



# Agenda

## COMMUNITY DEVELOPMENT COMMISSION MEETING

**Wednesday, May 15, 2019**

**3:30 p.m. – 5:00 p.m.**

**500 Market Street; Roundhouse Conference Room**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes: March 20, 2019
5. Request Approval of General Fund Rental Assistance Contracts. (Alexandra Ladd, Director, Office of Affordable Housing, [agladd@santafenm.gov](mailto:agladd@santafenm.gov))
6. Items from the Commission
7. Items from the Staff
8. Items from the Floor
9. Adjournment

**PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.**

**RECEIVED AT THE CITY CLERK'S OFFICE**  
**DATE: May 7, 2019**  
**TIME: 4:49 PM**

**INDEX OF**  
**CITY OF SANTA FE**  
**COMMUNITY DEVELOPMENT COMMISSION**  
**MEETING**  
**March 20, 2019**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE (S)</u></b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>Quorum</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>Approved</b>	<b>2</b>
<b>APPROVAL OF MINUTES: February 20, 2019</b>	<b>Approved [as amended]</b>	<b>2</b>
<b>REQUEST APPROVAL OF ANNUAL ACTION PLAN TO INCLUDE 2019-2020 CDBG AND AHTF CONTRACTS</b>	<b>Approved</b>	<b>2-5</b>
<b>ITEMS FROM THE COMMISSION</b>		<b>6</b>
<b>ITEMS FROM THE STAFF</b>	<b>None</b>	<b>6</b>
<b>ITEMS FROM THE FLOOR</b>	<b>None</b>	<b>6</b>
<b>ADJOURNMENT</b>	<b>Adjourned at 4:30 p.m.</b>	<b>6</b>

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Santa Fe, New Mexico**

**March 20, 2019**

A meeting of the City of Santa Fe Community Development Commission was called to order by Councilor Renee Villarreal, Chair on this date at 3:30 p.m. at the Market Station Offices, 500 Market Street, Roundhouse Conference Room, Santa Fe, New Mexico.

**Members Present:**

Councilor Renee Villarreal, Chair  
Paul Goblet  
Ken Hughes  
Willie Marquez  
Rosario Torres

**Members Absent:**

Carla Lopez, excused  
John Padilla, excused

**Staff Present:**

Jacqueline Beam, Planner, Office of Affordable Housing

**Others Present:**

Jo Ann G. Valdez, Stenographer

**APPROVAL OF AGENDA**

**MOTION:** A motion was made by Commissioner Goblet, seconded by Commissioner Torres to approve the agenda.

**VOTE:** The motion passed unanimously by voice vote.

**APPROVAL OF MINUTES: February 20, 2019 meeting**

The following change was made to the Minutes of the February 20, 2019 meeting:

Page 7, last paragraph was changed to read: "*Chair Villarreal said her concern is that the assistance **should go** towards those in need.*"

**MOTION:** A motion was made by Commissioner Hughes, seconded by Commissioner Torres to approve the Minutes of the February 20, 2019 CDC meeting as amended.

**VOTE:** The motion passed unanimously by voice vote.

**REQUEST APPROVAL OF ANNUAL ACTION PLAN TO INCLUDE 2019-2020 CDBG AND AHTF CONTRACTS**

[Copies of the *Annual Action Plan July 1-2019 – June 30, 2020* were distributed. A copy is hereby incorporated to these Minutes as Exhibit "5".]

This document represents the Annual Action Plan for the City of Santa Fe. It covers program year 2019-2020.

An Annual Action Plan is required for any city, county or state that receives federal block grant dollars for housing and community development funding from the U. S. Department of Housing and Urban Development (HUD). These are four types of HUD block grant housing and community development programs: the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG) and the Housing Opportunities for People with AIDS (HOPWAP) Program. The City of Santa Fe receives approximately \$700,000 in CDBG dollars each year directly from HUD.

Ms. Beam noted that this is a reflection of the priorities and goals that the Commission has agreed on for the Five-Year Plan. She said they are committed to a lot of the goals around the focus of affordable rental developments; home repairs and helping with down payment assistance, however down payment assistance is not as much of a priority.

Commissioner Hughes asked her what she means when she says affordable rental developments.

Ms. Beam said that the rents will be considered affordable or at least include mixed rents/incomes, at the very least.

Commissioner Hughes asked her if they are talking about subsidizing rents or building new units.



Ms. Beam said building new units. For instance, the Calle Resolana development was supported as a way to move towards this goal-creating more housing accessibility.

She said the City will be doing something a little bit different this year in that the projects that are awarded will be put into the Metro Quest survey program app. This should be ready for the public to access by next week. The app will also be put on line and some stations could be set up throughout the City for people to access. The City is hoping to get more of a feedback on the Plan.

Chair Villarreal asked how the public will know about the app.

Ms. Beam said it will be advertised in the newspaper and public service announcements will be done. She said a press release would be good.

Commissioner Torres asked if it will be in Spanish too.

Ms. Beam said yes, it will be.

Commissioner Torres asked Ms. Beam if they have considered having the Plan available at the Senior Housing communities or senior centers.

Ms. Beam said sure, that is a great idea. She asked if they had a computer lab.

Commissioner Torres said there is Wi-Fi service at the Mary Esther Gonzales Senior Center, the Luisa Senior Center and the Pasatiempo Senior Center. The Camino Consuelo Senior Center is down now due to remodeling. There is a computer lab at the Mary Esther Gonzales Senior Center.

Commissioner Torres said they could also have the Plan available at the public libraries.

Chair Villarreal asked Ms. Beam if they take the Plan to the libraries.

Ms. Beam said yes. She said they need to get the word out about Metro Quest and there could be some signage at the libraries.

She mentioned that the subscription for Metro Quest will be expiring and this will be the last thing that will get in, unless another subscription is approved.

Chair Villarreal asked when staff will need the feedback by. She noted that there is a Health Fair at the Genoveva Chavez Center on April 27<sup>th</sup>.

Ms. Beam said that is after the deadline.

Chair Villarreal asked the Commissioners if they knew of any other community

events coming up where they could get some feedback.

Commissioner Torres said the next Water Conservation Committee meeting, which will be focused on residential, is scheduled for March 30<sup>th</sup>. She said it originally said from 10:00 to 2:00 but she is seeing different times and different venues and maybe Carol Romero-Wirth can clarify this because she is the Chair of the Water Conservation Committee.

Commissioner Torres said they also have a Senior Advisory Council meeting on March 26<sup>th</sup> at the Mary Esther Gonzales Senior Center and she can make this information available to them.

Chair Villarreal asked how Metro Quest works.

Ms. Beam said it will be accessible via a computer or on a phone and possibly they could print out some of the surveys to have available.

Commissioner Torres said it would be helpful for staff to be available to help fill out surveys.

#### **2019-2020 CDBG and AHTF Contracts**

Ms. Beam said all the contracts that were approved for funding are listed in the Plan on page 30 and the listing talks about the goals that they correspond to with regards to affordable and fair housing.

Chair Villarreal asked if there were any questions.

#### **Questions/Comments:**

Chair Villarreal said she had a few minor typos that she will share with Ms. Beam.

Commissioner Torres said she did not see anything regarding the old College of Santa Fe Development (University of Arts and Design) where CDBG funds might be used.

Ms. Beam said she thought she had put the fact that, last year, CDBG funds went towards the design and planning. However, this has not been expended yet because the process has been moving slowly and this puts the City at risk in terms of their ratio. This is why staff decided not to recommend this proposal this year.

Ms. Beam noted that last year's CDBG funding needs to be spent by May.

Chair Villarreal asked if they should say that there is a certain amount of CDBG funds that will go towards the design for the University and Arts.

Ms. Beam agreed and said actually CDBG funds are supposed to go mainly to planning.

Commissioner Torres said along with that, if there is already infrastructure that just needs to be remodeled or upgraded, wouldn't it be important to ensure that money is available for potential rehab of that property for housing.

Ms. Beam explained that there is a limit on how they can spend the money because of the way they chose the project. The project has to be for soft costs such as planning. Also, another conflict of interest for the City is the fact that the City owns the property and the CDBG does not want to see them invest in private property. It has to be a public facility and they are not sure if it is going to remain a public facility or not. She said she can definitely mention this in the Plan.

Chair Villarreal asked if there were any more questions.

Commissioner Torres asked if the City received more CDBG funding.

Ms. Beam said they do not know yet. This has not been announced.

She noted that the environmental reviews have been stalled again, which means that they cannot draw down for certain projects.

Chair Villarreal asked if Santa Fe Habitat for Humanity will need to revise their deliverables because they were required to provide a certain amount of units, and the amount they requested was increased by the Commission.

Ms. Beam said she revised the contract to match the deliverables.

Chair Villarreal asked if the Plan reflects the total amount for rehab units; and does it include the Villa Consuelo project/units.

Ms. Bean said yes.

Chair Villarreal asked if there was anything else on the Annual Action Plan.

Commissioner Goblet asked if this has been communicated to all of the applicants.

Ms. Beam said yes and it is going through the City's process now and will go to the Finance Committee and City Council. She said depending on their response, there could be some changes to the Annual Action Plan.

**MOTION:** A motion was made by Commissioner Hughes, seconded by Commissioner Torres to approve the Annual Action Plan to include the 2019-2020 CDBG and AHTF Contracts that were awarded.

**VOTE:** The motion passed unanimously by voice vote.



### **ITEMS FROM THE COMMISSION**

Commissioner Hughes invited the Commissioners to attend a tour next Wednesday of the Silver Avenue Apartments-A Greater Albuquerque Housing Project that was newly constructed in downtown Albuquerque. Individuals who are interested can take the Rail Runner that leaves downtown at 1:00 p.m. Individuals have to have a 30% AMI income or less to qualify for these apartments that are solar and LEED Platinum.

Chair Villarreal asked him if he could take pictures and report back at the next CDC meeting. She noted that she cannot go because of the City Council meeting. Staff will also not be able to attend.

Commissioner Hughes agreed.

### **ITEMS FROM THE FLOOR**

There were no items from the floor.

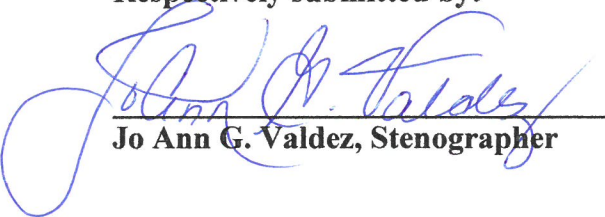
### **ADJOURNMENT**

Its business being completed, the meeting adjourned at 4:30 p.m.

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**Councilor Renee Villarreal, Chair**

**Respectively submitted by:**



**Jo Ann G. Valdez, Stenographer**




# City of Santa Fe, New Mexico

## memo

**Date:** May 8, 2019

**To:** Community Development Commission

**From:** Alexandra Ladd, Director, Office of Affordable Housing 

**Re:** Approval to fund rental assistance contracts with General Funds

### **ACTION REQUESTED**

Approve funding for rental assistance projects as proposed in response to RFP 19/24, using General Fund (BU 12106) as a funding source.

### **BACKGROUND**

Several rental assistance projects were proposed in response to RFP 19/24, the request for proposals to for the Affordable Housing Trust Fund (AHTF). However, because of the code-required restriction on uses of funds (50% must be set-aside for homeownership housing), the projects were not funded or not funded in their entirety for FY 19-20.

### **ITEM AND ISSUE:**

Given that the funding allocation recommendation by the Community Development Commission reflected the restriction on the use of funds and not on the viability and quality of the proposals, staff requested a General Fund increase to the budget for the Office of Affordable Housing to continue supporting these programs. The increase, totaling \$195,000 (includes 10% administrative support) is approved in the draft budget and will ensure that 217 additional vulnerable renters are assisted in the upcoming fiscal year.

Please see table below for a complete description of the budget increase relative to the proposed projects:

	Request	Proposed #s Served	Actual Funding	Actual #s Served	Funding Gap
Life Link	\$125,000.00	30	\$60,000.00	14	\$65,000.00
Adelante	\$50,000.00	150	\$	0	\$50,000.00
Youthworks	\$40,000.00	23	\$	0	\$40,000.00
SF Recovery Center	\$49,600.00	62	\$27,500.00	34	\$22,100.00
<b>TOTAL</b>	<b>\$ 264,600.00</b>	<b>265</b>	<b>\$ 87,500.00</b>	<b>48</b>	<b>\$177,100.00</b>