

City of Prescott
CDBG Citizens Advisory Committee



February 19, 2025 | 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 19, 2025**. 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 15, 2025 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

B. Presentation & Discussion Regarding the 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

C. Presentation & Discussion Regarding the 2025 CDBG Program Applications.

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 2/18/25 at 12:30 p.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 19 CDBG Citizens Advisory Committee Meeting
DATE: February 19, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the January 15, 2025 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the January 15, 2025, 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. January 15, 2025 CDBG Minutes



City of Prescott

CDBG Citizen Advisory Committee

January 15th, 2025 | 1:30pm
201 N. Montezuma Street
3rd Floor Conference Room
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 Janie Evans
Member Jinger Cutting
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from the December 18, 2024 CDBG Citizen Advisory Committee Meeting.

MOTION BY MEMBER PARIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0).

B. Presentation & Discussion Regarding the City's CDBG (Community Development Block Grant) 5-Year Consolidated Plan (2025-2029).

The Community Development Block Grant (CDBG) 5-year Consolidated Plan is a HUD-mandated strategic document that outlines how the city will utilize federal CDBG funding to address community development needs, particularly for low and moderate-income residents. The plan analyzes housing needs, economic conditions, public infrastructure requirements, and social services gaps to establish funding priorities and goals. HUD requires extensive community engagement, data analysis, and annual performance reporting throughout the plan's implementation.

Michael McInnes, City CDBG Coordinator, provided an update to the CAC on the current phase of public outreach and community engagement for the Program Year 2025 Annual Action Plan and 5-Year Consolidated Plan. He reported on several initiatives:

- The Community Needs Workshop held on November 20th, 2024, launched the outreach phase for developing both planning documents.
- Recent outreach efforts included a radio appearance on January 10th, 2025, to promote community participation in the planning process.

- Two surveys are in development to gather data for the plans: a Housing Survey to be conducted by a consulting firm, and a Consolidated Plan-specific survey. Discussion included survey distribution methods (paper and electronic formats) and target audience considerations.
- An Active Online Forum has been established to gather ongoing community input for both the Annual Action Plan and Consolidated Plan.
- Upcoming events include a Workforce Housing Town Hall scheduled for January 30th, 2025, at 5:30 PM, and a presentation to the Continuum of Care CIP on February 18th, 2025, at 1:00 PM, both designed to gather additional community input for the planning documents.

Chair Suttles, Member Evans, and Member Cutting stated they would attend the January 30th, 2025, Workforce Housing Town Hall. The event will also be available via Zoom.

Member Cutting asked about social media outreach efforts. Mr. McInnes stated that social media will be part of our continued community outreach campaign.

Mr. McInnes presented key takeaways from the November 20th Community Needs Workshop, seeking CAC input on prioritizing needs for the 5-Year Consolidated Plan. The workshop identified several critical community needs across multiple categories:

Infrastructure and Housing Needs:

- Flood control and drainage improvements in the Dexter neighborhood
- Home repair assistance for low-to-moderate income (LMI) residents and seniors
- Security enhancements for veteran housing facilities
- Expanded emergency and transitional housing capacity
- Housing support for specific vulnerable populations, including trafficking survivors and persons with HIV/AIDS

Housing Stability and Support Services:

- Rental assistance and eviction prevention programs
- Support services focused on homeless families with children
- Assistance program for seniors and LMI residents facing yard cleanup citations

Senior Services:

- Transportation services for seniors and disabled residents
- Senior center facility improvements and increased staffing
- Expanded meal delivery service capacity and facilities
- Social and wellness activity programming

Additional Community Services:

- Affordable childcare solutions
- Mental health and behavioral services
- Teen center transportation and programming
- Hygiene and diaper supplies for families in need

Member Howell expressed concerns about conducting a flood control and drainage improvement survey in the Dexter neighborhood at this time, noting that while actual construction improvements would be beneficial, a survey may

not be the best use of current resources. Member Howell expressed strong support for the proposed senior center improvements and related services.

Member Cutting concurred with Member Howell's assessment and emphasized the importance of prioritizing senior services. Additionally, Member Cutting advocated for prioritizing emerging programs that currently lack established funding streams, specifically citing the diaper bank.

Chair Suttles directed the Committee to focus on narrowing down the list of community needs to establish clear priorities for the 5-Year Consolidated Plan.

Member Evans stated needing more information, or data, regarding some of the community needs (i.e. human trafficking) presented at the Workshop.

Member Paris asked for clarification on how CDBG funds can be used for rental assistance.

Mr. McInnes stated that CDBG funds may be used for rental assistance, however, HUD has place limitations on that sort of use. For example, no more than 3 months of rental assistance is allowed. HUD would rather see construction projects. Also, there is an existing rental/mortgage assistance program through the Chamber of Commerce Prescott Cares (CDBG-CV).

Member Cutting stated the importance of supporting local emergency shelters (i.e. PASS) and transitional housing (Agape House).

4. STAFF UPDATES

Mr. McInnes shared the updated application ranking rubric with the committee.

Member Savoini asked if the application clearly informs the applicants about the low- and moderate-income criteria required by HUD to receive funding.

Mr. McInnes answered in the affirmative.

Mr. McInnes briefed CAC about the upcoming application presentation meeting scheduled for February 19th, 2025.

CAC will be voting on the members of their subcommittee prior to presentations.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:25 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: February 19 CDBG Citizens Advisory Committee Meeting
DATE: February 19, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Selection of Three Committee Members to the Program Year 2024 Ranking Subcommittee.

ITEM SUMMARY

This item is for the Committee to establish a Subcommittee of three CAC members that will meet at a future date (prior to the March 19, 2025 Voting Meeting) to rank applicant submissions. This Subcommittee will present their rankings of CDBG applicants to the balance of the Committee at the March 19, 2025.

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 19, 2025 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

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to appoint three Committee Members to the CDBG Ranking Subcommittee

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
 AGENDA: February 19 CDBG Citizens Advisory Committee Meeting
 DATE: February 19, 2025
 DEPT: Community Development
 ITEM #: 3.C
 SUBJECT: Presentation & Discussion Regarding the 2025 CDBG Program Applications.

ITEM SUMMARY

This item is for nineteen (19) organizations to present the funding request presentations as follows:

AGENCY	APPLICATION TYPE	PRESENTER
Wrapped in Love Diaper Bank	Public Service	Lori Deusch
People Who Care	Public Service	Barry DeKemper
YES!	Public Service	Amanda Voss
New Horizons	Public Service	Darlene Gobson
United Way	Public Service	Gary Janchik
NACOG	Public Service	Art Askew
City of Prescott	Construction	Randy Perham
City of Prescott	Construction	Ellen Bashor
Agape House	Construction	Becky Mitchell
Boys and Girls Club	Construction	Alex Heinemann
The Center	Construction	Kathy McFadden
Aloha Gardens	Construction	Christin Kingsbury
DTL RE Holdings	Construction	Teresa Lohmeier
The Launch Pad Teen Center	Construction	Courtney Osterfelt
Prescott Cupboard Food Bank	Construction	Joseph Jenkins
NAZCARE	Construction	Gregg Billi
Prescott Meals on Wheels	Construction	Neal Sneller
Pronghorn Services	Construction	Julie Bennett

BACKGROUND

The Citizen Advisory Committee will hear CDBG funding presentations from nineteen organizations proposing projects or activities. Each presentation will be 5 to 7 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

None at this time.

RECOMMENDED ACTION

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

ATTACHMENTS

1. Program Application Presentation

Citizens Advisory Committee

**MICHAEL
MCINNES**



February 19th, 2025



Agenda



- Approve the Minutes from the January 15th, 2025, CAC Meeting
- Selection of 3 Committee Members to the Program Year 2025 Ranking Subcommittee
- 2025 CDBG Program Application Presentations

Subcommittee Selection

- Discussion and nominations
- RECOMMENDED ACTION:
 - MOVE to appoint “names here” to the CDBG Ranking Subcommittee
- Meeting time, date, and location to be determined. Must be prior to March 19th, 2025, CAC meeting.

Public Service Applicants

Wrapped in Love
Diaper Bank

People Who Care

YES!

New Horizons

United Way

NACOG

Village of Hope

In 2024

Prescott residents:

- 325 served
- 8,300 services provided
- 12,800 hours donated
- 86,100 miles driven

Low Vision Services

One-on-One Appointments: 70
Confident Living with Low Vision Classes: 40
Low Vision Support Group: 30-35/month
New support group beginning in March

Prescott Neighbor Demographics:

- 74% - female
- 65% - live alone
- 96% - 60 or older
- 54% - 80 or older
- 100% - unable to drive

Prescott Neighbors

73% of ALL services and
volunteer hours
57% of ALL volunteer hours



Nature Niños

Community Outreach



23-24 Community Impact

25+

Partners Working Together

2,022

Community members served

4,044

Hours of Family Time Spent Outdoors

152

Average Event Attendance



How will the funds be used?

Activity Supplies

Printing Costs

Snacks

Incentives

Data Analysis

Liability Insurance



United Way of Yavapai County Partner Agencies 2025



Paulden Foundation





The Daily Courier

Trusted local news leader for Prescott, Arizona communities since 1882

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Wednesday • October 23, 2024

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Almost 200 nonprofit leaders attend workshop by top Yavapai County fundraising agencies

By Nanci Hutson
The Daily Courier



Prescott Habitat for Humanity Executive Director Bruce Rosenberg knows the gut-wrenching angst a nonprofit agency suffers with the betrayal of a trusted leader or employee suspected of stealing financial resources donors expect to be invested in helping lift up those in need with assorted services.

He knows it because he and his agency are living it in the here and now.

In July, Rosenberg's predecessor, Karen Northcutt, was arrested and charged with embezzling more than \$400,000 over a seven-year period from the agency's coffers. Northcutt's criminal case is now pending in Yavapai Superior Court.

A lawyer and nonprofit leader, Rosenberg was one of the keynote speakers at the United Way of Yavapai County and Arizona Community Foundation of Yavapai County workshop Oct. 18 titled "Yavapai Connects: Governance and fiscal responsibilities of board members and executive staff of nonprofit communities."

Just under 200 nonprofit agency leaders attended

Prescott Habitat for Humanity Executive Director Bruce Rosenberg shares experience and thoughts on the importance of nonprofit fiscal oversight and strong board governance procedures at an Oct. 18, 2024, workshop hosted by United Way of Yavapai County and the Arizona Community Foundation of Yavapai County. (Nanci Hutson/Courier)

the half-day event that included a PowerPoint presentation from Stephen Crandall, a CPA who operates one of the largest accounting and auditing firms in Yavapai County, and smaller group workshops from other area financial and nonprofit communities.

See LEADERS, page 10



Public Service Applicants

City of Prescott
Public Works

City of Prescott
Parks and Rec

Agape House

Boy and Girls
Club

The Center

Aloha Gardens

The Launch Pad

Prescott
Cupboard
Food Bank

Meals on Wheels

NAZCARE

Pronghorn
Services

DTL RE
Holdings

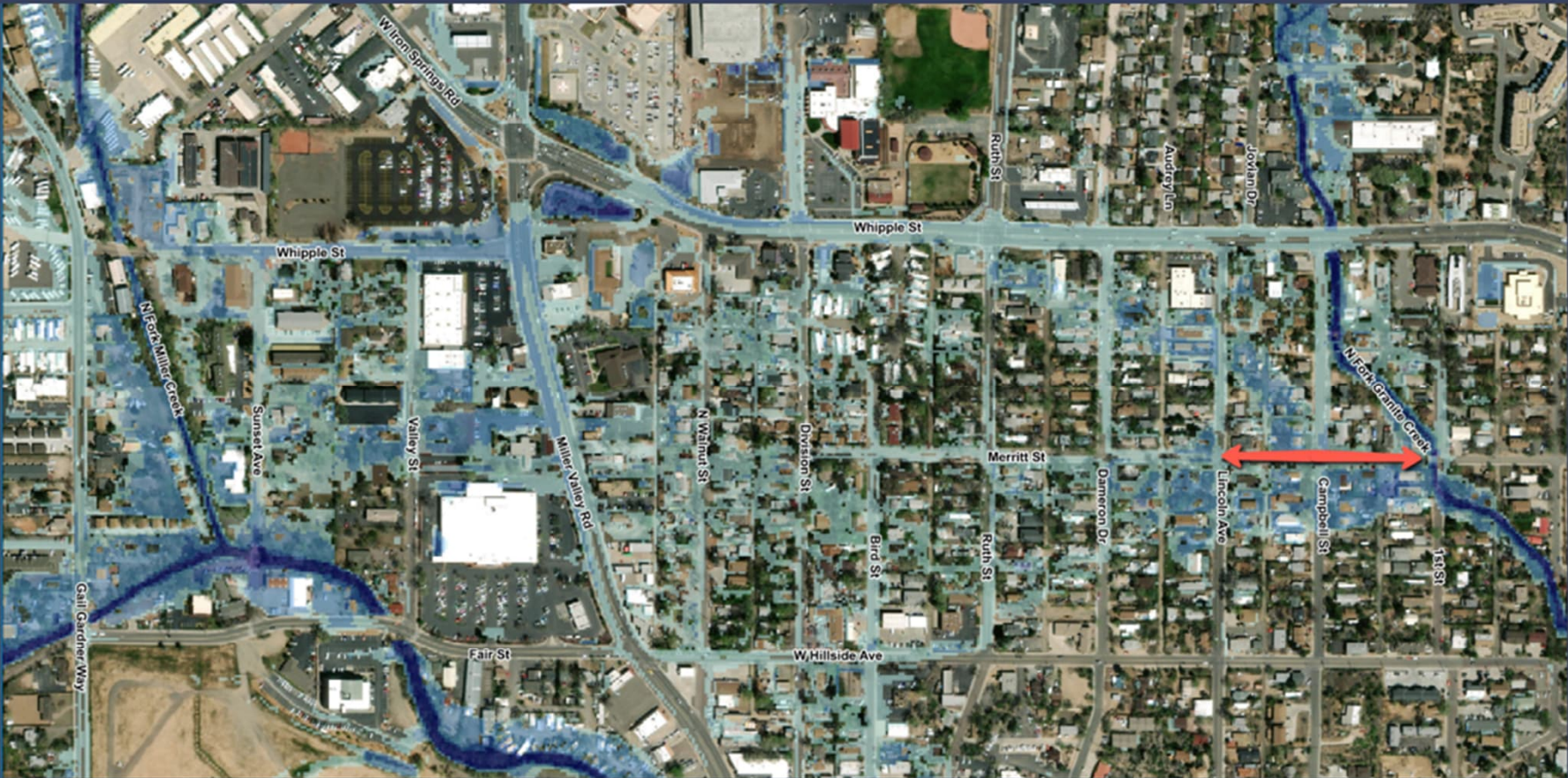
Dexter Neighborhood Flood Mitigation

- Project Goals: Improve quality of life for the residents of the Dexter Neighborhood
- Budget: Design \$100K-\$200K, Construction \$1M-1.5M
- Timeline: Design FY25/FY26, Construction FY26/FY27
- Expected Impact: Reduction of flooding in a historically low-income, underserved area. Properties along Merritt St. and downstream of the project will see the most improvement.

Presented by: Randy Perham, P.E., CFM
Deputy Public Works Director/ City Engineer

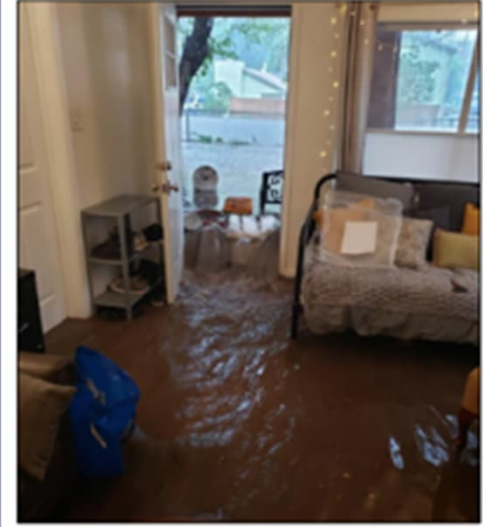


Dexter Neighborhood Flood Mitigation





Photograph 1-4. Flood mitigation measures (sand bags) by resident. Located on Lincoln Avenue, south of Merritt Street.



Photograph 1-3. Intersection of Lincoln Avenue and Merritt Street (view to the southeast). Storm event on October 3rd, 2022.



Photograph 1-8. Property flooding on Lincoln Avenue, south of Merritt Street (August 10th, 2021).

Prescott's Community Nature Center?

What?

- **1974 - 2006:** PUSD Nature Center
- **2006 - Today:** City of Prescott Open Space Preserve
- **18 acres** - fenced
- **1.5 miles** of trails from Easy to Difficult
- **¼ mile** of ADA Compliant trail
- **¼ mile** of All-Terrain Accessible trail

Where?

- <10 minutes from downtown
- <5 minutes from 6 assisted living communities
- <1 minute from 2 public schools w/ 1,100+ students
- Adjacent to mobile home community and other residential neighborhoods



Who? (annually)

- Community Members: **3,400+**
- Public School Students: **1,600+**
- Total Site Visits: **14,000+**

Why?

- 26% or 1 in 4 adults have a disability
⇒ **Over 11,000 of our residents**
- 8.5% have a travel-limiting disability
⇒ **Over 3,600 of our residents**
- But, 57.8% of those with disabilities use a mobility device. Using these statistics we now know that...
⇒ **Over 6,000 Prescott residents use mobility devices!**



14% of residents have 0% - 0.004% of trails ~7 in / person



Out of the ~150 miles of trail in & the City of Prescott, how many miles do you think are ADA compliant?

3,300 feet

Out of all the ADA compliant trails in the City of Prescott, how many do you think have an ADA compliant permanent restroom?

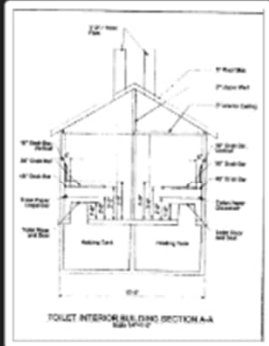
(or any permanent restroom)

0

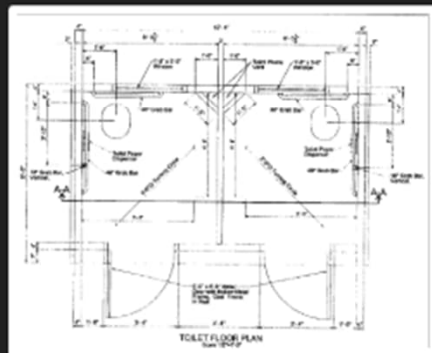
Our Plan

ADA Compliant Male & Female Restroom!

Prescott's 1st ADA Compliant Trail System with an ADA Compliant Restroom!



**Outdoor health,
equality, and
opportunity for ALL
Prescott residents!**



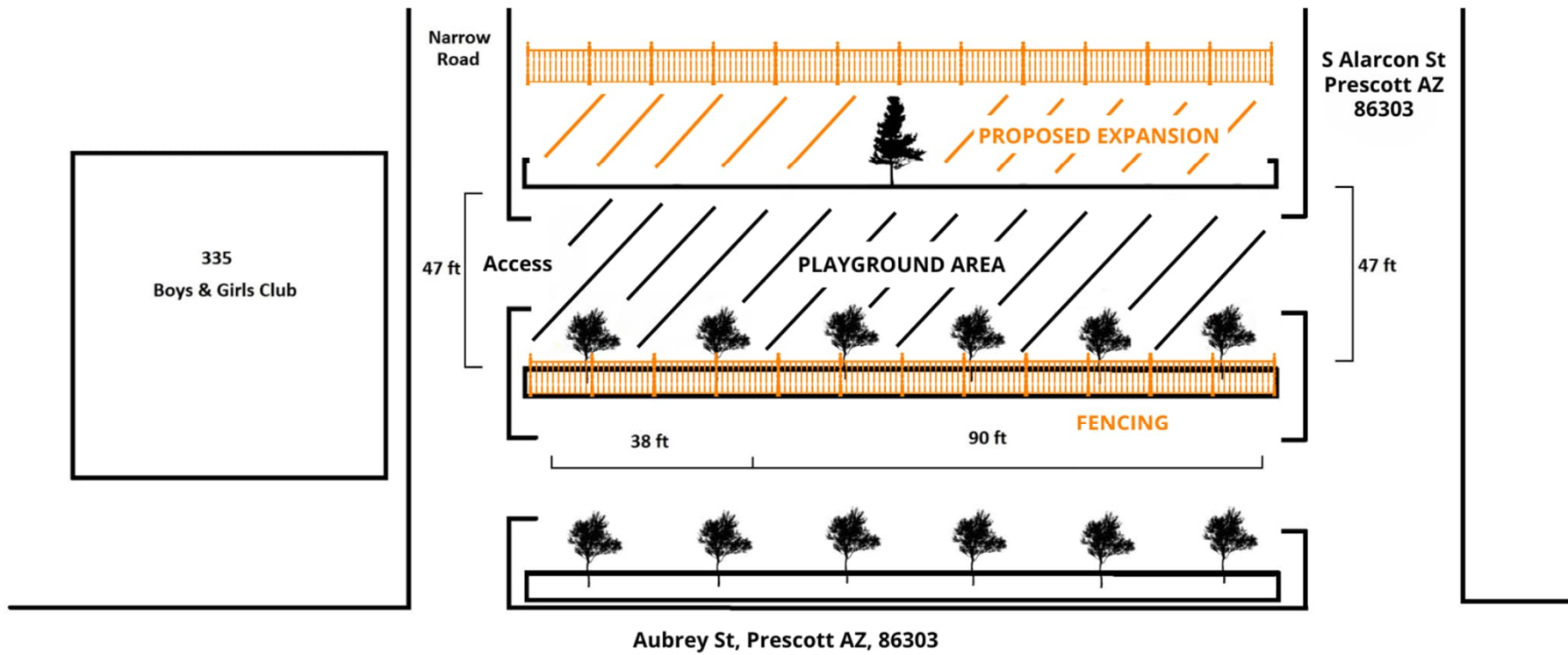
Outcomes:

- Prescott's 1st recreation & education destination for people with disabilities and their families/caregivers!
- Increase in physical & health opportunities and outcomes for people with disabilities and their families/caregivers!
- Big step towards our goal of 1% of outdoor recreation opportunities being accessible to all!



Project Overview

- Landscaping and leveling would make room to add new playground equipment, more seating and shade areas.
- Plans are to add swings, monkey bars and climbers for strength and agility, spinners, and sensory panels.
- Improved fencing for added security, as well as upgrades to the parking lot.



Proposed expansion area

Expected Outcomes

- Widen the outreach and impact of the playground, enhancing opportunities for recreation in the area.
- Increased community members served.
Currently:
 - 100-150 youth use the playground each day during Club hours.
 - 2-4 families per day from the local neighborhood frequent the playground.
- Legacy for our community.



ALOHA GARDENS

MOBILE HOME PARK

ABOUT US

Currently

800 Gail Gardner

14 Single Family Homes

2 Lots now Vacant & Ready & 1 Newer Home

----POSITIVE

Most tenants- over a decade

Rents historically lower than other parks

Operating conservatively without debt

One of the few all ages parks

Walkable to work, Drs, Groceries

----NEGATIVE

Most Homes 1970s

Homes are starting to fall apart

Homes are not energy efficient >Cost of Living

Rundown neighborhoods attract crime and drugs

-Trailer stolen

-Gun threats

-Drug deals



OUR VISION

Low Cost High Standards

To provide a neighborhood with safe affordable housing, a community feel, connections to financial education & job networks, with incentives for budget management & community contribution.



Safe & Affordable

Through improved housing increase pride of neighborhood and push out crime and drugs

Community Feel

BBQ, Coffee and Doughnuts, Pizza with the Neighbors, Get to know local PD etc

Financial Ed & Network

Invites to FPU or like classes. Access to job opportunity networks.

Budget & Contribution

Pay by the 1st discounts, Proof of community volunteering discounts.

Old tile roof

- Aged significantly
- Structural concerns
- Water damage risk
- Increased maintenance cost



Upgraded Drainage

- 75 foot French Drain
- Clearing out existing drainage area
- Estimate - \$11,300





Project Budget Recap

- Estimate for Professional Roofing - \$50,550
- Estimate for Drainage Improvement - \$11,300
- Estimate for Water Damage Repair - \$9,280
- Estimate for Gutter Installation - \$4,500
- Total - \$75,630



MEALS on WHEELS PRESCOTT

TOGETHER, WE CAN DELIVER.





Baja Bungalows @ Prescott Valley

By Pronghorn Services, LLC





Comfortable,
Quiet, Private

- ❖ Spray Foam Insulation
- ❖ Solid Construction, Built On-Site
- ❖ Upgraded Milgard Windows
- ❖ Upgraded 8' Front Door with Entry Light
- ❖ SmartLock Keyless Entry
- ❖ Energy Efficient Appliances
- ❖ Mini Split HVAC Unit with Remote Control
- ❖ Recessed Wafer Lighting
- ❖ In-Unit Washer/Dryer
- ❖ CoreTec LPV Flooring Throughout
- ❖ Soft Close White Shaker Style Cabinetry
- ❖ Adjustable Shelving
- ❖ High Sound Coefficient Ratings & Exceptional Insulation Values
- ❖ Vaulted Ceilings
- ❖ Appliance Package provided for Kitchens

Pronghorn Services, LLC



CVUSD TEACHERAGES COMPLETED



***We started with raw land – just like this.**

***We began in late May and homes were move-in ready by early October.**

***Subsidized rent to the school district is \$550 per month.**

Staff Announcements



TO: MAYOR AND CITY COUNCIL
AGENDA: February 19 CDBG Citizens Advisory Committee Meeting
DATE: February 19, 2025
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements.

ITEM SUMMARY

This item is for staff to provide updates on City CDBG Program.

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