

City of Prescott

CDBG Citizens Advisory Committee



October 16, 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 **October 16, 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 September 18th, 2024 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented.

- B. Discussion Regarding the CDBG 5-Year Consolidated Plan for 2025-2029.

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

4. UPDATES

- A. Staff Announcements & Updates.

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 10/11/24 at 12:30 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: October 16th CAC Meeting
DATE: October 16, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the September 18th, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the September 18th, 2024 CDBG Citizens Advisory Committee 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. 09.18.24 CDBG Minutes (needs signing)

City of Prescott

Citizen Advisory Committee

September 18, 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

Chair Mary Ann Suttles
Vice Chair Deborrah Miller
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of the June 19th, 2024, Citizen Advisory Committee Meeting Minutes.

MOTION BY MEMBER MILLER TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (7 - 0).

B. Presentation, Discussion & Review of the CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

Mr. McInnes presented an update on the CAPER which is currently within a public comment period. No public comment had been received. The CAPER is scheduled for a public hearing at the September 24th, 2024 City Council session. Mr. McInnes also shared with the committee funding balances for Program Year 2023, 2022, and 2021. Two construction projects, with NAZCARE and US VETs, are still in process.

Member Cutting asked for clarification on what is being funded for the US VETs project. Mr. McInnes answered the funding is designated for the purchase of appliances.

Member Savoini asked what happens when money is not spent. Mr. McInnes responded funds would be pulled back into the program and reallocated if possible. Construction projects have three (3) years to spend their grants or they will lose it.

Member Cutting asked about administrative adjustments. Mr. McInnes responded that administrative adjustments were made with the guidance from HUD.

Mr. McInnes shared the completion of the three-year construction project for the Agape House, a family transitional housing facility.

Mr. McInnes gave an update on the CDBG-CV funding and the new subrecipient contract has been signed.

Mr. Howell stated his concern about subrecipients not expending their funding in a timely manner and that HUD might ask for their money back. Mr. McInnes responded pressure can be put on public service activities to spend their money fully within the program year. A consequence of a subrecipient not spending their allocated amount could negatively affect future grant requests by that specific organization.

C. Presentation & Discussion Regarding the Upcoming CDBG 5-Year Consolidated Plan for 2025-2029.

Mr. McInnes present background information about the CDBG 5-Year Consolidated Plan (Con Plan). Next Con Plan starts July 1st, 2025. The Annual Action Plan (AAP) for PY 25 will be submitted at the same time as the Con Plan.

Successful Con Plans effectively:

- Include Citizen Participation
- Utilize Consultation
- Collect Community Information and Data
- Identify Priorities
- Provide an Implementable Strategy

- The Citizen Advisory Committee (CAC) is a major part of our Citizen Participation Plan. How?
 - Public Meetings and Hearings (at least 3)
 - Community Needs Workshops
- Public Engagement
 - Web-based surveys
 - Public announcements through Daily Courier, social media and radio
 - Stakeholder meetings (CIP)
 - City website
 - Open houses
- Consultation
 - A Housing Needs Assessment needs to be referenced within the Con Plan
 - The City of Prescott is in the process of hiring a consultant to complete a comprehensive Housing Needs Assessment.
 - Last Housing Needs Assessment was completed in 2017
 - HUD guidance, ADOH, and other regional partners

- Data Collection and Reporting
 - Housing Needs Assessment
 - CENSUS data
 - HUD resources (CPD Maps)
 - Survey data
- Priorities derive from citizen participation, consulting third-party specialists and partners, and data collection... all providing a “market analysis” of Prescott’s LMI needs

Chair Suttles stated the importance of community outreach in developing the Con Plan.

Member Miller stated reaching out to rotary clubs.

Member Cutting asked about the CIP (Continuum of Care). Mr. McInnes stated he would reach out CIP and set up a meeting to present on CDBG.

Mr. McInnes stated that a Housing Needs Assessment will be completed by March 2025.

Mr. McInnes explained Section 108 loans and how that could be utilized. Workforce housing could be a focus of the Con Plan.

Member Savoini stated sharing previous Con Plans with committee.

4. STAFF UPDATES

Mr. McInnes gave an update on the Minor Home Repair Program and a recent completed project.

Member Miller submitted resignation.

Member Evans accepted Vice Chair position.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:23 p.m.

ATTEST:

Mary Ann Suttles, Chair

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: October 16th CAC Meeting
DATE: October 16, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Discussion Regarding the CDBG 5-Year Consolidated Plan for 2025-2029.

ITEM SUMMARY

Staff will update the Citizen Advisory Committee on the 5-Year Consolidated Plan. Committee discussion is encouraged.

BACKGROUND

The City of Prescott is in the process of developing their 2025-2029 5-Year Consolidated Plan. The current phase of the plan focuses on the Citizen Participation Plan. Outreach opportunities include the upcoming Needs Assessment Workshop which will also act as a public hearing and presentation to local Continuum of Care (through the CIP).

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: October 16th CAC Meeting
DATE: October 16, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements & Updates.

ITEM SUMMARY

Update Committee with any CDBG related news.

BACKGROUND

None.

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