



Citizen Advisory Subcommittee

April 15, 2026 | 11:00 am
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

Member Jinger Cutting

Member Betsy Howe

Member Dan Hurlbert

Member Deborrah Miller

Member Debbie Savoini

Member Denise Mitten (arrived after Item 3.A vote)

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from March 18, 2026 CDBG Citizen Advisory Committee Meeting.

MEMBER CUTTING MOVED TO APPROVE THE MARCH 18, 2026 MINUTES AS PRESENTED; SECONDED BY MEMBER SAVOINI. PASSED (6-0)

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.

Staff Liaison Michael McInnes welcomed the Committee's new and returning members — Dan Hurlbert, Deborrah Miller, and Denise Mitten — and invited each member to provide a brief introduction. Members shared their backgrounds, prior community and committee service, and professional experience relevant to the Committee's work. Chair Suttles also recognized Councilman Jay Ruby as the City Council liaison to the Committee.

Mr. McInnes opened nominations for Chair. Member Jinger Cutting and Chair Mary Ann Suttles were nominated. Each provided remarks regarding their interest in serving.

**MEMBER SAVOINI MOVED TO APPOINT MEMBER SUTTLES AS CHAIRPERSON FOR A ONE-YEAR TERM; SECONDED BY MEMBER MILLER. PASSED (5-1-1)
MEMBER CUTTING DISSENTING AND MEMBER MITTEN ABSTAINING**

Mr. McInnes then opened nominations for Vice Chair. Member Cutting, Member Miller, and Member Savoini were nominated. Members Miller and Savoini provided remarks regarding their interest in serving.

CHAIR SUTTLES MOVED TO APPOINT MEMBER SAVOINI AS VICE CHAIRPERSON FOR A ONE-YEAR TERM; SECONDED BY MEMBER HOWE. PASSED (6-0-1) MEMBER MITTEN ABSTAINING

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

Mr. McInnes informed the Committee that HUD had released the Program Year 2026 allocation in the amount of \$265,856, slightly above the \$260,000 figure used for planning purposes. Applying the proportional weighted formula adopted in the Committee's March 18, 2026 motion, staff adjusted award amounts upward across both the public service and construction categories. Activities already funded at their full requested amount — the Down Payment Assistance Program, the Prescott Chamber of Commerce Foundation, and the Salvation Army — were not adjusted further. The remaining balance was distributed evenly among the four eligible construction projects: Agape House, Coalition for Compassion and Justice (CCJ), Polara Health, and the Adult Center.

Mr. McInnes then presented the CDBG Orientation. The presentation reviewed the Program Year 2026 timeline; the purpose of the Community Needs Assessment Workshop; the structure and history of the City's CDBG program since 2004; HUD's three national objectives, with emphasis on the requirement that at least 70% of CDBG funds benefit low- and moderate-income (LMI) persons; the FY 2025 income limits for the Prescott–Prescott Valley area; CDBG funding caps (65% construction floor, 15% public service cap, and 20% administration cap); and presumed-benefit populations exempt from individual income verification, including the elderly, persons with HIV/AIDS, and persons with disabilities. Mr. McInnes also reviewed the priorities established in the City's 2025–2029 Five-Year Consolidated Plan and outlined the role of the CDBG Coordinator and the annual cycle of CAC and staff responsibilities.

Member Howe inquired whether any current subrecipients are holding unspent HUD funds.

Mr. McInnes stated he would prepare a status update on subrecipient expenditures for the next meeting and noted that some projects, such as the U.S. VETS project at the VA campus, can take several years to complete due to environmental review requirements and multi-agency coordination.

Member Cutting requested a multi-year inventory of CDBG applications and allocations be provided in advance of the next funding cycle.

Mr. McInnes agreed to compile that information.

Council Liaison Ruby provided an update on the Woda Cooper project, reporting that City Council approved a loan and an impact fee reduction in support of the developer's Low-Income Housing Tax Credit application; as a result, the Committee's contingency CDBG allocation will not be needed. He further encouraged the Committee to consider recommending that City Council pursue additional grant funding sources to expand the resources available for community needs, noting that demonstrated need this cycle exceeded available CDBG funding by approximately threefold.

Member Savoini asked why such an effort would be directed to the CAC rather than the Workforce Housing Committee.

Council Liaison Ruby responded that the Workforce Housing Committee's scope was limited to policy development, while the CAC has an established track record of distributing funds for both housing-related and social-service activities.

Member Miller cautioned that any expansion of the Committee's role would need to be reviewed against Resolution No. 2026-1968, which establishes the Committee's scope, and that any change outside that scope would require Council action to amend the resolution.

Member Cutting asked about the status of the Workforce Housing Committee.

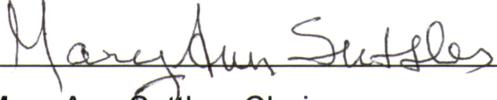
Planning Manager Alex Bramlet explained that the Workforce Housing Committee had completed its charge of developing the workforce housing policy adopted by City Council in November 2025, and that Council subsequently directed that the Committee be disbanded; the remaining implementation initiatives are staff- and consultant-driven. The Committee held its final meeting earlier in April.

Mr. McInnes confirmed that the next regular meeting is scheduled for May 20, 2026, and will include a draft of the Program Year 2026 Annual Action Plan for Committee review, along with the subrecipient expenditure update and the multi-year allocation history requested by Members Howe and Cutting. Mr. McInnes noted that a June meeting is not anticipated to be necessary.

This item was for presentation and discussion only. No action was taken.

4. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:31 p.m.



Mary Ann Suttles, Chair

ATTEST:

A handwritten signature in blue ink, appearing to be 'Michael McInnes', written over a horizontal line.

Michael McInnes, Staff Liaison