

**COMMUNITY DEVELOPMENT COMMISSION  
DECEMBER 17, 2025, 3:30 PM  
123 E. MARCY STREET, CONFERENCE ROOM  
SANTA FE, NEW MEXICO**

**1. CALL TO ORDER**

A meeting of the Community Development Commission was called to order by Councilor Romero-Wirth, Chair, at 3:31 pm, on December 17, 2025, in the Conference Room, 123 E. Marcy Street, Suite 205, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Councilor Romero-Wirth, Chair  
Commissioner Rosario Torres  
Commissioner Anne Watkins  
Commissioner Alissa Keny-Guyer  
Commissioner Ken Hughes  
Commissioner Garron Yepa  
Commissioner Russell Brott

**OTHERS PRESENT**

Faviola Chavez, Affordable Housing Director  
Elisa Montoya, Director, Community Development  
Liz Camacho, Department of Economic Development  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION** A motion was made by Commissioner Torres, seconded by Commissioner Hughes, to approve the agenda as presented.

**VOTE** The motion passed on a voice vote.

**4. APPROVAL OF MINUTES**

**A. AUGUST AND NOVEMBER 2025 MEETING MINUTES. (NO MINUTES WERE HELD IN SEPTEMBER OR OCTOBER.)**

**MOTION** A motion was made by Commissioner Hughes, seconded by Commissioner Brott, to approve the August minutes as presented.

**VOTE** The motion passed on a voice vote.

**MOTION** A motion was made by Commissioner Watkins, seconded by Commissioner Torres, to approve the November minutes as presented.

**VOTE** The motion passed on a voice vote.

## **5. DISCUSSION ITEMS**

### **A. INTRODUCTION OF AFFORDABLE HOUSING DIRECTOR, FAVIOLA CHAVEZ.**

Ms. Chavez introduced herself, giving her experience and background.

### **B. INTRODUCTION AND BRIEF BIO FROM COMMITTEE MEMBERS**

Each Commissioner introduced themselves.

### **C. DISCUSSION OF STRATEGIC VISION FOR COMMUNITY DEVELOPMENT COMMITTEE**

Chair Romero-Wirth reviewed the spreadsheets provided on the Affordable Housing Trust Fund, including fund allocations since 2021, and the list of awards made, saying that some of the nonprofits who were awarded funds have not spent the entire amount awarded.

Chair Romero-Wirth said this information was presented to the Finance Committee and altered to take out the projection for Excise Tax funds as the City has been sued again. There has been a little amount of money collected. We will hold in place with those funds at this time.

Ms. Chavez presented a Power Point presentation reviewing the fee in lieu of, sale of land, infrastructure loan payments, the three funds that come into this fund and the preliminary unaudited numbers.

Chair Romero-Wirth said the balance in the non-spent funds has been put back into this fund and is dedicated to this fund.

There was discussion around what is in the fund, how funds are spent, projected funds by category, and future planning for next fiscal year.

Commissioner Torres said it is troublesome that some groups we selected have not spent down the funds we gave them.

Chair Romero-Wirth said we want to talk about that tonight.

Ms. Chavez said the plan for the new fiscal year is to monitor all our projects on a monthly basis. We don't have the staff at this time, but hope we will indeed have the staff to operate the way we should be operating. We also need to contractual language to enable us to claw back those funds if necessary.

Chair Romero-Wirth said it is unclear why they did not spend down the funds. We don't know at this time, but we do know it needs to be monitored.

Commissioner Hughes asked that the Commissioners have this information before we make any more decisions on awards. We need to be able to make informed decisions.

Chair Romero-Wirth said there will be a formal separation of the Housing Trust Funds to a separate, individual fund going forward. It will be a dedicated fund.

Ms. Chavez said there is a five year plan with strategic goals, future planning and criteria with a focus on building units. There will be strategic thinking in where we put the funds.

Commissioner Watkins said she would like a brief description of why these funds were not spent.

#### **D. DISCUSS CURRENT COMMUNITY BLOCK GRANT (CDBG) AWARDEES.**

Ms. Chavez said we have not received these funds because HUD is waiting for an action plan. Our request for \$611,000 has been submitted, but the Federal layoffs have effected the distribution of funds.

Ms. Chavez said we do need to celebrate what we did accomplish with this Commission and we need to advocate for our population, even without the staff necessary. We really need a staff of six and are an office of two at this time. We were approved for four positions, but they are not filled.

Ms. Chavez informed the Commission that she has received a formal letter that we are to receive the \$611,000, but have not received it to date. The Governing Body has not approved the money yet because it has not been received so we have no contracts. Public engagement is required.

#### **E. COMMISSIONERS' IDEAS TO FOCUS FUTURE WORK**

Commissioner Watkins said she would like to see us think more broadly on what

our agenda is and what we can do. She and Russell have written down our ideas.

Commissioner Brott handed out his ideas and stated that he had also emailed them to everyone.

Commissioner Brott reviewed his ideas and thoughts. His handout is attached to these minutes as Exhibit "1".

Commissioner Watkins spoke about her ideas of what the Commission needs to look at regarding financial accountability, expanding funding resources, recommendations to the Governing Body, a legislative agenda, partnerships, state land office land possibilities, nuisance properties and bringing together providers.

Commissioner Watkins list of ideas and topics is attached to these minutes ad Exhibit "2".

Chair Romero-Wirth said we need to review the enabling legislation regarding the authority of the Commission. She encourages the Commissioners to look at the five year plan. This is a huge lift. We need to look at who else in the City structure is already tasked with these things.

Commissioner Keny-Guyer said we need to look at our governance, the enabling legislation and expanding our membership. We also need to see what speakers we want to have come in.

Chair Romero-Wirth said she encourages you to look at the Municipal League. They also do a lot of lobbying. The City's list of Legislative Priorities just passed the Governing Body as well.

## **6. MATTERS FROM STAFF**

### **A. REVIEW COMMUNITY BLOCK GRANT (CDBG) AWARDS MADE FROM PROGRAM YEAR 2024-2025.**

This item was postponed.

### **B. PUBLIC ENGAGEMENT STRATEGY FOR CDBG FUNDING PROGRAM YEAR, 2025-2026.**

This item was postponed.

### **C. REVIEW CDBG AWARDS MADE FROM PROGRAM YEAR 2024-2025.**

This item was not discussed.

**7. MATTERS FROM THE COMMITTEE**

None.

**8. MATTERS FROM THE CHAIR**

Chair Romero-Wirth said thank you all for your work. It has been a successful year. This Commission has energy and potential.

**9. NEXT MEETING**

**A. JANUARY 21, 2026**

**10. ADJOURN**

There being no further business before the Commission, the meeting adjourned at 5:14 pm.

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Councilor Carol Romero-Wirth, Chair

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Elizabeth Martin, Stenographer