



## Housing and Community Development Advisory Board

# Minutes

Stephen Sparks – Chair  
Stan Hosac – Vice Chair

Kristina Ambri (absent)  
Donna Bleyle  
Haydee Dawson (absent)  
Diana Yazzie Devine (absent)

Christian Karas (absent)  
Heather Kay  
Siri Amrit Kaur Khalsa (absent)  
Linda Starr  
Vacant

## Thursday, November 7, 2013

6:00 p.m.

Lower-Level Council Chambers

57 E. First Street

Mesa, Arizona, 85201

**I. Welcome and Introductions – meeting was called to order at 6:12 p.m.**

Stephen Sparks introduced the members of the Board. HCDAB members present included: Stan Hosac, Donna Bleyle, Heather Kay, Linda Starr, and Stephen Sparks. Staff present at meeting included: Tammy Albright, Ray Thimesch, Mary Berumen, and Constance Bachman.

**II. Board Member Resignation Announcement**

Siri Amrit Kaur Khalsa will be resigning her post as soon as a replacement has been found.

**III. Approval of Minutes**

Motion to amend the HCDAB minutes from the October 3, 2013 meeting, to include Heather Kay among the members present. Heather Kay made a motion to amend the HCDAB minutes from the October 3, 2013 meeting. The motion was seconded by Stan Hosac. Motion carried 5 - 0.

Heather Kay made a motion to approve the amended HCDAB minutes from the October 3, 2013 meeting. The motion was seconded by Linda Starr. Motion carried 5 - 0.

#### IV. Items from Citizens Present

There were no items from Citizens present.

#### V. Discussion Items

**A. Housing Master Plan – Status Update.** Staff is working on an analysis of the Plan’s goals vs. accomplishments so they can bring it back to the Board for further discussion.

**B. FY 2014/15 CDBG/HOME/ESG and Human Services funding cycle and Annual Action Plan**

1. Public Hearing #1 – On October 30, 2013 at 8:00 a.m. the City of Mesa Held Public Hearing #1. See the attached minutes to the meeting for a detailed description of what was discussed. The City anticipates level funding for next year. Public comments focused primarily on the need for more permanent supportive housing within the community.

Discussion occurred regarding various permanent supportive housing projects within the City of Mesa. The Board would like to see a presentation that could provide an overview of what permanent supportive housing is and what it does for the community. This will help the Board to understand the projects in more detail as the FY14/15 applications are presented to the Board.

2. Project Evaluation Rating Tools and methodology – The Board reviewed the evaluation tools for staff and the HCDAB. Staff technical evaluation will count for 70% of overall rating, and HCDAB presentation evaluation will count for 30% of overall rating.

The Board discussed the option of having the staff evaluations included with the FY14/15 applications prior to the presentations or having them available after the Board has evaluated the presentations.

Stephen Sparks made a motion to receive staff evaluations prior to the Board rating the presentations during the FY14/15 application process. The motion was seconded by Heather Kay. The motion carried unanimous by a vote of 5 - 0.

The Board would like us to provide the applications and evaluations to them for review a couple of weeks in advance; target date will be December 16, 2013. The format will be the same as the previous year; the electronic applications will be saved on thumb drives and distributed to the Board.

- C. ABC Program Status Update** – The Board reviewed and discussed the ABC Donation Report. The donations have declined quite a bit from FY2010 to FY2013. Stephen Sparks

is currently working with the IMesa subcommittee to find ways to encourage larger donations.

## **VI. Action Items**

- A. Hear a presentation and approve a motion allocating the El Rancho Apartments Project up to an additional \$300,000 in HOME funding.** This request is for up to an additional \$300,000 in HOME funds for the El Rancho Apartments Project located at 719 E. Main Street. The Board previously approved a request for \$100,000 for this project at its 4-29-2013 meeting. The additional funds will be in the form of a deferred loan that will be paid back to the City.

Staff recommendation – approval with conditions of underwriting requirements

Stephen Sparks made a motion to approve the allocation of an additional \$300,000 in HOME funds to the El Rancho Apartments Project with conditions to meet underwriting requirements. The motion was seconded by Donna Bleyle. The motion carried unanimous by a vote of 5 - 0.

## **VII. Staff Reports and Announcements**

### **A. Department Update – Status Report**

1. Chris DeCaluwe – It is with great sadness that we report the unexpected passing of Housing Supervisor Chris DeCaluwe. Chris worked for the City for 22 years, and his presence and impact throughout the department will be deeply missed.

2. Housing projects

NSP – The City is on target to expend the \$4,000,000 of NSP by March 2014.

CDBG / HOME -The City is moving full force ahead in adding value to the communities with the Tax Credit projects that are utilizing CDBG or HOME funds.

Consolidated Plan – we are in the process of hiring a consultant to complete the City's 5 year Consolidated Plan, which will lay the groundwork in what needs the communities are faced with. This will be submitted to HUD in May 2015.

3. Housing and Community Development Advisory Board Meetings - Liaison

The Board will start seeing emails and notifications from all three Community Revitalization Specialists, Scott Clapp, Deanna Grogan, and Constance Bachman; the staff will be rotating as the Board liaison.

The Board requested that we send out a calendar invite through Microsoft Outlook which will keep staff aware of any possible quorum issues.

**VIII. Adjourn the meeting**

Heather Kay made a motion to adjourn the meeting. Linda Starr seconded the motion. The motion carried unanimously by a vote of 5- 0, and the meeting adjourned at 7:20 p.m.

**\*Members of the audience may address the Board on any item. State statute prohibits the Housing Advisory Board from discussing an item that is not on the agenda; however, the Board does listen to your concerns and has staff follow up on any questions you raise.**

**Submitted by**

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**Constance Bachman, Community Revitalization Specialist**