



Agenda

Economic Development Advisory Committee

Market Station at the Railyard
500 Market Station, Suite 200

Wednesday, April 23, 2019
9:00 AM – 11:00 AM

Special Board Meeting

- I. PROCEDURES
 - A. Roll Call
 - B. Approval of Minutes
 1. March 13, 2019
 - C. Approval of Agenda
 - D. Approval of Consent Agenda

- II. CONSENT AGENDA (None)

- III. ACTION ITEMS
 - A. Request for review and approval of three (3) contract amendments of the FY-2018-2019 economic development portfolio as awarded through RFP to provide workforce development, business development, and other support for economic development in Santa Fe for a total funding amount of \$75,000 as identified - Matt Brown, Director of Economic Development, mpbrown@santafenm.gov, 955-6915:
 1. Professional Services Agreement, Amendment No. 3 – Santa Fe Business Incubator RFP 16/38/P;
 2. Professional Services Agreement, Amendment No. 3 – Youthworks RFP 16/37/P;
 3. Professional Services Agreement, Amendment No. 4 – SCORE RFP 15/38/P;

- IV. INFORMATIONAL ITEMS (None)

- V. ITEMS FROM THE COMMITTEE

- VI. ITEMS FROM STAFF
- VII. ITEMS FROM THE CHAIR
- VIII. ITEMS FROM THE PUBLIC
- IX. ITEMS NEXT MEETING DATE – **May 8, 2019**

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<p>RECEIVED AT THE CITY CLERK'S OFFICE DATE: <u>April 12, 2019</u> TIME: <u>8:51 AM</u></p>
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**SUMMARY OF ACTION
 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
 MARKET STATION AT THE RAILYARD
 500 MARKET STATION , SUITE 200
 WEDNESDAY, APRIL 23, 2019, 9:00 AM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
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ROLL CALL	QUORUM	1
APPROVAL OF MINUTES	APPROVED	1-2
APPROVAL OF AGENDA	APPROVED	2
APPROVAL OF CONSENT AGENDA	NONE	2
CONSENT AGENDA	NONE	2
 <u>ACTION ITEMS</u>		
REQUEST FOR REVIEW AND APPROVAL OF THREE (3) CONTRACT AMENDMENTS OF THE FY 2018-2019 ECONOMIC DEVELOPMENT PORTFOLIO AS AWARDED THROUGH RFP TO PROVIDE WORKFORCE DEVELOPMENT BUSINESS DEVELOPMENT, AND OTHER SUPPORT FOR ECONOMIC DEVELOPMENT IN SANTA FE FOR A TOTAL FUNDING AMOUNT OF \$75,000 AS IDENTIFIED PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 3 - SANTA FE BUSINESS INCUBATOR RFP 16/38/P; PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 3 - YOUTHWORKS RFP 16/37/P; PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 4 - SCORE RFP 15/38/P	APPROVED	2-5
INFORMATIONAL ITEMS	NONE	5

ITEMS FROM THE COMMITTEE	NONE	5
ITEMS FROM STAFF	INFORMATION	5
ITEMS FROM THE CHAIR	INFORMATION	5-6
ITEMS FROM THE PUBLIC	NONE	6
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**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MARKET STATION AT THE RAILYARD
500 MARKET STATION , SUITE 200
WEDNESDAY, APRIL 23, 2019, 9:00 AM**

I. PROCEDURES

A. CALL TO ORDER

The meeting of the Economic Development Advisory Committee was called to order by Councilor Roman Abeyta, Chair, at 9:00 am on Tuesday, April 23, 2019 at Market Station at the Railyard, 500 Market Station, Suite 200, Santa Fe, New Mexico.

B. MEMBERS PRESENT

Councilor Roman Abeyta, Chair
Holly Bradshaw-Eakes
Kate Kennedy
John Fiens
Dr. Camilla Bustamante
Robert Lurcott
Helen Brooks
Sean O'Shea
(2 vacancies)

MEMBERS ABSENT

OTHERS PRESENT

Matt Brown, Economic Development Department (Mr. Brown)
Rich Brown, Economic Development Department (Mr. R. Brown)
Fabian Trujillo, Economic Development, City of Santa Fe
Marie Longserre, Santa Fe Business Incubator
Bob Gallatin, SCORE
Elizabeth Martin, Stenographer

**C. APPROVAL OF MINUTES
MARCH 13, 2018**

MOTION A motion was made by Ms. Brooks, seconded by Ms. Kennedy, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

D. APPROVAL OF AGENDA

MOTION A motion was made by Mr. Lurcott, seconded by Ms. Kennedy, to approve the agenda as presented.

VOTE The motion passed unanimously by voice vote.

E. APPROVAL OF CONSENT AGENDA

None.

II. CONSENT AGENDA

None.

III. ACTION ITEMS

A. REQUEST FOR REVIEW AND APPROVAL OF THREE (3) CONTRACT AMENDMENTS OF THE FY 2018-2019 ECONOMIC DEVELOPMENT PORTFOLIO AS AWARDED THROUGH RFP TO PROVIDE WORKFORCE DEVELOPMENT, BUSINESS DEVELOPMENT, AND OTHER SUPPORT FOR ECONOMIC DEVELOPMENT IN SANTA FE FOR A TOTAL FUNDING AMOUNT OF \$75,000 AS IDENTIFIED
Matt Brown

- 1. PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 3
- SANTA FE BUSINESS INCUBATOR RFP 16/38/P;**
- 2. PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 3
- YOUTHWORKS RFP 16/37/P;**
- 3. PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 4
- SCORE RFP 15/38/P**

Mr. Brown said our memo and information on this item is in your meeting packet. Last year we had to do a flat budget. As a consequence we needed to make reductions in almost all our programs except MAKE. The biggest percentage cut was to Biz Mix. We committed at that time to the Mayor to review this and if funds were available to replenish part of the funds. He worked with Finance and Asset Management for three months to determine if we had any funds available. It was estimated that we have around \$80,000. He had discussions with all three organizations about these amounts

and if they would be able to utilize the funds. SCORE has increased the number of programs from 10 to 14 for the year. For Youthworks additional money means more youth they can serve. For the Incubator this provides some money to bring them back to their level of services for the year. We agreed on \$30,000 for them. Marie was very happy with that. We were unable to provide additional funds for the accelerator or Mix. We did provide them with some marketing dollars for them for their programs in the amount of \$10,000.

Chair Abeyta said thank you for taking a look at that. You did say last year that you would review the contracts and restore funds if possible. He appreciates that you took that on. Thank you.

Chair Abeyta asked will there be a new RFP out in the next year or two on these or will we do amendment after amendment.

Mr. Brown said the SCORE contract ends this fiscal year. Both the Incubator and Youthworks will need a new contract. We will be drafting RFPs for all three of these organizations and hoping to get them to the Governing Body for July 10th or July 31st.

Chair Abeyta asked will we get to see them before they are advertised.

Mr. Brown said we did not plan on that. You would be the first Committee to see the drafts.

Mr. Trujillo said that is not normally what the process is. Staff writes the RFP and we bring it back to the committee process.

Chair Abeyta said he is concerned that it seems at that point it is a done deal and we are rubber stamping. Would like to see the RFP before it goes out. He would like the Committee to have input. He does not want to increase your workload, but he thinks this is important.

Mr. Brown said if individual Committee members would like to review and give feedback that would be more expeditious.

Chair Abeyta said you have some good ideas for the Incubator that are innovative. He would like the Committee to hear about them and discuss them.

Matt Brown asked would it be suitable if we offered to communicate on this individually with Committee members.

Mr. O'Shea said he thinks RFP by committee is not a good idea.

Chair Abeyta said it is too late if we wait to have input until the RFP is done. He would like to see the draft before it is let out.

Mr. Lurcott asked could you just pass those out to the Committee.

Chair Abeyta said before the RFP gets advertised out. He wants the Committee to look at the scope of work.

Dr. Bustamante said she agrees with the Chair. She would like to see as much as we can before hand, before it goes out. Having the group do this as a whole would be best for her. Bring the draft to the Committee so we can review and discuss any changes and then go out for final.

Mr. Brown said this discussion implies formal review of the RFP and that has larger implications. He is happy to take that conversation on with City Manager Litzenberg. One on one would be okay.

Ms. Brooks asked is there a mid step between formal review and not knowing anything. Could you give us an overview of what you are proposing and have us react to that.

Mr. Brown said it changes policy on how Departments do RFPs. He needs to talk to the City Manager.

Chair Abeyta said he does not like to rubber stamp and see things when they are done. We create more of a risk if we find issues when the RFP is already scored. We are going to change this. He just ran into this with Public Works last month where we had to go into executive session to discuss the RFP. Lets talk about it with the City Attorney and the City Manger.

Mr. Brown said he can appreciate that. The SCORE and Business Accelerator RFPs are in process now. Can we move on those.

Chair Abeyta said yes, he does not want to delay anything. He is talking about future RFPs. This is becoming an issue City wide.

Mr. Kennedy said we have run into that in this Committee before. It is important to know that RFPs are on the City website. We can keep that in mind. On average how many responses do you get.

Mr. Trujillo said that is a hard question. It depends on the RFP and how it is written.

Chair Abeyta said for this item the Incubator will receive \$30,000, Youthworks \$40,000 and SCORE \$5,000.

MOTION A motion was made by Ms. Brooks, seconded by Mr. Lurcott, to approve the request.

VOTE The motion passed unanimously by voice vote.

IV. INFORMATIONAL ITEMS

None.

V. ITEMS FROM THE COMMITTEE

None.

VI. ITEMS FROM STAFF

Mr. Trujillo said we are looking to reschedule the June meeting from the 12th to the 26th to accommodate the review of the Business Education Services RFP and the Business Accelerator RFP.

Ms. Brooks asked that Mr. Trujillo poll the Committee and give us several choices on dates.

Mr. Trujillo said he will do that.

Mr. Brown thanked everyone for coming back to vote on this request. He appreciates that.

VII. ITEMS FROM THE CHAIR

Chair Abeyta thanked the Committee members for attending the meeting today so that this item could move forward.

Chair Abeyta said last night at Public Works we heard the issue of accessory dwelling units. He had a discussion about that with Fabian this morning. We talked about why these Ordinances don't come to this Committee if they have an economic impact. A lot of changes are coming to the Land Use Code. Is there communication or a process so that those can come to our Committee.

Mr. Brown said he would be supportive. Land Use changes will have a direct impact on the community.

After some discussion it was decided that Mr. Brown will, as a mechanism for this, prepare a list for consideration by the Committee as to if they would like to bring them to this Committee for discussion and input.

Dr. Bustamante said in the interest of full disclosure, she is on the Housing Coalition and is familiar with this. She is glad it came up and she feels it is appropriate for this Committee to hear it. There has been a lot of research on how ADUs will impact our economy. More vetting is beneficial.

Chair Abeyta said bringing a list forward at each EDAC meeting is a good idea. The Committee can see what has been introduced.

VIII. ITEMS FROM THE PUBLIC

None


**IX. NEXT MEETING DATE
MAY 8, 2019**

X ADJOURN

There being no further business before the Committee the meeting adjourned at 9:30 am.



Councilor Roman Abeyta, Chair



Elizabeth Martin, Stenographer