



NOTICE TO THE PUBLIC

CITIZENS ADVISORY COMMITTEE COMMUNITY DEVELOPMENT BLOCK AGENDA

**CITIZENS ADVISORY COMMITTEE - CDBG
REGULAR MEETING
WEDNESDAY, JANUARY 28, 2015
1:30 PM**

**DOWNSTAIRS
CONFERENCE ROOM
201 S CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1207**

The following agenda will be considered by the **CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS)** at its Committee Meeting to be held on **January 28, 2015 in the Downstairs Conference Room, located at 201 S Cortez St, Prescott, AZ 86303 at 1:30 PM**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

I. CALL TO ORDER

II. INTRODUCTIONS

MEMBERS	
Jerry Jones, Chair	Pam Wickstrom
Michael Sarti, Vice-Chair	Tracey McConnell
Mary Ann Suttles	Sandy Griffis
Robert Painter	

III. REGULAR ITEMS

1. Approve October 15, 2014 meeting minutes.
2. Discussion of 5-year Consolidated plan process and schedule
 - a. Introduction of Martina Kuehl
 - b. Discussion of Consolidated plan focus areas
 - c. Discussion of draft timeline
3. Discussion of Annual Action Plan
 - a. Introduction of Isabell Rollins (NACOG)
 - b. Discussion of draft timeline
 - c. Discussion of application process and direction to applicants

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 January 22, 2015 at 3:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Suzanne Derryberry, Administrative Specialist
Community Development Department

**CITIZENS ADVISORY COMMITTEE
PUBLIC HEARING
OCTOBER 15, 2014
PRESCOTT, ARIZONA**

MINUTES OF THE PUBLIC HEARING OF THE CITIZENS ADVISORY COMMITTEE (CDBG) held on OCTOBER 15, 2014 in COUNCIL CHAMBERS, 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

Chairman Jones called the meeting to order at 1:30 p.m.

II. INTRODUCTIONS – NEW MEMBERS

MEMBERS PRESENT Jerome Jones (Chair) Michael Sarti (Vice-chair) Pamela Wickstrom Mary Ann Suttles Sandy Griffis Tracey McConnell Robert Painter	OTHERS PRESENT Frank Hall, Community Planner George Worley, Planning Manager Tom Guice, Com Dev Director COUNCIL LIAISON Greg Lazzell (Absent)
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III. REGULAR ITEMS

1. Meeting Minutes from April 30, 2014

Ms. Suttles, MOTION to approve the April 30, 2014 meeting minutes. Ms. McConnell, 2nd. VOTE 7-0; passed.

Ms. Griffis voiced her concern that some comments were not individually noted and included in the minutes.

Mr. Jones stated that the purpose of the day's meeting was to look at the overall concept of the 2014 plan and not so much on the amount of money involved. He added that during future meetings they would discuss topics such as evaluation.

2. Discussion of CDBG National Objectives

Mr. Worley stated that the National Objectives fall into three categories. Distributed funds must benefit low-to-moderate income households. The second objective would be to aid in the prevention or elimination of slum or blight. Lastly, funds can be used to meet a particular emergency need, typically associated with a natural disaster which had occurred within the last 180 days. However, it must also reduce the impact of the other two categories.

Mr. Worley stated that staff was recently informed of a new process by HUD which now required the use of a completely electronic system. The new process must be followed to create the consolidated plan and annual allocation plan. Mr. Worley continued by discussing the disbursement process using the new program.

Mr. Worley stated that the committee's primary task, on an annual basis, was to deal with requests for funding and the development of the annual allocation plan.

Mr. Worley stated that the consolidated plan was used to set the outside parameters and boundaries for how funds are spent through the annual allocation plan. With the consolidated plan, the focus was set on local objectives, which are more specific, but still fall within the three National Objectives categories.

Mr. Worley stated that the local categories could include anything from fair housing to affordable housing to public infrastructure needs. In the past, funds were spent to support activities within the community which would benefit low-to-moderate income persons. He noted that they also have the ability to spend the funds on larger projects such as the construction and repair of a street which would benefit low-to-moderate income neighborhoods.

Mr. Worley stated that the current consolidated plan had been created by city staff with input from the committee. He noted that it was a five year plan and that the following year would require a new plan to be created.

Mr. Jones discussed the breakdown of allocated funds.

Mr. Guice stated that NACOG contracted with the City Council to perform the CDBG administrative functions.

Questions were raised regarding a possible conflict of interest regarding the contract with NACOG; Mr. Guice stated that there were no conflicts.

Mr. Guice went on to discuss the timeline regarding the committee's recommendation to City Council.

Discussions took place regarding recipients receiving funds from multiple sources.

Various members of the committee discussed the option of funding larger projects as opposed to funding multiple smaller projects.

Mr. Jones wanted to know if the City of Prescott updated the assessment on housing needs. Mr. Guice stated it had not been updated since 1996. Mr. Worley suggested that volunteers be elected to help collect data.

Various discussions took place regarding the update of the Consolidated Plan as well as the process of data collection.

Discussions took place regarding a committee meeting schedule. Ms. Suttles stated that she felt it would be important to meet on a monthly basis. Mr. Jones agreed that frequent meetings would be essential for the process.

Mr. Worley stated that at the next meeting there would be specific issues placed on the agenda for the committee to review and develop.

Mr. Guice requested that the committee members read the strategies in the current consolidated plan. He added that during the next meeting, they would be provided with a meeting schedule to include dates and times. It was the general consensus that the meetings would take place on Wednesdays in the afternoon. It was determined that the next meeting would take place on Wednesday, November 12, at 1:30pm, in the downstairs conference room.

Ms. McConnell requested the committee members be sent a preliminary inventory of items that staff needs assistance with. Mr. Worley stated that staff would provide that information prior to the next meeting; agenda's are sent out at least a week prior to all meetings.

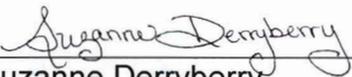
Ms. McConnell wanted to know which areas should be reviewed to read the strategies. Mr. Worley stated that staff could compile all goals and strategies into one document to provide to the committee.

Discussions took place regarding the small amount of project funding applicants.

3. Discussion of the Consolidated Plan and update
 - A. Local Objectives
 - B. Link to Annual Action Plan
 - C. Need for Committee assistance to do research and data collection

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 2:32 p.m.


Suzanne Derryberry,
Administrative Specialist

Jerry Jones, Chairman

Proposed 2015 CDBG Combined Schedule

By January 16	Notice that application period is open
By January 21	Email notice to interested parties regarding application workshop
January 28	CAC meets for first time – intro to 2015-2019 Consolidated Plan
January 28	CAC meets for first time – intro to AAP 2015/16 CDBG
February 4	Application Workshop in Council Chambers
February 5	Hearing notice in paper by 2/9 for hearings on 2/25 & 3/11. Post and publish twice.
February 11	Consolidated Plan consultation Session with CAC
February 25	Applications due to the City – distribute to CAC
March 4	Public Hearing #1 - Presentations for CAC in Council Chambers
March 9	Get 4/24 hearing notice in paper. Post and publish twice
March 9	Get 4/24 Consolidated Plan hearing notice in paper.
March 11	CAC decides projects/funding, in Council Chambers
March 18	Review Draft Consolidated Plan and needs prioritizations with CAC, in Council Chambers
March 24	Public Hearing #2: PY 2015 annual plan presented at a workshop session to City Council and the public
March 24	Public Hearing: Draft Consolidated Plan presented at a workshop session to City Council and the public
April 6	Complete and print draft plans and publish notice that plan is available for review and 30-day comment period
April 10	Action Plan Allocations and Consolidated Plan are done and available for 30-day review period – April 10-May10
April 15	Review final Consolidated Plan draft with CAC

April 21	Get 5/12 AAP hearing notice in paper by 4/27. Post and publish twice.
April 21	Get 5/12 Consolidated hearing notice in paper by 4/27.
May 5	Final draft Consolidated Plan presented at a workshop session to City Council and the public
May 12	Public Hearing: Approval of the 2015-2019 Consolidated Plan at City Council
May 12	Public Hearing #3: Approval of the 2015 Program Year – CDBG annual plan at City Council
May 15	Action Plan due to HUD
May 15	Consolidated Plan due to HUD