



CITY OF **PRESCOTT**
Citizen Advisory Committee

January 21, 2026 | 1:30pm
201 N. Montezuma Street
Council Chambers, 1st Floor
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
Member John Paris (Excused)
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from November 19, 2025, CDBG Citizen Advisory Committee Meeting (Community Needs Assessment Workshop).

Staff presented the minutes from the November 19, 2025 CDBG Citizens Advisory Committee meeting for approval.

During discussion, Member Cutting stated that the minutes did not reflect a discussion from that meeting regarding the possibility of creating a platform for local nonprofit organizations to post immediate community needs for public awareness. She recalled that the discussion included suggestions that such a platform could be hosted on the City's website and potentially supported through social media.

Staff confirmed the meeting was recorded and advised that the minutes could be amended to include the referenced discussion. At the request of the Committee, the following summary was identified as the substance to be added to the November 19, 2025 minutes: **Amended Summary Added to November 19, 2025 Minutes:** During the Community Needs Assessment Workshop, Member Cutting asked whether housing and service organizations engage in collaborative brainstorming sessions focused on long-term solutions beyond immediate financial assistance.

Mr. McInnes responded that staff has had preliminary conversations with City Council members regarding the creation of a forum that would bring together nonprofit organizations, for-profit developers, and other community stakeholders

to collaboratively discuss housing solutions, noting that this effort remains a work in progress.

Community member John Duncan of Northland Cares further informed the Committee about the Continuum of Care / CIP meetings, which convene housing-related nonprofit agencies for coordinated communication and problem-solving while respecting privacy requirements, and encouraged Committee Members to attend CIP meetings and conduct site visits with organizations to gain deeper understanding of community needs.

MOTION BY MEMBER HOWELL TO APPROVE THE MINUTES WITH AMENDMENT AS DESCRIBED; SECONDED BY MEMBER SAVOINI: PASSED (6-0).

B. Presentation & Discussion Regarding the CDBG Program Year 2026 Process and Timelines

Michael McInnes, Community Development Department, provided an overview of the CDBG Program Year 2026 application process and timeline. He reported that the application period opened on December 1, 2025 and will close on January 30, 2026 at 5:00 p.m. Applications are currently being received, with the majority typically submitted closer to the deadline. Following the close of the application period, staff will review submissions for eligibility and compliance with HUD national objectives.

Mr. McInnes explained that applicant presentations will take place at the February 18th, 2026 CAC meeting. While presentations are optional, they are strongly encouraged, and the Committee will have the opportunity to ask questions and request clarification regarding proposed projects. He noted that CAC recommendations to City Council will be made in March 2026.

Mr. McInnes also reminded the Committee that all current members' terms are expiring and encouraged members to reapply by the January 26, 2026 deadline if they wish to continue serving. He explained that new committee members are appointed by City Council and will receive an orientation from staff, with participation beginning later in the program cycle.

The Committee then provided feedback on the November 2025 Community Needs Assessment Workshop. Members generally expressed that the workshop was valuable and informative. Suggestions included providing committee members with a list of presenters and their organizational affiliations in advance to improve clarity during the meeting. Members also discussed prior outreach efforts that used interactive tools such as text-based ranking and visual summaries, noting those methods were effective in gathering community input.

The Committee discussed the application review and presentation process for the upcoming funding cycle. Topics included the importance of staff screening

applications for completeness and responsiveness, limiting applicant presentation time to ensure fairness and efficiency, providing applicants with a structured outline to guide presentations, and using visual or timing tools to help presenters manage their allotted time. Staff noted that presentation time limits have historically been enforced and committed to continuing to manage time closely.

The Committee reviewed the 2026 CDBG Application Evaluation Worksheet and discussed potential refinements. Discussion included the clarity and consistency of financial information provided by applicants, how organizational capacity and reserves are evaluated, confirmation that the application includes a question regarding acceptance of partial funding awards, potential adjustments to point allocations within the Organizational Capacity section, and the idea of adding comment sections under individual scoring categories rather than a single comment section at the end of the form.

Staff explained that applicants submit a standardized budget template and provide financial statements and audits as part of the application. CDBG funds are reimbursed only after eligible expenses are incurred, that projects generally have up to three years to complete, and that any unspent funds are returned to the program for future use if a project does not move forward.

Public Comment

Gary Warab, a Prescott resident, addressed the Committee regarding alternative restroom solutions for the Community Nature Center. He described lower-cost, ADA-compliant composting restroom systems that have been successfully implemented in other locations and suggested that flexible design options could reduce overall project costs. Committee members acknowledged the comments and clarified that decisions regarding project implementation and facility design are the responsibility of City departments rather than the Citizens Advisory Committee.

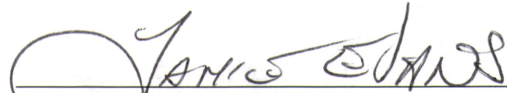
Mr. McInnes reviewed the Program Year 2026 timeline, including key dates for application closure, distribution of applications to Committee members, applicant presentations, ranking subcommittee meetings, final funding recommendations, and subsequent Annual Action Plan meetings. Committee members were asked to submit completed ranking forms by Friday, February 27, 2026.

4. STAFF UPDATES

Mr. McInnes provided staff updates, including a reminder that CAC reappointment applications are due January 26, 2026. He stated that staff would follow up with the City Clerk's Office regarding confirmation notices. He also informed the Committee that he will attend a CDBG-related conference and conduct Hill visits in Washington, D.C. in early February, including a scheduled meeting with Representative Eli Crane's office. He noted that conference topics are expected to include down payment assistance and other HUD program updates, and that he will report back to the Committee following the conference.

5. **ADJOURNMENT**


There being no further business to discuss, Chair Suttles adjourned the meeting at 2:19 pm.



Mary Ann Suttles, Chair

Janic Evans

ATTEST:



Michael McInnes, Staff Liaison