

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

**Tuesday, October 27, 2020
3:00pm to 4:30pm
Zoom Meeting**

Members Present:	Members Absent:	City Staff:
Colonel, Gwen		Chacon, Briana
Lopez, Jesse	Gilligan, Sean	Krantz, Yolanda
Lopez, Margaret	Romero, Alicia	Lujan, Anna Marie
Miera, Bernadette		Montoya, Monica
Nelson, Robert (Chair)		Padrino, Patricia
Nordhaus, Richard		
Plaza, Andrea		Guests:
Sanchez, Pat		Dorn-Jones, Diana
Senye, Kelle		Meeks, Alexander
		Naranjo Lopez, Loretta
		Negrette, Michelle
		Silvern, Paul
		Stokes, Alex

Quorum for today's meeting was met.

I. Welcome and Introductions

Everyone went around and welcomed each other.

II. Changes/Additions to the Agenda

No changes were made to the agenda.

III. Approval of Minutes

A review of the Minutes from the September 29, 2020 meeting was done. There were no changes made.

- ❖ A motion was made by Richard Nordhaus to approve the minutes. The motion was approved by Pat Sanchez and seconded by Margaret. The minutes were unanimously approved.

IV. Committee Business

a. Introduction of consultants.

- i. Paul Silvern provided the committee with a brief overview on the consultant firm and provided a background on previous projects. He then introduced Alex Stokes who will be the project manager.
- ii. Alex Stokes provided the committee with a brief history of his experience and some past projects that have been done. He stated that he has been with the firm for about 10 years. He stated they have an expertise in housing. Mr. Stokes then introduced Alex Meeks.

- iii. Alex Meeks provided the committee with his background and stated he grew up in Albuquerque. He stated he has worked for the firm for two years and is looking forward to digging into the work.
- iv. Michelle Negrette from Star Design in Albuquerque was then introduced. She stated she has lived in Albuquerque since 2000 and stated she has worked on projects in the Downtown area in the past.
- v. The committee and City staff introduced themselves to the consultants.
- vi. Robert Nelson provided the consultants with a brief history of the committee and the funding.
- vii. Once the consultant agreement is signed a more in depth kick off meeting will be done.
- viii. The committee had a question about how the consultant will do community involvement with the COVID pandemic hindering a lot of in person engagement. The consultants stated that they have strategies for engaging the community through a few different means like surveys, Zoom meetings, and are also open to suggestions. Michelle Negrette will also help with this because she is located in the city.
- ix. The committee also asked how language access issues would be addressed. The consultants stated they have staff that speak some other languages like Spanish and are also used to engaging with interpreters if needed.
- x. The committee asked what type of housing strategies do the consultants think are appropriate for the community. The consultants stated that they are still learning about the Albuquerque housing issues and will be diving into learning more about the housing needs to make sure their approach is suitable for the local needs. They also stated that they have extensive knowledge with projects that use tax credits, local funds and HUD issued funds.
- xi. The committee did not have any more questions, the consultants left the meeting.

b. Fiscal Update and other Committee Business

Fiscal Update

- i. The committee asked if it would be possible for them to get a copy of the consultants RFP. City staff stated they would get it and send it out to the committee.
- ii. City staff provided the committee with a fiscal update. City staff stated that there is currently \$5,904,840.88 that is available to use. About 3 million still needs to be collected or forgiven.
- iii. The committee asked if that amount includes what needs to be collected from old loans. City staff stated that the amount that needs to be paid back is about \$5,769,195. However there is about \$2.4 million of that that might be forgiven. That would leave about \$3,374,950 that would still need to be repaid.
- iv. City staff stated that they are still trying to determine how to go about collecting those loans and some of the loans were forgiven because certain terms in the project agreements were met and allowed for the loan forgiveness.
- v. The committee asked how City staff determined what loans were forgiven. City staff stated that each agreement had terms written in it that could allow for the loan to be forgiven. City staff will provide the committee with more detailed information on this at the next meeting after they review those agreements in more detail.
- vi. The committee asked if the outstanding loans are being paid back or if there is an estimated timeframe for when they should be paid back? City staff stated that they do not have that information currently but would need to meet with other city staff members and could provide the committee with that information at the next meeting.
- vii. The committee asked if the consultant is aware of the 5 million in funding and if that is the amount they will be using for the plan. City staff stated that yes the consultant is aware that is the amount and that the 5 million will also be used to pay for the consultant.

- viii. The committee asked if the current plan spells out how those outstanding loans should be repaid. City staff stated that each individual loan agreement has language in it that governs how the loan would be paid back.
- ix. The committee stated that it is important to resolve the outstanding loan issues prior to finalizing the plan because it is important to know how much funding they will be able to allocate. City staff agreed and stated the issues should be resolved before the plan is completed.
- x. The committee clarified that once the consultant's contract is finalized there will be another meeting with the committee and the consultants to go over the scopes and ask/answer any other questions.

Other committee business

- i. The question about the committee having an official Barelas member on the committee was brought up. The person who was the previous member was no longer able to make it to meetings and the position is vacant. There is concern about not having someone from that neighborhood causing the committee to be out of compliance with their ordinance.
- ii. The committee would need to recruit someone who is from the Barelas neighborhood. A few names were mentioned and it was suggested that a committee member approach the president of the Barelas neighborhood association to find someone that is interested.
- iii. A guest to the meeting asked if it was possible to get an updated committee member listing as it seems the listing on the website has changed.
- iv. City staff will get the committee member listing and provide it to the committee at the next meeting.
- v. The mention of another member vacancy was brought up.
- vi. City staff stated they would need to consult with the Mayor's office with the person in charge of the boards and commissions to determine how to fill the vacancies and determine at what point a member would be or not be qualified to stay in the designated position if they no longer fit into their position designation.
- vii. City staff will need to look at the member listing and make sure the right person is in the right member designation.
- viii. Anyone can apply to be on the committee but there are specific member designations that must be met.
- ix. The mention of needing a subcommittee to interact with the consultants was brought up.
- x. City staff stated that the people serving on the subcommittee would need to less than the committees quorum (5) in order to stay in compliance with open meetings act.
- xi. The committee agreed that having a subcommittee would be beneficial.
- xii. The committee asked if there were procurement issues. City staff stated that there are no procurement issues.
- xiii. Robert, Richard, and Bernadette volunteered to be on the subcommittee. The committee also mentioned possibly having an alternate if needed. Identifying an alternate person could be done at the next meeting.

IV. Announcements

The Bernalillo County's census had a 74% response rate. And NM was not at the bottom of the response list like we had been in previous years.

V. Summary of Decisions and Assignments

- i. City staff will provide the committee with a financial repayment update and let the committee know when the loans will be repaid.
- ii. The committee will work towards recruiting members to fill the 2 vacancies.
- iii. The subcommittee will need to determine a time to meet.

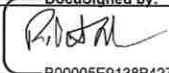
- iv. City staff will provide the committee with the consultant's proposal.
- v. City staff will check with the person in the Mayor's office that oversees the boards and commissions to determine how to handle the issue of members who might not meet their initial member designations.

VI. Public Comments

None

VII. Next Meeting Date

The next meeting will be November 24, 2020 at 3:00pm, City staff will send out the Zoom link to the committee prior to the meeting. The link can also be found on the Family and Community Services' website in accordance with the open meetings act.

<p>Chairperson's Signature: </p> <p>Prepared by: <u>Briana Chacon</u></p>	<p><small>DocuSigned by:</small></p> <p><small>B00005E9138B427</small></p>
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