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10-17-01

**City - ARHA  
Work Group on Samuel Madden  
September 13, 2001**

**Committee Members Present:**

- Mayor Kerry Donley
- Bill Euille, Member, City Council
- David Speck, Member, City Council
- A. Melvin Miller, Commissioner, ARHA Board
- Donna Fossum, Planning Commission
- Phil Sunderland, City Manager
- Bill Dearman, CEO, ARHA
- Mark Jinks, Assistant City Manager
- Connie Lennox, Director of Development, ARHA

**Others Present:**

- Marye Ish, ARHA
- Archie Morris, ARHA
- Laurie Putscher, TAG Associates
- Gene Swearingen, Office of Management and Budget
- Angela Smith, Office of Management and Budget
- Mildrylin Davis, Office of Housing
- Jeffrey Farner, Department of Planning and Zoning
- Helena Soprano, Department of Planning and Zoning
- Sandy Murphy, Assistant to the Mayor
- Beverly Jett, City Clerk
- Ann O'Hanlon, Washington Post
- Marilee Menard, Citizen
- Roger Mechanic, Citizen
- Donald Pross, Citizen
- Susan Brita, Citizen

The minutes from the August 15, 2001 Work Group meeting were distributed, two changes were made, and the meeting minutes were approved.

The Group was presented with the Docket item for the "Consideration of recommendations related to the redevelopment of Samuel Madden Homes (Downtown)" that would be voted on at the City Council meeting on Saturday, September 15 and the ARHA Board on Monday, September 17.

Mr. Dearman gave the status of the planned meeting with HUD and said he will seek to schedule the meeting when he talks to HUD on September 14. The meeting with HUD will include ARHA staff, City staff and members of the task force. HUD extended the deadline for the required redevelopment time line from September 10 to September 17. Mr. Dearman will also find out from HUD the estimated turnaround time once HUD receives the RFQ/RFP.

A motion was made, seconded, and unanimously approved that the task force convene an executive session at this time for the purpose of discussing or considering the condition, acquisition or use of real property for public purpose, or the disposition of publicly held property, pursuant to Virginia Code § 2.1-344 (A) (3).

Motion was made, seconded, and unanimously approved to reconvene its meeting of this date which was recessed for the purpose of conducting an executive session.

After coming out of the executive session a motion was made and unanimously passed that certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

The Group agreed that the City Manager should be involved in the selection of the review panel that will evaluate the RFQ/RFP and there should also be City representation on the review panel.

There was action by the Group to adopt a process by which the developer will be selected. This process will be a charrette process which includes first issuing a RFQ for potential developers to submit proposals based on qualifications. From the proposals received, the review panel will select two to three of the most qualified developer candidates. Using the parameters set out in the RFQ/RFP, these candidates will then participate in a charrette including but not limited to stakeholders such as ARHA staff, City staff, Planning Commission representatives, individual citizens, and citizen groups. Based on input from all these stakeholders, the developer will submit a detailed proposal including a financial plan which will be evaluated by the review panel and a selection will be made. Before the next Work Group meeting ARHA will edit the RFP/RFQ to incorporate the new charrette process.

When ARHA and City staff meet with HUD, clarification is needed on the requirement for the disbursement of PHU's.

The Group discussed the Program Manager position advertised by ARHA to oversee the redevelopment project. There was concern that the money spent on a Program Manager would decrease the available funds for the off-site units. ARHA staff explained that the HOPE VI grant included monies to hire a Program Manager to oversee the project. There was also concern about the scope of work for the Program Manager that was issued in an RFP in June 2001. ARHA staff explained that the responsibilities of the Program Manager have been greatly reduced from the RFP that was issued. ARHA is currently in negotiations with TAG Associates to define the scope of work.

A question was raised about the affordable housing component of the redevelopment project. No decisions on affordable housing have been made and further discussions will need to take place before any decisions can be made.

It was agreed to that the new draft RFQ/RFP will be ready the first week of October. The Work Group will review the draft at the next meeting and resolve any differences. The draft will then go to HUD for review and approval and finally the ARHA Board for approval and release.

The next meeting for the Work Group was scheduled for Friday, October 12, at 5:00p.m. in the Council Workroom.