

**City of Lawrence, KS  
Community Development Advisory Committee  
September 28, 2017 Meeting Notes (No Quorum)**

**MEMBERS PRESENT:** Alex Delaney, Jonathan Holley, Steven Koprince

**MEMBERS ABSENT:** Frank Brown, Jenna Coker, Frank Pondrom, Kendall Simmons, Blake Swenson

**STAFF PRESENT:** Danelle Dresslar, Brad Karr

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**1. Approval of the September 14, 2017 Minutes**

This item could not be completed because of the absence of a quorum.

**2. Discussion of winter meeting schedule**

No discussion was held on the winter meeting schedule.

**3. Miscellaneous/Calendar**

Delaney asked if staff had an update on the City Commission's priority initiative to possibly consolidate advisory boards, including the CDAC. Dresslar said the City Commission has not yet recommended any changes to the CDAC; the only action so far was to approve a resolution on [Board Policies](#) relating to advisory boards.

Delaney asked if staff had any indication of funding levels for the next fiscal year. Dresslar indicated staff has been told to expect level funding, or plan for the same contingencies as past years, which was a 5% decrease in funds. The pool of funds could stay the same, but Lawrence could still experience a decrease if other communities receive a larger share based on results of the American Community Survey.

**4. Open Public Hearing for the 2016 CAPER**

Chair Koprince opened the Public Hearing for the 2016 CAPER.

Dresslar explained the Public Hearing was for the purpose of receiving any questions or comments on the 2016 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is the year-end review of grant activities conducted in 2016. The report has been released and is currently in the 30 day public comment period, until October 25, 2017.

Staff indicated going forward, all grant recipients will be required to obtain a [DUNS](#) number and have an active registration on the [SAM.gov](#) website. Koprince indicated [Kansas PTAC](#) is a free technical assistance center to assist with helping entities register with SAM.gov.

Phil Collison, president of the East Lawrence Neighborhood Association (ELNA), asked if they had to have an EIN to obtain a DUNS number. Dresslar said ELNA has a DUNS number, but did not know if they also had an EIN; ELNA would need to use their DUNS number to register at SAM.gov, and staff would be sending all grant recipients instructions on how to register.

Collison asked where the CAPER document could be located for review. Dresslar said an electronic version of the CAPER is located on the [Community Development Division's Reports and Plans](#) website.

There was no further public comment on the CAPER.

**5. Close Public Hearing**

Chair Koprince closed the Public Hearing.

**6. Public Comment**

There was no public comment for the CDAC meeting.

**Attendance Record**

Members	Jan 12	Jan 26	Feb 9	Feb 23	Mar 9	April 13	April 27	Sept 14	Sept 28	Oct 12	Oct 26					
Frank Brown	+	+	E	+	E	+	+	U	U	-						
Jenna Coker	E	E	+	+	E	+	+	E	E	-						
Alex Delaney	+	+	+	+	+	+	+	+	+	-						
Jonathan Holley	+	+	+	+	+	+	+	+	+	-						
Steven Koprince	+	+	+	E	E	+	+	+	+	-						
Frank Pondrom	+*	+	+	+	+	+	+	+	U	-						
Blake Swenson	E	+	+	E	+	+	U	U	U	-						
Kendall Simmons	+	+	+	E	U	+	+	+	E	-						

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|---|--|----|--|
| E | Excused Absence                        | U  | Unexcused Absence                              |
| X | Meeting Cancelled – Weather Conditions | -  | Meeting Cancelled – Committee Vote/No Business |
| * | First meeting after appointment        | ** | Last Meeting Prior to expired term             |
| ^ | Last Meeting                           |    |  |