

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

**Tuesday, April 30, 2019
3:00pm to 4:30pm**

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

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

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 February 26, 2019 meeting minutes was done.

- ❖ Robert Nelson motioned to approve the committee minutes from February 26, 2019. The motion was seconded by Gwen Colonel and unanimously carried.

IV. Fiscal Update

City staff provided the committee with a fiscal update stating that they have been working with an accounting manager in the accounting department to provide a more detailed description of the previous project's financial status. The accounting manager was unable to attend the meeting and will attend a future meeting to provide that description to the committee.

V. Committee Business

a. Election of Officers.

The committee decided to elect a Vice Chair for instances when the Chair is unable to attend meetings. Margaret Lopez nominated Gwen Colonel. Gwen Colonel nominated Richard Nordhaus. Gwen declined the nomination.

- ❖ Motion by Margaret Lopez to accept Richard Nordhaus as Vice Chair. Motion was seconded by Gwen Colonel and unanimously carried. Richard Nordhaus was elected as Vice Chair.

b. Revised 10 Year Plan

i. Approve Scopes for Consultant

- a. The subcommittee met to discuss the latest draft of the consultant scopes and are ready to present the final draft to the committee. There was one comment on section 3 of the scopes that will need attention but the subcommittee feels the scopes are ready for final review and approval.
- b. The comment on section 3 letter A was that it should be its own section but after discussing the comment it was determined that the scopes should remain in that section as it ties into that section.
- c. It was mentioned that the original proposed budget amount for the consultant of \$10,000.00 is not enough for the amount of work the scopes contain. Based on the scopes and the detail that is anticipated for the 10 year plan a more adequate cost estimate for the consultant is between \$30,000.00 and \$50,000.00.
- d. On section 4 letters E and F it states in parentheses a minimum amount for the public meetings. The committee discussed that putting a minimum amount on those meetings could cause future issues and its best to remove that threshold. Also, the committee discussed just referring to the public outreach activities as public meetings and removing the word "hearings" from those sections to avoid confusion as they are two different types of meetings.
- e. The committee discussed adding section 8 to the scopes which details that the consultant will present the prepared 10 year plan to City Council for final approval.
- f. The question of the consultant being able to hire contractors was brought up. The committee decided that the RFP could ask for the identification and qualifications of the consultant's team members to help ensure that everyone drafting the plan is qualified. With that, when the RFP is released the committee can hold a mandatory Pre-RFP meeting to answer questions.

- g. City staff mentioned that Section 4 letter G needs to be changed to say that the committee will coordinate with the City's FCS Planning Manager to update the City website.
- h. City staff will write the RFP once the scopes are approved by the committee. The City attorney has already reviewed the scopes minus the changes that were just made and has no major issues. She will also be involved in drafting the RFP and will attend meetings as the RFP gets closer to being completed.
- ❖ Motion by Margaret Lopez to approve the consultant scopes with the above mentioned amendments. The motion was seconded by Richard Nordhaus and unanimously carried. The consultant scopes have been approved.
- i. At a future meeting the committee will need to determine if a subcommittee will be created to help the City in drafting the consultant RFP.

VI. Announcements

- a. Margaret Lopez announced that this Friday May 3rd there will be a Silent Auction for Off Center Community Arts at Cosmos Factory on 5th St, from 5:30pm to 8pm.
- b. Bernadette Miera announced the Counties tiny home village for homeless people transitioning to permeant housing is progressing and construction is set to begin in September.

VII. Summary of Decisions and Assignments

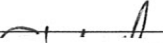
- a. The City will begin working on the RFP for the consultant. The RFP's are currently being revised so staff will have to see how close they are to being complete to determine the RFP timeline looks like.
- b. Robert Nelson will email City Staff the amended scopes.

VIII. Public Comments

None

IX. Next Meeting Date

The next meeting will be May 28th 2019 at 3:00pm to 4:30pm.



Chairperson's Signature: _____ Prepared by: <u>Briana Chacon</u>
