

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

Tuesday, August 27, 2019  
3:00pm to 4:30pm

Office of Neighborhood Revitalization  
700 4<sup>th</sup> Street, SW  
Albuquerque, NM 87102

<b>Members Present:</b>	<b>Members Absent:</b>	<b>City Staff:</b>
Lopez, Jesse	Colonel, Gwen	Chacon, Briana
Lopez, Margaret	Gilligan, Sean	Lujan, Anna Marie
Miera, Bernadette	Romero, Alicia	Padrino, Patricia
Nelson, Robert (Chair)	Sanchez, Pat	
Nordhaus, Richard (Vice-Chair)	Senye, Kelle	
Plaza, Andrea		
		<b>Guests:</b>

*Quorum for today's meeting was met.*

**I. Welcome and Introductions**

Committee members and City staff introduced themselves.

**II. Changes/Additions to the Agenda**

There were no changes to the agenda.

**III. Approval of Minutes**

A review of the July 30, 2019 meeting minutes was done. There was one minor correction needed on the min.

- ❖ Robert Nelson motioned to approve the committee minutes from July 30, 2019 with the one minor correction. The motion was approved by Margaret Lopez, seconded by Richard Nordhaus and unanimously carried.

**IV. Committee Business**

- a. Fiscal review and update
  - i. City staff provided a fiscal update to the committee. City staff mentioned that they hired temporary, part time employee to look at the old files and documents and try to reconcile past loans/grants to determine what needs to be collected. The hope is

that this will be completed by January of 2020. Program staff is also helping with the location of past files and documents.

- ii. City staff mentioned that recently there was a previous loan that was paid off and part of the loan was forgiven. Because part of the loan was forgiven staff and the committee will need to determine how that forgiven portion will be supplemented. The question of how it's determined that a loan is forgiven was asked by the committee. City staff stated it depends on the terms of the loan and what was written in the original contract. There could be language in the original contract that outlines a portion of the loan may be forgiven after a certain amount of years.
- iii. The committee stated they want a clearer explanation of what the committee's role is in determining what projects get funded and how that funding is repaid/forgiven over time in conjunction to the City's processes. Determining this will also carry over into the new plan.
- iv. The City stated that because some of these loans and contracts were done so long ago it might be hard to get the history on what the process was for past projects but based on the City's current process the projects would be selected and City staff would draft the contracts and present that to the committee for approval. Once the committee approved of the contract it would then need Council's approval and then once that approval was granted the contracts would be executed. City staff also stated that the terms of each contract could vary based on what was written into the contract or the type of project. The committee asked if the City had all the past files and the City stated that we are currently looking through everything but the majority of the files we should have and if we don't have the physical file it might have completed its retention.
- v. The committee asked who is in charge of overseeing the grants and City staff stated that it's the Community Development Division which is under the Family and Community Department. City staff also stated that the fiscal division oversees the fiscal portion of the projects. The committee asked who oversees the Family and Community Department and staff stated Carol Pierce. City staff reiterated that a temporary employee was hired to help staff reconcile the past projects and once that is done in January a listing will be provided to the committee.
- vi. It was agreed the process of how the files are kept and how the funding is tracked needs to be updated and cleaned up to make things easier for both City staff and the committee in the future.
- vii. It was mentioned by City staff that the committee does not have an ordinance or policy that outlines how the funding will be repaid or monitored for the projects that are funded. Going forward that might be something the committee should keep in mind for the next 10 year plan to ensure that the future projects are being monitored and records are being adequately maintained.
- viii. The committee stated they would like the fund to be self-sustaining so developing a method to oversee how funding will be repaid is something that needs to be done.

- ix. The committee would like an update on the terms of the past projects and who decides which ones are forgiven once feasible which may not be until January when all the pervious projects are done being reconciled.
  - x. The committee also asked if they needed to be present for when a project is presented to City Council. City staff stated that unless the committee wanted to be present they did not have to be.
  - xi. The committee stated they would like a process of how the City executes and manages their projects to help them determine their role as it pertains to the projects. City staff stated that their process changes regularly so getting a clear process might be difficult. City staff also stated that how projects are monitored differs based on the type of project the funding source and the amount. City staff reiterated that it would need to be the committee that determines how future projects will need to be monitored as there is no policy or regulation currently in place.
- b. Review RFP for consultant
- i. The committee added language to the RFP Part 3 the Scope of Service number 5. The first sentence will now say “Develop an updated Ten Year Comprehensive Neighborhood Development Plan for the use of fund assets and anticipated income, in compliance with the Housing and Neighborhood Economic Development Committee Ordinance (4-2-2-4) *and in accordance with current City Administrative Processes.*” Also on section 5 letter F, the word completed should be removed.
  - ii. On number 4 also on the Scope of Services. The first sentence should read “*Conduct a comprehensive community participation process.*”
  - iii. On section 1.2 the committee decided to make the Pre Proposal Conference Non-Mandatory. The section that states it is mandatory needs to be deleted.
  - iv. The committee had a question on section 2.1.2.2 regarding the sentence that states do not use City employees or any elected officials as a reference they wanted to know if that could be taken out or changed. City staff stated that cannot be changed.
  - v. The committee also wanted to know what is the process regarding the selection of the evaluation committee and how big of a role can the committee play for that process. City staff will have to speak with someone that knows more about this process to determine the requirements and get back to the committee. City staff also looked at the purchasing regulations and mentioned that the Director may be the one who appoints people on the evaluation committee but all the evaluation committee might do it ensure the applicants submit all the necessary documents asked in the RFP; they wouldn’t actually evaluate the consultant. City staff stated they would have more answers at the next meeting.

- vi. Robert Nelson motioned to approve the RFP with the discussed changes. The motion was approved by Richard Nordhaus, seconded by Bernadette Miera and unanimously carried.
- vii. The RFP was approved by the committee with the discussed changes and City staff will incorporate those changes. Once those changes are made City staff will email the committee the RFP.

**V. Announcements**

- i. Richard Nordhaus and Margaret Lopez will both be absent at the next meeting. The committee might not have a quorum but it was determined that a meeting is still needed to begin talking about next steps.
- ii. Bernadette stated that she moved and is no longer residing in the Downtown area and therefore can no longer represent that area. Other committee members asked when their terms on the committee were up and want the process of getting new members is. Bernadette stated that she would check on what the process is. City staff stated that the committee member's term lasts until another person is appointed.

**VI. Summary of Decisions and Assignments**

- i. The City staff will make the discussed changes to the RFP and send out the updated committee approved copy to the committee. Staff is also working on reconciling the past projects and will provide a listing to the committee by the end of January. City staff will also provide the committee with more information on how the evaluation committee will be formed.

**VII. Public Comments**

None

**VIII. Next Meeting Date**

The next meeting will be September 24, 2019 at 3:00pm to 4:30pm.

Chairperson's Signature: \_\_\_\_\_  
Prepared by: Briana Chacon →