



City of Prescott

Citizen Advisory Committee

May 21, 2025 | 1:30pm
201 N. Montezuma Street
1st 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 Betsy Howe
Member Jim Howell (arrived during Item 3.B)
Member John Paris
Member Debbie Savoini (excused)

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from April 23, 2025, CDBG Citizen Advisory Committee Meeting.

MOTION BY MEMBER EVANS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (5 - 0)

B. **Presentation & Discussion Regarding Program Year 2025 Annual Action Plan Allocation Adjustments** Present Membe

CDBG Coordinator Michael McInnes presented to the Committee updated HUD allocation information. The City received an updated HUD allocation of **\$275,024** for Program Year 2025, representing a **\$25,024 increase** from the previous estimate of \$250,000 (10% increase).

New Allocation Breakdown:

- Administration (20%): \$55,005
- Public Service Cap (15%): \$41,254
- Construction: \$178,766
- **Total: \$275,024**

Public Service Allocation Discussion

Mr. McInnes presented recommendations for the public service allocation, proposing to fully fund the top three previously selected organizations:

- Diaper Bank: \$5,392 (fully funded at requested amount)
- People Who Care: maxed out funding to \$20,000
- New Horizons: maxed out funding to \$15,000

- **Total Public Service Allocation: \$40,392**

Mr. McInnes reiterated the public service cap limit of 15% leaves a remaining balance **\$862** towards construction projects. There is no cap limit on construction projects.

Member Cutting inquired about the fourth-ranked organization, which was identified as NACOG workforce seminar workshop.

MOTION BY MEMBER CUTTING TO ALLOCATE THE TOP THREE PUBLIC SERVICE ORGANIZATIONS THEIR MAXIMUM REQUESTED AMOUNTS AND MOVE THE REMAINING \$862 TO THE CONSTRUCTION FUND; SECONDED BY MEMBER EVANS. PASSED (6-0)

Construction Project Allocations

Mr. McInnes stated with the addition of \$862 from public services plus the increase to the total allocation, the Committee had **\$14,628** to reallocate towards construction projects

Member Howe noted the Boys and Girls Club fencing request was actually \$30,000, not \$35,000, allowing \$5,000 to be reallocated. New reallocation amount at **\$19,628**

The Committee proceeded through construction allocations:

1. **ADA Bathroom Project: \$50,000**

Discussion occurred about reconsidering this allocation.

Member Paris noted his previous opposition but supported honoring the commitment.

Member Howell agreed to maintain the allocation as previously decided.

Allocation maintained at \$50,000

2. **Meals on Wheels:**

Previously allocated \$15,500 of \$23,430 requested.

Member Howell recused himself from discussion.

MOTION BY MEMBER PARIS TO INCREASE MEALS ON WHEELS TO THE FULL REQUESTED AMOUNT OF \$23,430; SECONDED BY MEMBER EVANS. PASSED (6-0)

3. **Boys and Girls Club:**

MOTION BY MEMBER CUTTING TO MAINTAIN FUNDING AT \$30,000 FOR FENCING PROJECT; SECONDED BY MEMBER HOWE. PASSED (6-0)

4. **Agape House:**

Public Facilities & Infrastructure:

1. Infrastructure improvement to facilities serving vulnerable populations (highest)
2. ADA in public spaces
3. Neighborhood infrastructure in LMI areas

Public Services:

1. Transportation services (highest)
2. Senior services
3. Mental health services
4. Basic needs for low-income families

Homelessness:

1. Emergency shelter facilities and improvements (highest)
2. Transitional housing
3. Homeless prevention services
4. Supportive services for homeless populations

Member Howe emphasized the distinction between volunteer transportation services for seniors (which the committee supports) versus public transit, noting concerns about how "transportation" might be interpreted by the public.

Members Cutting and Howe discussed the concept of standardized rental applications to reduce costs for renters.

Member Howe researched the issue and found applications are non-standardized, with legitimate costs to landlords. The committee agreed this could be explored through transitional housing nonprofits.

Discussion about partnering with the City's Workforce Housing Committee, which will present policy recommendations to City Council on May 27th. Community Development Director Chelsea Walton explained the committees would likely interface on specific projects requiring CDBG funding.

Extended discussion about city infrastructure projects in low-to-moderate income areas:

Member Cutting expressed resistance, preferring nonprofit focus.

Member Howell supported infrastructure but noted insufficient funding levels.

Member Howe emphasized preference for volunteer-supported nonprofits for maximum impact

Survey Critique: Member Cutting criticized the Prescott Housing Needs Assessment survey, noting that 69% of respondents were homeowners with median income of \$92,900, questioning its relevance to CDBG target populations.

Previously allocated \$22,750 of \$24,800 requested.

MOTION BY MEMBER CUTTING TO FULLY FUND AGAPE HOUSE AT \$24,800; SECONDED BY MEMBER HOWELL. PASSED (6-0)

5. **The Prescott Community Cupboard:** Fully funded (no change needed)

6. **Launchpad:** Maintained at \$16,750

Remaining Funds: \$9,648

Discussion centered on the remaining \$9,648.

Chair Suttles suggested funding the Public Works project that had received no funding

Member Cutting opposed, preferring to focus on nonprofit organizations.

Member Evans stated support for funding Public Works project.

Discussion about HUD's preference for low-to-moderate income benefit regardless of nonprofit status

MOTION BY CHAIR SUTTLES TO ALLOCATE THE REMAINING \$9,648 TO THE PUBLIC WORKS DEPARTMENT PROJECT; SECONDED BY MEMBER EVANS. PASSED (5-1) MEMBER CUTTING DISSENTING

Mr. McInnes noted that organizations will be notified of allocations, though final numbers remain estimates until October confirmation from HUD.

C. Presentation & Discussion Related to Review and Potential Action on 2025-2029 Consolidated Plan Draft

Mr. McInnes presented the status of the 2025-2029 Consolidated Plan development, noting that HUD allocation delays had pushed back timelines.

Chair Suttles acknowledged Council Member Brandon Montoya's arrival to the meeting.

CAC Survey Results Presentation

McInnes presented updated survey results (noting corrections from the packet due to a late submission):

Housing Needs (ranked by priority):

1. Workforce housing development and support (4.3)
2. ADA for seniors and disabled individuals (3.5)
3. Homeless prevention to rental assistance (3.1)
4. Maintenance and rehab/minor home repair (3.0)

Implementation Approaches Identified

- Focus on high-impact projects serving the most people
- Enhance partnerships with existing organizations
- Maximize impact by supporting volunteer staff programs
- Establish clear prioritization framework
- Expand outreach to smaller nonprofits
- Consider multi-year projects
- Coordinate with animal shelters for pet-related housing barriers

Minor Home Repair Program Update: Mr. McInnes reported the program is fully funded with approximately \$90,000 balance, expecting to return for committee funding in about a year.

4. STAFF UPDATES

Mr. McInnes requested a special meeting for Thursday, June 5th at 11:00 AM to review the complete Consolidated Plan draft before public comment period begins. 30-day public comment period followed by City Council consideration targeted for Tuesday, July 8, 2025. The Consolidated Plan includes the first-year Annual Action Plan

Committee members encouraged to attend Workforce Housing Committee presentation to City Council on May 27, 2025.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:40 p.m.

ATTEST:



Michael McInnes, Staff Liaison



Mary Ann Suttles, Chair