

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on February 13, 2019 at 2:00pm in the COUNCIL CHAMBERS, located at 201 South Cortez Street, Prescott, Arizona.

**I. CALL TO ORDER**

Chair Jones called the meeting to order at 2:00 p.m.

**II. ATTENDANCE**

<i>MEMBERS PRESENT</i>	<i>STAFF PRESENT</i>
Jerry Jones, Chair	Michelle Chavez, CDBG Grant Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	
Tom Benson	<i>COUNCIL PRESENT</i>
Mel Roop	Councilman Goode
Connie Cantelme	
Sandy Griffis	

**III. REGULAR AGENDA ITEMS**

Introductions were given.

**1. Approve the November 7, 2018 meeting minutes**

Member Roop motioned to approve the November 7, 2018 meeting minutes. Member Griffis seconded the motion and the item passed unanimously.

**2. Recap of the CDBG Application Workshops**

Staff gave a brief overview of the attendance at the two CDBG information workshops that were held. Staff and committee felt that the workshops were well attended and people had good questions.

**3. Reallocation of PY16 funds to PY17 Boys and Girls Club Bathroom Project**

Staff gave an overview that the project was bid twice and still came in almost twice as high as the grant amount. Staff indicated that they would like to reallocate dollars from the earlier year PY16 as there is a chance that CDBG dollars that are unspent can become unavailable after three years.

**A motion to approve the reallocation of funds was made by member Painter and seconded by member Contelme. The motion passed unanimously.**

Staff and committee members discussed the project in relationship to their larger project at the Boys and Girls club, bidding processes, bid amounts for ADA Restrooms, nature of the construction market, CDBG project oversight, hiring local contractors and the challenges of getting companies to bid on smaller projects like CDBG.

#### 4. Review PY19 Application Process and Score Sheet

Staff gave an overview of the CDBG Grant Evaluation / Score Sheet. The total evaluation sheet is 100 points.

Members discussed the pros and cons of the evaluation sheet and the weighting of various questions, and where to place the five year consolidated plan priorities for the City of Prescott in relationship to the evaluation sheet.

**Vice President Suttles made a motion to change all the questions to the weight of 20. Member Roop seconded the motion and the motion passed unanimously.**

Members and Councilmember Goode discussed the 5 year consolidated plan, overall awareness of the plan, and its relationship to the general plan. They also discussed future infrastructure plans in the City and neighborhood needs. Chair Jones talked about the main priorities and the three main items they had chosen in the past:

- Decent (Affordable) Housing
- Suitable Living Environment
- Economic Opportunity

Member Contelme asked how we can inform other stakeholders that are not non-profits that they can apply for these funds. Members discussed lack of number of applicants and if this could be a discussion in future meetings. Staff indicated that there can be future discussions that tackle these items and it can be integrated into the five year consolidated planning process.

Director Stotler mentioned the 2020 Census and how that could possibly impact Prescott's allocation of CDBG funds. Members also discussed the past history of how CDBG dollars were divided and distributed, visiting job sites, future meetings and timelines.

#### IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 2:59

  
Jerry Jones, Chairman

  
Michelle Chavez, Grants Coordinator/  
Recorder