ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, June 26, 2017

The meeting of the Administration and Human Services Standing Committee was held on Monday, June 26, 2017, at 5:30 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson, Kane and Bynum. The following officials were also in attendance: Gordon Criswell, Joe Connor and Melissa Sieben, Assistant County Administrators; Misty Brown, Deputy Chief Counsel; Henry Couchman and Patrick Waters, Senior Attorneys; Wilba Miller, Community Development Director; and Maureen Mahoney, Assistant to Mayor/Chief of Staff.

Chairman Markley called the meeting to order. Roll call was taken and all members were present as shown above.

Approval of standing committee minutes for April 24, 2017. **On motion of Commissioner Bynum, seconded by Commissioner Philbrook, the minutes were approved**. Motion carried unanimously.

Committee Agenda:
Item No. 1 – 171160…RESOLUTION/AGREEMENT: MISSION, KS, RELATING TO #SP-2017-4 (3140 SOUTH 28TH STREET)

Synopsis: A resolution approving an interlocal agreement between the Unified Government of Wyandotte County/Kansas City, KS, and the City of Mission, KS, for the enforcement of zoning regulations, building codes and property maintenance for 3140 South 28th Street, Kansas City, KS, submitted by Robin Richardson, AICP, Director of Planning. This action is in conjunction with Special Use Permit #SP-2017-4 which was approved by the Commission on March 30, 2017 for two years. It was requested that this item be fast tracked to the June 29, 2017 full commission meeting.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Johnson, Kane, Bynum, Markley.

Item No. 2 – 171169…DISCUSSION: COMMUNITY DEVELOPMENT REVISED 2017 AND PROPOSED 2018 BUDGETS, ANNUAL ACTION PLAN AND AMENDMENTS

Synopsis: Discussion on the Community Development Department Revised 2017 and Proposed 2018 Budgets, the 2017-2018 Annual Action Plan and Amendments which include the Assessment of Fair Housing, the Lead Based Paint Program, and the Neighborhood Revitalization Strategy area, submitted by Wilba Miller, Community Development Director.

Wilba Miller, Community Development Director, said the document that was in the RFA was a draft annual action plan based on prior years' numbers because we hadn't received our allocation. Tonight, I'm giving you new numbers based on the new allocation that we have gotten from HUD. I put it in this format so that you could see that this is the budget we have either worked with Budget on or have submitted to Budget; and I wanted to walk you through, at least the Community Development page, so that if you have any questions that you could ask.

If it's okay with you, I'll just walk down. We can look at 17 and 18 at the same time. **Chairman Markley** said perfect. **Commissioner Philbrook** asked could I ask a quick question first. When you get the allocations from HUD, do they tell you how much to spend in each one of these? **Ms. Miller** said no. **Commissioner Philbrook** said I just want this out so everybody understands that that's how we're choosing to spend it. **Ms. Miller** said yes, ma'am.

6/22/17

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)		
	2017	**2018**
CD Program Administration		
Administration	411,867	413,747
Fair Housing	4,000	4,000
Total	**415,867**	**417,747**
CDBG Section 108 Repayment	**280,000**	**280,000**
CDBG Public Services		
Livable Neighborhoods	20,000	15,000
Willa Gill Multi-Service Center**	150,793	148,000
GKCCEH Continuum of Care Coordinator**	66,082	0
Doing Real Work	50,000	0
Total	**286,875**	**163,000**
CDBG Acquisition/Rehab/Reconstruction		
District 6 Acquisition/Reconstruction**	277,600	0
Northeast Acquisition/Rehab**	64,665	0
Emergency Home Repair	300,000	300,000
Project Delivery	538,002	546,954
Total	**1,180,267**	**846,954**
CDBG Demolition		
Project Delivery	92,633	0
Demolition	246,845	0
Total	**339,478**	**0**
CDBG Public Facilities & Improvements		
Bethel Neighborhood Center	131,000	0
Mt. Carmel Transitional Housing	111,100	0
Public Works - Stony Point Sidewalk/ADA Ramps	58,000	0
Total	**300,100**	**0**
CDBG NRSA Initiatives		
Public Infrastructure	0	386,066
Total	**0**	**386,066**
CDBG PROGRAM TOTAL	**2,802,587**	**2,093,767**
**Includes Re-appropriations		

<u>CD Program Administration</u>

The first category is CD Program Administration. As you all know, there is a 20% cap[1] on that so that we cannot expend more than 20% of our annual CDBG allocation on staff costs for that area.

Plus, we have some fair housing costs that we budget every year. That will be used in conjunction with the assessment of fair housing that you all approved and adopted last year.

Commissioner Philbrook said question, fair housing, before we go any further. Is this part—when did we do our last fair housing evaluation or whatever you want to call it. Was that this last year? **Ms. Miller** said in November you adopted the—**Commissioner Philbrook** said the new one and that's our like five-year plan. **Ms. Miller** said yes, ma'am. **Commissioner Philbrook** said okay. Just want to make sure that's stamped. Thank you.

CDBG Section 108 Repayment

Ms. Miller said the next category is the CDBG Section 108 repayment, everybody is shaking their head yes, which is the repayment of the hotel.

CDBG Public Services

The next section is CDBG public services. As you can see, we have Livable Neighborhoods, $20,000 for this year and $15,000 for next year. Because of their rate of expenditure, I recommended a small decrease for next year because they've been able to—their monies have been very slow but I think they're picking up the expenditure rate.

Commissioner Bynum asked, Commissioner Markley, may I step in here. I just want to request that they be reinstated to their full $20,000. We can go into all of my reasons why if you like or I can wait until you're done, but I want to make a request on the record that they be funded at $20,000. **Commissioner Philbrook** said you can add me to that.

Chairman Markley said, again, the issue is they're not spending the money quickly enough I think. That's obviously a problem because of the regulations. I think if we're going to consider reinstating that money, we need to know how they're going to get it spent. If they can't get it spent, then they don't need to have the money.

Commissioner Bynum said I think we can have them respond. Let's work with them to figure out how to get them to—whatever they're not doing, if they're not submitting request for payment in a timely manner—**Melissa Sieben, Assistant County Administrator,** said Commissioner, I believe that actually Wilba talked to Andrea out at Livable Neighborhoods and this is the number they agreed upon. I don't know what's changed. **Commissioner Bynum** said I'm making this request as me. **Ms. Miller** said okay. **Commissioner Philbrook** said I would like to hear about it as well. **Commissioner Bynum** said we can talk about it at the end. We can keep going if you want.

Ms. Miller said the next category is the Willa Gill Service Center. The reason why there's $150,000 in this year's is they had a little bit of monies left over last year so we re-appropriated for their use this year. $148,000 is their normal annual allocation for the last two years.

The GKCCEH Continuum of Care Coordinator, the $66,000 includes about $13,000 that was left when they merged with the—Wyandotte Homeless Services Coalition merged with the Greater Kansas City. This $66,000 will run them through December 31st of next year. The executive director of the Greater Kansas City Coalition has asked that they be given—they're going to come back before the Commission next year and ask that this be funded out of the General Fund. They believe that the CD Fund is too—**Commissioner Philbrook** said restrictive. **Ms. Miller** said not restrictive because it really can't—it's not permanent enough. They're looking for permanent funding, like General Fund funding.

Doing Real Work, as you recall, a couple of meetings ago we discussed having them be funded from another fund source too. I'm not recommending what fund source because I don't really know.

<u>CDBG Acquisition/Rehab/Reconstruction</u>

The next category is our CDBG Acquisition/Rehab/Reconstruction. The first item is District Six acquisition reconstruction. This is the balance of their current funding. Some of this has been spent already on the second house. Probably I'm hoping towards the end of the year it would be finished.

The Northeast Acquisition/Rehab, they're working on their second structure now. That is supposed to finish up this month. It needs to go up for sale so that they can do the next structure. This is what they have remaining from their original allocation. Originally, I think it totaled up to $140,000. **Commissioner Philbrook** said is what they were originally given. **Ms. Miller** said they started out with $60,000 and then they got additional funds until it got up to $140,000 and this is the balance of that.

The Emergency Home Repair is at the same annual allocation, $300,000.

Project Delivery is the rehab and other staff costs.

Commissioner Bynum said tell us again. **Ms. Miller** said rehab and project delivery. It's our inspectors, our environmental person, other staff costs and also operating costs; for instance, advertising, that kind of thing.

CDBG Demolition

CDBG demolition, we recommended funding the regular amount for this year with a zero for next year.

Chairman Markley said they all had budget sessions earlier today so we already got that lecture. You looked like you were surprised. We were all ready to jump on that one.

CDBG Public facilities & Improvements

Ms. Miller said the next three items (Bethel Neighborhood Center, Mt. Carmel Transitional Housing and Public Works-Stony Point Sidewalk/ADA Ramps) were the ones that were approved for funding for this year, last year. I know that they're all in process. Most of them are still in some kind of environmental process. We had some delays earlier as you remember and we're hoping to get all of them going shortly.

CDBG NRSA Initiatives

The last item is the CDBG NRSA initiatives. As you know, we've been going through our Neighborhood Revitalization Strategy Area Plan. We took the balance of the $339,478 and whatever else was left over and put it in this category to use for the first year of the funding for that area. We recommend public infrastructure like Safe Routes to School, sidewalks, ADA improvements or possibly even some park improvements.

That is the CDBG Budgets for 2017 and 2018.

Do you want to stop and talk about the Livable now or if you want to keep going? **Chairman Markley** asked questions about anything else or should we jump back to that topic. **Commissioner Philbrook** said I think that I just want to—I think I probably want to hear from Andrea in what her thinking was around the $5,000 reduction. **Ms. Miller** said it was my recommendation. I have to say that over the last five years, there were several times where we didn't fund them one year because they hadn't spent their money quickly enough. I know they're doing a better job of it now but I'm thinking that just a $5,000 reduction wouldn't really hurt.

Commissioner Philbrook said I don't have an answer for that and I would like to have one. **Ms. Miller** said this can change anytime now between now and the time you adopt the budget. This is just our draft going forward.

Ms. Sieben said the bulk of their costs is actually printing and they don't do as much of it as they used to—**Commissioner Philbrook** said that's helpful—**Ms. Sieben** said which is why they've had a hard time spending the money. This is looking at an average. It wasn't Wilba just thinking as she stated. It was actually looking at their ability to draw it down. We have other timeliness issues in here on our end with UG staff, that's why we were looking at that being a cut simply because they aren't spending it as fast as they need too.

Commissioner Philbrook said that right. I think probably knowing though how active that group is, I'm just wondering if there are other ways to utilize it besides toward killing trees. **Ms. Sieben** said that's been their choice. We don't dictate. **Commissioner Philbrook** said no, I don't mean you dictate. I am wondering if there are other avenues.

Ms. Miller said, Commissioner, we do pay for some of their operating costs like telephone, travel, some of the travel that they've gone to like Land Bank things. They've gone out of town several times and we've helped pay for some videos for rental for education. It's a little bit of this and that. I don't have their budget in front of me. **Commissioner Philbrook** said right. I got it. I'll just take a look at it if I have any other issues.

Chairman Markley said that's what I was going to say. If you have a copy of their sort of proposed breakdown that you could share maybe with the whole committee, but in particular with these two ladies, so they can ask questions directly of the NRC to get that comfort level. **Ms. Miller** said okay.

Commissioner Bynum said I would like to make a couple of statements about the $5,000 and they pertain to other timeliness issues around other projects that we've spent CDBG money on and those projects were not cut as a result of their timeliness issues.

This is a staff of two people supporting 89+ active neighborhood groups in Wyandotte County. They are managing 8 NBR contracts. They are handling phone tree notifications for neighborhood activities. They are producing electronic and paper newsletters. They are convening monthly meetings across all kinds of departments for the Unified Government. They are doing an amazing amount of work. They're managing the Land Bank Advisory Board. They are coordinating monthly neighborhood leadership trainings and on and on and on.

I think we need to restore their funding. I don't think $20,000 is very much to allocate to a two staff person office doing this level of work that keeps our neighborhoods vibrant, clean, active, engaged and informed. That's just the statement that I'm making on behalf of the office.

If there are other allowable expenses that they can spend this allocation on, then I think we need to work with them on what those allowable expenses would be. I promise you, I think the work that they're doing for Wyandotte County is well beyond $20,000 worth of work so that is why I'm advocating for their $20,000 to be restored.

Commissioner Kane asked is that a motion. **Commissioner Bynum** said yes. **Commissioner Kane** seconded the motion. **Chairman Markley** said I don't know that we're at a point in the budget process where a motion is but we can certainly forward—**Commissioner Philbrook** said our request for something to happen. **Commissioner Bynum** said we can say we have a statement of support for that. **Chairman Markley** said what I don't want is for there to be a misinterpretation that we are voting on the budget today. **Commissioner Bynum** said that's right. **Chairman Markley** said I don't want to throw anything out there that's weird. **Commissioner Kane** said we just want to make sure, and I agree with everything that she said, and that's not a small cut, that's a 25% cut. **Commissioner Philbrook** said yes it is. **Commissioner Kane** said in my mind that's huge.

Ms. Sieben asked do you want to just state for the record there was some issue of timeliness that was noted. We are auditing people starting next month that aren't being timely. We have issues out there. We're completely aware of it and staff has been pounding that drum for the last couple of years including with all of our internal departments. I want to make sure that people know that this is not something staff is ignoring and, in fact, this is just the same as all those others and we're trying to address it. We don't want to lose whatever slice of CDBG we have left.

Ms. Miller said right, and for fairness too. All of our agencies have been told please submit your bills. If you have bills, submit your bills. Don't wait. Don't wait until the end of the year. You know it—**Chairman Markley** said there is some retraining going on. **Ms. Miller** said they're all aware of our frustrations. I will put it that way. **Commissioner Bynum** said thank you.

Commissioner Philbrook said I do have to jump in on this too and say that if it weren't for this group of people working so hard, the commissioners would have very little interaction with the community except maybe if we have a community meeting, otherwise, we just wouldn't have the connection with our community and that would be a sad situation. That's what I have to say.

Ms. Miller said I could also bring you the last three years of expenditures so that you could review those too. **Commissioner Bynum** said I would be fine with that, but I think what might be better is you know working with them to identify allowable expenditures for that money, but I'm fine with looking at—**Ms. Sieben** said we'll sit back down with them, have a conversation, and we'll make sure it's reflected in our next budget.

Chairman Markley said I do want to see—I don't disagree, but I also—if they can't use the money and we can get $5,000 more of sidewalks, then I want to see the sidewalks. I do want you to have another conversation with them, but I also don't want to be like we're forcing you to take this money. You will take it! **Commissioner Bynum** said right, absolutely. **Chairman Markley** said if they're saying this is what we need and we don't have enough printing to support the costs and we can't figure out what else to do with it and you guys can't find anyone else to spend it, I want to know that. I mean I don't think anybody here is going to say we're going to throw money out the window but let's have an additional conversation with them and we'll go from there.

6/22/17

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)		
	2017	**2018**
CHIP Program**	277,318	264,068
HOME Proceeds	0	29,649
Total	**277,318**	**293,717**
New Construction/Rehab (EN)		
Habitat**	180,000	90,000
Total	**180,000**	**90,000**
CHDO Set Aside (Rehab/New Const.)		
CHDO Set Aside (Rehab/New Const.)	360,000	180,000
Total	**360,000**	**180,000**
HOME Administration		
Home Administration	56,802	59,340
Total	**56,802**	**59,340**
HOME PROGRAM TOTAL (Includes Re-appropriations)	**874,120**	**623,057**
**Includes Re-appropriations		

Ms. Miller said the next category is our Home Investment Partnership Program.

Commissioner Johnson said I have just a couple of comments. I know we want to move on here. I don't want to keep you all from dinner.

Doing Real Work, I just want to be clear about that. I mean are we still going to be working with them to find funding in other areas or is this gone? **Commissioner Philbrook** asked have they been picked up in other words. C**ommissioner Johnson** said right, for other areas. **Chairman Markley** said I can tell what I recall from that, and if anybody here recalls differently can jump in.

I think it's three years now that we funded this program. In the first year, we told them we're only funding you for one year. The second year we told them we're definitely not funding you again next year. The third year we told them you need to—because the judicial representatives came and spoke to us and said we really like this program and we told them then you need to put it in—

Commissioner Philbrook said integrate it into your end but I don't know if it's been. **Chairman Markley** said that's the question we don't have the answer to. **Commissioner Philbrook** asked can we get an answer to that. **Commissioner Johnson** said okay so we don't know. **Commissioner Philbrook** asked can we get an answer to that. **Commissioner Johnson** said right. I'd like to be able to know. **Commissioner Philbrook** said if they've been integrated into the judicial system in any manner. Originally I know that they were working with Municipal Court but they have also been sequestered a couple of times over across the street. I kind of want to know what's going on with them if you don't mind.

Ms. Miller said the money that we have right now will run them through December 31st. **Commissioner Philbrook** said thank you. I appreciate that.

Commissioner Johnson said the second thing, just a clarification that the Mount Carmel Transitional Housing, that was for the improvements to the facility. That was not for operations. **Ms. Miller** said right. There are several duplexes that we are going to rehab.

<u>CHIP Program</u>

Ms. Miller said under the Home Investment Partnership Program, the first category is our CHIP Program. The stars show that these all have asterisks have the re-appropriations that were left over from last year put in there. I wanted to let you see why this year's is more than next year's. The HOME proceeds are a new thing that HUD is requiring of us. Whenever there are proceeds from the sale of a property that we own, we have to start budgeting them. We budgeted into the CHIP Program for next year.

<u>New Construction/Rehab (EN)</u>

The new construction rehab—Habitat has been working with the city for a number of years. They are not a CHDO. They don't qualify to be a CHDO but they do work with us and they get a lot of rehab and new construction leveraged out of our dollars.

<u>CHDO Set Aside (Rehab/New Const.)</u>

The next one is the CHDO Set Aside. We're required to put at least 15% of our money into this. Since we have two CHDOs, we usually set aside enough for each one to have $90,000 to do a unit, which they sell and start the next unit for. **Commissioner Bynum** asked and the two CHDOs are. **Ms. Miller** said Mount Carmel and CHWC.

HOME Administration

We're only allowed 10% for administration so both years show 10%.

6/22/17

EMERGENCY SOLUTIONS GRANT (ESG)			
	2017		2018
ESG Program Activities**	249,977		167,466
ESG Administration	13,670		13,578
EMERGENCY SOLUTIONS GRANT TOTAL	**263,647**		**181,044**
**Includes Re-appropriations			

The next grant is the Emergency Solutions Grant. This is for our homeless activities. We're allowed to use 7.5% of it for administrative costs. The rest goes out to homeless agencies.

My staff did a RFP earlier this summer, probably in May. All of the agencies applied. They had a group made up of one UG employee, which is not our Community Development, one from K-State and one from another agency who reviewed them and made recommendations. We are this year starting our focus on instead of rapid rehousing it's now on youth homelessness. I'm sure you've heard the news say how that has just gotten out of hand. We can give you a breakdown of that.

Commissioner Bynum said my only question here is the cut is due to the lowered allocation. **Ms. Miller** said yes, it did get a lower allocation for it next year. It did go down. It was the only one that did. Community Development went up just a hair, HOME went up about $25,000 but unfortunately, the homelessness went down.

6/22/17

CONTINUUM OF CARE GRANTS (CoC)			
	2017		2018
Transitional Housing			
Friends of Yates #1**	161,566		56,290
Friends of Yates #2**	170,177		64,910
CONTINUUM OF CARE GRANT TOTAL	**331,743**		**121,200**
**Includes Re-appropriations			

The Continuum of Care Grants are done by the Greater Kansas City Coalition. Friends of Yates received two. One is for the rehab of their facility along with operating and then the other one is for the regular operating costs. This comes through what they call the NOFA. They come through us as a pass-through. This is what they have for this year and next year.

Commissioner Johnson asked are those state funds or federal funds. **Ms. Miller** said those are federal funds. **Commissioner Bynum** said so all we do is we're just holding basically the funds and they can award to us. **Ms. Miller** said as they draw down, we draw it for them. We do all the paperwork for them. **Commissioner Philbrook** said it's very complicated now. It got even more complicated than it was.

The Continuum of Care now, since it's over Kansas City, KS, and Kansas City, MO, Jackson County, which we happen to be the first one in the nation, we're kind of like guinea pigs to see how well we can play together to help folks. It's very interesting because like you said, the money comes through our COC and then comes to you to disseminate whatever group is on this side. The same thing happens over in Kansas City, MO, or Jackson County. It's been very interesting. I look forward to see how all this works out.

6/22/17

STIMULUS GRANT FUNDS			
(All NSP 1 & NSP3 funds are prior year Re-appropriations)			
	2017		**2018**
Neighborhood Stabilization Program (NSP1)			
Program Line Items**	15,766		0
TOTAL	**15,766**		**0**
NSP3 - Federal Funds			
Program Line Items**	23,247		0
TOTAL	**23,247**		**0**
NSP3 - State Funds			
Program Line Items**	62,712		0
TOTAL	**62,712**		**0**
** Includes Re-appropriations			
NSP FUNDS TOTAL	**101,725**		**0**

Ms. Miller said the very last page is the Stimulus Grant Funds. As you know, we did a NSP1 Program and we did NSP3. The state has told us that they wanted us to start closing those out.

We have one property left on Quindaro Boulevard. The gentleman is supposed to close next month. That will be the last of all of the properties on Quindaro Boulevard. That income from the sale of that property goes back to the state. The income here on the state will probably go—I don't know if it goes back to them or if it's being used to finalize all of the costs, but we will be making these determinations this year. These are the only funds that are left.

If we find that we can use these for other activities, we will come back to the Commission and say these are eligible for CD funds to move into CD and then we will budget them; but we have to go through the closeout process, finalize our developer's deal because we still owe him money and get this other house sold and closed out.

Commissioner Philbrook asked would you remind me how many houses we started out with on Quindaro. **Ms. Miller** said we built 21 new houses and rehabbed 5 houses. **Commissioner Philbrook** asked how long ago did that start. **Ms. Miller** said about 3 years ago, maybe. In the first round of NSP1, we bought 52 houses and ended up rehabbing 49 of them. Habitat has built on one of the other vacant lots so we're done with NSP1 too.

Action: For discussion only.

Chairman Markley adjourned the meeting at 5:57 p.m.

Adjourn
tpl