

City of Prescott

CDBG Citizens Advisory Committee



April 17, 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 **April 17, 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. New Member Introductions & Orientation.
Recommended Action: This item is for discussion only. No formal action will be taken.
 - B. Approval of Minutes from the March 20, 2024 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
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 4/15/24 at 1:30 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: April 17th CAC Meeting Agenda
DATE: April 17, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: New Member Introductions & Orientation.

ITEM SUMMARY

This agenda item will provide an opportunity for the three new members joining the CDBG Citizen Advisory Committee (CAC) to introduce themselves and receive a brief orientation on the Committee's purpose, responsibilities, and procedures.

BACKGROUND

The City of Prescott is pleased to welcome three new members to the CDBG Citizen Advisory Committee (CAC). The CAC plays a vital role in making funding recommendations for the Community Development Block Grant (CDBG) program, which supports important community development projects and services.

The new members joining the committee are Jinger Cutting, Jim Howell, and John Paris. This agenda item will allow them to each provide a brief introduction, share their background and interest in serving on the CAC, and ask any initial questions. Committee staff will also present a high-level orientation covering the CAC's purpose, scope of work, meeting schedule, and key procedures to help the new members get up to speed. This onboarding process will ensure the new members are prepared to actively participate in the committee's important work going forward.

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: April 17th CAC Meeting Agenda
DATE: April 17, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Approval of Minutes from the March 20, 2024
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the March 20, 2024 CDBG Citizens Advisory Committee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

N/A

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. March 20, 2024 CDBG Citizens Advisory Committee Minutes

City of Prescott

Citizen Advisory Committee

March 20th, 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 1:30 p.m.

2. ROLL CALL

Mary Ann Suttles, Chair
Sandy Griffis, Vice Chair
Tom Benson, Member (Excused)
Janie Evans, Member
Deborrah Miller, Member
Jon Rocha, Member
Debbie Savoini, Member

3. DISCUSSION & ACTION ITEMS

- A. Approval of the February 21st, 2024, Citizen Advisory Committee Meeting Minutes.

MOTION BY MEMBER MILLER TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER EVANS: PASSED (6 - 0)

- B. Approval of the March 5th, 2024, Subcommittee Meeting Minutes of the Citizen Advisory.

MOTION BY MEMBER ROCHA TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER SAVOINI: PASSED (6 - 0)

- C. Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2024 Funding Recommendations to City Council.
Staff Liaison, Mr. Michael McInnes briefed the committee on the subcommittee meeting which took place on March 5th, 2024. Members of the subcommittee included Chair Suttles, Member Miller, and Member Savoini. The subcommittee reviewed CAC scoresheets which ranked Program Year 2024 CDBG applicants. The CAC has the opportunity to discuss the subcommittee recommendations for funding, and make any changes necessary.

Mr. McInnes stated that HUD has not yet sent the City their CDBG allocations. Therefore, an estimated amount, based on past allocations, was set at \$250,000.

Member Savoini asked if a change to the estimated allocation would change the funding amounts.

Mr. McInnes stated the possible motion today would address that issue.

Member Rocha asked if the committee could adjust the motion and Mr. McInnes answered in the affirmative.

Construction applications were discussed first.

Member Rocha asked if there were only four construction applications and Mr. McInnes answered in the affirmative.

Member Rocha asked if construction funding could be used elsewhere. Mr. McInnes stated construction funding can only be used for construction projects. Public Service funds could be transferred to construction projects, but not vice versa. HUD prefers infrastructure projects over public service activities when using CDBG funding.

Member Griffis stated that the storage shed for the Adult Center was not an appropriate use of CDBG funding and she will not support the recommended funding amount. Member Griffis proposed more funding to the Minor Home Repair Program.

(Member Suttles recused herself from the committee during discussion involving the Adult Center because she is on the organization's Board of Directors. Vice Chair Griffis assumed Chair status of the committee)

Member Evans agrees with Member Griffis assessment of the Adult Center's project.

Member Rocha stated he scored Minor Home Repair Program the highest and would not be opposed to taking funding from the Adult Center project and transferring it to MHRP.

Member Miller stated the Adult Center was the second highest ranked project by the CAC. Member Miller referred to the presentation by the Adult Center which clearly showed the number of elderly adults served by the Center and how more space was needed. Not only does the Center serve elderly individuals, many of that served demographic is low- and moderate-income (LMI). Member Miller proposes to agree to the funding as presented by the subcommittee.

Member Savoini stated that although the City owns the property which the Adult Center occupies, that should not disqualify the Center from funding. The CAC has funded City owned assets, like sidewalk repair, in the past. Member Savoini recommended transferring money from the Polara Health project to MHRP, and not from the Adult Center project.

Member Rocha concurred with Member Savoini and stated he scored Polara Health's project low. Member Rocha was reminded by Member Miller's

statement that the Adult Center did give clear metrics on how they were impactful to the community.

Member Griffis stated not everyone that goes to the Adult Center is low- and moderate-income.

Member Evans stated it would be beneficial to allocated more money to MHRP. However, she is not sure where it should come from.

Member Miller is not adverse to moving funding from Polara Health project to MHRP, but she is adverse to taking money away from the Adult Center project.

Member Savioni asked if elderly adults needed to qualify as LMI when it comes to CDBG funding. Mr. McInnes stated elderly adults fall under the presumed benefit category and, therefore, proof of LMI is not required. However, according to the Adult Center's presentation, they offer scholarships for over 800 elderly individuals on fixed income that fall in the LMI range for the Prescott area.

Member Griffis asked if the lowest bid presented by the Adult Center be the amount funded by the CAC?

Member Miller and Member Savoini opposed limiting funding to the lowest bid.

Mr. McInnes interjected stating funding recommendations cannot be made on bid proposals made available with the organization's application. Decisions must be made on the requested funding amount by the applicant.

MOTION BY MEMBER MILLER TO APPROVE THE RECOMMENDATIONS AS PRESENT WITH ADJUSTMENT OF TRANSFERRING \$5000.00 FROM THE POLARA HEALTH PROJECT TO THE MINOR HOME REPAIR PROGRAM; SECONDED BY MEMBER SAVOINI. PASSED (3-2) CHAIR SUTTLES ABSTAINING, VICE CHAIR GRIFFIS AND MEMBER ROCHA DISSENTING

Mr. McInnes reiterates final construction project allocation as \$65,000 to Minor Home Repair Program, \$42,500 to the Adult Center, \$50,000 to CCJ, and \$5,000 to Polara Health.

MOTION BY MEMBER MILLER TO APPROVE THE CONSTRUCTION FUNDING AS AMENDED WITH \$65,000 TO MINOR HOME REPAIR PROGRAM, \$42,500 TO THE ADULT CENTER, \$50,000 TO CCJ, AND \$5,000 TO POLARA HEALTH; SECONDED BY MEMBER ROCHA. PASSED (6-0)

Public Service applicants discussed.

Chair Suttles emphasized with the low amount of grant money available for public service, the subcommittee chose to focus funding to the three highest ranked applicants.

Member Savoini stated she approached the subcommittee with the understanding that transportation was the biggest need for the community, especially because of the elderly demographic.

Member Rocha supports the three recommendations made by the subcommittee.

MOTION BY MEMBER ROCHA TO APPROVE THE PUBLIC SERVICE FUNDING WITH \$15,000 TO PEOPLE WHO CARE, \$12,500 TO MEALS ON WHEELS, AND \$10,000 TO NEW HORIZONS; SECONDED BY MEMBER GRIFFIS. PASSED (6-0)

Mr. McInnes stated he will continue to work with applicants that did not receive funding and prepare them for Program Year 2025 grant season.

4. STAFF UPDATES

Mr. McInnes provided the committee with a timeline of events for upcoming CAC meetings.

Member Rocha and Member Griffis were recognized by the committee for their years of service working on the Citizen Advisory Committee.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:16 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: April 17th CAC Meeting Agenda
DATE: April 17, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff Report

BACKGROUND

N/A

FINANCIAL IMPACT

No financial impact.

RECOMMENDED ACTION

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

ATTACHMENTS

None