

**HOUSING AND NEIGHBORHOOD ECONOMIC
DEVELOPMENT FUND COMMITTEE
(UDAG)**

**Tuesday, January 26, 2021
3:00pm to 4:30pm
Zoom Meeting**

Members Present:	Members Absent:	City Staff:
Colonel, Gwen		Chacon, Briana
Lopez, Jesse		Krantz, Yolanda
Lopez, Margaret		Lovato, Megan
Miera, Bernadette		Lujan, Anna Marie
Nelson, Robert (Chair)		Maestas, Helen
Nordhaus, Richard		Montoya, Monica
Plaza, Andrea		Padrino, Patricia
Sanchez, Pat		
Senye, Kelle		Guests:
		Dorn-Jones, Diana
		Gonzales, Elena
		Keller, Mayor Tim
		Rogers, Cristina

Quorum for today's meeting was met.

I. Welcome and Introductions

Introductions of committee members and City staff persons were done. Mayor Tim Keller also joined in on the meeting during introductions to say a few things. He said that the City is committed to keeping everything going during the COVID 19 pandemic with COVID safe practices. He also thanked the committee for continuing to meet remotely. He stated this committee is very important because it has funding that can make an impact in the community and 2021 is a year of need so it's a good year to invest the committee funding into the community as the committee sees fit. Mayor Keller then thanked everyone again and wished everyone the best before leaving the meeting.

II. Changes/Additions to the Agenda

No changes were made to the agenda.

- ❖ A motion was made by Robert Nelson to approve the agenda. Pat Sanchez moved to approve the agenda. Gwen Colonel seconded the motion and the agenda was unanimously approved.

III. Approval of Meeting Minutes

A review of the Minutes from the December 29, 2020 meeting was done. There was one change to the minutes that was requested. On section C, line iiiv, insert what Diana Dorn-Jones said that due to various bureaucratic limits over the last few years the money has been sitting over the last few years and it is important for the committee to ensure the consultant moves quickly.

- ❖ A motion was made by Robert Nelson to approve the minutes with that change. The motion was approved by Pat Sanchez and seconded by Margaret Lopez. The minutes were unanimously approved with that correction.

IV. Committee Business

a. Consultant Agreement Update

- i. City staff provided the HNEDF committee with an update on the consultant agreement. The agreement was routed through DocuSign but during the legal review a revision to the agreement was requested. City staff then pulled the agreement from DocuSign, made the revisions, and re-uploaded the agreement to DocuSign for signatures.
- ii. The committee asked what the revision to the agreement was. The City stated it was a slight change but legal felt it was an important change to really communicate the purpose of the agreement. The change was to the description of the purpose in the beginning of the agreement and to simplify some of the detail in the beginning of the agreement to ensure that there were no conflicts with the exhibits. The committee asked if the change affected any of the agreements scopes. City staff stated that it did not.
- iii. City staff then moved on to discuss what the committee ordinance details regarding the member's terms. City staff stated that the committee's ordinance says that members cannot serve more than two consecutive terms. Staff mentioned that some members have already served their two terms or more and would not be eligible to serve again. The committee mentioned that this causes a large amount of turn over and seems to be why things move so slowly with this committee. The question of what would the process be to change this so the committee would not have to deal with that turn over. City staff stated that they do not know what the process would be to change the ordinance and asked Helen who oversees the City's boards and commissions to address this question. She stated that the overall boards and commission's ordinance for the City states terms are limited to 3 years and no more than 2 consecutive terms unless the committee's specific ordinance states otherwise. She then stated that in order to change the committee's specific ordinance the committee would have to work with a City Council Sponsor. A committee member asked how the rest of the committee felt about this issue. Diana Dorn Jones asked if instead of changing the ordinance the committee could be granted an exemption. Helen stated that there is not a way to do this but a member is allowed to remain on the committee until they are re-appointed or a new member is appointed to take their place and they are considered a full voting member until they are replaced. Helen mentioned that Pat Sanchez has already officially served two consecutive terms but because there is no one who has requested to take his place he is able to serve on the committee until then.
- iv. Diana Dorn Jones asked how many members would be impacted by this. Helen stated that 5 members who are first time appointees are up for reappointment and their applications are being reviewed. Helen also stated that Bernadette has moved out of the Downtown area and her position would also need to be filled. She asked that if the committee knows of anyone who lives in this area and would like to be on the committee to encourage them to apply. Christina Rodgers stated that the person that was going to serve on the board for the Barelans neighborhood and who applied is going to be transferred out of the country and will no longer be able to serve. Christina mentioned that there is another person who has agreed to serve. Helen asked that they submit an application.
- v. The committee asked if Helen had any recommendations on how to proceed given the information on each member's term limit. Helen stated the best thing is for members to encourage people they know to apply to be on the committee especially those people with knowledge and a background in the areas the committee oversees.
- vi. Diana Dorn Jones had another question for Helen regarding the background checks that are required to serve on boards and if that requirement has been changed. Diana stated that some of the questions the check asks can be intrusive and scare off potential members. Helen stated

the City's legal department has been asked to look at the issue but no formal change has been made.

- vii. The committee asked what counts as a term/appointment. Helen stated that if someone was appointed in 2017 and their term expired in 2020 and the reappointment didn't happen until 2021 then the 2nd term would begin the year that the first term expired not the year of the appointment.
- b. Kickoff Discussion
- i. The committee stated that for this meeting it might be a good idea for there to be a presentation of the history of the committee from a community member's perspective. It was stated that Diana has a lot of knowledge in this area and would be a good resource to utilize.
 - ii. City staff stated that it would be a good idea to try and outline what will happen at the kick off meeting once the consultant is on board.
 - iii. The committee stated that there will need to be a part of the kick off where the consultant addresses some of the committee's questions, concerns and clarifies some of the items listed in the scopes.
 - iv. The City stated that there will definitely need to be a questions and answer session.
 - v. The committee asked when the City met with the consultant to revise the scopes due to COVID what was changed in the scope of work. The City stated that the only thing that was changed was how the consultant would go about doing the public outreach with COVID in mind. This would be something that the consultant could expand on during the Q and A session of the kickoff meeting.
 - vi. The committee asked if a system could be set up for them to submit any questions they have for the consultant. Can the committee review the consultant scopes and submit any questions they have to City staff. Once the questions are consolidated the subcommittee could meet with the consultant prior to the kick off to let them know what the committee's questions are. The questions will then be answered by the consultant at the kick off meeting.
 - vii. The committee will submit their questions to City staff via email by 2/4/21. City staff will then consolidate those questions and send them to the subcommittee (Robert and Richard) by 2/5/21. Once the subcommittee meeting with the consultant happened the subcommittee will write a summary of what was discussed and send it to City staff. That summary will then be discussed at the next committee meeting.
 - viii. Will the kick off meeting happen at the next committee meeting or will another meeting need to be scheduled prior to that. It is hard to know when the meeting will be until the agreement is signed.
 - ix. City staff reminded the committee when they submit their questions not to have any discussion of their questions through email and just to send their questions.
 - x. Robert mentioned that a history of the committee and funding would be a good idea to present to the consultant and that Diana along with other neighborhood folks could present something.
 - xi. Diana stated that now that the public knows who the consultant is would it be appropriate or feasible for community members to reach out to the consultant to talk about the history of the committee in a way that doesn't waste the committee's time because the history of this funding is important. City staff stated that the kick off meeting with the consultant should happen first and discuss it with them before the community reaches out to the consultant because it would be awkward for the community to in communication with the consultant before the committee and the kickoff.
 - xii. Diana mentioned that meeting with the community could be a question that is posed to the consultant during the subcommittee meeting. City staff stated that doing it that way would be more appropriate.

- xiii. City staff mentioned that the contract is between the consultant and the City and the committee is also involved in the contract. Diana then asked if that limits who can have contact with the consultant. City staff stated that it can in terms of the consultant being put in an awkward situation by the community reaching out directly to the consultant to provide information to them. It is more appropriate for the consultant to be the one reaching out to the community for information and input. City staff stated they wanted to caution treating the consultant like a public entity because they are a contractor for the City. The committee stated that this could be an issue that could be raised at the kick off meeting to really understand how much community involvement the consultant wants.
- xiv. The committee asked if the agreement is publicly available. City staff stated that the agreement won't be publically available until the agreement is signed and executed.

V. Announcements

- i. Robert stated that he virtually hosts Impact in Coffee Tuesday mornings at 9am starting of February 2. The meeting will discuss non-profit work. The link for the meeting can be found at impactincoffee.org.
- ii. Margaret mentioned that Off Center Art will be trying to host their 20th anniversary so check out their website at offcenterarts.org.

VI. Summary of Decisions and Assignments

- i. The committee will submit any questions they have for the consultant to Yolanda by February 4th.
- ii. Yolanda will then send out the questions to the committee by February 5th.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be February 23, 2021 at 3:00pm, City staff will send out the Zoom link to the committee prior to the meeting. The link can also be found on the Family and Community Services' website in accordance with the open meetings act.

<p>DocuSigned by:</p>  <p>B09005E9138B427...</p>	<p>Chairperson's Signature: _____</p> <p>Prepared by: <u>Briana Chacon</u></p>
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