

City of Prescott

CDBG Citizens Advisory Committee



April 23, 2025 | 1:30 PM
201 N. Montezuma Street
3rd Floor Conference Room
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **April 23, 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 March 19, 2025 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation, Discussion & Identification of Community Needs and Priorities for the 2025-2029 Consolidated Plan.
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 4/21/25 at 9:30 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: April 23 CDBG Citizens Advisory Committee Meeting
DATE: April 23, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the March 19, 2025 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the March 19, 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. March 19, 2025 CDBG Citizens Advisory Committee Minutes

City of Prescott
Citizen Advisory Committee

March 19, 2025 | 1:30pm
201 N. Montezuma Street
3rd Floor Council Chambers
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 Betsy Howe (excused)
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from February 19, 2025, CDBG Citizen Advisory Committee Meeting.

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

B. Approval of Minutes from March 6, 2025, Subcommittee Meeting of the CDBG Citizen Advisory Committee

This Item was only voted on by appointed Subcommittee Members, Evans, Howell and Suttles.

MOTION BY SUBCOMMITTEE MEMBER EVANS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY SUBCOMMITTEE MEMBER SUTTLES: PASSED (2-0) SUBCOMMITTEE MEMBER HOWELL RECUSED HIMSELF FROM THE VOTE.

C. Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2025 Funding Recommendations to City Council

Michael McInnes, City CDBG Coordinator, presented the subcommittee's funding recommendations for Program Year 2025. He explained that the funding estimate was based on \$250,000, with 20% allocated to administrative costs, 15% to public service, and the remainder to construction projects.

Public Service Recommendations

Mr. McInnes explained that the subcommittee used rating averages compiled from all committee members' individual ranking sheets for each applicant. The subcommittee concentrated funding on the highest-ranked applicants based on these collective evaluations.

Member Cutting questioned the request amount for Wrapped in Love, thinking it was \$18,000 rather than \$5,392.

Mr. Paris clarified that according to their original sheet, the request was \$5,392.

Mr. McInnes further clarified that \$18,000 represented their matching funds and confirmed that applicants cannot be awarded more than what they request.

MOTION BY MEMBER HOWELL TO APPROVE THE SUBCOMMITTEE'S RECOMMENDATIONS FOR PUBLIC SERVICE FUNDING AS FOLLOWS: PEOPLE WHO CARE - \$17,108; NEW HORIZONS - \$15,000; WRAPPED IN LOVE DIAPER BANK - \$5,392; SECONDED BY MEMBER CUTTING: PASSED (6-0).

Construction Project Recommendations

Mr. McInnes reported that The Center's request for tables and chairs funding was deemed ineligible by HUD after consultation, as these items are not considered fixed assets. This made \$7,500 available for reallocation.

Member Howell recused himself from discussion regarding Meals on Wheels due to his volunteer status with the organization.

Member Cutting recused herself from discussion regarding Meals on Wheels due to being a past board member of the organization.

During the discussion of various construction projects, the following key points and questions were raised:

1. Regarding Meals on Wheels:

- Member Paris acknowledged it seemed like a lot of money for kitchen equipment but noted the high cost of commercial appliances. He suggested providing additional funding, recommending an extra \$3,750.
- Other members agreed with this suggestion.

2. Regarding Agape House:

- Member Cutting stated that the proposed \$19,000 funding was appropriate for their transitional housing improvements.
- Member Paris noted they had a strong track record and supported the funding.

3. Regarding Boys and Girls Club:

- Mr. McInnes clarified the \$35,000 recommendation was primarily for safety fencing required by their national organization.
- Member Paris noted that while the Boys and Girls Club is a worthy organization, they typically receive substantial donations from various sources and wouldn't have difficulty finding additional funding elsewhere.
- Member Cutting agreed, expressing surprise that there was no other funding source listed for this project.

4. Regarding City of Prescott Parks and Recreation's ADA-compliant restroom:

- Member Cutting questioned whether the recommended \$35,000 would be sufficient when they requested \$75,000 with only \$3,000 in matching funds, expressing concern it would become a stalled project.
- Mr. McInnes explained that CDBG funding often serves as seed money, citing a previous project where they funded \$50,000 of a \$100,000 request, and the department secured the remaining funds elsewhere. He added that construction projects have three years to use their allocated funds.
- Member Paris expressed hesitation about funding the City to comply with federal ADA mandates that should have been addressed already.
- Member Howell explained that ADA requirements are typically triggered when improvements are made to a property, and it's common practice to secure partial funding from various sources for capital improvement projects.
- Mr. McInnes clarified that if funds aren't used within three years, they return to the CDBG pool.

5. Regarding City of Prescott Public Works Dexter Neighborhood project:

- Member Cutting argued against using CDBG funds for this project, noting that the neighborhood has changed over the years with many financially strong homeowners, and suggested reallocating the \$15,000 to the ADA bathroom project.
- Member Howell and Member Savoini agreed, with Savoini noting that \$15,000 was "just a drop in the bucket" for a \$200,000 project.

- Chair Suttles offered a different perspective, noting that HUD funding is intended for low- and moderate-income areas, and the City has designated boundaries for eligible areas.
- Mr. McInnes added that HUD generally favors CDBG money being used by municipalities for infrastructure projects, and many larger cities allocate funds internally without committee oversight.

6. Regarding Prescott Community Cupboard Food Bank:

- Member Cutting expressed strong support, stating they could use all available funding and had been conservative in their request.

After discussion, the committee agreed to make the following funding reallocations:

1. Transfer the \$15,000 originally allocated to City of Prescott Public Works (Dexter Neighborhood project) to City of Prescott Parks and Recreation for the ADA-compliant restroom, increasing that allocation from \$35,000 to \$50,000.
2. Split the \$7,500 previously allocated to The Center (which was deemed ineligible) evenly between Meals on Wheels (adding \$3,750 to bring their allocation to \$15,500) and Agape House (adding \$3,750 to bring their allocation to \$22,750).

MOTION BY MEMBER CUTTING TO APPROVE THE REVISED FUNDING RECOMMENDATIONS FOR CONSTRUCTION PROJECTS AS FOLLOWS: CITY OF PRESCOTT PARKS AND RECREATION - \$50,000; MEALS ON WHEELS - \$15,500; BOYS AND GIRLS CLUB - \$35,000; AGAPE HOUSE - \$22,750; PRESCOTT COMMUNITY CUPBOARD FOOD BANK - \$25,000; THE LAUNCH PAD - \$16,750; SECONDED BY MEMBER EVANS: PASSED (5-0).

(Member Howell recused himself from voting on the construction project recommendations due to his volunteer status with Meals on Wheels)

4. STAFF UPDATES

Mr. McInnes provided the following staff updates:

- The exact funding amount from HUD is not yet known and could be more or less than the estimated \$250,000
- All projects will be incorporated into the annual action plan, which will be presented to the committee before going to City Council for final approval
- The annual action plan will be submitted along with the consolidated plan, likely in June instead of May 2025
- If adjustments are needed based on the final funding amount, they will be made proportionally, with committee input if necessary

Member Cutting asked what would happen if significantly more funding was received (such as \$300,000). Mr. McInnes explained:

- For public service projects, they are capped at 15% of the total allocation
- If they received more than anticipated, he would return to the committee to decide whether to fund additional public service projects or allocate the extra to construction projects
- They cannot exceed the amounts requested by organizations

Member Cutting also asked whether funds could be rolled over year to year. Mr. McInnes clarified:

- All funds must be allocated in the year received
- Organizations have three years to use their allocated funds
- If funds are not used within that timeframe, they return to the CDBG pool

Several committee members made suggestions for next year's process:

- Member Howell requested a spreadsheet showing all applicants and their requested amounts be made available earlier in the deliberation process
- Member Cutting suggested reviewing the last five years of funding history to see which recipients have successfully completed their projects
- Member Savoini recommended reviewing the ranking sheet criteria, questioning whether some criteria (like being a past recipient) should be weighted so heavily

5. **ADJOURNMENT**

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:38 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: April 23 CDBG Citizens Advisory Committee Meeting
DATE: April 23, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation, Discussion & Identification of Community Needs and Priorities for the 2025-2029 Consolidated Plan.

ITEM SUMMARY

This item is to seek input from the Committee to identify community needs and priorities that will form the foundation of the City's 2025-2029 Consolidated Plan. Members will review existing data, including the General Plan, and previous community workshops and public outreach activities to determine key areas for CDBG funding allocation over the next five years.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires jurisdictions receiving Community Development Block Grant (CDBG) funds to prepare a 5-Year Consolidated Plan that identifies community needs and establishes funding priorities. The City's current 2020-2024 Consolidated Plan expires this year, necessitating the development of a new 2025-2029 Consolidated Plan.

The Consolidated Plan serves as the guiding document for CDBG funding allocation, ensuring that limited federal resources address the most pressing community needs. Development of the plan requires significant community input, comprehensive data analysis, and alignment with other City planning documents.

To prepare for this discussion, CAC members have been provided with:

- Pages 9-10 of the current 2020-2024 Consolidated Plan, which outline the previous needs assessment and priorities
- Draft sections of the City's General Plan detailing existing conditions and trends
- Links to the November Needs Workshop and January 2025 Workforce Housing Townhall materials

Additionally, the City is currently working on a Housing Needs Assessment that will provide current data on housing affordability, homelessness, and related issues affecting vulnerable populations. Once completed, this assessment, along with the General Plan, will serve as key data sources for the new Consolidated Plan.

During this meeting, staff will facilitate a structured discussion to gather CAC input on priority needs across all eligible CDBG categories, including:

- Affordable housing
- Public facilities and infrastructure
- Public services
- Economic development
- Homelessness prevention and services

Input gathered from the CAC will be synthesized with other community engagement efforts and data analysis to develop the draft Consolidated Plan priorities, which will be presented for further review at a future meeting.

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

1. Consolidated Plan Discussion Presentation

Citizens Advisory Committee

**MICHAEL
MCINNES**



April 23rd, 2025



Agenda



- Approve the Minutes from the April 19th, 2025, CAC Meeting
- 2025 – 2029 Consolidated Plan Presentation and Discussion
- Staff Announcements

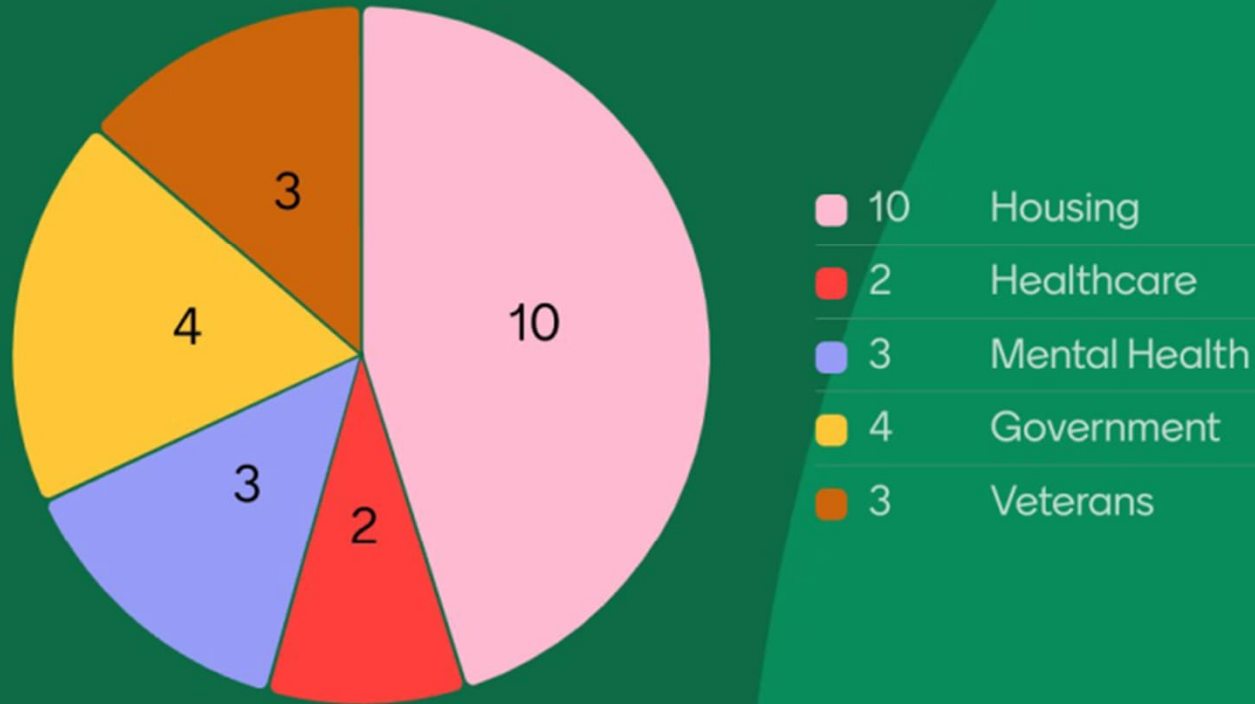
CDBG 5-Year Consolidated Plan



Stakeholder Input from February 18th Continuum of Care Meeting (CIP)

- **Stakeholders present: City of Prescott, Catholic Charities, U.S. VETs, Prescott Unified School District, Arizona Complete Health, Northland Cares, Stepping Stones, Yavapai College, CYMPO, CCJ, Solari, Agape House, American Red Cross, Hope House, Polara, Head Start, Applejacks Ranch, Prescott Public Library, Prescott Area Shelter Services (PASS), NACOG**
- **Following slides include in-person survey taken by at 2-18 meeting**

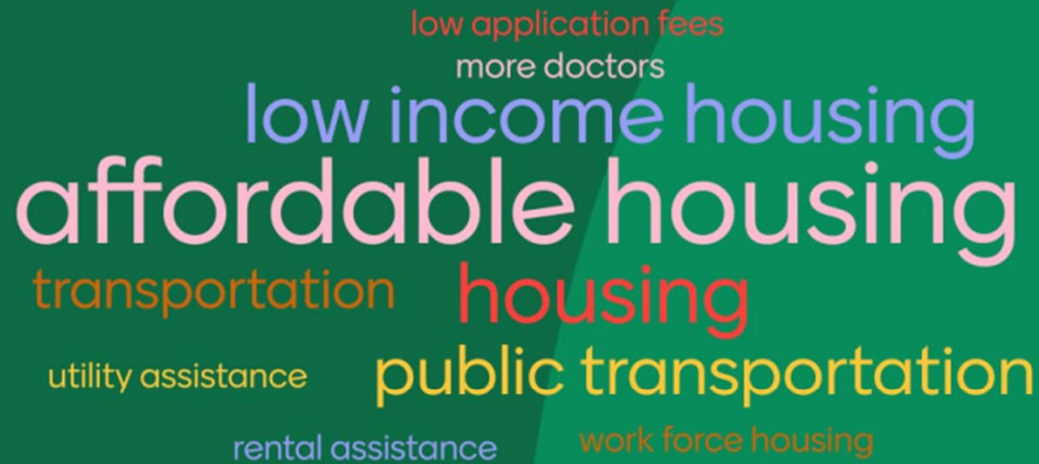
What type of organization do you represent?



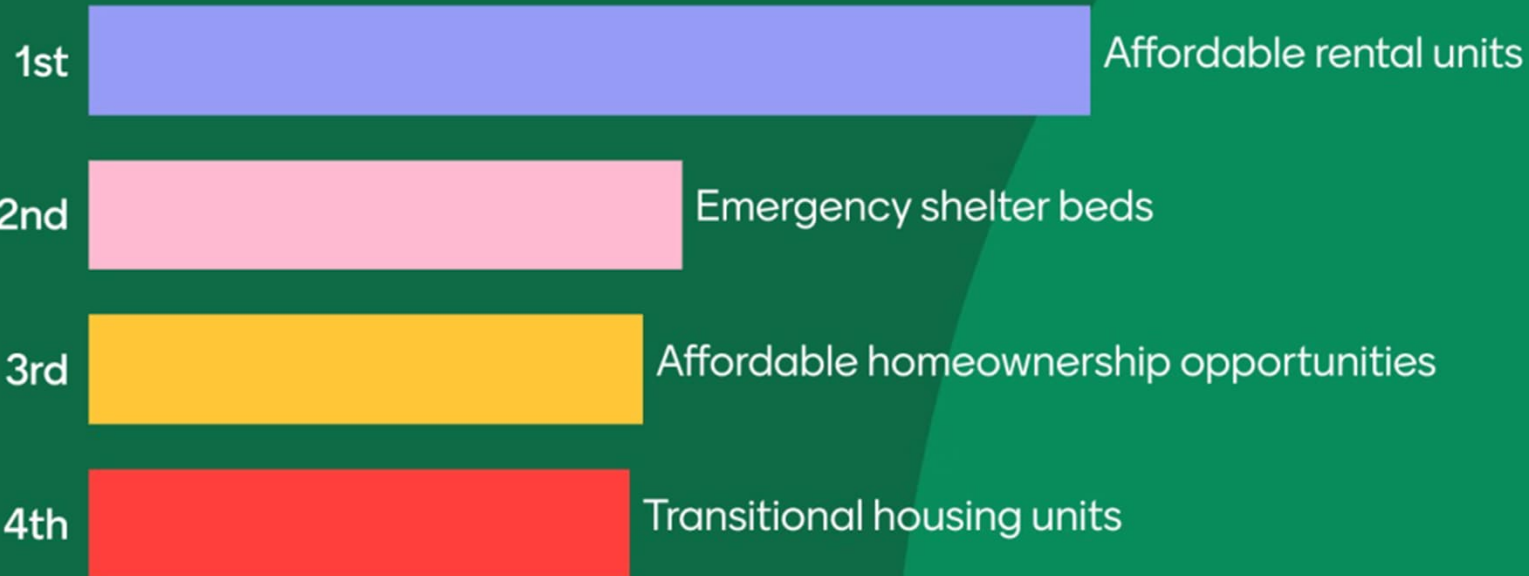
Workshop icebreaker

In a single word, or short phrase, describe Prescott's most critical need

29 responses



Please rank the following Prescott specific housing types in most need



Let's begin the brainstorm 💡

What specific action(s) could the City of Prescott take to make the greatest positive impact on addressing housing needs in our community?

Rent caps

Rent limits to mandate affordability

Tall apartment complex

Stop closing the senior apartments

Purchase old hotels and make into lower income housing

Allow other types of dwellings on residential (rvs and trailers, tiny homes, etc.)

A yearly application fee program

Care more about just cops, firefighters, nurses, teachers

2



16



Let's begin the brainstorm 💡

What specific action(s) could the City of Prescott take to make the greatest positive impact on addressing housing needs in our community?

Work with non profits

build a homeless housing property that houses more than 50 people.

Encourage landlords to reduce income qualifier of 2.5 time rent in income to just 2 times. Most people have to pay 50% of their low income in rent

Listen to non profits

Rent limits

Work with agencies in the area

Fix and fill empty houses.

Allow older model trailers in more RV parks



Let's begin the brainstorm 💡

What specific action(s) could the City of Prescott take to make the greatest positive impact on addressing housing needs in our community?

Allowing room to rent options

More Restrictions for people who provide rentals including pricing, discrimination, less ability to do short term rentals (air bnb)

Stop being scared of people experiencing homelessness....they are humans

Add shelter's that include men with children

Work with nonprofits

Affordability of housing

Rental Increase limits, funding low income and affordable housing developments

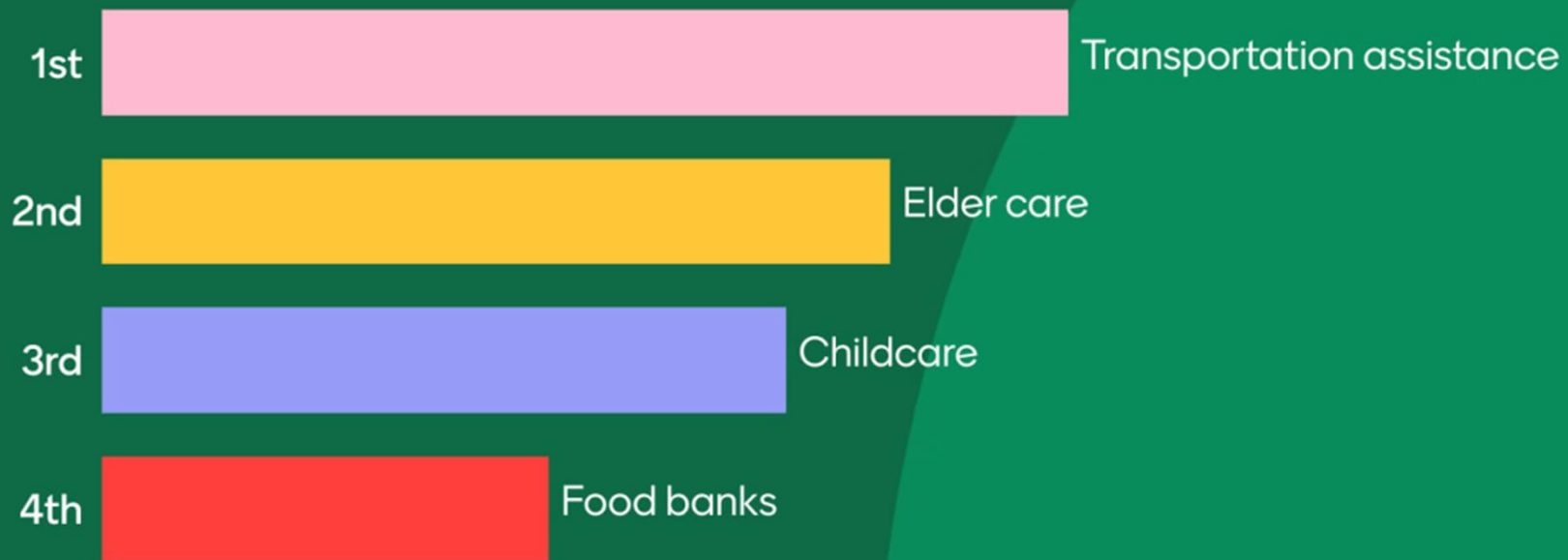
2



16



Please rank the following Prescott specific supportive services in most need



Let's begin the brainstorm 💡

What needs have not been addressed in this survey?

Workforce development

Homeless pet program

Healthcare Mental health care

Pet assistance

Length of time waiting to see a mental health provider/ lack of availability for weekly therapy

Substance abuse, and counseling services for those who work but don't have insurance and they don't qualify for AHCCCS



Staff Announcements



TO: MAYOR AND CITY COUNCIL
AGENDA: April 23 CDBG Citizens Advisory Committee Meeting
DATE: April 23, 2025
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements.

ITEM SUMMARY

This item is for staff to provide an update to the Committee regarding next steps on the Five-Year Consolidated Plan process and to discuss that the beginning with the May 21 Committee Meeting, all Committee meetings will be held in the new Council Chambers on the first floor of City Hall at 201 N. Montezuma Street.

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