

**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 3:00 p.m. on Thursday, February 12, 2009 in the Carson City Senior Citizens Center Tahoe Room, 911 Beverly Drive, Carson City, Nevada.

**PRESENT:** Chairperson Tom Keeton  
Sarah Adler  
Rob Galloway  
Dee Steele  
Tom Young

**STAFF:** Lee Plemel, Planning Division Director  
Janice Brod, Management Assistant  
Kathleen King, Recording Secretary

**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 available for review during regular business hours.

**CALL TO ORDER (1-0007)** - Chairperson Keeton called the meeting to order at 3:05 p.m.

**CARSON CITY PUBLIC WORKS DEPARTMENT - ADA SIDEWALK IMPROVEMENTS FOR EMPIRE ELEMENTARY SCHOOL (1-0020)** - Transportation Manager Patrick Pittenger reviewed the application materials, and provided anecdotal information with regard to the need for sidewalk improvements. He distributed to the work group members copies of a letter of support from Carson City School District Safe Routes to School Coordinator Dan Allison.

In response to a question, Mr. Pittenger advised that City funding was allocated to address a situation at Airport Road and Woodside Drive which may otherwise have proceeded as a complaint to the Department of Justice. In response to a further question, he offered to provide statistical information on the number of wheelchair-bound patrons of the JAC Transit System. He responded to additional questions regarding the method by which the project would be phased if only a portion of the requested funding is granted. He acknowledged documented circumstances requiring door-to-door JAC Transit service. In response to a further question, he advised that the project could be reduced to three phases, if necessary. He clarified that the requested \$283,000 “won’t actually solve every problem in this neighborhood.” In response to a further question, he explained the reason for requesting CDBG funding rather than Safe Routes to School funding. He acknowledged that the Stanton Drive portion of the project could be completed with the allocation of \$75,000 to \$80,000. In response to a further question, he advised of a fairly-recent statutory amendment which completely absolves any property owner of responsibility and liability over any sidewalk. Chairperson Keeton called for public comment; however, none was forthcoming. He commended Mr. Pittenger’s presentation.

**BREWERY ARTS CENTER - CAMPUS DEVELOPMENT PLAN (1-0225)** - Jed Block distributed to the work group members a copy of the Brewery Arts Center grand opening announcement published by

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the local newspaper on June 9, 1979. He provided historic information on the brewery and subsequent development of the Brewery Arts Center. He advised of 368 low income rental properties on the west side, and "at least ten apartment buildings that fit into the low / middle income family range ..." He read into the record an excerpt from the first grant awarded to the Brewery Arts Center. He advised that having another park on the west side is consistent with the City's comprehensive master plan.

In response to a question, Mr. Block advised that the City has agreed to abandon Minnesota Street, but not prior to submission of a development plan and confirmation of funding for the project. He explained that the requested grant funding would be allocated toward development of the architectural drawings and project cost estimates. He advised that the project will be developed in four phases, and that a fund raising committee has been established. In response to a further question, he advised that the ultimate plan for Minnesota Street will be "for the most part ... a park." He described the campus development plan, including details regarding parking. Member Galloway inquired as to the additional easements and rights-of-way to be acquired. Mr. Block advised of utility easements under Minnesota Street. "We're not going to have to physically move any of them or limit access to those easements ..." All easements to be acquired are presently the City's property, as is the Brewery Arts Center itself. Mr. Block advised that part of the requested grant funding would be allocated to "help cover ... flood control." He acknowledged the grant will further refine the development costs. In response to a further question, he estimated the total development costs at \$3.5 million. The design will provide a final cost estimate on the entire plan to be done in phases. Mr. Block acknowledged the possibility of phasing the subject portion of the project, but advised of a preference not to. Chairperson Keeton noted the application materials indicate 51 percent of the persons to be benefitted are low to middle income, and inquired as to the method by which the figure is verified. Mr. Block offered to research the number of rentals on the west side, and speculated that "rents ... have not increased with the times." In response to a comment, he advised that some of the Brewery Arts Center members could be designated in the low to middle income bracket. He estimated there are currently 345 Brewery Arts Center members. Chairperson Keeton noted that the statistical information "draws from the whole City and it's pretty hard to say the City is a low and middle income City." He thanked Mr. Block for his presentation.

**CASA OF CARSON CITY - IMPROVEMENT OF MAINTENANCE BUILDING AT JUVENILE COURT (1-0474)** - CASA Program Director Chris Bayer reviewed the application for funding to co-locate two clothing closets in the old maintenance building across the driveway from the Juvenile Detention Center and the Juvenile Court. He described renovations to the interior and exterior of the maintenance building. He further described the foster kids closet, "which has been functioning for a period of time now," and is currently housed at the FISH facility. He advised that Juvenile Probation Department representatives have expressed an interest in developing a juvenile services closet. He reviewed the benefits of the foster kids closet by which the juvenile services closet could be modeled. He discussed the community response to the foster kids closet, and Juvenile Probation staff's interest in the juvenile services closet to engage with families in "tangible ways." He advised of having recently talked with a Children in Transition representative, who informed him that the School District is reducing hours of access to their closet. Said representative expressed support for the juvenile services closet. Mr. Bayer advised that the requested funding would be allocated to purchase shelving and clothing bins. Sufficient space is available in the Juvenile Probation maintenance building. Mr. Bayer noted that youth sentenced to community service hours would be able to paint the building.

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In response to a question, Mr. Bayer discussed the need for “tangible things” in the community. Considering the present economy, “food, clothing, and shelter” become the needs. Mr. Bayer expressed the hope and the expectation that a “volunteer core will coalesce around this facility.” This is what he has seen happen with the foster kids closet. In response to a question, Mr. Bayer reiterated that the closets would be co-located in the Juvenile Probation Department maintenance building. CASA “would act as fiscal agent to help Juvenile Probation with roughly half of these funds so that they co-locate a closet through Juvenile Probation for the population that they deal with.” He discussed the immediate need for clothing and shoes for children in foster care. In response to a question, he advised that a new coordinator will be documenting every visit to the foster care closet. In response to a further question, he advised that the original agreement with FISH was that the foster care closet could use space through the spring of 2009. In response to a further question, he advised that the Juvenile Probation Department identified a need, which was addressed last fall during their Christmas clothing drive. He advised that the need isn’t quantifiable. He acknowledged that two closets will be merged into one, and discussed the separate Children in Transition program. Mr. Bayer responded to questions regarding the hours of operation and the figures designated for salaries / benefits and equipment, as listed in the proposed budget. He acknowledged that the requested \$5,200 will cover purchase of shelving and bins. Chairperson Keeton called for public comment; however, none was forthcoming.

**CARSON CITY COMMUNITY CENTER - GYMNASIUM IMPROVEMENTS (1-0795) -** Chairperson Keeton disclosed he is a member of the Parks and Recreation Commission. Recreation Division Sports Program Manager Joel Dunn advised that he was appearing on behalf of Community Center / Theater Operations Manager Mitch Ames, and reviewed the application materials.

In response to a question, Mr. Dunn advised that the Tahoe Room activities play area is staffed by hourly employees. The proposed activities park would be staffed accordingly and a fence would be installed around it. In response to a further question, he described the relatively simple method by which futsal participants could be surveyed to determine income level. In response to a further question, he advised that the proposed new bleachers would be comparable with the existing but with the addition of an ADA retractable component. He responded to additional questions regarding the proposed new ADA compliant restroom facilities, the storage trailer, and the proposed playground amenities and hours of operation. He noted that the activity park would provide new rental opportunities. In response to a further question, he discussed the issue of children playing in the parking lot during scheduled events. In response to a further question, he discussed weekly Recreation Division programs, including Latch Key. He acknowledged the project could be phased and, in response to a further question, prioritized the phases. Chairperson Keeton called for public comment; however, none was forthcoming.

**NEVADA RURAL COUNTIES RSVP - NEVADA LEGACY CORPS (1-1101) -** Chairperson Keeton introduced this item. Nevada Legacy Corps Program Director Susan Haas provided information on Nevada Legacy Corps’ mission and practices, and reviewed the application materials. In response to a question, she advised that an excellent care facility could be an option for some. Others either cannot afford or prefer not to be institutionalized. Ms. Haas discussed the extensive costs associated with institutionalized care. She acknowledged the respite care program is established and currently in a recruitment process, “working diligently to find folks ... willing and able to do this type of work.” She knew of no other organization that provides respite care “regardless of ability to pay.” In response to a question, she advised that most seniors are on a fixed income, with social security benefits. She advised that income level is not used as a

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screening criteria. She anticipates that the program patrons would be considered low income “otherwise many of them would use paid professionals ...” In response to a question, she advised that all of the current clients are seniors. She clarified that no one would be excluded from the program, regardless of age or disability. Mr. Plemel explained there was no requirement for individuals to meet the low to moderate income criteria in this case.

In reference to the advertising and promotion line item, Member Galloway inquired as to the target demographic and research to ensure that the media hits that target demographic. Ms. Haas advised of a “great response” from a public service announcement done by Senator Ensign. She estimated having received 50 phone calls as a result. She advised that the target demographic “is the low income senior. Those are the people that have responded to our television ad.” She discussed plans to advertise in the local newspaper for clients and volunteers. She advised that volunteers receive a \$175-per month stipend, plus mileage reimbursement. In response to a question, Ms. Haas advised that the goal to serve 110 clients “would be quite an increase” from the current service. She discussed the goal to recruit 30 stipend volunteers in addition to “true volunteers.” In response to a further question, she advised that volunteers are requested to provide 450 service hours in one year. She had no statistical information on whether the respite care prolongs the time that the client and caregiver have together.

(1-1373) Nevada Rural Counties RSVP Controller Donna Doris provided additional information on the nationwide Legacy Program. She discussed the decreasing funding mechanism from the Legacy Program corporation, and the importance of additional funding to accommodate program expansion. She offered to provide statistical information. Chairperson Keeton called for public comment; however, none was forthcoming. He thanked Ms. Haas and Ms. Doris for their presentation.

**RON WOOD FAMILY RESOURCE CENTER - REACH UP! PROGRAM** (1-1414) Ron Wood Family Resource Center (“RWFRC”) Executive Director Joyce Buckingham provided background information on the Reach Up! Program, and discussed the qualifications and responsibilities of the staff. She reviewed the application materials, and discussed the services provided by the Reach Up! Program. She advised that 90 percent of the program patrons are “very low to low income.”

In response to a question, Ms. Buckingham discussed plans to “do twice as much with about the same amount of money.” In response to a further question, she advised that in post surveys and post communication, “100 percent of those individuals served raved about our services.” She further advised that her staff of 17 “love what they do.” She offered to provide the survey information which indicates an “outstanding performance record.” In response to a further question, she advised that follow up is for one year and patrons are always welcome back. She responded to additional questions regarding survey results. Chairperson Keeton called for public comment; however, none was forthcoming.

**COMMUNITY COUNSELING CENTER - METHAMPHETAMINE TREATMENT PROJECT** (1-1695) - Mary Bryan referred to the application materials, and discussed the status of the community’s methamphetamine problem. She distributed a chart to the work group members, and expressed an interest in keeping the methamphetamine treatment program going for another couple years. She discussed the cyclical nature of addictive drugs, and noted that methamphetamine treatment is very specific; “a lot different than treatment for the other addictions.”

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In response to a question, Ms. Bryan discussed treatment success and estimated “85 percent-ish.” In response to a further question, she discussed the early recovery program targeted specifically for methamphetamine users. She acknowledged that a portion of the requested amount would still be beneficial. Chairperson Keeton called for public comment; however, none was forthcoming.

**HEALTH AND HUMAN SERVICES DEPARTMENT - FAMILY ENRICHMENT PROGRAM (1-1897)** - Human Services Program Manager Kathy Wolfe provided background information on the Family Enrichment Program, and reviewed the application materials. She acknowledged the rental assistance can only be provided for a period of three months, and advised of other programs which can fulfill the match requirement. She further acknowledged the Family Enrichment Program is a step for the Circles Initiative.

(1-1967) At Member Young’s request, Community Circles Coordinator Dina Phippen provided background and anecdotal information on the Circles Initiative. Ms. Wolfe provided additional information, and responded to questions regarding the success of the Circles Initiative. She responded to additional questions regarding the other funding sources listed in the budget.

Chairperson Keeton recessed the meeting at 4:55 p.m. and reconvened at 5:00 p.m. (1-2263) Extensive discussion took place to prioritize the applications and develop a recommendation, as follows:

Public Improvement Projects: Total Available\*: \$283,624

PROJECT / RANK	REQUESTED FUNDING	RECOMMENDED FUNDING	DIFFERENCE
1 - CASA Foster Kids Closet Improvements	\$ 10,000	\$ 7,600	-\$2,400
2 - Community Center ADA Improvements	\$104,498	\$104,498	\$0
3 - Public Works Empire School Area ADA Sidewalk Improvements	\$283,000	\$171,526	-\$111,474
4 - Brewery Arts Center Campus Development Plan	\$ 40,000	\$0	-\$40,000
5 - Community Center Gym Bleachers & Playground	\$127,574	\$0	-\$127,574
TOTALS:	\$565,072	\$283,624	-\$281,448

NOTES:

\* Total available funds are based on a continuing resolution by HUD to fund at the prior year’s level; actual funding amounts have not been received from HUD, and may be different from last year.

1. CASA: \$2,400 of the request falls under the “Public Services” category and, therefore, is excluded from the recommended funding;
2. Community Center requests, ranked 2 and 5, were submitted together. The bleachers and playground portions of the project were deemed to not meet CDBG qualification requirements for serving LMI persons;
3. The Public Works sidewalk project was recommended for any additional CDBG funds that become available above the anticipated funding, and subject to completing Stanton Drive improvements first;
4. The Brewery Arts Center project was deemed to not meet CDBG qualification requirements for serving LMI persons.

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PUBLIC SERVICES PROJECTS: Total Available: \$65,452

PROJECT / RANK	REQUESTED FUNDING	RECOMMENDED FUNDING	DIFFERENCE
1 - Ron Wood "Reach Up!" Family Crisis Counseling	\$ 34,178	\$31,452	-\$2,726
2 - Community Counseling Center Meth Treatment Project	\$ 50,055	\$34,000	-\$16,055
3 - Health & Human Services Family Enrichment Program	\$ 55,000	\$0	-\$55,000
4 - RSVP Nevada Legacy Respite Care Program	\$ 15,000	\$0	-\$15,000
TOTALS:	\$154,233	\$65,452	-\$88,781

NOTES:

1. Ron Wood program was funded by CDBG in 2008 / 09 at \$31,250;
2. Meth treatment program was funded by CDBG in 2008 / 09 at \$33,932;
3. The Family Enrichment Program was recommended to receive any additional CDBG funds that become available above the anticipated funding.

Consensus of the work group members was to reduce each recommended funding amount by the same percentage if CDBG funding is less than anticipated.

**ADJOURNMENT** (1-3594) - Chairperson Keeton adjourned the meeting at 5:30 p.m.

The Minutes of the February 12, 2009 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 20<sup>th</sup> day of February, 2009.

ALAN GLOVER, Clerk - Recorder

By: \_\_\_\_\_  
Kathleen M. King, Deputy Clerk / Recording Secretary