

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

**Wednesday, January 30, 2019
1:00 p.m. to 2:30 pm**

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

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

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

Margret Lopez asked for clarification on if an RFP or RFQ would be issued to hire the consultant. She then asked that the previous meetings minutes be clarified on Section V, Part i, Letter b. Ms. Lopez also asked that the last sentence on Section V, Part ii, Letter c be taken out as it is not applicable.

The amended 10/29/19 meeting minutes with the above mentioned corrections were not approved and the committee will need to vote on them at the next meeting.

V. Committee Business

- a. Revised 10 year plan.

i. Review Schedule/Timeline

- a. The updated timeline was reviewed and it was mentioned that the one month window to get the draft plan completed might be unattainable. City staff mentioned that changes to the timeline could be made if necessary.
- b. The question of how the RFQ process will work to hire the consultant was brought up. City staff stated the committee will decide what qualifications they want listed in the RFQ. Once the RFQ is drafted and released City staff will then work with the committee on selecting the best applicant based on however the committee decides to select the applicant whether it is through interviews or another process. Once the applicant is selected the City will draft a professional technical contract that will define exactly what the committee wants the consultant to do.
- c. A subcommittee made up of a few committee volunteers was created to help in the selection process of the consultant. The individuals on that subcommittee are Gwen Colonel, Robert Nelson, and Richard Nordhaus.

ii. Approve/Review scopes for consultant

- a. It was mentioned to add more detail to the scopes to clearly define what will be asked of the consultant but it was also understood that some details may not be added until the consultant contract is drafted. Also, adding something in the scopes regarding the evaluation of past projects was mentioned, this would help determine what worked and what didn't work for those past projects.
- b. The mention of adding a scope for the consultant to do a housing assessment was made. However, if we do decide to add that to the contract the previously discussed budget of \$10,000.00 might not be enough as the assessment would be substantial and time consuming.
- c. It was felt that the scope regarding the community's participation should be expanded and that the 3 public meetings/hearings isn't enough community involvement.
- d. A description/map of the Pocket of Poverty should also be added.
- e. The issue of how can we ensure that the funding is sustainable was mentioned and if the committee decides to make the funding sustainable the amount of income that is generated from the past projects needs to be determined. This in turn brought up the question of how the City is going to collect any of the previous project's outstanding debts. The City stated that they will review old contracts and City Clerk Records to determine what may be outstanding and provide the committee with an update at the next meeting. It was also mentioned that past

funds may have been used without an RFP. The mention of this brought up the possible need to discuss at a future meeting having an audit if no past records can be found. The beginning amount of funding was ten million. It was mentioned that there is a listing of all the past projects and it may be beneficial to use that listing to contact some of the past recipients to help get the history of past projects if the City has trouble finding some of the old documents.

- f. City staff mentioned that it might be useful for the consultant to use the recently completed Assessment of Fair Housing and 5 year Consolidated Plan as a resource as opposed to starting from scratch.
- g. A question how the \$10,000.00 consultant fee was determined was brought up. City staff stated that that amount was not cast in stone and that depending on what the committee decides for the consultant scopes of work, that amount could change. City staff did clarify that the consultant fee would be paid out of the committees funding.
- h. The mention of updated official Pocket of Poverty map was made as the current map is not easy to read. The committee made it clear that they just wanted to update the neighborhoods within the map and not expand or change the designated boundaries. The city stated they could work to update the map with the original boundaries but add the new neighborhood areas.
- i. City staff requested that the committee submit through email any changes they have to the scopes. City staff would then compile the committee's comments and update the scopes based on those comments. Once the scopes are updated City staff will send them to the committee and then the subcommittee will meet to make any last changes. The 3 members of the subcommittee will coordinate when they will meet and send any input from that meeting to City staff. Once the finalized draft is updated the draft will then be presented to the committee for final approval.
- j. There was some discussion on if an RFQ or RFP would be better to use for hiring the consultant. Once the scopes are finalized we could have a better understanding of which request would be more beneficial. More discussion on this will be done at the next meeting after the City looks into the pros and cons of each process.

VI. Announcements

No announcements

VII. Summary of Decisions and Assignments

- a. The City will look for past contracts and agreements to help determine any unpaid debts.

- b. The committee will email any comments they have on the consultant's scopes of work to the City by Friday February 8th. The City will compile those comments and update the scopes. Once those updates done and emailed out to the committee the subcommittee will meet to discuss any further changes.
- c. City staff will look into updating the Pocket of Poverty map to make it more legible and to add the new neighborhoods.
- d. City staff will also look into the RFQ and RFP process to better understand which process would be more beneficial to hire a consultant.

VIII. Public Comments

None

IX. Next Meeting Date

The committee decided that all future meetings would be held on the last Tuesday of every month at 3:00 pm. The next meeting will be February 26th at 3:00 pm.

Chairperson's Signature:



2/26/19

Prepared by: Briana Chacon