

City of Prescott  
**Citizen Advisory Committee**

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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

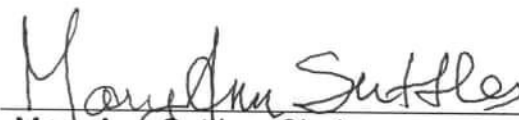
## 5. ADJOURNMENT

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

ATTEST:



Michael McInnes, Staff Liaison



Mary Ann Suttles, Chair