

City of Prescott

CDBG Citizens Advisory Committee



December 20, 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 **December 20, 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 October 18, 2023 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Presentation & Discussion Regarding the Upcoming CDBG Program Year 2024 Timeline of Events.

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

- C. After-Action Report & Discussion Regarding the Needs Assessment Workshop on November 15, 2023.

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 12/14/23 at 11:00 a.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: December 20th CAC Meeting
DATE: December 20, 2023
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the October 18, 2023
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the October 18, 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. 10.18.23 CDBG Minutes



CITIZENS ADVISORY COMMITTEE

October 18th, 2023, MINUTES

PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC)
MEETING held on October 18th, 2023, at 1:30pm in Council Chambers.

I. CALL TO ORDER

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

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Mary Ann Suttles; Chair	Michael McInnes, CDBG Program Coordinator
Sandy Griffis; Vice Chair	Chelsea Walton, Interim Community Development Director
Janie Evans	
Deborrah Miller	
Deborah Savoini	
Tom Benson	
Jon Rocha	

III. REGULAR ITEMS

A. Approve the minutes of the August 16th, 2023, CAC meeting – A motion to approve these minutes was made by Deborrah Miller, seconded by Jon Rocha and approved 7-0.

B. Presentation and Discussion Regarding the Upcoming Needs Workshop

Mr. McInnes presented on the upcoming CDBG Needs Workshop which is scheduled for November 15th, 2023. The workshop serves as the required public hearing per our Citizen Participation Plan. A public notice for the Workshop will be posted 15 days prior to the event. All CAC Members are encouraged to participate. Included in the workshop will be an opportunity for a question-and-answer period.

Goals of the Needs Assessment Workshop include maximizing community engagement in Prescott's CDBG Program, effectively communicating the National Objectives and eligibility requirements, and updating everyone on where the CDBG Program is at regarding the 2020 – 2024 Consolidated Plan. Many of our goals within the Consolidated Plan have been reached and, in some cases, exceeded.

Sandy Griffis asked how the Needs Assessment Workshop will be marketed to the public.

Mr. McInnes responded that a local partner contact distribution list exists, and he has been doing active outreach. There has been interest already in the workshop and when it will be.

Sandy Griffis emphasized the need for new applicants (as was the desire of the Mayor and City Council during the approval of the Annual Action Plan).

Jon Rocha asked if there were any marketing funds?

Mr. McInnes responded that he would further strategize with the Community Development and Economic Development teams on marketing opportunities.

Mr. McInnes updated the committee on HUD's FY 2023 Income Limits Survey for the Prescott area. Survey will be included during the Needs Assessment Workshop.

Mr. McInnes updated the committee on CAPER and what might be presented to the Needs Assessment Workshop regarding the 5-year Consolidated Plan.

Jon Rocha asked for clarification around accountability of the number of LMI people served.

Mr. McInnes responded that the subrecipients do provide the numbers. Subrecipients are monitored throughout the year to account for the number's accuracy.

IV. UPDATES

Mr. McInnes reports no Minor Home Repair Updates.

Regarding presentation of the CAPER to City Council, Deborrah Miller suggested that the US Vets Officer Quarters be mentioned.

V. ADJOURNMENT

There being no further business to discuss, a motion to adjourn was made by Member Miller. Seconded by Deborah Savoini. The meeting was adjourned by Chair Suttles at 2:10 p.m.

Mary Ann Suttles, Chairwoman

Michael McInnes, CDBG Coordinator



TO: MAYOR AND CITY COUNCIL
AGENDA: December 20th CAC Meeting
DATE: December 20, 2023
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Upcoming CDBG Program Year 2024 Timeline of Events.

ITEM SUMMARY

Mr. McInnes will give a short presentation describing the timeline of events for next year's CDBG Program Year. Following the presentation, questions, and input from the Committee are welcome.

BACKGROUND

Program Year 2024 will begin on July 1st, 2024. In preparation for this new program year, Prescott's Citizen Advisory Committee (CAC) is tasked with reviewing project proposals and providing funding recommendations. Through public meetings held in February and March, the CAC will analyze applicant eligibility, project scope and budget, community needs addressed, past performance, and other key factors. Based on this proposal review process, they will provide a set of recommendations to Prescott City Council in April 2024 regarding which applicants should receive CDBG funding awards. The City Council will give final approval on funding decisions before subrecipient agreements are executed in May and June.

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: December 20th CAC Meeting
DATE: December 20, 2023
DEPT: Community Development
ITEM #: 3.C
SUBJECT: After-Action Report & Discussion Regarding the Needs Assessment Workshop on November 15, 2023.

ITEM SUMMARY

An after-action report will be given to the Committee by Mr. McInnes regarding the completed Needs Assessment Workshop. Following the report, the Committee will be open for discussion.

BACKGROUND

The City held its annual Needs Assessment Workshop on November 15, 2023. The workshop served the dual purpose of gathering community input on current needs and CDBG funding priorities as well as meeting a requirement for a public hearing as outlined in the City's HUD-mandated Citizen Participation Plan.

The workshop brought together approximately 20 participants representing a diverse range of stakeholders, including past and potential future CDBG applicants.

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: December 20th CAC Meeting
DATE: December 20, 2023
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

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.

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