

Sent to City Clerk
3/29/19

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

**Monday, October 29, 2018
10:00 a.m. to 11:30 am**

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

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

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

Richard Nordhaus mentioned to add a sentence reflecting that there will be ongoing meetings for important events listed in the timeline. Lisa Huval also added that because the timeline will be changing that City Staff is committed to bring the updated timeline to each meeting if changes occur. Gwen Colonel also mentioned to add on page 2 b the committee would like a listing of any outstanding unpaid loans.

- ❖ Robert Nelson motioned to approve the committee minutes from September 17, 2018 as amended. The motion was seconded by Jesse Lopez and unanimously carried.

V. **Committee Business**

a. Revise the 10 year plan.

i. The timeline for drafting the committees 10 year plan was reviewed.

a. The role the committee will play in the hiring process of a consultant was briefly discussed. For the development of a new 10 year plan the City hopes to hire a consultant and possibly create a subcommittee made up of a few committee members to work with City staff during the hiring process. It was mentioned that the 1993 plan was developed using a consultant and the 2002 plan was developed with no consultant. City staff feels that bringing in a consultant will help lighten the workload that comes with developing the plan.

b. The City will hire the consultant using an RFQ process.

c. City staff discussed how the consultant will work closely with the committee to ensure the long terms goals and objectives of the committee are met. Once the committee's goals and objectives are defined the City can then issue an RFP for development. The City will work with the committee to select a proposal that meets the committee's goals/objectives.

ii. The scopes for the consultant were discussed.

a. The primary purpose of the consultant is to develop the plan and therefore the contract with the consultant will end after the plan is developed.

b. It was mentioned to have the consultant also do an interim evaluation to determine if the 10 year plan is working as intended or if the plan needs to be amended. City staff agreed with that idea but felt that it was more the City's and committees responsibility to monitor that and the consultant's responsibility to develop a clear monitoring process.

c. The first scope that was mentioned is to have the consultant review the 2002 plan to determine what from the previous plan worked and what didn't work. It was mentioned to hold public meetings and have one on one meetings with past recipients/community partners to determine what worked/didn't work. With wanting the extra community involvement the June end date might not be the most realistic. The timeline can be stretched out if necessary.

d. The budget for the consultant hasn't been discussed yet, the City wanted to develop the scopes first.

- e. The consultant should update the assessment and also educate the committee on what other funding programs are still available for housing and economic development and what the changes may be occurring with those.
- f. The consultant should look at the IDO and Sector Plans to determine how they will influence the plan.

VI. Announcements

- a. Martinez Town Neighborhood Association along with Presbyterian Church will be having a Halloween event on Halloween evening.
- b. The Southwest Organizing Project along with the Red Planet Bookstore is having a house of horror event also on Halloween.
- c. United South Broadway is forming a subcommittee out of a legislative task force that looks at abandoned properties. The subcommittee will meet with the MFA to discuss the issues and then provide an update at the legislative session.

VII. Summary of Decisions and Assignments

- a. City staff will also email the pocket of poverty map, the 1993 plan, the 2002 plan, and the listing of what was funded with previous plans. City staff will develop a contact list which also lists the neighborhood/organization each member represents. City staff will type up what was discussed for the consultant's scopes and update the timeline for the committee's review/approval at the next meeting. City staff will also create and bring name tags to the next meeting.

VIII. Public Comments

None

IX. Next Meeting Date

The next meeting date and time will be determined at a later date using the results from a doodle poll that will be sent out to the committee.

Chairperson's Signature:  2/26/19
Prepared by: <u>Briana Chacon</u>