

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

Tuesday, November 28, 2023

2:00pm to 3:30m

Meeting was held solely via Zoom

Members Present:	Members Absent:	City Staff:
Armijo, Frances (Chair)		Lujan, Anna Marie
Mexal, Catherine		Ruiz, Stacy
Senye, Kelle		Krantz, Yolanda
Garcia, Joseph Eddie		Montoya, Joseph
Rodriguez, Sonora		Montoya, Monica
		Padrino, Patricia
Guests:		

Quorum for meeting was met.

I. Call to order

Meeting called to order at 2:03 PM.

II. Welcome

III. Changes/Additions to the Agenda- None

IV. Approval of Meeting Minutes

A review of the Minutes from the July 25, 2023 meeting was conducted.

- ❖ Kelly Senye motioned to approve the July 2023 minutes as presented. The motion was seconded by Joseph Eddie Garcia and unanimously carried. None opposed.

V. Committee Business

- a. Review of Current Roster-City Staff presented current member roster. There are four vacant positions (Architect, Private Lender, two (2) Business Representatives). Kelly Senye's and Jesse Lopez's terms have expired but will serve until replaced. Three (3) new members were appointed in October of 2023; Joseph (Eddie) Garcia (South Broadway Neighborhood); Catherine Mexal (Wells Park Neighborhood); Sonora Rodriguez (Barelas Neighborhood).
- b. Regular Meeting Schedule-City Staff wanted to get the committees input on meeting every other month. Joseph Eddie Garcia asked what happens if something needs immediate action. City Staff stated that a special meeting could be called as long as required amount of time is met; which is 48 hours. Catherine motioned to approve meeting every other month. The motion was seconded by Joseph Eddie Garcia and unanimously carried. None Opposed.
City staff mentioned that the next scheduled meeting was December 26th, 2023. Kelly Senye stated that it would be difficult to meet quorum. It was agreed that the next scheduled meeting should be in January of 2024.
- c. Election of Chair & Vice Chair-Frances Armijo recommended that all members consider being chair. Sonora Rodriguez asked what are the duties of a chair or vice chair. City Staff stated that the term is for one (1) year and members are eligible to serve two (2) consecutive years if

elected. The chair calls the meeting to order, goes over the agenda, and motions. There is no extra time commitment outside of the HNEDF meeting. The Vice-Chair would step in when the chair is unavailable. Catherine Mexal made the motion to nominate Frances Armijo to be chair. The motion was seconded by Joseph (Eddie) Garcia. City staff asked Frances Armijo if she accepts the nomination. Frances Armijo Accepted the nomination. City Staff called for a vote on Frances Armijo being the chair. The vote passed unanimously. None opposed.

Frances Armijo motioned to nominate Sonora Rodriguez to be Vice Chair. The motion was seconded by Joseph Eddie Garcia and unanimously carried. None opposed. Sonora Rodriguez accepted the nomination.

- d. Ad Hoc Member Appointment-City staff informed members that as part of the ten (10) year plan, the committee agreed to use the housing portion of the fund for a home rehab program, for low income homeowners that live within the pocket of poverty. There was one (1) respondent to the request for proposal (RFP) that was released. City staff requested that someone be nominated to sit on the Ad Hoc scoring committee to review and score this RFP. Sonora Rodriguez stated that she was interested but would like a collaborative partner. Joseph (Eddie) Garcia stated that he would help. Other members of the committee include three (3) City staff (Yolanda Krantz, Jessica Herrera, and Anna Marie Lujan).

Catherine Mexal asked if she could be on the committee as an understudy. City legal stated that scoring the RFP is confidential and that she could not serve as an understudy. Frances Armijo asked if she could know who was the respondent to the RFP. City Legal stated that the committee could know. City staff notified all members that the respondent was Homewise. Frances Armijo asked if new members could be sent a copy of the ten (10) year plan. City staff agreed that they would send the plan to members and that the plan is also located on the City website.

VI. Announcements

- a. Sonora Rodriguez mentioned that Barelas Community Center is having their Posadas on December 16, 2023 at 6pm.
- b. Frances Armijo mentioned that on December 12, 2023, St. Frances will be having their 99th procession for Lady Guadalupe beginning at 10am.
- c. Monica Montoya mentioned City programs that are available which includes a Down Payment Assistance program administered by Homewise; City's Health and Social Service Centers administers an Eviction Prevention Program as well as a new program which is a Deposit Assistance Program. All of these programs are for people who are at or below 80% AMI. The City also funds a Landlord Tenant Hotline which is administered by New Mexico Legal Aid that helps people with disputes with landlords or fair housing discrimination.

VII. Public Comments

None

VIII. Summary of Decisions and Assignments

- ❖ City Staff will draft memo to Department Director notifying her of who is serving on the Ad Hoc committee for the RFP.
- ❖ City staff will email the new roster as well as a copy of the 10-year plan that includes a link to the website.
- ❖ City Staff will update the HNEDF zoom link to every other month and send out new meeting invitations.

IX. Adjournment

With there being no further business, the meeting was adjourned at 2:38pm.

Next Meeting Date: January 30, 2024 at 2:00pm

Chairperson's Signature:	<small>DocuSigned by:</small> <i>Frances Armijo</i>
Prepared by: Stacy Ruiz	<small>44825818495B4E5...</small>