



CITIZENS ADVISORY COMMITTEE COMMUNITY DEVELOPMENT BLOCK GRANTS A G E N D A

CITIZENS ADVISORY COMMITTEE
CDBG COMMITTEE MEETING
WEDNESDAY, FEBRUARY 15, 2012
3:00 PM

COUNCIL CHAMBERS
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1143

The following agenda will be considered by the **CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS)** at its **Committee Meeting** to be held on **February 15, 2012** in the **Council Chambers, City Hall** located at **201 S. Cortez Street** at **3:00 PM**. *Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.*

- I. CALL TO ORDER
- II. INTRODUCTIONS

MEMBERS

Miriam Haubrich
James R. Johnson
Jerome Jones
Pam Wickstrom

Alan Carlow, Council Liaison

Kathy Dudek, Grants Administrator

III. REGULAR ITEMS

1. Consider approval of the minutes of January 4, 2012.
2. Review past funding and prioritize non-profit requests for FY12.
3. Annual Action Plan FY11 progress report.

IV. ADJOURNMENT

The City of Prescott endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 777-1100 (voice) or (TDD) to request an accommodation to participate in this meeting.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on February 13, 2012 at 1:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Handwritten signature of Kathy Dudek in cursive.

Kathy Dudek, Grants Administrator
Community Development Department

**CDBG CITIZENS ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 4, 2012
PRESCOTT, ARIZONA**

MINUTES OF THE REGULAR MEETING OF THE CDBG CITIZENS ADVISORY COMMITTEE held on JANUARY 4, 2012 in the City Manager's Conference Room, City Hall, located at 201 S. Cortez Street, Prescott, Arizona. Notice of this public hearing was given pursuant to Arizona Revised Statutes, Section 38-431.02.

I. CALL TO ORDER

The meeting was called to order at 3:00 p.m.

II. ATTENDANCE

MEMBERS PRESENT

Miriam Haubrich
Jerry Jones
Pam Wickstrom

STAFF PRESENT

Tom Guice, Community Development Director
Kathy Dudek, Grants Administrator

MEMBERS ABSENT

James Johnson

COUNCIL PRESENT

Alan Carlow, Council Liaison

III. REGULAR AGENDA

1. Introduce Council Liaison, Alan Carlow.

Councilman Carlow noted that he will be giving updates at Council meetings as the CDBG Advisory Committee liaison.

2. Elect chairman of committee for calendar year 2012.

Miriam Haubrich was unanimously chosen to be the chairman of the committee for calendar year 2012.

3. Discuss 2012 goals and meeting schedule.

The following topics were discussed or reviewed (no formal vote was taken on any item that follows):

- the CDBG National Objectives were reviewed;
- projects must serve low- to moderate-income persons having <80% of the median income for Prescott as determined by HUD;
- grant monies are divided as follows: 15% public service, 20% administrative costs, 65% capital projects;

- the revised meeting schedule and public hearing schedule due to *The Courier's* failure to publish the public hearing notice on December 26, 2011;
- the possibility of increasing the membership of the committee to seven members would help mitigate potential lack of quorum and would be more consistent with the City's other boards, commissions and committees;
- the need for stressing that not all requests will be funded, especially in view of the fact that there will most likely be a reduction in the amount of grant money received which is anticipated to occur in July;
- the need to prioritize the funding, including a "back up" or "B" list of projects in the event funding is not possible for a project in the "priority" or "A" list;
- the need to educate all grant recipients that no work is to begin on any project receiving grant funds prior to receiving a "go ahead" letter from the City;
- the conflict of interest statute with committee members recusing themselves on record; and,
- a list of grants from the time of "entitlement status" will be supplied to the committee members.

4. Annual Plan FY2011.

Discussion included:

- the status of the projects funded for FY2011;
- the \$45,000 carry-over amount due to the Adult Day Care Center's roof replacement work prior to HUD approval and resulting inability to fund the project; and,
- committee members were given a notebook with the FY2011 Annual Action Plan and the 2010-2014 Consolidated Plan.

VI. ADJOURNMENT

The meeting was adjourned at 3:39 p.m.



Kathy Dudek, Grants Administrator
Community Development Department

Miriam Haubrich, Chairman