

October 30, 2015

Trey Meyer  
Director of Operations  
Lawrence Community Shelter  
3655 E. 25<sup>th</sup> Street  
Lawrence, KS 66046

***Re: Terms for City's \$51,180 Emergency Matching Payments to Lawrence Community Shelter, Inc. in 2015***

Dear Trey:

I am following up on the City Commission's action taken on July 14, 2015, in which it authorized the City to make emergency matching payments from the Special Alcohol Fund to the Lawrence Community Shelter in 2015 in an amount not to exceed \$50,000 and to provide \$1,180 for costs associated with a fundraising mailer. The purpose of this letter is to identify the terms and conditions of the payment.

1. Lawrence Community Shelter, Inc. agrees to use and expend all funds
  - A. Pursuant to City of Lawrence Charter ordinance No. 33, which outlines the following uses for special alcohol and drug program funds:
    - i. Prevention of alcoholism and drug abuse, including but not limited to education, counseling, public informational efforts and related activities; or
    - ii. Alcohol and drug detoxification efforts and related activities; or
    - iii. Intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers; or
    - iv. Law enforcement, prosecution, court activities and programs, or portions thereof, related to apprehending, prosecuting, adjudicating or monitoring individuals who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers, including individuals who are or may be charged with violating laws related to alcohol or drug use; or
    - v. Education, counseling, public information efforts, and related and associated activities related to preventing drug abuse and alcohol abuse, including but not limited to efforts to encourage healthy youth and family development and related efforts which include as a partial element drug abuse and alcohol abuse education, counseling, or public information efforts; or
    - vi. Programs, activities, or efforts related to preventing or intervening in drug abuse and alcohol abuse, including programs, activities, or efforts for which drug abuse and alcohol abuse prevention or intervention comprises a partial element of the complete program, activity or effort; or
    - vii. Any program, activity, or effort, or a portion thereof, that the governing body determines seeks to discourage, prevent, intervene, or address issues related to alcohol or drug abuse. The appropriation of funds by the governing body for such a program, activity, or effort shall be conclusive of compliance with provisions of this ordinance, and separate findings shall not be required; and
  - B. All applicable federal, state, and local laws;

2. The City will disburse the funding as follows:
  - A. The City will disburse payment in an amount not to exceed \$1,180 upon receipt of documentation of the costs associated with the fundraising mailer;
  - B. The City will disburse payments in an amount not to exceed \$50,000 upon receipt of this signed letter, agreeing to the terms and conditions set forth within, along with documentation of the dates and amounts of donations actually received and deposited in the operating bank account of the Lawrence Community Shelter, Inc. on or after July 14, 2015,
  
3. Lawrence Community Shelter, Inc. shall provide the following written reports to the City
  - A. By December 2015, the Lawrence Community Shelter, Inc. shall provide a strategic, long range funding plan to the City Commission;
  - B. Within nine months of the end of their Fiscal Year 2015, the Lawrence Community Shelter shall provide:
    - i. A copy of its IRS Form 990 as well as a copy of the current corporate annual report filed with the Kansas Secretary of State – FORM NP (not-for-profit) filing.
    - ii. A copy of its current financial audit.
    - iii. A copy of its Annual Report that includes a summary of how the funds were used, to include an assessment of the agency's annual accomplishments and outcomes.
  
4. Lawrence Community Shelter agrees to comply with K.S.A. 45-240, which requires not-for-profit entities receiving public funds to document and make available to the public the receipt and expenditures of such funds.

Please sign and date below if you agree to the terms set forth above. If you have any questions, please feel free to contact me at 832-3400.

Sincerely,

*Diane Stoddard* 11/6/15

Diane Stoddard  
Interim City Manager

Date

*Trey Meyer*

Trey Meyer  
Director of Operations  
Lawrence Community Shelter, Inc.

Date

11/6/15