open to raising household assistance to \$8,000 due to increased cost of living expenses.

Member Savoini asked if Prescott Cares aid could be used for current Covid outbreaks.

Mr. McInnes responded in the affirmative and explained that HUD has been working on allowing more flexibility with CDBG-CV funding. Prescott Cares could be used as aid for current/future pandemics (not just Covid) and local disaster emergencies.

Vice Chair Griffis asked if "long-Covid" would fall under the Prescott Cares aid parameters?

Mr. McInnes responded that it would.

MOTION BY MEMBER MILLER TO INCREASE CDBG-CV FUNDING FROM \$5,000 TO \$8,000 FOR THE PRESCOTT CARES INDIVIDUAL HOUSEHOLD AID AND INCREASE FUNDING FROM \$5,000 TO \$10,000 FOR PRESCOTT

**CARES SMALL BUSINESS AID; SECONDED BY MEMBER ROCHA:
PASSED (6 - 0)**

4. UPDATES

Mr. McInnes reported no updates on the Minor Home Repair Program. A Needs Workshop is scheduled for October, and the ribbon cutting ceremony for the Community Nature Center ADA trail was a success.

5. ADJOURNMENT

There being no further business to discuss, Vice Chair Griffis adjourned the meeting at 2:05 p.m.

MARY ANN SUTTLES, Chair

ATTEST:

Committee Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: October 18th CAC Meeting
DATE: October 18, 2023
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Upcoming Needs Workshop.

ITEM SUMMARY

Staff will provide a summary of last year's Needs Workshop and discuss marketing strategies that will allow high engagement from the community. Additionally, there will be discussion regarding goals and expected outcomes from the workshop by the Committee. The Needs Workshop will be held on November 15, 2023 in lieu of the November CAC Meeting.

BACKGROUND

The Needs Workshop is required annually per our Citizen Participation Plan which was submitted to HUD along with the CDBG Consolidated Plan 2020-2024. It is an outreach opportunity for the City's CDBG program to connect with the local community and let them know what projects CDBG is able to fund.

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: October 18th CAC Meeting
DATE: October 18, 2023
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: General Announcements from Staff.

ITEM SUMMARY

Staff to update CAC Members on the following:

- CAPER submission to Council on October 24th.
- Funding of Program Year 2023 Subrecipients.
- CAC March end-of-term notice.

BACKGROUND

Staff report on current and future updates to Prescott's CDBG Program.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None