



CITY OF **PRESCOTT**
Citizen Advisory Committee

February 18, 2026 | 1:30pm
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Vice Chair Evans called the meeting to order at 1:30 p.m.

2. ROLL CALL

Chair Mary Ann Suttles (Excused)
Vice Chair Janie Evans
Member Jinger Cutting
Member Betsy Howe
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the January 21st, 2026, Citizen Advisory Committee Meetings.

MOTION BY MEMBER HOWELL TO APPROVE THE JANUARY 21, 2026, CAC MEETING MINUTES AS PRESENTED. SECONDED BY MEMBER CUTTING: PASSED 6-0.

- B. Discussion and Action Regarding Appointment of Three Committee Members to the Program Year 2026 (PY26) Ranking Subcommittee

Michael McInnes, CDBG Coordinator, presented the need to appoint three CAC members to serve on the Program Year 2026 Ranking Subcommittee. The subcommittee will meet prior to the March 18, 2026, CAC meeting to review and rank applications and provide recommendations to the full committee.

Discussion included:

- Clarification that the subcommittee is advisory only.
- Confirmation that meetings are open to the public.
- Clarification that non-subcommittee CAC members may attend but may not participate.
- Consideration of maintaining the traditional three-member structure.

Members Cutting, Howe, and Savoini all expressed interest and provided statements regarding their experience and familiarity with applicants.

MEMBER HOWE MOVED TO APPOINT MEMBER CUTTING TO THE 3-MEMBER SUBCOMMITTEE WITH VICE CHAIR EVANS AND CHAIR SUTTLES. MEMBER HOWELL SECONDED. PASSED 5-1 WITH MEMBER SAVOINI VOTING AGAINST.

- C. Presentation & Discussion Regarding the Annual Presentations from the 2026 CDBG Program Applicants.

Staff provided a brief overview of the 2026 CDBG funding cycle, noting HUD eligibility requirements, national objectives, and the Committee's role in reviewing and ranking applications for recommendation at the March meeting. The Committee then heard presentations from applicants in the following order:

City of Prescott – Parks and Recreation (Kristy Diaz-Trahan) – Construction

Requesting \$50,000 (second year) toward a ADA-accessible restroom building at the Community Nature Center (13,000–15,000 annual visitors). The project is intended to enhance public access and support community programming.

City of Prescott – Community Development (Michael McInnes) – Construction

Presentation of the proposed Down Payment Assistance Program (pilot program) and requesting \$50,000. The program would provide financial assistance to income-qualified households at or below 80% of Area Median Income to support homeownership. The structure allows for repayment to generate program income, creating a potential revolving fund for future assistance.

City of Prescott Public Works (Eric Sparkman) – Construction

Requesting \$250,000 for the Dexter Neighborhood Flood Mitigation Project. The project aims to reduce flooding impacts in a historically low-income neighborhood. Design services are underway, with construction anticipated in a future fiscal year. The project is intended to improve infrastructure resiliency and quality of life.

Prescott Chamber of Commerce Foundation (Sheri Heiney) – Construction

Presentation of the Minor Home Repair Program serving low- to moderate-income homeowners and requesting \$30,000. Grants up to \$5,000 per household address health, safety, accessibility, and code-related issues, including electrical upgrades, plumbing repairs, ADA modifications, and life-safety corrections. The Foundation administers intake, income verification, environmental review, contractor procurement, inspections, and payment. Contractors occasionally subsidize costs to extend available funding.

Wrapped in Love Diaper Bank (Lori Deutsch)

Reported distribution of approximately 185,000 hygiene items in the past year, reflecting significant growth in demand. Supplies are distributed through community partners to households at or below federal poverty guidelines. Funding would support essential supplies and staffing to meet increasing need.

Chicanos Por La Causa (Tina Boden)

Presented on services supporting vulnerable populations in Yavapai County, including assistance navigating benefits and support systems. The proposal includes staffing support to expand services to Prescott-area residents.

Euphemia (presented by Debbie Cook on behalf of Richard Shope)

Requested funding to assist low-income seniors facing rent gaps in affordable housing units. The program would provide short-term rental assistance to prevent housing instability.

Firemedx International (Ken Rhodes)

Presented workforce re-entry programming focused on wildfire mitigation and fire crew training. The program provides employment, certifications, and structured re-entry support. The organization reported high placement and low recidivism rates among participants.

Northland Cares (John Duncan)

Requested funding to continue providing services to area HIV/AIDS, including outreach and support services to low-income residents.

People Who Care (Barry DeKemper)

Presented transportation and support services assisting elderly and vulnerable residents with mobility and access to essential services.

Polara Health – Public Service (Cindy Brown / Deanna)

Presented the Senior Peer Program serving individuals age 60 and over. The program offers peer support groups including grief, caregivers, low vision, and wellness groups. Services are volunteer-supported and provided at no cost to participants.

The Launch Pad Teen Center (Catherine Robbins)

All Access Pass program: free after-school meals for income-qualifying Prescott teens, free snacks, and food literacy education.. Requesting \$10,000.

The Salvation Army (Emily Reed)

Requested funding for the Winter Warm-Up shelter program operating from November through March. Funds would support overnight staffing, meals, and winter operating costs. The shelter serves individuals experiencing homelessness and operates nightly during the cold season.

Village of Hope (Lindsey Chatham)

Presented a transportation assistance program serving single mothers and children in residential transitional housing. The program addresses transportation barriers to employment, education, childcare, and medical services. Funding would support structured, accountable transportation assistance.

Widow's Might (Char Malone)

Requested limited funding to provide counseling and specialized support services to widowed women experiencing financial and emotional hardship.

Yavapai Exploration and Science of Prescott (Amanda Voss)

Presented a STEAM education program at the Prescott Public Library serving second through fifth graders. The program provides free hands-on science and engineering activities. Funding would sustain and expand access to underserved youth.

Adult Center of Prescott (Kathy McFadden)

Requested funding for ADA-related restroom improvements, including ventilation, door hardware modifications, and fixture upgrades to better accommodate seniors and individuals with mobility challenges.

Agape House of Prescott (Becky Mitchell)

Presented services for families overcoming homelessness, including transitional housing, mentoring, and life skills programming. The organization reported serving 57 families, including children and infants, and emphasized wraparound services toward long-term independence.

Coalition for Compassion and Justice (Allison Lenocker)

Requesting \$32,204 to continue replacement of one affordable housing unit in Kodiak Mobile Home Park. The organization operates multiple affordable units and continues to expand housing solutions.

NAZCARE Inc. (Ashley Leiker)

Requested funding for roof replacement and drainage improvements at a historic building housing mental health services for seriously mentally ill individuals. Member Savini recused herself from discussion of this item.

Prescott Community Cupboard Food Bank (Bud Heitman)

Requesting \$40,000 to replace a deteriorated parking lot with an ADA-compliant surface.

United States Veterans Initiative (U.S. VETS Prescott) (Bryan Campbell)

Requested funding for facility security and rekeying systems as part of broader safety upgrades at the veterans housing facility.

USA Housing, Inc. (Chris Fergis)

Presented a Low-Income Housing Tax Credit (LIHTC) senior housing project (Bradshaw III). The request involves a \$50,000 commitment to assist with permitting and impact fees to increase competitiveness under the state allocation scoring system. The project would provide senior housing units under long-term affordability restrictions.

Woda Cooper Development, Inc. (Joe McCabe)

Proposing 82 new units of non-age-restricted affordable family housing using LIHTC financing. Request includes both a grant and a loan component; the loan would be repaid to the City as CDBG program income.

Woda Cooper operates in 20+ states and would serve as developer and general contractor, with all trade work performed locally.

Public Comment:

Two Bradshaw Senior Community residents provided public comments regarding the USA Housing (Bradshaw III) request. Shea Richland (17-year resident) raised concerns about annual rent increases of ~10% at existing Bradshaw properties that significantly exceed Social Security COLA adjustments, creating severe rent burden for fixed-income seniors.

Lorene Petersen described personal rent increases and expressed concern about housing stability on a fixed income.

4. STAFF UPDATES


Mr. McInnes provided staff updates:

Ranking sheets: Due to the Community Development front desk by Friday, February 27, 2026. All applications must be ranked, including those that did not present.

Subcommittee meeting: Will be scheduled the first week of March; date and location to be confirmed by email.

5. **ADJOURNMENT**

There being no further business to discuss, Vice Chair Evans adjourned the meeting at 4:30 pm.



Mary Ann Suttles, Chair

ATTEST:



Michael McInnes, Staff Liaison