

OC-19-22

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**CITY OF ALBUQUERQUE  
CITY COUNCIL**

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**INTEROFFICE MEMORANDUM**

**TO: Klarissa Peña, President, City Council**  
**FROM: Stephanie Yara, Director, Council Services**  
**SUBJECT: Approving a Supplemental Agreement for Social Innovation  
Strategies Group, LLC for Facilitation Services and Submission of a  
Final Report for Fiscal Year 2019.**  
**DATE: January 4, 2019**

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Attached for your consideration and approval is a Supplemental Agreement with Social Innovation Strategies Group, LLC (Everette W. Hill) for additional facilitation services and submission of a final report for Fiscal Year 2019.

The City Council and Contractor entered into an original Agreement on March 23, 2018 for Social Innovation Strategies, LLC to provide facilitation services for completing the Neighborhood Engagement Process (NEP) aimed at updating the City of Albuquerque's Neighborhood Association Recognition Ordinance (NARO). The supplement will provide extra compensation for further facilitation services as well as the submission of a final report that includes recommendations for amending the NARO.

The current Agreement is for a total of \$30,000 and expired on December 31, 2018. This Supplemental Agreement will add \$80,000, for a total contract amount of \$110,000. Funding for this supplement is available in the Council Services General Fund contractual services budget for FY/19.

Your consideration and approval is requested.



**City of Albuquerque  
Neighborhood Association Recognition Ordinance  
Proposed Revised Scope of Work & Cost Estimate  
December 14, 2018  
Phases III and IV**

**Submitted by:  
Everette W. Hill  
Principal & Managing Director  
Social Innovation Strategies Group, LLC**

**City of Albuquerque**  
**Neighborhood Association Recognition Ordinance**  
**Proposed Revised Scope of Work & Cost Estimate**  
**December 14, 2018**  
**Phases III and IV**

The following are services to be provided to the Office of Neighborhood Coordination (ONC), under the supervision of the ONC Manager. The project would consist of the following tasks, timelines, and associated costs:

**Phase III** (*January - September 2019*)

- Gathering Events Design, Execution, and Facilitation
  - Establish messaging baseline of seeking proactive input for redrafting NARO
  - Design facilitation plans and conduct outreach, visits, and/or dialogue events in all 263 neighborhood association sites
  - Coordination with neighborhood association leadership
  - Event site development/preparation
  - Review vision and mission of ONC with each association
  - Deliver Feedback Summary Report to neighborhood association sites
  - Identify neighborhood association priorities for recommendations to City Ordinance

**Phase IV** (*September - October 2019*)

- Project Data Synthesis, Analysis, and Final Report Writing
  - Integrate all data from the community engagement/data-gathering dialogue events
  - Develop comprehensive list of recommendations
  - Conduct comparative analysis of all quantitative and qualitative data
  - Map Strategic Priorities
  - Prepare draft documents and policy recommendations for core project management team review (ONC and consultants)
  - Capturing and synthesizing all of the pertinent dialogue information in summary documents for analysis
  - Present all raw data collected during the NEP
  - Integrate feedback from draft reviews
  - Prepare final documents to City Council

This project would be led by Everette Hill of Social Innovation Strategies Group and would involve a primary subcontractor, Eduardo Martinez of Meridian Strategies. Contractor may involve additional support staff, as necessary. The participation of these parties is not expected to materially alter the cost of the project. The project will be billed at \$80,000 for completing Phases III and IV. The Contractor may bill an additional amount for each extra meeting required after the completion of Phases III and IV.