

City of Prescott

CDBG Citizens Advisory Committee



February 21, 2024 | 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 **February 21, 2024**. 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 January 17, 2024 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. 2024 CDBG Program Application Presentations.

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

- C. Selection of Three Committee Members to the Program Year 2024 Ranking Subcommittee.

Recommended Action: MOVE to appoint three Committee Members to the CDBG Ranking Subcommittee

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 2/20/24 at 9:30 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: February 21, 2024 CAC Meeting Agenda
DATE: February 21, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the January 17, 2024
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the January 17, 2024, CAC Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. January 17, 2024 CDBG Citizens Advisory Committee Meeting Minutes

City of Prescott **Citizen Advisory Committee**

January 17, 2024 | 1:30pm
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301



MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30pm

2. ROLL CALL

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

3. DISCUSSION & ACTION ITEMS

A. Approval of the October 18, 2023 Citizen Advisory Committee Meeting Minutes.

**MOTION BY MEMBER ROCHA TO APPROVE THE MINUTES AS
PRESENTED; SECONDED BY MEMBER SAVOINI: PASSED (4 - 0)**

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

Mr. McInnes discussed the upcoming CDBG timeline. Presentations will occur on February 21, 2024. March 20, 2024 will be the voting meeting. On April 17, 2024, the new committee term begins, and the committee will be voting on the Annual Action Plan AAP. The AAP will go to City Council for approval in early May.

Mr. McInnes asked the committee if they plan do a subcommittee prior to applicant voting meeting?

Member Rocha was in favor of the subcommittee.

Chair Suttles asked when they would make the subcommittee selection?

Mr. McInnes stated the subcommittee selection would occur prior to applicant presentations at the next CAC meeting on February 21, 2024.

This item was for discussion only, no formal action was taken.

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

Mr. McInnes provided a summary to the Needs Assessment Workshop which occurred on November 15th, 2023. There were 19 attendees from the following organizations: PASS, US VETs, Solari, People Who Care, New Horizons, NAZCARE, Northland Cares, Polara Health, Center for the Future, Prescott's Adult Center, CCJ, House of Hope, Prescott Chamber of Commerce, Community Counts, MATFORCE, the Launch Pad, Stepping Stones, and the Agape House. ***This item was for discussion only, no formal action was taken.***

4. STAFF UPDATES

Mr. McInnes stated no Minor Home Repair updates. All current CAC Member terms end March 24, 2024. January 26, 2024, is the application deadline for committee assignments.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 1:56pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: February 21, 2024 CAC Meeting Agenda
DATE: February 21, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: 2024 CDBG Program Application Presentations.

ITEM SUMMARY

AGENCY	APPLICATION TYPE	PRESENTER	PRESENTER POSITION
Prescott Adult Center	Construction	Kathy McFadden	CEO
Coalition for Compassion and Justice (CCJ)	Construction	Allison Lenocker	Executive Director
Polara Health	Construction	Cindy Brown	Development Director
Prescott Chamber of Commerce Foundation	Construction	Sheri Heiney	President and CEO
Firemedx International	Public Service	Ken Rhodes	Executive Director
Jungle Haus	Public Service	Chalease Linderman	Owner
Prescott Meals on Wheels	Public Service	Neal Sneller	Executive Director
New Horizons	Public Service	Gary Janchik	Grant Administrator
Northland Cares	Public Service	John Duncan	Development Coordinator
People Who Care	Public Service	Barry DeKemper	Development Director
The Launch Pad	Public Service	Catharine Robbins	Director of Fund Development
Yavapai Big Brothers Big Sisters	Public Service	Carol Henderson- Dahms	Grant Administrator

BACKGROUND

The Citizen Advisory Committee will hear CDBG funding presentations from twelve organizations proposing projects or activities. Each presentation will be 5 to 10 minutes long, providing background on the requesting group, summarizing the community needs to be addressed, outlining the proposed project, specifying the funding amount sought, and noting the expected impact. After each overview, committee members will have time to ask questions regarding the presentations that fit CDBG priorities.

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: February 21, 2024 CAC Meeting Agenda
DATE: February 21, 2024
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Selection of Three Committee Members to the Program Year 2024 Ranking Subcommittee.

ITEM SUMMARY

The Committee will establish a Subcommittee of three CAC members that will meet at a future date (prior to the March 20, 2024 Voting Meeting) to rank applicant submissions. This Subcommittee will present their rankings of CDBG applicants to the balance of the Committee at the March 20, 2024.

BACKGROUND

The Citizens Advisory Committee (CAC) forms a 3-member Subcommittee annually to review, assess, and rank the organizations applying for Community Development Block Grant (CDBG) funding. The Subcommittee will develop priority funding recommendation rankings of all applicant proposals to present to the full CAC Committee at the scheduled March 20, 2024 Voting Meeting. During this session, the Subcommittee will share their evaluation findings and overall CDBG applicant rankings. Afterward, the full CAC will discuss any questions on the process before holding a majority vote to establish the final approved order of the funding candidates.

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

MOVE to appoint three Committee Members to the CDBG Ranking Subcommittee

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: February 21, 2024 CAC Meeting Agenda
DATE: February 21, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff will provide updates regarding CDBG Program.

BACKGROUND

None.

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

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

ATTACHMENTS

None