

Memorandum  
City of Lawrence  
City Manager's Office

**TO: Thomas M. Markus, City Manager**

**FROM: Diane Stoddard, Assistant City Manager**

**Date: November 9, 2017**

**CC: Britt Crum-Cano, Economic Development Coordinator  
Toni Wheeler, City Attorney**

**RE: Public Disclosure regarding Boys and Girls Club Industrial  
Revenue Bond Request**

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The Boys and Girls Club of Lawrence has recently applied to the City for Industrial Revenue Bonds to access a sales tax exemption for their Center for Great Futures Project. I have a role, in addition to the City's Economic Development Coordinator, in facilitating these requests in my work as a City employee.

In order to be fully transparent, I wanted to disclose that I am a former member of the board of directors for Boys and Girls Club of Lawrence. I do not currently serve on the board of directors. Also, I am a capital campaign contributor for the Center for Great Futures Project and have made contributions to the agency through the United Way. I understand from consultation with the City Attorney that I do not have a legal conflict with assisting with handling this matter in my staff role; nonetheless I thought it was important to publicly note my previous and current connection with the agency.