CITY OF PRESCOTT
Everybody's Hometown

CITIZENS ADVISORY COMMITTEE
NOVEMBER 16, 2016
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) held on NOVEMBER 16, 2016 at 3:00pm in COUNCIL CHAMBERS, CITY HALL, located at 201 S. Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chairman Jerry Jones called the meeting to order at 3:00 p.m. He welcomed Councilman Lazzell to the meeting. Chairman Jones announced that Isabel Rollins will no longer administer that CDBG program and thanked her for all her good work for the past few years. He then introduced Darla Eastman as the new CDBG Grant Administrator.

II. ATTENDANCE

MEMBERS PRESENT	***STAFF PRESENT***
Jerry Jones, Chair	Darla Eastman, Grant Administrator
Michael Sarti, Vice-Chair	Tom Guice, Community Development Director
Mary Ann Suttles	George Worley, Planning Manager
Robert Painter	
Pam Wickstrom	
Sandy Griffis	***COUNCIL PRESENT***
Rose Vasquez - Absent	Greg Lazzell, Council Liaison

III. REGULAR AGENDA ITEMS

1. **Approval of the July 20, 2016 meeting minutes.**

   Ms. Griffis, MOTION to approve the July 20, 2016 meeting minutes. Ms. Suttles, 2nd. VOTE 6-0; passed.

2. **PY15/PY16 Program Updates**
   Darla Eastman gave a brief presentation of the PY15/PY16 Program updates. Ms. Eastman reported on the PY15 projects, including Prescott Boys and Girls Club and stated the archeology report was received on July 6th and the construction contract with B's Contracting was approved on October 28th. The project will be completed in November 2016. She also reported on West Yavapai Guidance Clinic (WYGC) that they are working with their engineer to update their site plans for the new parking lot. WYGC will rebid the project to fund the drainage improvements with the reduced scope of work. Coalition for Compassion and Justice has been working persistently on roofing and heating projects and home repair. She said they have spent approximately three-fourths of their $40,000 project. Scopes of work have been submitted for the remaining funded amount of the sub-recipient agreement. Ms. Eastman said that the signed PY16 Housing and Urban Development (HUD) Agreement has been sent to the City Clerk's office by our HUD representative and the PY16 Sub-recipient agreements are drafted.

Joe Baynes, City of Prescott, Recreation Director, and manager of the project gave a presentation on the Boys and Girls Club Basketball Project. The Committee thanked Mr. Baynes for all of his volunteered hours and the great job he did. They also thanked the Director of the Boys and Girls Club, Bryan Jarell.

George Sheats, Yavapai Trails Association, gave a brief update on the Dexter Pedestrian Bridge Project. He stated that Yavapai Trails in cooperation with City of Prescott are in the planning stages of building the pedestrian bridge. The purpose for the bridge is to provide a safe crossing for over 20,000 people annually including the homeless to area amenities.

3. **Discussion and Possible Action on PY16 to Amend the Annual Action Plan to Fund a Portion of CCJ's Acquisition of the Property at 531 Madison Ave**

George Worley stated that on November 10, 2016, Coalition for Compassion and Justice (CCJ) submitted a request to the Citizen's Advisory Committee for consideration of CDBG funding to support a portion of the purchase of their property at 531 Madison Avenue. Mr. Worley described the building as 7,360 square feet and will shelter up to 45 homeless individuals with a safe, legal place where they can sleep. He said that this project responds to the needs of low-income citizens, reduced blight, and provides urgent, emergency community need to end homelessness.

Mr. Worley gave details about how a change in funding for a project of twenty-percent or more of the annual allocation will require a substantial amendment. Mr. Worley said that the CAC will need to recommend reallocating funds to carry out CCJ's acquisition request to the City Council after a 30-day public notice.

The Committee discussed the proposal for the CCJ reallocation project and agreed it was a good fit for CDBG funding. However, the Committee discussed their concerned with projects in general that received funding but are not being completed due to issues such as applicant's overextending the scope of work of the project or project costs exceed the initial proposal budgeted amount. The Committee members understood that unforeseen occurrences happen and that sometimes it is necessary to reallocate funds to a completely different that may the same benefits or better.

Paul Mitchell, Director of CCJ, gave a brief presentation of the property at 531 Madison Avenue. He described how the new location will arranged were they will have the Open Door Center which provides homeless lodging in a welcoming atmosphere, food services, and administrative offices.

The Committee discussed how the funds would be reallocated and reviewed project and funding changes as follows:

East Goodwin Sidewalk Project	$ 57,004.00
Re-allocation of (PY14 carryover funds)	$ 40,774.00
Total Reallocation	$ 97,778.00

Ms. Suttles, MOTION to Recommend to City Council Approval of an Amendment to the 2016 Annual Action Plan to Fund a Portion of CCJ's Acquisition of the Property at 531 Madison Avenue with the following budget: East Goodwin Sidewalk Project, $57,004.00 plus re-allocation of (PY14 carryover funds) $ 40,774.00, for a Total Reallocation of $97,778.00. Ms. Wickstrom, 2nd. VOTE 6-0; passed.

4. **PY17 Program Schedule and Future CAC Meetings**

Ms. Eastman went over the CDBG Timeline for application and funding process below:

January 11, 2017 – Application Workshop
February 26, 2017 – Grant Applications due to the City
March 2, 2017 - PAC Meeting for Construction Projects (must submit info by 25th)
March 14, 2017 – Annual Plan Public Hearing #1 – project presentations
March 22, 2017 – Citizen Advisory Committee Ranks Projects
April 14, 2017- Fair Housing Workshop
April 25, 2017 – Annual Plan Hearing #2; Plan is presented to Council and Public
May 9, 2017 – Public Hearing #3 – Council Approves Plan
May 11, 2017 – Funding Year begins

5. **Review and Discuss PY17 Application Process Documents**
   a) **Review Consolidated Plan Priorities**
   b) **Application Form**
   c) **Application Information**
   d) **Ranking Worksheet**
   e) **Distribution List**

The Committee reviewed the application documents and made a few changes to the workshop date and application schedule to allow for more advertisement to the non-profit groups. The Committee also discussed the application advertisement timeline and how to increase the number of new applicants to apply for the CDBG grant.

Mr. Painter, MOTION to have the Grant Workshop on January 11, 2017. Ms. Griffis, 2nd. VOTE 5-1; passed. Ms. Wickstrom opposed.

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 4:30p.m.

Jerry Jones, Chairman

Darla Eastman,
CDBG Administrator