

AMENDED
HOUSING & HUMAN SERVICES ADVISORY BOARD
CITY OF MESA
MESA CITY COUNCIL CHAMBERS
57 EAST 1st STREET, LOWER LEVEL
March 27, 2003
-MINUTES-

MEMBERS

Mr. Greg Holtz, Chair
Ms. Susan Klecka, Vice Chair
Ms. Teresa Cotton
Mr. Michael Graham
Mr. Bob Hisserich
Ms. Elaine Nelson
Dr. Carlos Vallejo
Mr. Ken Salas (Excused)

GUEST

Mary Hutchinson

STAFF

Ms. Nichole Ayoola
Ms. Kathleen Kelly
Ms. Ruth Anne Norris
Mr. Bryan Raines
Ms. Lisa Wilson

WELCOME AND INTRODUCTIONS

Greg Holtz welcomed everyone to the meeting. Mary Hutchinson of MesaCAN attended.

COMMENTS FROM CITIZENS

There were no citizen comments.

REVIEW MINUTES OF FEBRUARY 27, 2003 MEETING

Mr. Holtz reviewed and requested a motion to approve the February 27, 2003 meeting minutes. Susan Klecka moved to approve and Teresa Cotton seconded. The minutes were approved unanimously.

REVIEW AND APPROVAL OF REVISED ESG RECOMMENDATIONS

Kathleen Kelly gave an update on a memorandum that was sent to the Mayor and City Council on March 11, 2003, regarding allocations for the FY 2003/04 federal programs. The official amount of the funding had not been received from the U.S. Dept. of Housing and Urban Development (HUD) prior to Staff's recommendations. The actual funding amount of \$122,000 was \$1,000 less than staff had planned. Staff's recommendations were then amended to reflect the correct amount of Emergency Shelter Grants (ESG) funding. Ms. Kelly asked the Board for approval of the revised ESG recommendations. Ms. Klecka moved to approve the revised ESG recommendations and Ms. Cotton seconded. The motion passed unanimously.

CITY OF MESA BUDGET UPDATE

Neighborhood Services Department Manager, Bryan Raines gave an update on the City of Mesa's budget. Mr. Raines informed the Board members that the City is reviewing, both the 03/04 and 04/05 fiscal years. He explained that due to the lack of growth in the economy the City's sales tax revenues are down 4 percent, which amounts to about \$5.6 Million. He noted that there has also been a reduction in utility revenues and that because the City of Mesa doesn't collect a property tax it must rely on other revenue streams. Those include sales tax, utilities, and the state-shared revenues. Mr. Raines explained that the State of Arizona has informed all cities that next year they will face a considerable loss of State shared revenue. In order to help cut costs, the City will leave 250 positions vacant. This will include not filling the position of Human Services Coordinator formerly held by Debra Determan.

There will be a 14 percent reduction to the Neighborhood Services' budget in FY 03/04 from the General Fund. This includes the \$250,000 cut from the human services budget. For FY 02/03 the budgeted amount was \$1.24 Million and the FY 03/04 Human Service budget will be cut to \$990,000.

Mr. Raines explained that this is a time when the needs in the community are at their greatest and the availability of funds is low. With the exception of essential services such as police and fire, most of the City departments have seen considerable reductions. Mr. Raines informed the Board that ABC funding is about half of what it was last year due to the loss of the McCormick Foundation match.

Michael Graham asked the percent of sales tax that the City receives. Mr. Raines explained that the City receives 1 ½ percent on all purchases except food. Mr. Raines explained that department manager's and the City's financial departments will evaluate the budget and make any adjustments. The Council will adopt the new budget prior to the beginning of the new fiscal year July 1.

Bob Hisserich asked if the ABC and General Funds could be co-mingled. Ms. Ayoola advised the Board that it is staff's intention to use ABC funding to help leverage the \$990,000 allotted from the City's general fund. She explained that while the loss of the McCormick match was unfortunate it does allow some flexibility in how the funds are used.

REVIEW HOUSING MONTHLY REPORTS

Ruth Anne Norris reviewed the Monthly Housing Report. Ms. Norris explained that there were no significant changes to the report. On page 3 of the Housing Rehab Program the totals did not agree. She informed the Board that she and housing services staff would work on a way to report the totals more accurately, as repairs are being counted twice at the present time.

Carlos Vallejo suggested a miscellaneous category be added to the report. Ms. Norris stated that she and staff would work on a language that will fit the report.

REVIEW OF H&HSAB ROLE IN "HOUSING"

Ruth Anne Norris spoke with the Board regarding their involvement in housing issues because of the way housing relates to human services. She suggested that members could receive more information about the various housing programs, which would aid them in making more educated decisions when recommendations regarding housing are required. Ms. Norris mentioned that she would work with Ms. Ayoola to provide presentations to the board during future meetings that would focus on different aspects of Housing Services programs. The H&HSAB members were invited to visit the Housing Services facilities for a tour and possible ride-a-longs during rehabilitation projects.

Ms. Norris is currently working with housing services staff to develop a housing orientation packet for new Board members.

UPDATE OF FY 03/04 FUNDING PROCESS

Nichole Ayoola gave an update of the FY 03/04 funding process to the Board. She stated that recommendations will be made to the Board at the April 24th Board meeting. Members received a copy of the spreadsheet with funding information with their Board packets. Ms. Ayoola has asked that Board members to again review the proposals and refer any questions to her by April 7, 2003. A spreadsheet with staff recommendations will be sent to members prior to the April 24 meeting.

Michael Graham asked if making the recommendations would be Ms. Ayoola's responsibility or will she have input. Ms. Ayoola informed the Board that she has worked closely with these agencies and will make

her recommendations based on that knowledge as well as the input Kit Kelly and other Community Revitalization staff. Ms. Ayoola advised the Board that her recommendations would be based on who is providing the most needed and best quality service as determined by the information provided. Nichole Ayoola asked that the Board focus on the strength of the proposal and programs rather than dollars and cents when reviewing and making final review of the proposals.

STAFF REPORT

Nichole Ayoola presented her staff report to Board members. She has been working with other cities on the East Valley Needs Assessment. The first Facilitators' Training was held Wednesday March 26, 2003. She announced that focus groups would be held throughout the City of Mesa and "key informants" would be interviewed. Some "Key active leaders" will consist of the Mayor, Council members, Board members and Chairman of agencies within the community. Board members are encouraged to suggest anyone that may be interested in being a "key informant". Data must be gathered and reported back to the Needs Assessment committee by June 15, 2003. A regional Town Hall will be held in November that will bring the five East Valley cities together to discuss the findings.

Nichole Ayoola stated that Ellen Pence from the City Managers office is working with the other city PIO's to obtain a common marketing approach.

Carlos Vallejo suggested getting faith-based organizations involved would be helpful in getting the information into the Community.

Michael Graham stated that he counted 29 agencies marked N/A in the 2002-2003 Award column and that these agencies had not been funded previously. "Was it safe to assume that the majority of the agencies would not be funded?" Nichole Ayoola advised the Board that staff recommendations are based on an individual basis including the strength of the proposal as well as past performance.

Nichole Ayoola informed the Board that she has continued to work with the other cities on a regional marketing approach for the utility bill programs. The group has submitted a proposal to the Arizona Community Foundation. The applications are due April 11, 2003.

Kathleen Kelly presented her staff report to the board. She reminded them that the public comment period is still open for their CDBG and HOME recommendations. Board members should send any comments to her via email. The CDBG, HOME, and ESG Program are to be approved by Council on April 2, 2003.

PROPER USE OF ELECTRONIC MAIL

Members of the Board discussed proper e-mail usage. Teresa Cotton stated that Michael Graham sent e-mails that were not wanted or solicited. She had asked that he discontinue sending such e-mail and wanted the Board to clarify proper usage of e-mail when performing business of the Board.

Mr. Graham stated that he was only sending the e-mails to all members for informational purposes. He also stated that he would not send e-mails to Ms. Cotton if she did not wish to receive them.

Nichole Ayoola stated that she would arrange for the City Attorney to do a presentation once all Board seats have been filled.

The subject was postponed and will be discussed at a future meeting.

ADJOURN

Mr. Holtz took a motion to adjourn. Ms. Klecka moved to adjourn and Elaine Nelson seconded the motion. The motion passed unanimously. The meeting adjourned at 6:40 pm.

Respectfully Submitted,

Nichole V. Ayoola, Human Services Specialist