

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

**Tuesday, January 25, 2022**

**3:00pm to 4:30pm**

**Meeting Took Place Using Zoom**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>City Staff:</b>
Armijo, Frances (Chair)	Colonel, Gwen	Chacon, Briana
Lopez, Jesse	Vigil, Deacon Robert	Delgado, Omega
Lopez, Margaret	Sanchez, Pat	Krantz, Yolanda
Nelson, Robert		Lara, Damian
Nordhaus, Richard		Lujan, Anna Marie
Plaza, Andrea	<b>HR&amp;A Staff:</b>	Montoya, Monica
Senye, Kelle		Padrino, Patricia
	Kubaczyk, Mark	<b>Guests:</b>
	Negrette, Michelle	Dorn-Jones, Diana
	Silvern, Paul	Gonzales, Elena
		Naranjo Lopez, Loretta
		Rodgers, Christina

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

**I. Welcome and Introductions**

Introductions of committee members, City staff and guests were done.

**II. Changes/Additions to the Agenda**

There were no changes to the meeting agenda.

- ❖ A motion was made to approve the agenda. Kelly Senye moved to approve the agenda. Margaret Lopez seconded the motion and the agenda was unanimously approved.

**III. Approval of Meeting Minutes**

A review of the Minutes from the December 14, 2021 meeting was done. Margaret asked that the spelling of her name be corrected in a few places. City stated they would make that change.

- ❖ A motion was made by Frances Armijo to approve the minutes with that one change. Margaret Lopez moved to approve the minutes it was seconded by Richard Nordhaus and the minutes were unanimously approved with that change.

#### **IV. Committee Business**

##### **a. Updated Plan Timeline**

- i. City staff presented an updated timeline for the 10 year plan. City staff stated that according to time new timeline they anticipate the committee to discuss the draft plan and submit recommendations to HR&A. HR&A will in turn take those recommendations into considerations and incorporate them as needed. City staff will the receive an updated draft plan from HR&A sometime during the week of February 14<sup>th</sup>. This will only give the City about a week to review the draft plan before the February meeting on the 22<sup>nd</sup>. Does the next meeting need postponed or cancelled because of the short amount of time the City will have to review and discuss the new draft plan?
- ii. Richard mentioned that adding a week to allow time for through review would be beneficial.
- iii. The new timeline states that the public meeting for the draft plan is tentatively scheduled for March 23<sup>rd</sup> via Zoom. Once that takes place then the finalized Plan will be sent to City Council during the month of April. The hope is for the plan to be introduced to City Council by May 2<sup>nd</sup>.
- iv. HR&A stated that they are planning on getting the revised draft to the committee on the week of February 14<sup>th</sup> so the draft plan will be submitted to the City the week before that. This should give the City enough time to review the draft plan and submit their feedback to HR&A so a final draft can be presented to the committee and discussed at the February 22<sup>nd</sup> meeting. If needed based on how the February 22<sup>nd</sup> discussion goes another special meeting could be held on March 8<sup>th</sup> to finalize the plan prior to the March 23<sup>rd</sup> public meeting. The committee stated they are ok with that plan.
- v. City staff will send the updated plan timeline to the committee.

##### **b. Subcommittee Plan Recommendation Discussion**

- i. Margaret asked HR&A if the comments and recommendations from the subcommittee were clear and if what subcommittee felt that what needed to be addressed was addressed? Richard stated that the subcommittee did not meet with HR&A they however drafted a detailed account of the recommendations they had and then submitted that to HR&A. Richard stated that they are going to get input from HR&A today. HR&A stated that the recommendations were clear.
- ii. City staff stated that they submitted the subcommittee's recommendations to HR&A and had a meeting with them to discuss recommendations. HR&A stated that they discussed the recommendations with the City and that both have a game plan on how to amend the draft plan to incorporate those recommendations.
- iii. HR&A stated they just have some concerns about one of the recommendations that states "Provide additional information and analysis of the effectiveness of the 2002 Plan." HR&A stated that because the amount of data and project information is limited from when those projects were done it is hard to really analyze the information and they can't provide a thorough analysis. HR&A stated that the City has already provided them with all the information there is but they are looking for other information.

- iv. Margaret asked if HR&A reached out to the agencies who received those grants and loans to see if they had any of the original documentation. HR&A stated that they did not reach out to every agency but did talk with some of them. HR&A stated that they did ask the agencies that they spoke to and they were told by the agencies that they would check but those agencies never provided anything else to HR&A after that.
- v. Richard stated that the purpose for that recommendation was to help determine what types of projects worked and what didn't work. HR&A stated that they will look over the information they have again but can't promise that any new input will be provided because the information is so limited.
- vi. Frances stated that having a clear outline of how records will be retained and how the projects will be monitored is a concern she has because of the new article that was released that mentioned a recent issue the City has had with another agency. Frances asked if City staff had a plan going forward for this funding because there is concern especially with the documentation from past projects being so limited.
- vii. City staff stated that there are several new policies and procedures for retaining documentation and monitoring and the issues with the other agency and past projects won't carry over to future projects.
- viii. HR&A stated that in the plan they can add information and procedures that tie into the City's current monitoring procedures.
- ix. City staff stated that there were seven recommendations from the subcommittee and wanted to make note that the numbers on the document is off because a number was skipped.
- x. The City will take the lead on the recommendation of "clarifying the role of the HNEDF committee. Richard stated that it would be helpful to have something that specifically details the role of the committee in terms of how projects are funded and how things are done. City staff stated they agreed that way there is no questions of who does what in regards to how things are done. Richard asked what would be the best way to do this, would scheduling a meeting work. City staff stated the way the subcommittee met and drafted recommendations for the 10 year plan was very productive and helpful and felt that might be the best way to go about coming up with a document that specifies what the committee's role is. City staff stated that the document would be very helpful to work out the details of how the City and committee will work together in a practical way.
- xi. HR&A stated that if there are any additional recommendations to the plan that they be submitted to HR&A within the next week to ensure that the HR&A has time to incorporate those recommendations.
- xii. Richard asked the committee if they wanted the subcommittee to have another meeting to discuss recommendations for outlining the committee's role in determining the type of projects that will be funded. Margaret stated that she was ok with the subcommittee meeting and stated the committee sending the subcommittee their recommendations worked well in the past and was ok with doing it the same way.
- xiii. Robert asked if it would be helpful for City staff to attend that meeting. City staff stated that it would be helpful for the subcommittee to meeting first and draft their recommendation and then if a discussion was needed the City could hold a meeting with the subcommittee. The committee all agreed that the subcommittee would meet to discuss their recommendations.
- xiv. Richard asked for an update from the City on extending and adding funding to the HR&A contract. City staff stated that the contract will be extended to May 31, 2022 to allow for HR&A to complete the 10 year plan and present it at the public meeting in March. City staff also stated that the amount of funding that will be added to the contract is still the \$34,760.00 that was discussed at the previous meeting.

**V. Announcements**

No Announcements

**VI. Summary of Decisions and Assignments**

- The subcommittee will meet to develop written recommendations and provide input for what they would like the committee's role to be alongside the City going forward. The recommendations will be submitted by February 4, 2022.
- HR&A will revise the plan to incorporate the subcommittee's recommendations.

**VII. Public Comments**

- Diana Doran Jones thanked the subcommittee for drafting the recommendations for the plan.

**VIII. Next Meeting Date**

The next meeting will be February 22, 2022 at 3:00pm; City staff will send out the Zoom link to the committee prior to the meeting and will also physically attend the meeting in person for those that would like to participate that way.

<b>Chairperson's Signature:</b>	<small>DocuSigned by:</small> <i>Frances Armijo</i> <small>44826818495B4E5...</small>	3/31/2022   11:14 AM MDT
<b>Prepared by:</b>	Briana Chacon	