

City of Prescott

CDBG Citizens Advisory Committee



April 15, 2026 | 1:30 PM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **April 15, 2026**. 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 March 18, 2026 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

B. Presentation & Discussion Regarding Committee Member Introductions of Newly Appointed and Re-Appointed Members; and Nomination & Selection of Chair and Vice Chair for One-Year Terms.

Recommended Action: 1) MOVE to appoint a Chair for one-year term; and 2) MOVE to appoint a Vice Chair for a one-year term

C. Presentation & Discussion Regarding the CDBG Citizen Advisory Committee Orientation.

Recommended Action: This item is for discussion only. No formal action will be taken.

4. 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 4/9/26 at 11:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: April 15 CDBG Citizens Advisory Committee
DATE: April 15, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from March 18, 2026 CDBG
Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from March 18, 2026 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 18, 2026 CDBG Citizens Advisory Committee Minutes



Citizen Advisory Committee

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

MINUTES

1. CALL TO ORDER

Chair Mary Ann 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
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the February 18, 2026 CDBG Citizen Advisory Committee Meeting and the March 5, 2026 CDBG Citizens Advisory Subcommittee Meeting.

MOTION BY MEMBER PARIS TO APPROVE THE FEBRUARY 18, 2026, (CAC) AND MARCH 5 MEETING MINUTES AS PRESENTED. SECONDED BY MEMBER SAVOINI: PASSED 7-0.

- B. Discussion & Action Regarding Citizen Advisory Committee's CDBG Program Year 2026 Funding Recommendations to City Council.

Staff Liaison, Michael McInnes, provided an overview of the Community Development Block Grant (CDBG) Program Year 2026 process, noting that the committee would review the Subcommittee's March 5 recommendations and could make adjustments as needed. The spreadsheet of ranked applications was displayed for reference.

Committee discussed Subcommittee's recommend allocations for public service activities.

Member Howe expressed concern that the Launch Pad Teen Center's request did not align as directly with priority needs as other applications, particularly the Salvation Army's Winter Warm-Up program.

Member Cutting noted that housing and transportation remain the top community needs.

MEMBER HOWE MOVED TO REALLOCATE \$3,000 FROM LAUNCH PAD TEEN CENTER TO SALVATION ARMY TO FULLY FUND SALVATION ARMY'S \$10,000 REQUEST. SECONDED BY MEMBER HOWELL. PASSED 7-0.

Mr. McInnes stated that the estimated PY26 grant used for planning was approximately \$260,000, with the Public Service cap at roughly \$39,000, though final amounts may adjust once HUD releases the allocation.

The Committee discussed the Subcommittee's construction project recommendations, including issues related to LIHTC developer applications.

Mr. McInnes clarified that developers would require a firm commitment of \$50,000, and timing with the Arizona Department of Housing's April 1 deadline created uncertainty.

MEMBER HOWE MOVED TO ALLOCATE \$50,000 TO USA HOUSING WITH A CONTINGENCY TO REALLOCATE IF THE PROJECT WAS NOT AWARDED. SECONDED BY VICE CHAIR EVANS. MOTION FAILED 2-5. (CHAIR SUTTLES, VICE CHAIR EVANS, MEMBER SAVOINI, MEMBER HOWELL, MEMBER PARIS VOTED AGAINST)

MEMBER CUTTING MOVED TO ALLOCATE \$50,000 TO WODA COOPER WITH A CONTINGENCY THAT FUNDS BE REALLOCATED IF THE PROJECT IS NOT AWARDED. SECONDED BY MEMBER HOWE. MOTION FAILED 2-5. (CHAIR SUTTLES, VICE CHAIR EVANS, MEMBER SAVOINI, MEMBER HOWELL, MEMBER PARIS VOTED AGAINST)

Committee discussion regarding funding the Adult Center's request for ADA bathroom improvements. Chair Suttles recused herself from discussion and voting on the Adult Center.

VICE CHAIR EVANS MOVED TO APPROVE \$30,000 FOR THE ADULT CENTER PROJECT. SECONDED BY MEMBER HOWELL. PASSED 4-2, WITH CHAIR SUTTLES RECUSED. (MEMBER CUTTING, MEMBER HOWE VOTED AGAINST; CHAIR SUTTLES RECUSED)

Committee discussion regarding reducing a construction project by \$1,000 to meet estimated budget allocation.

MEMBER CUTTING MOVED TO REDUCE THE ADULT CENTER ALLOCATION BY \$1,000. SECONDED BY MEMBER SAVOINI. MOTION FAILED 3-3, WITH CHAIR SUTTLES RECUSED.

(VICE CHAIR EVANS, MEMBER HOWELL, MEMBER PARIS VOTED AGAINST; CHAIR SUTTLES RECUSED)

MEMBER PARIS MOVED TO REDUCE THE DOWN PAYMENT ASSISTANCE PROGRAM BY \$1,000. SECONDED BY MEMBER SAVOINI. MOTION FAILED 2-5. (CHAIR SUTTLES, VICE CHAIR EVANS, MEMBER HOWE, MEMBER CUTTING, MEMBER HOWELL VOTED AGAINST)

VICE CHAIR EVANS MOVED TO REDUCE CCJ FUNDING FROM \$5,000 TO \$4,000. SECONDED BY MEMBER CUTTING. PASSED 5-2. (MEMBER HOWELL, MEMBER SAVOINI VOTED AGAINST)

Mr. McInnes confirmed that with the approved adjustments, total construction allocations remained within the allowable amount.

MEMBER PARIS MOVED TO APPROVE FORWARDING THE FUNDING RECOMMENDATIONS TO CITY COUNCIL THROUGH THE PROGRAM YEAR ANNUAL ACTION PLAN WITH THE UNDERSTANDING THAT FUNDING AMOUNTS MAY BE ADJUSTED USING A WEIGHTED FORMULA THAT MAINTAINS THE PROPORTIONAL ALLOCATIONS SET FORTH IN THE COMMITTEE'S RECOMMENDATIONS. SECONDED BY VICE CHAIR EVANS. PASSED 7-0

4. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:30 pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: April 15 CDBG Citizens Advisory Committee
DATE: April 15, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding Committee Member Introductions of Newly Appointed and Re-Appointed Members; and Nomination & Selection of Chair and Vice Chair for One-Year Terms.

ITEM SUMMARY

This item allows the Citizen Advisory Committee to conduct introductions of all current members and to nominate and select the Committee's Chair and Vice Chair who will serve a one-year term.

BACKGROUND

The City of Prescott is pleased to welcome three new members to the CDBG Citizen Advisory Committee (CAC). The CAC plays a vital role in making funding recommendations for the Community Development Block Grant (CDBG) program, which supports important community development projects and services. The new members joining the committee are Dan Hurlbert, Deborah Miller, and Denise Mitten.

The Citizen Advisory Committee (CAC) operates under the governance structure established by the City Council for advisory boards and commissions. As part of its organizational process, the Committee selects a Chair and Vice Chair to preside over meetings and assist with procedural matters. These leadership positions are appointed by majority vote of the Committee and serve a one-year term.

The previous Chair and Vice Chair terms have concluded, and the Committee is required to nominate and select members to fill these positions for the next one-year cycle. At this meeting, each Committee member will have the opportunity to introduce themselves, after which the Committee may proceed with nominations and selection of the Chair and Vice Chair.

FINANCIAL IMPACT

No financial impact associated with this item.

RECOMMENDED ACTION

1) MOVE to appoint a Chair for one-year term; and 2) MOVE to appoint a Vice Chair for a one-year term

ATTACHMENTS

1. Resolution No. 2026-1968

RESOLUTION NO. 2026-1968

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ESTABLISHING A SEVEN (7) MEMBER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE AS A STANDING COMMITTEE OF THE CITY OF PRESCOTT

RECITALS:

WHEREAS, Chapter 1-13 of the Prescott City Code authorizes the Mayor and Council to form Standing Committees of the City to act in an advisory role to the Mayor and Council; and,

WHEREAS, the Mayor and Council wish to create a CDBG Citizens Advisory Committee in accordance with Arizona Revised Statutes and authorized in federal regulations,

WHEREAS, the establishment of a CDBG Citizens Advisory Committee is in the best interest and promotes the welfare of the citizens of Prescott.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT, there is hereby formed the Community Development Block Grant (CDBG) Citizen Advisory Committee, which shall be comprised of seven (7) members. The CDBG Citizens Advisory Committee shall function as a standing committee pursuant to Prescott City Code Chapter 1-13.

Section 2. THAT, the role of the CDBG Citizens Advisory Committee is as follows: Supports CDBG administrative staff in gathering and reviewing information associated with the CDBG Entitlement Program; and presents Action Plan recommendations to City Council to recommend approval of funding for activities meeting CDBG National Objectives.

Section 3. THAT, The CDBG Citizens Advisory Committee will meet annually during the CDBG application filing period and on an as needed basis throughout the year.

Section 4. THAT, the Committee shall operate in conformance with the policies and procedures for all other City advisory committees.

Section 5. THAT, the City Council shall appoint CDBG Citizens Advisory Committee members for two (2) year terms that begin on the first day of April the year of appointment and continue to the last day of March at term completion of even years.

Section 6. THAT, a quorum of four (4) CDBG Citizens Advisory Committee voting members shall be required to conduct business before the CDBG Citizens Advisory Committee.

Section 7. THAT, the officers of the CDBG Citizens Advisory Committee shall include a chair and vice-chair, each of whom shall serve for one (1) year, and until his or her successor is elected and qualified. The CDBG Advisory Committee will elect officers annually at their first regularly scheduled meeting after April 1st. A majority of the quorum present is sufficient to elect the officers. Upon vacancy in the position of chair, the vice-chair shall succeed as chair until the next annual election for the position. Vacancies for any other position, created by any cause, shall be filled for the unexpired term by a new election.

Section 8. THAT, all meetings of the CDBG Citizens Advisory Committee shall be open to the public and members shall comply with Arizona Open Meetings Law.

Section 9. THAT, the CDBG Advisory Committee may establish its own rules of procedure that are not inconsistent with this Resolution or applicable laws.

PASSED AND ADOPTED by the Mayor and Council of the City of Prescott this 10th day of February, 2026.

Cathey Rusing

CATHEY RUSING, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah M. Thornhill

SARAH M. THORNHILL
City Clerk

Joseph D. Young

JOSEPH D. YOUNG
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Sarah M. Thornhill, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2026-1968 is a true, correct and accurate copy of Resolution No. 2026-1968 passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 10th day of February 2026, at which a quorum was present and, by a 6-0 vote, six voted in favor of said resolution.

Given under my hand and sealed this 18th day of February, 2026.

Sarah M. Thornhill
City Clerk





TO: MAYOR AND CITY COUNCIL
AGENDA: April 15 CDBG Citizens Advisory Committee
DATE: April 15, 2026
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding the CDBG Citizen Advisory Committee Orientation.

ITEM SUMMARY

This item provides an orientation presentation for the CDBG Citizen Advisory Committee (CAC) members. The presentation is intended to acquaint members with the Community Development Block Grant (CDBG) program, the annual funding cycle, federal requirements, and the Committee's responsibilities within the program. The orientation will be presented by staff using the attached materials.

BACKGROUND

The CAC serves an important role in the administration of the City's CDBG program. The CAC is responsible for gathering community input, reviewing and ranking applications, and recommending annual CDBG funding allocations to the City Council.

The orientation provides an overview of the CDBG Program Year 2026 timeline; the function of the Needs Assessment Workshop; federal program requirements, including HUD's national objectives; local income limits; and the priorities identified in the City's 2025–2029 Consolidated Plan. The presentation also explains the role of the CDBG Coordinator and the administrative tasks required throughout the CDBG program year.

- The 5-Year Consolidated Plan (2025-2029) is available for the public to view through the following City webpage: <https://prescott-az.gov/planning-and-zoning/cdbg/>
- Calendar for schedule Boards, Commissions, Committees, and City Council meetings, attached
- CDBG Acronym Definitions, attached

FINANCIAL IMPACT

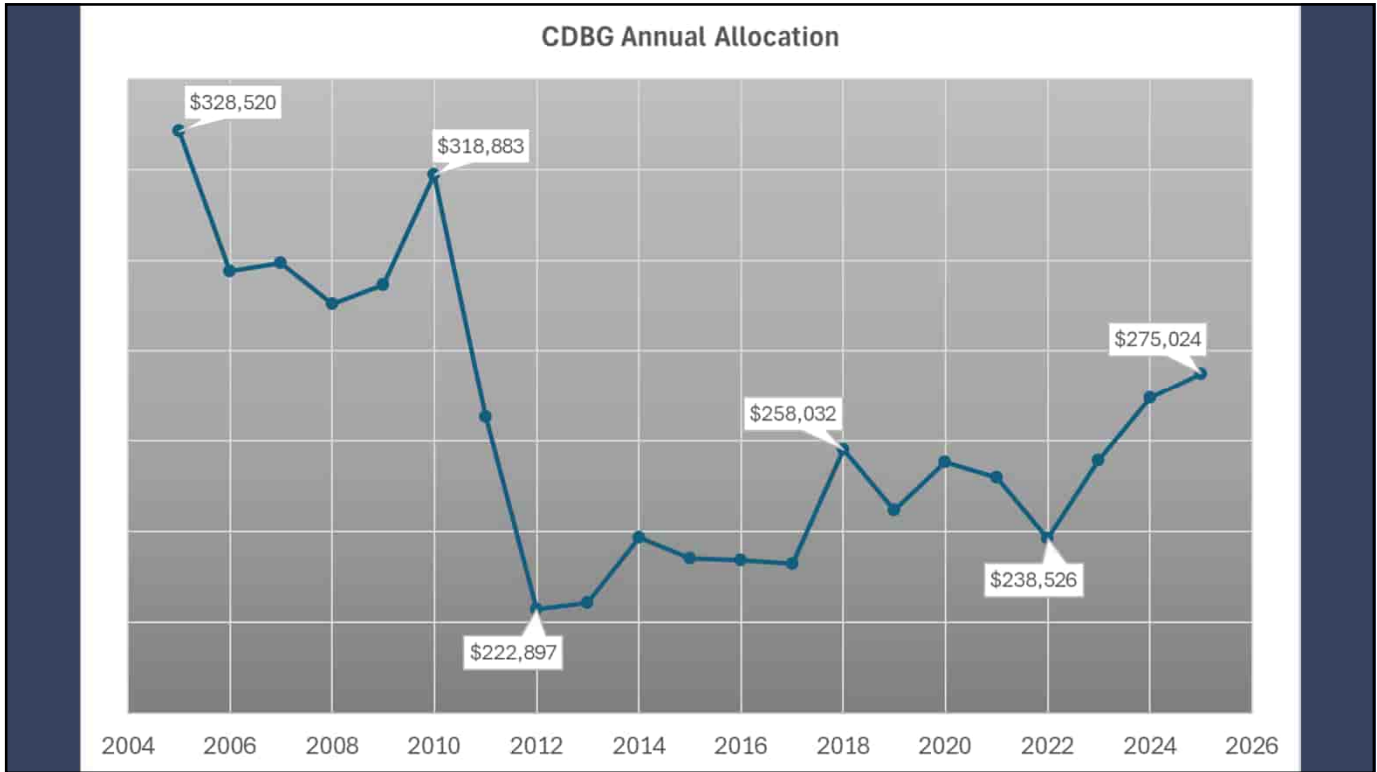
No financial impact associated with this item.

RECOMMENDED ACTION

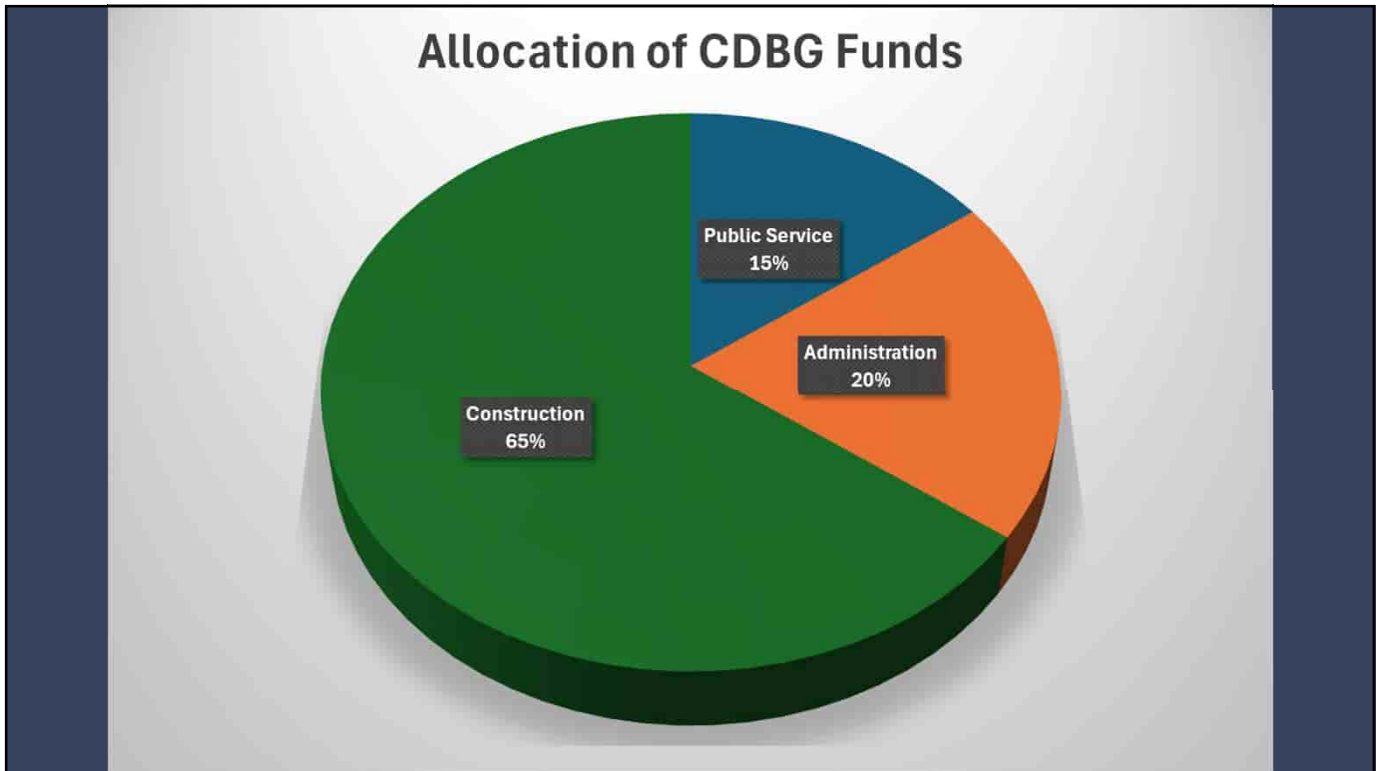
This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. CDBG Orientation Presentation
2. CDBG Acronym Definitions
3. 2026 BCC CALENDAR



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National Objectives



CDBG Program must meet one of the three national objectives:

- Benefit to low- and moderate- income (LMI) persons*
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need)

* The LMI national objective is often referred to as the “primary” national objective because the statute requires recipients expend 70% of their CDBG funds to benefit LMI persons.

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FY 2025 Income Limits Summary

Prescott – Prescott Valley



	Persons in Family							
	1	2	3	4	5	6	7	8
Median Income				\$87,300				
Very Low (50%)	\$31,700	\$36,250	\$40,750	\$45,300	\$48,950	\$52,550	\$56,200	\$59,800
Extremely Low	\$19,050	\$21,800	\$26,650	\$32,150	\$37,650	\$43,150	\$48,650	\$54,150
Low (80%)	\$50,750	\$58,800	\$65,250	\$72,500	\$78,300	\$84,100	\$89,900	\$95,700

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Role of the CAC



The Citizen Advisory Committee, or CAC, is responsible for:

- Gathering community input through a Needs Workshop
- Reviewing and evaluating all CDBG funding proposals
- Recommending to the City Council which CDBG projects and activities to fund
- The CAC provides input and recommendations to the City during the development of the 5-Year Consolidated Plan that guides CDBG funding priorities

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5 - Year Consolidated Plan (ConPlan) (2025 – 2029)



- HUD required strategic planning document stating CDBG priorities for a five-year period
- Top ConPlan Priorities:
 - Minor Home Repair Program
 - Projects improving public facilities and infrastructure
 - Essential services in transportation, meals, and health services
 - Emergency shelter and transitional housing support
 - Economic development and job creation

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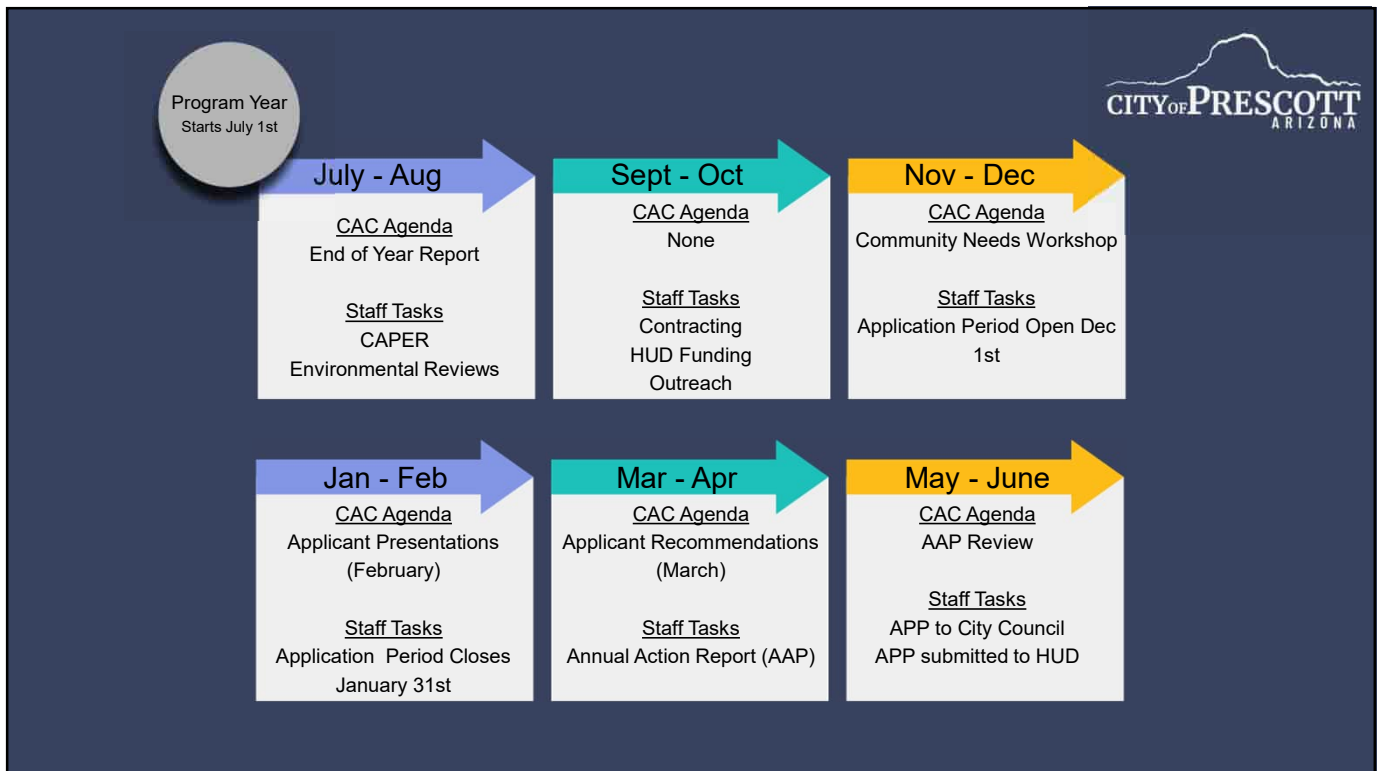
Role of the CDBG Coordinator



The CDBG Coordinator is responsible for:

- Serving as the primary staff liaison to the Citizen Advisory Committee
- Administering the City's overall CDBG program, ensuring compliance with all HUD regulations and requirements
- Preparing and submitting the Annual Action Plan and other required HUD reporting (Con Plan, ERRs, CAPERs)
- Providing guidance, technical assistance, and monitoring for CDBG subrecipients on eligibility, reporting, and program implementation

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CDBG ACRONYMS

AAP – Annual Action Plan

ADOH – Arizona Department of Housing (state)

CAC – Citizen Advisory Committee

CAPER – Consolidated Annual Performance and Evaluation Reports

ConPlan – Five-Year CDBG Consolidated Plan

CDBG – Community Development Block Grant

ERR – Environmental Review Record

HUD – Department of Housing and Urban Development (federal)

LIHTC – Low-Income Housing Tax Credits

LMI – Low- and Moderate-Income

MHRP – Minor Home Repair Program

PY – Program Year

2026 BCC Calendar

CITY COUNCIL
P&Z COMMISSION
BOA
PPC
CDBG
WIS

WORKFORCE HOUSING

NO MEETINGS DUE TO COUCIL CLOSURES

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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26	27	28	29	30		

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24	25	26	27	28	29	30
31						

June						
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28	29	30				

July						
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August						
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30	31					

September						
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October						
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25	26	27	28	29	30	31

November						
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29	30					

December						
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		