



CITY OF PRESCOTT  
**Citizen Advisory Committee**

---

March 18, 2026 | 1:30pm  
201 N. Montezuma Street  
Council Chambers, 1<sup>st</sup> 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)**

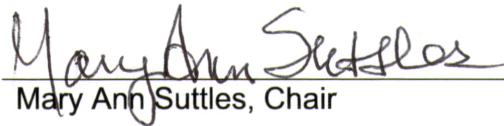
**VICE CHAIR EVANS MOVED TO REDUCE CCJ FUNDING FROM \$5,000 TO \$4,000. SECONDED BY MEMBER CUTTING. PASSED 5-2. (MEMBER HOWELL, MEMBER SAVOINI VOTED AGAINST)**

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