

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

Tuesday, December 14, 2021

3:00pm to 4:30pm

Meeting Took Place Using Zoom

Members Present:	Members Absent:	City Staff:
Armijo, Frances (Chair)	Plaza, Andrea	Chacon, Briana
Colonel, Gwen	Vigil, Deacon Robert	Huval, Lisa
Lopez, Jesse		Krantz, Yolanda
Lopez, Margaret		Lujan, Anna Marie
Nelson, Robert		Padrino, Patricia
Nordhaus, Richard	HR&A Staff:	
Sanchez, Pat	Kubaczyk, Mark	Guests:
Senye, Kelle	Negrette, Michelle	Dorn-Jones, Diana
	Silvern, Paul	Naranjo Lopez, Loretta
	Stokes, Alex	

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. Gwen Colonel moved to approve the agenda. Pat Sanchez seconded the motion and the agenda was unanimously approved.

III. Approval of Meeting Minutes

A review of the Minutes from the September 28, 2021 meeting was done. Frances mentioned that there were a couple of instances where “dressed” was written and it should read “distressed” instead. City staff stated they would make that change.

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

IV. Committee Business

a. HR&A/City Plan Update

- i. The Committee discussed and reviewed the HR&A/City 10 Year Plan for the committee.
- ii. Richard asked why the plan is delayed and wanted information on that before discussions on the actual draft would happen. HR&A stated that the plan that was emailed to the committee a week prior to this meeting contained a majority of information that was presented to the committee in previous meetings. HR&A stated that some of the items that were new in the plan were the updated community engagement section and data that goes into more detail about the information that was obtained in regards to the various Pocket of Poverty (POP) neighborhoods.
- iii. City staff stated there were a few changes to the initial draft that was sent to the committee and the draft that is being discussed today. Some of those changes are adding an introduction to the plan in the beginning, adding the names and roles of the committee members, there was language added that the City will follow all procurement and administrative instruction requirements, and the plan was updated to show that RFP's will be used to award funding. The City also asked the consultants to add certain things to the plan like more specificity to the community engagement section, information of the boundaries and the pros and cons of expanding or contracting the boundary, more detail on housing specific recommendations, and more details on the charts listing in the draft plan.
- iv. Margaret mentioned that in the initial draft there was a page that listed specific organizations that were important to the plan development and asked why Encuentro wasn't included. Margaret mentioned that she thought they would be included in the community engagement process but that wasn't reflected in the draft plan. HR&A staff stated that they reached out to them and discussed that Encuentro would reach out to their students to let them know about the community engagement need for them to reach out to HR&A themselves for community engagement. HR&A stated they did not receive any input from them.
- v. Margaret also asked what "positive absorption of new product" meant in the plan. HR&A stated that it means that a building is available for lease and then quickly leased up.
- vi. Richard stated that he has many thoughts and concerns from his review of the draft plan. One of the big concerns he had was short time he had to really review some of the documents and the lack of interaction the committee and subcommittee had with the consultants during their development of the plan.
- vii. Richard asked where HR&A feels they are with the draft, how far off is the draft from being completed. HR&A stated that the plan is a draft and that after the committees input from the meeting there could still be revisions made to it.
- viii. Richard mentioned that one thing that really jumped out at him was the role of the committee in terms of the RFP process. He stated that the RFP process seems to have changed significantly since the previous plan. He stated he wasn't sure how the projects will be awarded and wanted more clarification of how the RFP process will be initiated and how involved the committee will be in the process. Richard said it's important for the committee to have representation on the ADHOC committees and just having one person from the committee isn't adequate.
- ix. Richard also mentioned that the plan has a lot of data and charts but there is no analysis of what the data actually means. The concern is without having the analysis of the data the committee has to go back and try to figure out what it means with very little guidance. It would be beneficial to include excerpts from the community engagement conversations and tie that back to the data.

- x. Richard also mentioned that it might be beneficial to have an executive summary in the beginning of the plan to provide an overview.
- xi. Richard also mentioned that the analysis of the POP quadrants is concerning because when you compare them in that way it's not a fair analysis. It would be better to look at each POP neighborhood individually to really get a sense of what is needed in the neighborhoods.
- xii. The City stated that they have to abide by the City's procurement regulations and the City ordinance for this committee. This means the City has to be the one that issues the RFPs but that doesn't mean the committee can't play a role in the process. The City explained RFP process, as identifying an area of need to issue an RFP. The City stated the procurement regulations specify that the selection process must be competitive if the project funds are over a specific amount of funding, \$100,000.00. The City asked what type of role the committee would like to play in that process. Richard stated that in the past the process wasn't very structured and often neighborhoods would meet with the committee and ask for funding for specific projects in those neighborhoods. Richard stated that he would like to see some flexibility in the RFP process and that the RFPs would be open ended enough to allow for neighborhood input. Richard stated that it would be beneficial for that aspect to be outlined in the plan so there is no question on how the process will be done. City staff agreed that they want the committee to be an asset in being the bridge between the neighborhoods and the City to really determine what projects are needed but, the City is also limited in the amount of flexibility they have with this due to the procurement regulations that must be followed. City staff stated that the specifics of the committee's role in the RFP process would need to be discussed in more detail as we get closer to the plan being finalized and that one thing that could be done is having an annual meeting with the committee where a discussion of what projects to fund for the upcoming year could take place.
- xiii. Frances stated that the plan mentioned an ADHOC committee would be formed for review the RFP's and in that paragraph, it mentioned that only one HNEDF committee member would sit on that ADHOC committee. Frances stated that just having one member sit on the ADHOC committee was concerning because it wouldn't be enough representation of the HNEDF committee. City staff stated that they understand that concern and that is something that can be discussed in more detail as the RFP process is established.
 - i. Frances mentioned that comments and concerns were emailed to City staff prior to the meeting and asked if any of those comments were addressed or updated in the draft plan being reviewed now. City staff stated that all the comments that were received were forwarded to HR&A. HR&A stated that they did receive those comments and that where it was applicable the plan was updated with those comments in mind.
 - ii. Jesse stated that he feels Martineztown is being discriminated against because they can't get an MRA plan or proper zoning. He asked who reviews the plans. City staff stated that the ordinance states the Mayor is responsible for developing the plan but he appointed the Family and Community Services Department to complete that task. The department then develops that plan with the committee's recommendations and the final plan then goes to City Council for approval.
 - iii. Richard asked what the role of the committee is if they just make the recommendations for the plan because in the past the committee was the one that developed the plan. City staff stated that the ordinance states the committee makes recommendations to the City about the plan and the City finalizes the plan that then goes before City Council for approval.
 - iv. Robert stated that he would like to see a clearer plan on how the committee and the City will work together to issue the RFP's. He would also like to see a more structured idea of what that process will look like in the plan.
 - v. City staff stated that the concern to add more specificity in regards to the RFP process makes sense and is understandable. City staff stated that the next steps for this are for the City to take

the feedback that is provided through this meeting and meet at a team to discuss and process it and then present an updated draft it to the committee at the next meeting.

- vi. Frances asked if the input would be put into the plan or are the comments mostly just recommendations and won't be accepted due to the City regulations? City staff stated that they intend to incorporate as many of the comments mentioned today into the plan.
- vii. City staff mentioned that the next scheduled meeting is December 28, 2021 and because of the holiday that might not be enough time to discuss and get as many of the committee's comments incorporated into the draft plan. City staff stated that in previous years because of the holidays the December meeting is normally cancelled. The committee understood and the December meeting will be cancelled.
- viii. City staff stated that with the December meeting cancelled it would allow for the committee to submit their ideas or comments on how they would like the RFP process to be structured and those comments could be discussed at the January meeting.
- ix. Richard asked if the subcommittee could meet sometime before the January meeting.

- ❖ Richard Nordhaus made a motion asking for the subcommittee to meet. The motion was seconded by Robert Nelson and was unanimously approved.

- x. Margaret stated that she wanted to hear more from Jesse about his frustrations with the lack of support for Martineztown. Jesse stated he was having trouble with Zoom and asked that Loretta discuss the issues during the public comment period.
- xi. Richard asked for a reminder of who is on the subcommittee. The subcommittee is made up of Richard, Robert, Jesse, and Frances.
- xii. The City asked what the subcommittee would be meeting about just because there might be time constraints with the holiday and the meeting would need to be constructive. City staff also mentioned that the current contract with HR&A has already expended all of the funds so until a supplemental agreement is signed HR&A really attend extra meetings until that supplement has been finalized.
- xiii. Margaret stated that she was confused that HR&A has expended all their funds because she thought they had a particular timeframe and the contract amount was tied to that timeframe. City staff stated that HR&A have already exceeded the contract budget that was agreed on, and if the committee wants them to participate in extra meetings compensation would need to be added to their contract through a supplemental for those extra meetings. Margaret asked if it's the City that drafts the final plan then are HR&A's services needed to finalize that plan. If that was the case then would the supplemental that would add funds be needed if the City was finalizing the plan? City staff stated that in order to develop an RFP process with the committee input HR&A would still be needed to provide input on the process because they conducted the community engagement and that information is important to have for developing a RFP process. Also, along the committee asked for more analysis on the data they have already collected, they would be the only ones that could provide that as well.
- xiv. Frances asked if it was beneficial for the subcommittee to meet with HR&A now that additional compensation to HR&A would be needed. Richard stated that if more money needs to be spent to have the subcommittee meeting, then it might not be beneficial. City staff stated that the subcommittee could meet on their own without the City or HR&A present to discuss and develop a written recommendation on the plan.
- xv. The subcommittee (Richard, Robert, Jesse and Frances) will schedule a meeting to discuss more recommendations for the plan. City staff reminded the subcommittee that they still need to comply with the open meetings act and ordinance. City staff also asked that the recommendations be submitted to City staff by January 7, 2022.

- xvi. Margaret asked if HR&A was done and if this is the last meeting they will attend. City staff stated that the contract with HR&A will be extended a few months to the end of March to ensure all the loose ends are tied up. Margaret asked how this decision was made and if that would require more funding to be allocated to the contract. City staff stated they made that decision.
- xvii. Gwen asked how the City could do that without the approval of the committee. City staff stated that they could make that decision because the committee doesn't approve the expenditures. City staff also stated that the work HR&A has completed to this point has exceeded the scopes and the anticipated amount of time and funding that was originally written into the contract and to compensate them for that overage more funding will need to be added to the original contract. City staff also mentioned that the amount of work still needed by HR&A depends on the amount of changes the committee requests in the next meeting so it's hard to know exactly how much more money will need to be added.
- xviii. Gwen stated that she is concerned that the committee was not informed that the consultant had gone over the agreed upon budget.
- xix. Jesse asked how much the contract was over budget. City staff stated that they are over budget \$34,760.00. City staff stated that the time allocated for the meeting is almost up and that while they didn't want to stifle the discussion on the matter, they wanted to be respectful of people's time and suggested that this discussion be tabled until the next meeting.

V. Announcements

No Announcements

VI. Summary of Decisions and Assignments

- The subcommittee will meet and develop written recommendations for the plan. Those recommendations will be submitted to the City by January 7, 2022.

VII. Public Comments

- Loretta Naranjo Lopez stated that Martineztown has not benefited from the plan and that it was disturbing that the City wants to rush the plan when it shouldn't be rushed. Loretta provided the example of the Bridgepoint Apartments, because those apartments were development in an area where services were hard to reach. Loretta stated that Martineztown is left out of many projects funded by the City like a community center or library. She stated that the only way the neighborhoods will be heard is by having their input implemented into the plan and RFPs rather than the City just taking their input as a recommendation. City staff stated that they understand the frustrations but wanted to reiterate that the funds from this committee are only for housing and economic development projects. Loretta stated that she understood the funds are for housing and mentioned that Martineztown is in great need of housing rehabilitation projects and single-family housing.
- Diana Doran Jones stated that she just wanted the committee to be mindful that on page 8 of the plan where it lists the neighborhood quadrants and mentioned that in the SE quadrant there is a lot of diversity in the residents and population some of the comparisons are not going to be accurate and that can distort the true picture of a neighborhood. She also stated that in regards to how things were done in the past the City has always abided by the procurement policies but that the main difference is in the type of culture the Mayor and staff at that time represented. Diana stated that she just wanted to take the time to say kudos to the committee members and City staff because it isn't easy serving on a committee.

VIII. Next Meeting Date

The next meeting will be January 25, 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.

Chairperson's Signature: Prepared by: _____	<small>DocuSigned by:</small> <i>Frances Armijo</i> _____ <small>44825818495B4E5...</small> Briana Chacon _____	3/31/2022 11:14 AM MDT
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