

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

**Tuesday, February 25, 2020
3:00pm to 4:30pm**

**Office of Neighborhood Revitalization
700 4th Street, SW
Albuquerque, NM 87102**

Members Present:	Members Absent:	City Staff:
Colonel, Gwen	Lopez, Margaret	Chacon, Briana
Gilligan, Sean	Miera, Bernadette	Krantz, Yolanda
Lopez, Jesse	Romero, Alicia	Lujan, Anna Marie
Nelson, Robert (Chair)		
Nordhaus, Richard		
Plaza, Andrea		
Sanchez, Pat		
Senye, Kelle		Guests:
		Elena Gonzalez

Quorum for today's meeting was met.

I. Welcome and Introductions

Everyone went around and introduced themselves.

II. Changes/Additions to the Agenda

No changes were made to the agenda.

III. Approval of Minutes

A review of the Minutes from the February 4, 2020 meeting was done. There was one minor change to the minutes, on the fourth page on letter C iii it mentions "The committee stated that they are ok with the use of the funds for these projects and no action is needed". The HNEDF Committee stated that while no action was taken, they did not feel comfortable with this as it misrepresents the committee. It was asked that the whole sentence be taken out.

- ❖ A motion was made by Robert Nelson to approve the minutes with that change. The motion was approved by Pat Sanchez and seconded by Richard Nordhaus. The minutes were unanimously approved.

IV. Committee Business

- a. Fiscal Q & A

- i. City staff stated that they did not receive any questions from the HNEDF Committee regarding the fiscal report that was presented at the previous meeting and asked if there were any questions to please ask them.
- ii. City staff provided a brief recap of the report that was presented to the HNEDF Committee at the previous meeting for the members that were not at that meeting.
- iii. The HNEDF Committee asked if anything from the outstanding loans was currently being collected. The City stated that they are still collecting the information on how much needs to be collected based on the agreements that were signed because some of the agreements had special conditions that needed to be met in order for the loans to be forgiven. City staff is looking into those agreements to determine what parts were met and what was unmet and if it was unmet what would they need to repay.
- iv. The Quatro project that had money that was appropriated to the project but hasn't been drawn down yet.
- v. The HNEDF Committee asked if the revolving loan fund revolved and how many times it revolved. City staff stated that they would have to get back to the HNEDF Committee with an answer because the staff member that knows that isn't in attendance.

b. Update on RFP

- i. City staff had a meeting with Purchasing; the RFP Ad Hoc Committee was approved. Purchasing is using a new system called Bonfire and it could prohibit people who would be qualified to apply for the RFP. The potential consultant would need to register as a vendor on the City website to receive the solicitations. If the HNEDF Committee has any consultants or agencies they know would be interested in this RFP, send Yolanda their email information so she can send them to purchasing to insure they receive the RFP.
- ii. The committee asked if there is a list of who will be on the RFP Ad Hoc Committee, City staff stated that there is not a list.
- iii. The HNEDF Committee asked when they can expect the RFP to be released. City staff stated that it should be released in the next few weeks so hopefully before the next committee meeting in March. The RFP will be open for 30 days and the total process should take about 45 days. If it does have to go to City Council for approval it could be longer. City staff stated they were going to check to see if it will need to go to council and let the committee know.
- iv. The HNEDF Committee asked if City staff could email them a copy of the RFP once it is released and City staff said they would.

c. Other business

- i. The HNEDF Committee wanted to discuss the City's proposed use of \$65,000. The HNEDF Committee asked if the City would repay those funds back into the HNEDF like a revolving loan or would it just be paid and reduce the overall amount of committee funds? City staff stated that they think it would be a one-time appropriation and would not be revolving.
- ii. The HNEDF Committee asked why they want to use HNEDF funds for these two projects instead for using another funding source. City staff stated that is a question Lisa could better answer as she was part of those conversations.
- iii. The HNEDF Committee asked if this was even allowable by law. City staff stated that would be another question for Lisa to answer.
- iv. City staff will talk with Lisa about attending the next meeting or get the answers to the questions they asked regarding this.

- v. The HNEDF Committee asked if there will be an RFP released for the two projects. City staff stated there would be.
- vi. The HNEDF Committee stated that while they do not have a problem with what the funding will be used for, they do not like how the funding was set aside without their knowledge and input in the matter.
- vii. The HNEDF Committee stated that they would like to talk with Lisa first regarding this issue and if they still have issues then it might be a good idea to write the Mayor a letter detailing their issues.

V. Announcements

City staff will hold a public hearing for their Action Plan tomorrow night at 5pm at Los Griegos Community Center.

VI. Summary of Decisions and Assignments

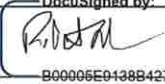
City staff will talk with Lisa regarding the committees concerns with the proposed use of \$65,000 for two projects and ask her to attend the next meeting.

VII. Public Comments

None

VIII. Next Meeting Date

The next meeting will be March 31, 2020 from 3:00pm to 4:30pm.

<p>DocuSigned by:  B00006E04388427...</p> <p>Chairperson's Signature: _____</p> <p>Prepared by: <u>Briana Chacon</u></p>
