CITY OF PRESCOTT
Everybody's Hometown

CITIZENS ADVISORY COMMITTEE
MARCH 23, 2016
PRESCOTT, ARIZONA

MINUTES OF PUBLIC HEARING #1 OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) held on MARCH 23, 2016 in DOWNSTAIRS CONFERENCE ROOM, CITY HALL, located at 201 S. Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chairman Jerry Jones called the meeting to order at 2:00 p.m. He thanked Councilman Lazzell for attending.

II. ATTENDANCE

MEMBERS PRESENT	***STAFF PRESENT***
Jerry Jones, Chair	Isabel Rollins, Grant Administrator
Michael Sarti, Vice-Chair	Tom Guice, Community Development Director
Mary Ann Suttles	Darla Eastman, Administrative Specialist
Robert Painter	
Pam Wickstrom	
Sandy Griffis	***COUNCIL PRESENT***
Rose Vasquez	Councilman Greg Lazzell

III. REGULAR AGENDA ITEMS

1. **New Member Introduction – Rose Vasquez**
   Chairman Jones introduced the new committee member Rose Vasquez. Ms. Vasquez gave a brief description of her background in grants and serving on committees.

2. **Approval of the November 4, 2015, and March 9, 2016 Meeting Minutes**

   Ms. Wickstrom, MOTION to approve the November 4, 2015, and March 9, 2016 Meeting Minutes. Ms. Suttles, 2nd. VOTE 7-0; passed.

3. **Program Updates**
   Isabel Rollins gave a brief update on project status for the prior year. She discussed the current projects and that they are getting a slow start each year due to timing of funding. The funding is typically received in the quarter after the project agreement is signed. She discussed the Boys and Girls Club who are moving forward with the basketball court, Coalition for Compassion and Justice revised their agreement to install a vented hood that will be less costly than a regular range hood option, and West Yavapai Guidance Clinic are working on how they will finish their parking lot. Ms. Rollins went over the public service projects and most of them are on track for the year. She feels the 2015 projects will be spent within this project year.

4. **Revised CDBG Schedule**
   Ms. Rollins reviewed the revised CDBG schedule. Due to City Council meeting schedule changes, the CDBG schedule needed to be changed to meet CDBG public hearing deadlines.

5. Application Discussion and Ranking

Isabel Rollins stated that the amount available for Public Service projects is $35,000 and $152,004 for Construction Projects, for a total of $233,755 minus the administrative overhead. There were also some carryover funds for construction projects in the amount of $40,773.81, which would need to be discussed. Ms. Rollins then went over the ranking summary and score sheets for this year's applications.

Chairman Jones then led the discussion and reviewed with the Committee how the rankings have been done in the past. He stated that there are no rules with how we split the $35,000 Public Service funds and that it's how we feel that will benefit the community the most. The Committee then discussed each project below and gave comments of how they reviewed the projects. They are below:

PUBLIC SERVICE PROJECTS

- **Agape House; $8,874**
  The Committee was split on this project. Some felt that the other projects were more beneficial and some felt that it is a good project and deserved full funding.

- **Alzheimer's Association; 7,500**
  The Committee felt that this project could be supported by nation-wide funding rather than local funding. They did like the fact Alzheimer's is looking to find a variety of funding sources. They were also impressed with the number of people they reach.

- **Arizona Fair Housing Center; $11,226.**
  The Committee didn't rank this project high and it was not be considered.

- **Cornucopia / Prescott Area Restorative Initiatives; $8,100**
  This project wasn't ranked very high because the Committee felt they would keep coming back again and again and not reach out to other funding sources. However, the committee would potentially support them in the future.

- **MIKID – Mentally Ill Kids in Distress; $10,345**
  The Committee decided that this project didn't have enough history in order to rank their success. Nevertheless, the Committee also wants new projects to come forward. There was some concern with the budget - a lot of funds in the account and it appeared they paid a lot in salaries.

- **New Horizons Disability Empowerment Center; $10,000**
  The Committee felt that this was a good project. The vans are always full and they collaborate with other agencies. This project meets our Consolidated Goal of providing transportation to the community.

- **Northern Arizona Council of Governments; $38,800**
  The Committee felt that the project didn't change from the following year and didn't want to continue funding each year. They would like to see NACOG look for other funding sources for this project.

- **People Who Care; $10,000**
  The Committee felt that this project did more than just provide transportation and the service is to stay with the client through the doctor's visit, etc. It is their first time submitting a project.

- **Prescott Meals on Wheels; $25,000**
  The Committee felt that this project meets many goals of the CDBG and it should be funded.

- **U.S. Vets; $28,250**
  The Committee felt that since there was a construction aspect of the project that it should be in the Construction Project category. They decided to rank the project without the freezer. The group felt that the Veterans Affairs are highly funded to support the US Vets programs and that they should request funding with them. The freezer was moved to the Construction Projects.

The Committee broke down the projects into a "short list" and reviewed the projects again to come up with a plan for the $35,000 budget.

Ms. Wickstrom, MOTION to approve the following Public Service projects in the total amount of $35,000: Agape House – $6,000, New Horizons – $8,000, People Who Care – $9,000, and Prescott Meals on Wheels – $12,000. Ms. Suttles, 2nd. VOTE 7-0; passed.

CONSTRUCTION PROJECTS

- **Adult Care Services; $25,000.**
  The Committee didn't feel they had enough information in the management of the Adult Care program, and a safety plan was not provided. Questions were raised about their financial spending since there was a large balance in their financial summary.

- **Boys and Girls Clubs of Central Arizona; $55,392:**
  The Committee was concerned with funding a facility that the Boys and Girls Club may relocate from soon. They were also concerned that the cost of running the program was beyond their capability to fund.

- **Coalition for Compassion and Justice; $40,000.**
  The Committee felt that this is a worthwhile project and discussed funding the entire amount or half the amount and having less homes repaired. The Committee decided to fund half of the requested amount.

- **City of Prescott Public Works; $125,000**
  The Committee felt this project was worthwhile. The City Council had reviewed this project and approved it. This project will last well into the future. Also, if $100,000 of CDBG funds were contributed, the City would find a way to fund the remainder. The Committee decided on partial funding.

- **Prescott Area Shelter Services; $5,365**
  The Committee felt they have provided many funds in the past and that this year they could get a donation for the small amount they are requesting from another agency.

- **West Yavapai Guidance Clinic; $16,218**
  The Committee was concerned that past projects were not getting completed in a timely manner. Also, they were concerned about WYGC requesting funding for projects that cost more than they realize and getting into a bind later down the road. The Committee decided not to fund WYGC until the current project is completed.

- **Yavapai Trails Assoc / City of Prescott; $75,000**
  George Sheats, Project Manager, was available for questions. The project is sponsored by a volunteer group, Yavapai Trails Association. There was concern that they want 100% funding. The Committee asked Mr. Sheats about equipment donations and if there were bids for the bridge. Mr. Sheats stated that bids were provided and that he felt the project would be completed if they received $65,000 from CDBG by negotiating the engineering fees with the City. Also, he would look into a fund match with the City's Recreation Department.

- **US Vets – Freezer**
  The Committee decided against funding the freezer.

Ms. Griffis, MOTION to approve the following Construction projects in the amount of $192,777.81: Coalition for Compassion and Justice – $20,000; Yavapai Trails/City of Prescott – $75,000; and Prescott Public Works – $97,777.81. Ms. Wickstrom, 2nd. VOTE 7-0; passed.

V. ADJOURNMENT

Chairman Jones adjourned the meeting at 3:30p.m.

Jerry Jones, Chairman

Darla Eastman,
Administrative Specialist