

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

**Tuesday, December 29, 2020  
3:00pm to 4:30pm  
Zoom Meeting**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>City Staff:</b>
Colonel, Gwen		Chacon, Briana
Lopez, Jesse		Krantz, Yolanda
Lopez, Margaret		Montoya, Monica
Miera, Bernadette		
Nelson, Robert (Chair)		
Nordhaus, Richard		
Plaza, Andrea		<b>Guests:</b>
Sanchez, Pat		Dorn-Jones, Diana
Senye, Kelle		Rogers, Cristina

***Quorum for today’s meeting was met.***

**I. Welcome and Introductions**

Introductions of committee members, City staff and guests were done as there were two new guests who have applied to fill in the two member vacancies.

**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. Margaret Lopez seconded the motion and the agenda was unanimously approved.

**III. Approval of Minutes**

A review of the Minutes from the November 24, 2020 meeting was done. There was one change that was made. On section for approval of minutes the sentence “These amounts are absolute and more accurate amounts will be discussed in more detail during this meeting”. The sentence should read “not absolute” and will be changed.

- ❖ A motion was made by Robert Nelson to approve the minutes with those changes. The motion was approved by Richard Nordhaus and seconded by Pat Sanchez. 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. City staff stated that the agreement was uploaded to DocuSign which means it has been routed for signature. Once the agreement is signed the consultant can start working.
- ii. The question of when City staff anticipates the document to be signed was raised. City staff stated that it should be signed quickly as all the signatures are electronic and everyone is eager to get this agreement executed. City staff stated they are estimating about two weeks.

- iii. The committee then asked if the consultant will be invited to the next meeting in January. City staff stated that if the agreement is signed we can invite the consultant to the next meeting if that's what the committee decides.
  - iv. The committee asked if they could get the consultants proposal and the revised scope of work. City staff stated that those documents had already been sent to the committee but staff could resend those documents.
  - v. The Committee asked if the subcommittee could reach out to the consultant once the agreement is signed to have a quick meeting to ask the consultant questions prior to the kick off meeting. City staff stated that shouldn't be a problem because the subcommittee wouldn't be a quorum.
  - vi. City staff asked for clarification of who will be on the subcommittee. The committee stated it was Richard, Robert, and Bernadette if needed.
  - vii. City staff stated that the next item on the agenda is the roster and if the committee would like to discuss the subcommittee more we could go back to that.
- b. HNEDF Roster
- i. City staff stated that the majority of the positions on the committee have expired and everyone except Gwen and Andrea would need to reapply to be on the committee. City Staff provided the committee with a web link to reapply in the Zoom chat box.
  - ii. City staff stated that even though the committee terms have expired for a majority of the members, members could still serve on the committee until their position has been filled.
  - iii. City staff also stated that Bernadette's Downtown position would also need to be filled because she no longer lives in that area which would also prevent her from serving on the subcommittee.
  - iv. Robert stated that the application is very simple and takes about five minutes.
  - v. Kelle mentioned that she had applied for her position in January of this year and her application was still pending. City staff stated that they spoke to the person who oversees the City's boards and commissions and there was some confusion with the vacancies and terms of each committee member but after having conversations with her everything is sorted out and she will be looking for the applications to update each member's terms. City staff will also follow up with her to make sure the applications are processed. City staff also mentioned that the Mayor will have to appoint the members and once more information is known about what that process is it will be passed on to the committee.
  - vi. Robert also mentioned that he encouraged committee members to reach out to the person who oversees the boards and commissions and also maybe write a letter to the Mayor as it could help with the process.
  - vii. City staff mentioned that if the committee members could try to complete their applications by the next meeting to ensure that the committee roster is up to date as the consultant comes on board.
  - viii. Pat asked if the link could be emailed to the committee to make it easier to just click on the link and apply. City staff will email the link to the committee.
  - ix. Margaret asked if Bernadette would be recruiting for her Downtown member position or if the committee would be doing it. Bernadette stated that she was currently thinking over recommendations and would let City staff know. Robert also mentioned that he also had a few recommendations and could reach out to them.
  - x. Robert asked if there were any members that did not want to continue to be on the committee. Andrea mentioned that her term does not expire until April of 2021 and asked if she should apply now or wait until April. City staff stated it would probably be best for her to apply now because April is not that far away.

- c. Committee Fund Update
  - i. City staff provided update to the committee about the two outstanding loans. City staff stated that letters were drafted for those and the City attorney was reviewing them.
  - ii. City staff also stated that another meeting is scheduled with other staff to discuss other loans that need to be released.
  - iii. The committee asked how many agency's still owe money. City staff stated there were two and they were discussed at last month's meeting when fiscal provided the committee with the financial spreadsheet.
  - iv. The committee asked if there was a change in the amounts that will be collected. City staff stated that there was no change.
  - v. Diana Dorn-Jones asked if she could say something. She stated that she understands that the City listed United South Broadway (USBC) as owing about \$300,000.00. Diana who works for USBC stated the records she has show that the requirements to forgive that loan were met and feels that USBC does not owe the City money. Diana stated that she wants to set up a meeting with City staff to discuss this. City staff stated they would be happy to meet with her to discuss the issue. Diana stated she would schedule a meeting.
  - vi. The committee asked if a more detailed spreadsheet would be given to them because some of the loan documentation was missing. City staff stated that there was no missing loan documentation that the City was able to recover all that information and the information on the spreadsheet that was provided to the committee at the last meeting was complete.
  - vii. The committee asked if the consultant would look at the past projects and provide a rundown of those projects so the committee could see what worked and what didn't work and what happened. City staff stated that they are going to be looking at the loans that were forgiven and the two loans that are outstanding to make sure all the documentation in order and the terms were met. Once that is done staff will also provide the committee with any information that might change.
  - viii. Diana asked what the timeline is for the consultants to complete the new 10 year plan. She stated that due to various bureaucratic limits over the last few years the money has been sitting there and it's in the best interest of the committee to ensure the consultant works quickly so projects can start. She also asked if the signed consultant agreement will be available to the public for review. City staff stated that that the consultant will have a year from the date the contract is signed to complete the 10 year plan. City staff stated they would need to figure out what the process would be to release the signed agreement to the public. City staff stated that a formal request might have to be done or if not maybe it could be emailed to the committee. Diana stated that a year seems like a long time for the consultant to update the plan. City staff mentioned that the consultant will be developing a completely new 10 year plan.
  - ix. Andrea asked if the subcommittee needs support going into the pre-kick off meeting with the consultant, and how will the subcommittee solicit input from the larger committee? There is concern with how COVID will affect the communities input for the consultant. City staff mentioned that it's not unreasonable to ask for a timeline from the consultant. City staff also mentioned that a lot of these questions could be answered at the kick off meeting.
  - x. The sub-committee will have an informal meeting with the consultant about some of the committees concerns and questions prior to the kick off meeting and perhaps sometimes between formal meetings with the consultant. Margaret asked if the committee could email some of the questions they have to the sub-committee. City staff stated that they would have to check with the attorney and would let the committee know. City staff thinks its fine as long as it's not a group email.
  - xi. Richard will set up a sub-committee meeting with Robert.

- xii. City staff asked if there would be City representation at the sub-committee meeting. Richard stated that it would be beneficial to have a City staff member present at the meeting to answer questions. City staff stated that they would be happy to attend the sub-committee meeting.
- xiii. The committee mentioned that the purpose of the sub-committee is to get any questions the committee might have for the consultant answered faster than having to wait until the next committee meeting.
- xiv. Diana mentioned that at a future meeting it would be nice to have agencies that had completed past projects to provide the committee and consultants with a presentation of what those projects were and how the community benefited from them. Christina stated that she would also like to share information on Quatro y Carbon.

**V. Announcements**

- i. Monica stated that the City received extra CDBG funding through the CARES Act and that funding has been allocated to fund Eviction Prevention and Mortgage Assistance Program. The Eviction Prevention program is available at all four of the City's Social Service Centers and the program can pay up to \$3000.00 in rental or utility assistance. The Mortgage Assistance Program is through Homewise for mortgage assistance up to \$3,600.00 for 3 months. Also, the City hired a new Planner and she will be joining the HNEDF team.
- ii. Gwen stated that South Broadway and San Jose received 100 free trees from Parks and Rec and they plan to plant all of them February 27<sup>th</sup>.

**VI. Summary of Decisions and Assignments**

- i. City staff will continue to work toward the execution of the consultant agreement.
- ii. Richard will set up a sub-committee meeting once that agreement is signed.
- iii. The committee will reapply to continue to serve as members using the link that was emailed by the City.
- iv. The committee will email any questions they have for the consultant to either Richard or Robert.

**VII. Public Comments**

None

**VIII. Next Meeting Date**

The next meeting will be January 26, 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:  B00005E9138B427...</p>
<p><b>Chairperson's Signature:</b> _____</p>
<p><b>Prepared by:</b> <u>Briana Chacon</u></p>