

*\*Approved 03/12/2009 with corrections*

**City of Lawrence, KS  
Community Development Advisory Committee  
February 26, 2009 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Marci Francisco, Curtis Harris, Quinn Miller, Julie Mitchell, Vern Norwood, Brenda Nunez, Aimee Polson, Patti Welty

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Danelle Dresslar, Margene Swarts

**PUBLIC PRESENT:** Valerie, KU Journalism Student

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Welty called the meeting to order at 5:30 p.m.

**1. Introductions**

Members and staff introduced themselves.

**2. Receive February 10, 2009 Study Session Minutes.**

The committee received the February 10, 2009 Study Session Minutes.

**3. Approval of the February 12, 2009 Minutes.**

Norwood **moved to approve the February 12, 2009 minutes with correction of date in attendance table.** Polson **seconded the motion, which passed unanimously.**

**4. Continue Deliberations – HOME.**

Welty reminded the Committee that 16a, Lawrence-Douglas County Housing Authority Homeless Transitional Housing Program (TBRA) and 18c, City of Lawrence Community Development Division First Time Homebuyers Program – Lawrence Community Land Trust were still remaining for allocation. There is \$438,294 to work with between the two.

Harris asked about the funding for the 2008 Grant year and if either of those had been funded under what they were requesting.

Swarts said that last year the TBRA program received the full requested amount of \$270,000 and the First Time Homebuyers Program had received \$162,214 of their request of \$300,000. She provided a breakdown of the two programs and what they do for the community. The TBRA is the only program in the community at this time that helps with transitional housing. The First Time Homebuyers Program can also use the CHDO set aside for their projects. Tenants to Homeowners, Inc. owns, develops, and sponsors housing as well as administer the First Time Homebuyer program.

Harris asked about the plan for the transitional housing at the Salvation Army.

Swarts said that the Salvation Army had applied additionally for money from the State for the new program but did not receive it. They do have a plan in place to move some funding around. The transitional housing program they are adopting will house four to five families or individuals. The TBRA works with anywhere from 35 – 50 families or individuals per year. The TBRA program works with renters for a maximum of 24 months. The families or individuals do not necessarily stay in the transitional housing program for that time span. Some move into Section 8 housing, some move on, and some are evicted. Although the program is a 24 month maximum, the funding is done on a grant year basis. When a participant leaves the TBRA program, the funds used for their housing frees up and can be used by other renters to help move them toward their housing goals. There is fairly consistent movement in the program.

Harris posed the question to the CDAC about how they would rank these two programs in relation to their priorities.

Mitchell commented that the TBRA is an emergency need in the Lawrence community.

Harris suggested that the Committee take the same direction as the 2008 Grant year, however one point to consider is that the Lawrence Community Land Trust program does improve housing stock in the community, which is very important at this time. It is good for the community to have better properties and to be able to have residents live in a home of their own. He said he only wanted to raise the point, and it is not specifically how he thinks the CDAC should look at the allocation.

Harris **moved to fund the following:**

**16a, Lawrence-Douglas County Housing Authority TBRA Program-\$275,000.**

**18c, CDD First Time Homebuyer's Program/Lawrence Community Land Trust HOME - \$163,294.**

Welty **seconded the motion.**

Polson asked if the difference in funding will alter the amount of Administration that is awarded.

Swarts said that the Administration funding is a set amount based on the award amount. This amount will not change based on the funding allocations to the different agencies.

**The motion passed unanimously.**

This concluded the deliberations regarding the remaining unallocated HOME funds.

## **5. Begin Deliberations – Public Service.**

Swarts passed out the Neighborhood Performance Reports to the CDAC for the grant years of 2008 and 2009.

Harris asked what the available funding was that the Committee had to work with in the Public Service category.

Swarts told the Committee the amount to work with was \$119,748.

Norwood began the discussion about the neighborhood requests. The North Lawrence Improvement Association (NLIA) was mentioned due to the fact that they have not consistently turned in their performance reports, including not turning in two of the four reports required for the 2008 grant year.

Welty commented that although the reports are not being turned in on a timely basis, or sometimes not at all, that the neighborhood has actually performed quite well over the 2008 grant year. Their problem is not an issue of neighborhood performance, it is an issue of their reporting. They just have not been able to get into the swing of turning in performance reports. That does not necessarily mean that they are not performing as a neighborhood association effectively.

Norwood agreed that the neighborhood itself is performing well, but the reports are a requirement of the funding agreement and they still need to do what they are required to do.

Miller recalled that the Committee had the same discussion about the neighborhood reports last year in deliberations.

Norwood said her concern was that this is a requirement of all the neighborhood associations and since all the reports are available online the neighborhoods can now see the reporting tendencies of their peers and in turn will wonder why they are following the rules and turning in their reports as instructed and other are not. It is something that is required and is important, and no matter what the good deeds of the neighborhoods are they still need to do the work.

Harris said that the neighborhoods are asking for \$36,985. His feeling is that the Committee fully fund the neighborhoods, and then work with the neighborhoods to up the ante of their projects and accomplishments.

Norwood agreed with Harris that it is very important to assist the neighborhoods. Her suggestion is that the Committee could look at making a motion to fund all the neighborhoods with the exception of NLIA at this time. The next step would be to have NLIA come in to speak with the Committee regarding their reporting and to provide an explanation on the lack of reports for 2008 grant year prior to allocating funding for their neighborhood.

Harris commented that if that is the consensus of the CDAC then he would go along with the recommendation, however he does not view the reports as important as the work that the neighborhoods do, so he is not necessarily bothered by the reporting enough to hold off funding. It needs to be addressed but it does not necessarily need to hold up funding.

Mitchell noted that the NLIA coordinator does not work as many hours as some of the other coordinators, and also mentioned that \$1,800 seemed to be a high amount for neighborhood clean-up.

Swarts said that the neighborhood holds two clean-ups a year and the cost is for the wood chipper.

Welty added that Lonnie's recycling helps out with the clean-ups as well, and that the neighborhood can also utilize the recycled wood chips.

Mitchell asked if some of the money being requested for clean-up can be re-routed to the coordinator since the clean-ups are seemingly a duplication of City Services. If the coordinator was able to work more hours and was able to utilize that funding then perhaps the reports would get done.

Welty said that the NLIA president would be glad to come in to speak to the CDAC if that is what the Committee wants.

Harris suggested instead of only having NLIA come to the meeting to present the CDAC could invite all the neighborhoods.

Mitchell asked about the East Lawrence Neighborhood Association (ELNA) and their request for the recycling containers and was curious how this was a different program from what the community already offered.

Polson added to the question by asking if the City gives these containers to residents for free.

Swarts said that she was not sure about the costs of the recycling bins; however the movable bins were available for rental from the City at \$2 per month.

Nunez answered that the bins are for those without cars in the neighborhood for convenience purposes.

Welty asked Harris if the neighborhoods receive full funding, where does he suggest that the cuts to other public services be made?

Harris said if the CDAC fully funded all the neighborhoods then the other Public Service agencies requesting funding could be funded at 55% of their requests across the board. He posed the question to the Committee if there is anything on the list that requires full funding or no funding at all.

Norwood pointed out that the funding request application from the agencies referenced the percentage of the agency total budget that the request was allotting for.

Miller asked about the Salvation Army and the change in the direction of housing they provide, from emergency shelter to transitional housing.

Swarts confirmed that all the emergency shelter in the community would be at Lawrence Community Shelter. They are currently searching for a larger facility and are already looking for overflow arrangements for after May 1 when the Salvation Army's emergency shelter is closed. The Salvation Army request includes their lunch program, which will still be utilized.

Harris said that although the Table of Contents states that the request is for Emergency Shelter and Feeding Program that there is no part of the application that refers to the emergency shelter element. They are listed on the application and in the Salvation Army Budget as transitional housing and feeding programs.

Harris posed the question to the CDAC again if there is anything that they feel strongly about zero funding in the remaining applications.

Welty said that 7a, Commercial Residential Union Public Use Workshop, has to do with job creation and that is not part of the goals of the CDAC plus the activity is a new one.

**Welty moved to zero fund 7a, Commercial Residential Union Public Use Workshop. Mitchell seconded the motion, which passed unanimously.**

Harris refigured the remaining amount and said that the remaining agencies can now be funded at 57% across the board.

Swarts said it was fine to consider cutting the funding across the board, but the Committee should look at the effect on individual agencies such as Douglas County AIDS Project (DCAP) who is requesting \$4,000 for their Emergency Assistance Program, and has consistently asked for and been granted \$4,000 for the same program. It comes down to what is the most effective use of the funds that are available. There should also be discussion regarding the emergency shelter needs in the community because that need is not going away and it has been a primary focus of the Committee in the past.

Polson noted that ELNA is asking for more funding this year than it had in the past as well. This was also something the Committee should look at.

**Norwood moved to fully fund 1a, Brook Creek Neighborhood Association for \$6,115; Oread Neighborhood Association for \$10,520; and Pinckney Neighborhood Association for \$2,734. The remaining neighborhood associations, North Lawrence Improvement Association and East Lawrence Neighborhood Association need to attend a CDAC meeting. North Lawrence Improvement Association will be required to provide an explanation on their neighborhood performance reporting, and the East Lawrence Neighborhood Association will be required to explain the reasoning behind the increased funding request based on their 2008 grant year award. Polson seconded the motion.**

**The motion passed 6-1.**

Welty asked if staff will invite those two neighborhoods to the next meeting and give them direction about what the CDAC would like to hear from them.

Swarts said that staff will arrange that.

Swarts told the Committee the balance of Public Service funding is \$100,379. If the Committee wishes to remain with the initial thought process to fully fund all neighborhoods, the amount remaining is \$87,263.

Welty asked the CDAC if they would like to hear from the Salvation Army as well on their application.

Francisco entered the meeting.

Harris suggested that if the CDAC is going to speak with the Salvation Army then the Committee should hear from Lawrence Community Shelter also. If there is a problem with emergency shelter funding then both sides should be heard from.

The committee agreed that they would like to hear from both.

Norwood **moved to fully fund 8a, Douglas County AIDS Project Emergency Assistance Program for \$4,000.** Polson **seconded the motion.**

Harris suggested that the Committee look at the neighborhoods with one chunk of money and all the rest should be looked at together as well.

Welty said that since it is such a small amount of money that the question was if they could really do anything with a smaller award amount.

Norwood said that if it is cut that much that they might not be able to administer the program.

Harris pointed out that on their application that the request is only a quarter of their project budget.

Norwood reminded the Committee that this is not necessarily the final decision.

**The motion passed unanimously.**

Welty suggested that the remaining Public Service applications be reviewed for discussion at the next meeting based on the fact that this was a shorter meeting due to the City Commission room being utilized for another group directly after this meeting.

## **6. Public Comment.**

There were no public comments.

## **7. Miscellaneous/Calendar Items.**

Swarts reminded the Committee that the March 26, 2009 meeting will be a 1 hour meeting due to the fact that the Historic Resources Commission is meeting in the room at 7:00 pm that night.

Swarts told the group that the City has been allocated \$216,798 in CDBG stimulus funds. The regulations for the program are unknown at this point but there is a HUD conference call in two weeks that should map out the procedure for the communities. This will probably entail a very fast request for applications with possibly a two week turnaround. HUD is pushing job creation and retention, as well as economic development, so it is unknown if Public Service activities can be funded. The applications, based on the quick turnaround time, can likely be completed within the CDAC regular meeting schedule and process. Congress did eliminate additional HOME funding in the stimulus package. There is also a possibility that the City can apply for funds from the Neighborhood Stabilization Program, which deals with foreclosed and vacant properties. There is also the chance that there will be more Emergency Shelter Grant funding available through the State of Kansas that the City may be able to access.

## **8. Adjourn.**

There being no further business, Polson **moved to adjourn the February 26, 2009 meeting.** Miller **seconded the motion, which passed unanimously.**



## Attendance Record

Members	01/08	01/22	02/10 Study Session	02/12	02/26	03/12	03/26	04/9	05/23	05/14
Marci Francisco	+	+	+		+					
Curtis Harris	+	+	+	+	+					
Quinn Miller	+		+	+	+					
Julie Mitchell	+	+	+	+	+					
Vern Norwood	+	+	+	+	+					
Brenda Nunez	+	+	+		+					
Aimee Polson	+	+		+	+					
Patti Welty	+	+	+	+	+					
Roberta Suenram										

\*Norwood submitted the following corrections to the February 26, 2009 minutes:

**"Item #4, Page 2, Paragraph 6 corrected to now read:**

Harris **moved to fund the following:**

**16a, Lawrence-Douglas County Housing Authority TBRA Program-\$275,000; 18c, CDD First Time Homebuyer's Program/Lawrence Community Land Trust HOME - \$163,294.**

Welty **seconded the motion.**

Discussion followed."

**Item #5, Page 3, Paragraph 6 corrected to now read:**

"Norwood agreed that the neighborhood itself may be performing well, but the reports are a requirement of the funding agreement and they still need to be submitted by the due dates."

**Item #5, Page 3, Paragraph 11 corrected to now read:**

"Norwood said her concern was that reporting is a requirement for all the neighborhood associations and if some are not reporting and nothing is being done, then other neighborhoods might wonder why they have to follow the rules and others are not. Reporting is required, and no matter what the good deeds of the neighborhoods are they still need submit their reports."

**Item #5, Page 5, Paragraph 6 corrected to now read:**

"Norwood pointed out that the funding request application from the agencies referenced only a percentage of the agency total budget."

**Item #5, Page 6, Paragraph 7 corrected to now read:**

"Norwood moved to fully fund 1a, Brook Creek Neighborhood Association for \$6,115; 4a Oread Neighborhood Association for \$10,520; and 5a Pinckney Neighborhood Association for \$2,734. The remaining neighborhood associations, North Lawrence Improvement Association and East Lawrence Neighborhood Association need to attend a CDAC meeting. North Lawrence Improvement Association will be required to provide an explanation on why their neighborhood performance reports were not submitted by the due dates and the East Lawrence Neighborhood Association will be required to explain the reasoning behind the increased funding request based on their 2008 grant year award. Polson seconded the motion.

The motion passed 6-1."

**Item #5, Page 7, Paragraph 5 corrected to now read:**

"Norwood moved to fully fund 8a, Douglas County AIDS Project Emergency Assistance Program for \$4,000. Polson seconded the motion.

Discussion followed."

Welty submitted the following correction to the February 26, 2009 minutes:

**Item 5, Page 6, Paragraph 6 corrected to now read:**

"Welty said that since DCAP is only asking for \$4000, that might not be enough for them to do anything with."