

**COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION REVIEW WORK GROUP MEETING
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A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 12:30 p.m. on Tuesday, February 11, 2016, in the Community Development Conference Room A, 108 East Proctor Street, Carson City, Nevada.

PRESENT:	Chairperson Kris Wickstead	STAFF:	Lee Plemel, Community Development Director
	Member Ale Avila		Janice Keillor, Grants Administrator
	Member Robert Glenn		Tamar Warren, Deputy Clerk
	Member Carol Howell		
	Member Rob Joiner		
	Member Craig Steele		

NOTE: A recording of these proceedings, the Work Group's agenda, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. The CDBG application materials are on file in the Planning Division, and are available for review during regular business hours. An audio recording of this meeting is available on www.carson.org/minutes.

CALL TO ORDER (12:30:27) – Chairperson Wickstead called the meeting to order at 12:30 p.m. A quorum was present. He explained the process by which the applicants would be heard, and the decisions would be made. He noted that the applications had been read by the Work Group members ahead of time and would be asking clarifying questions during this meeting. All grant request applications are incorporated into the record.

1. APPLICANT INTERVIEWS

FOOD FOR THOUGHT – Food Bridge for Hungry Children (12:31:29) – Marlene Maffei, Executive Director, and George Allbritten, Bookkeeper, introduced themselves. Member Howell inquired why there was a need for food with the presence of food stamps, welfare and, other programs. Ms. Maffei explained that although families receive additional assistance, the children rely on breakfast and lunch during the school year and they would go without food during the summer months. Member Glenn inquired about metrics regarding returning families year-over year and was informed that the food is provided without taking names and asking questions per a USDA policy. Member Avila asked about the leftover meals and was told they would be donated to the Bridge Church. Chairperson Wickstead observed the request this year was doubled and was informed that the quality of the meals is expected to be better. He also wished to understand the projected expense component relating to salaries and Ms. Maffei clarified that the budget contained the maximum allowable hours and believed that “they’re not going to show up every day if we’re paying them \$7 an hour or asking them to volunteer”. Member Howell requested clarification on the \$46,000 per year rent expenditure and Mr. Allbritten explained that the rent was donated and the amount reflected the fair market value. She was informed that an average meal last year cost \$4.28.

Member Joiner arrived at 12:38 p.m.

CARSON CITY FIRE DEPARTMENT – Station 52 Ambulance Procurement (12:40:33) – Chairperson Wickstead clarified that this amount was requested from the Public Improvement Funds. Stacey Belt, Deputy Emergency Manager, and Robert Schreihans, Fire Chief, introduced themselves. Member Howell commented that the budget or operating costs were not included in the packet. Mr. Schreihans explained that the Ambulance Division is not part of the Fire Department budget, and that the replacement of vehicles is not funded at this time, as they are a “fee for service” program. Discussion ensued regarding services provided by the Ambulances and the cost of parts for repairs. Upon replacement, the old ambulance would be retrofitted for services such as lab work, according to Mr. Schreihans. Member Steele inquired about types of typical calls. Member Joiner was informed that the current collection rate is at 60 percent of actual cost replacement through Medicare. Chairperson Wickstead suggested having the enterprise budget emailed to Mr. Plemel.

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CLEAR CREEK BOWMEN AND CARSON CITY PARKS AND RECREATION – Centennial Park Archery Range ADA Improvement (12:56:55) – Tom Howell and Jim Davis introduced themselves as members of Clear Creek Bowmen Archery Club. Vern Krahn, Carson City Senior Park Planner also introduced himself. Mr. Howell explained to Chairperson Wickstead that the “advertising” line item in the budget was to advertise for bids, a City process. Mr. Krahn explained that Carson City Public Works would complete the project at around 60 percent of the cost of a private sector company. Member Steele inquired about usage and the number of people served and Mr. Howell explained that the range is open to the public when no events are hosted, adding that they usually host a wounded-warrior event at another venue with 50-60 participants. He also explained that once completed, the location would be the first non-commercial ADA archery venue in Northern Nevada. Mr. Krahn clarified that the City has no budget for such improvements or for matching funds.

CARSON CITY HARVEST HUB (1:06:52) – Amanda Long, President, and Joyce Buckingham, Board Member, introduced themselves. Member Howell inquired about the reasons behind locating the hub downtown as it undergoes a “beautification”. Ms. Buckingham explained that the majority of people they will serve are centered on the west side of the City, adding that everyone had the right to fresh foods from local farms. Member Joiner pointed out an error in the budget and Ms. Buckingham noted that the rent should be budgeted at \$34,000, adding that they have commitments from Ron Wood Family Resource Center and a donor. She also explained that the program was different from Ron Wood because the latter did not provide fresh food to families. Member Steele inquired about the improvements and Ms. Long noted that the agreement stated that tenants are responsible for the improvements of the leased building. In response to a question, Ms. Buckingham noted that the program would also be used as a work experience program for foster youth. Discussion ensued regarding membership fees and Ms. Long offered to provide the information at a later date.

RON WOOD FAMILY RESOURCE CENTER (1:19:59) – Joyce Buckingham, Executive Director, introduced herself. Chairperson Wickstead received confirmation that the salaries in the request were for direct services only. Member Howell was informed that the program was funded by grants only. Ms. Buckingham clarified for Member Steele that their fees were based on a sliding scale. She also cited that they have received many referrals from the school district for issues such as “cutting”. Discussion ensued regarding the population served by the Ron Wood Family Resource Center and Ms. Buckingham clarified that they served many low-to moderate income and “in transition” families, adding that their philosophy is to serve everyone, regardless of their ability to pay.

BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA (1:29:58) – Wendy Firestone, Fund Development Director, introduced herself. Member Steele inquired about the organization’s presence in Carson City and was informed that “20 matches were served in Carson City last year”. Ms. Firestone also clarified that as part of a national organization they benefit from the advertising and data collection programs; however, they do not receive any additional funding from them. Member Howell received clarification on the local fund raising and donation programs and Chairperson Wickstead was informed that there was a formal breakdown of Carson City funds.

Chairperson Wickstead announced a 10-minute break

ESL IN HOME PROGRAM OF NORTHERN NEVADA (1:48:43) – Mary Tumbusch, Grant Writer, and Florence Phillips, Founder and Program Director, introduced themselves. Member Steele received confirmation that all grant funds received from Carson City will be invested locally. Chairperson Wickstead requested clarification on the difference between this organization and the United Latino Center and was informed that ESL in Home is tutored by volunteers at a location convenient to the student, adding that they don’t hold large classes, but teach in very small groups. Ms. Phillips also explained that in addition to ESL, they teach citizenship, GED, workplace communication, computer, and other classes. She also clarified that they receive citizenship class referrals from United Latino Center. Member Howell disclosed that she had volunteered with ESL at home, and was informed that the instructional materials budget line item covered 300 student and teacher books. Ms. Phillips noted that they had 40 volunteer tutors for 267 students in Carson City.

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CARSON CITY PUBLIC WORKS DEPARTMENT (2:00:43) – Patrick Pittenger, Carson City Public Works Transportation Manager, introduced himself. Member Howell inquired about the Public Works budget and Mr. Pittenger noted that as part of public information, the budget was accessible to anyone who is interested. He also clarified that the fuel tax is used for keeping the street and traffic lights maintained, and roads serviced. Mr. Pittenger explained that this particular project was now considered a low-to-moderate income area due to a revision of the Housing and Urban Development maps. Member Howell was informed that Nichols Lane had become a gravel road; therefore would not be prioritized as a paved street in need of maintenance. Member Steele received confirmation that sidewalk projects (funded with CDBG dollars in the past) were still in great need of repairs.

(2:06:29) – Public comment was delivered by Maurice White, who noted that he had lived in the area since 1958 and believed that the road was repaired by the City several times per year because it served as a short cut by many residents trying to avoid traffic. However, Mr. White believed that erosion control was the main issue there. He also explained that the large ditches caused by erosion could pose a driving danger.

NEVADA RURAL COUNTIES RSVP PROGRAM (2:15:49) – Susan Haas, Executive Director, introduced herself and explained to Member Steele that the \$2,100 was based on \$175 per-month stipend, with the stipulation of a one-year commitment from the volunteers for 20-40 hours per month. She also noted that if their hours were below 20, they received \$87.50 per month. Ms. Haas also outlined the costs associated with volunteer trainings such as postage for newsletter, snacks, paper, etc., adding that one volunteer would typically help three families. Discussion ensued regarding the “cash on hand” and contingency funds. Ms. Haas explained that RSVP added to the quality of life of the seniors they serve and their caregivers.

NEVADA RURAL HOUSING AUTHORITY (2:23:55) – Eddie Hult, Director of Real Estate Operations introduced himself, Linda Barnes, Grant Writer, and Don Bloebel, Senior Project Manager. Mr. Hult explained that the transitional housing would support “extremely low-income persons” and some veterans; however, this request was for a training center, not for housing. He added that limited training was provided through Friends in Service Helping (FISH); however, the capacity and training were limited. Mr. Hult explained that the phased approach and this grant would provide for building the “shell” buildings.

2. **PUBLIC COMMENT (2:36:31)** – There were no public comments.

3. **ARW DISCUSSION AND RANKING OF APPLICATIONS (closed session) (2:36:34)** – Chairperson Wickstead adjourned the meeting to prepare for the closed session which followed immediately. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the February 11, 2016 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 4th day of Aril, 2016.

Susan Merriwether, Clerk - Recorder

By: _____
Tamar Warren, Deputy Clerk

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**2016 CDBG Funding
Application Review Workgroup Recommendations**

2016 CDBG Recommendations

Public Services Project	Requested from CDBG	ARW Recommendations	ARW Recommendations revised per HUD allocation
Ron Wood Family Resource Center-Reach Up	\$35,000	\$30,000	\$32,103
Food For Thought	\$12,000	\$12,000	\$12,000
ESL In Home Program of Northern Nevada	\$30,000	\$10,442	\$11,174
NV Rural Counties RSVP-Respite Care	\$19,999		
Big Brothers Big Sisters	\$20,000		

Total	\$116,999	\$52,442	\$55,277
Total Available*:	\$52,442	\$52,442	\$55,277
Difference:	-\$64,557	\$0	\$0

Public Improvements Project	Requested from CDBG	ARW Recommendations	ARW Recommendations
Clear Creek Bowmen/Parks and Recreation	\$18,062	\$18,062	\$18,062
Nevada Rural Housing Authority	\$225,000	\$208,938	\$221,474
Carson City Public Works Department	\$227,000		
Carson City Harvest Hub	\$227,000		
Carson City Fire Department	\$203,506		

Total requested:	\$900,568	\$227,000	\$239,536
Total Available*:	\$227,000	\$227,000	\$239,536
Difference:	-\$673,568	\$0	\$0