

City of Prescott
Citizen Advisory Committee



May 22nd, 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 (Excused)
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of the April 17th, 2024, Citizen Advisory Committee Meeting Minutes.
MOTION BY MEMBER HOWELL TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0)

- B. Presentation, Discussion, and Action Regarding Adjustments to Program Year 2024 CDBG Project Allocation Amounts.

Mr. McInnes shared with the Committee that HUD released its estimated allocation for the City of Prescott's CDBG program. The estimated allocation amounts to \$269,584 for Program Year 2024.

- Public Service (15%) = \$40,437.60
- Administration (20%) = \$53,916.80
- Construction = \$175,229.60

Mr. McInnes stated the allocation is an estimate which might change in early Fall when the City receives its final allocation notice from HUD.

Member Cutting asked if there was a shortfall of funding, how would the gap in funding be made whole. Mr. McInnes replied that if the final allocated amount is less than the estimated allocation presented today, an adjustment would be made to all applicant funding requests equally.

Regarding public service funding, Meals on Wheels awarded \$16,175.05 (40% of \$40,437.60), People Who Care awarded \$13,344.40 (33% of \$40,437.60), and New Horizons awarded \$10,918.15 (27% of \$40,437.60).

Chair Suttles asked for clarity on how the adjustment was made. Mr. McInnes stated the public service allocation was set at \$37,500 prior to the release of HUD's estimated allocations. The percentage breakdown used for the March 20th, 2024 applicants award amounts was the same percentage used to calculate the new HUD estimated allocations.

MOTION BY MEMBER PARIS TO APPROVE PUBLIC SERVICE FUNDING AS RECOMENDED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0)

Mr. McInnes presented an increased construction allocation amount of \$12,729.60. Committee engaged in open discussion on where to allocate increased funding.

Member Cutting presented the option to fund the Adult Center project to \$45,000 from \$42,500. The remaining balance to the Polara Health project.

Member Howell supports the \$2,500 increase to the Adult Center.

Chair Suttles asked what options are available regarding the increased funding amount.

Mr. McInnes stated it is important to discuss the reasoning behind the funding ideas by Committee members. Polara Health's project has room to be funded more. The only project which could be funded over the amount requested was Prescott's Minor Home Repair Program.

Member Cutting highlighted the Adult Center's program of aiding the elderly in the community. There need for space is needed.

Chair Suttles recuses herself from the discussion regarding the Adult Center funding.

Member Savoini stated in the past, the Committee reallocated increased funding by a percentage which proved fair to all applicants. Mr. McInnes responded that since some of the applicants had already been funded at 100% of their requests, reallocating funds by percentage would not work.

Member Paris recalled hesitation in funding Polara Health's project. Member Paris asked for clarification around why there was hesitation in funding the Polara Health's project.

Member Evans stated the reason for the hesitation was due to the financial need of the other applicants seemed both more evident as well as urgent than Polara Health. Member Savoini concurred with Member Evans assessment.

Member Cutting asked if there were other construction projects besides the four being discussed.

Mr. McInnes responded that there were only four construction project applicants.

Chair Suttles recognized Sheri Heiney from the Prescott Chamber of Commerce Foundation to discuss the Minor Home Repair Program.

Sheri Heiney gave the Committee a summary of the Minor Home Repair Program.

Member Cutting stated that an increase in funding to the Minor Home Repair Program could benefit two additional Prescott citizens.

MOTION BY MEMBER HOWELL TO INCREASE FUNDING OF THE ADULT CENTER BY \$2,500 TO A FINAL AMOUNT OF \$45,000. SECONDED BY MEMBER CUTTING: PASSED (5 - 0) CHAIR SUTTLES RECUSING

MOTION BY MEMBER CUTTING TO INCREASE FUNDING OF PRESCOTT'S MINOR HOME REPAIR PROGRAM BY \$10,229.60 TO A FINAL AMOUNT OF \$75,229.60. SECONDED BY MEMBER HOWELL: PASSED (6 - 0)

- C. Presentation, Discussion & Opening of 30-Day Public Comment Period Regarding Program Year 2024 Annual Action Plan.

Mr. McInnes presented the draft AAP to the CAC. The Community Development Block Grant (CDBG) program requires the City to develop an Annual Action Plan each year. This plan outlines the proposed uses of the City's annual CDBG entitlement allocation from the U.S. Department of Housing and Urban Development (HUD). It serves as the annual implementation component under the City's 5-Year Consolidated Plan that guides community development priorities and goals.

The Annual Action Plan development involves public input, review of funding proposals by City staff and the Citizen Advisory Committee (CAC), and plan document preparation. The CAC evaluates proposals and provides funding allocation recommendations to the City Council for the draft plan. After Council approval and a public comment period, the finalized Annual Action Plan is submitted to HUD for review.

Mr. McInnes stated that today is the first day of a 30-day public comment period for Program Year 2024 Draft Annual Action Plan. A public notice was posted in the Daily Courier which has this meeting noticed as a public hearing. The draft AAP will be posted on the City's website. A hard copy will be available for the public in the public library and at the Community Development customer service desk. On June 25th, 2024, the draft AAP will be present to City Council for final approval.

Member Savoini asked if the PY2024 AAP is the final year of the City's current 5-Year Consolidated Plan? Mr. McInnes answered in the affirmative and explained to the Committee that the City will begin working on its 5-Year Consolidated Plan starting late Summer, early Fall.

Member Cutting asked what public comment has looked like in the past. Mr. McInnes responded that there has not been public comment on any items since he started work as the CDBG Coordinator in February of 2023.

Planning Manager, George Worley, stated that in his over twenty-year tenure, the City rarely receives public comment on CDBG items.

Member Cutting proposed highlighting some of the recipients of CDBG funds to the general public more. Mr. McInnes shared that any opportunity to champion the CDBG program is always a good idea, especially in front of City Council.

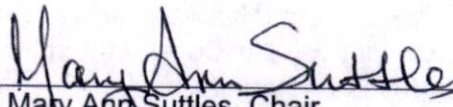
Chair Suttles recognized Sheri Heiney. Mrs. Heiney stated that individual recipients of Prescott's Minor Home Repair Program are kept confidential. However, specifics of a project may be shared.

4. STAFF UPDATES

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

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:17 p.m.


Mary Ann Suttles, Chair

ATTEST:


Michael McInnes, Staff Liaison