## MINUTES NEIGHBORHOOD ADVISORY COMMISSION (NAC)

City of Carrollton

Thursday, August 8, 2013 6:30 p.m.

Council Briefing Room Carrollton City Hall 1945 E. Jackson Road

The Neighborhood Advisory Commission of the City of Carrollton convened on Thursday, August 8, 2013 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Vice Chair Pam Mulligan, Commissioner Nancy Putnam, Commissioner Eric Dick, Commissioner George Barnes, Commissioner Elida Munoz, Commissioner Armando Perez and Commissioner Marilyn Roppolo. Commissioner Anil Joseph was absent. City staff present: Mr. Scott Hudson, Director of Environmental Services; Mr. Brian Passwaters, Division Manager Community Services; Tanya Ferencak, Sr. Community Development Program Specialist. Commissioner Barnes left at 8:00pm.

## I. Call to Order

Chair Chadwick called the meeting to order at 6:35 p.m.

II. Introductions – Item to introduce those present.

Chair Chadwick introduced Lorri Dennis, City Arborist; Councilmember Jeff Andonian and Emily Crawford, Coordinator for Morningside Neighborhood Crime Watch. Chair Chadwick asked Ms. Crawford to introduce others from the association that was in attendance. Ms. Crawford introduced Ms. Soon Miller, Ms. Susan Alves, Mr. and Mrs. Daryl DeVault, Ms. Finula O'Boyle Elliot, Ms. Kathy Sechrist and Mr. Andy Thomas.

III. <u>Neighborhood Enhancement Matching Grant</u> - Item to present Morningside NEMGP to the Neighborhood Advisory Commission.

Ms. Crawford briefed them on their crime watch program. Ms. Crawford and Ms. Miller presented their proposal for replacing the entrance sign and landscaping at Kelly and Old Mill. They briefed them on the site preparations being made by the volunteers and that they would be working with Ms. Dennis on the landscaping. Ms. Dennis explained her role in their landscaping project. They are asking for \$5000.00 for their NEMGP. Chair Chadwick asked for a motion to accept their proposal as presented. Commissioner Putnam motioned and Commissioner Mulligan seconded the motion. The motion passed unanimously.

IV. <u>NAC Commission Minutes Discussion</u> - Item to discuss options for future minutes layout for NAC meetings.

Chair Chadwick opened discussion on the formatting of future NAC minutes. Examples of other boards and commissions minutes had been provided in the agenda packet for review. Mr. Passwaters reviewed the examples and also explained that the Property Standards Board and the Planning and Zoning minutes are legal records. He asked for input from the Commission on what information they want to be included in their minutes. Commissioner Barnes distributed handouts and said that he chose four of these examples at random and compared them to the June 13, 2013 NAC minutes. He made suggestions on how to better manage the agenda throughout the calendar year. Commissioner Dick asked Councilmember Andonian what information the Council would like see in the NAC minutes. Councilmember Andonian replied that anything related to tax payer dollars is important. Commissioner Ropollo suggested doing a synopsis of each agenda item in the minutes by using bullet points. Chair Chadwick was concerned that critical information may be left out using a bullet format. Staff will work on the suggestions made.

V. <u>Code Revision Committee</u> - Item to appoint committee to review proposed code revisions.

Mr. Passwaters asked for three volunteers to serve on this committee. Commissioners Ropollo, Putnam and Perez volunteered. Mr. Hudson said that the committee would meet over the next couple of months with the objective to have revisions for NAC to review before putting on the Council agenda in December 2013.

VI. <u>Neighborhood Enhancement Grant Sweat Equity and Proposed Changes:</u> - Review of sweat equity as part of the NEMG proposal. Presentation on the amount of sweat equity that has been used in the past for grant application and project design. Presentation on proposed changes to NEMG application and application process.

Ms. Ferencak reviewed the grants to determine if sweat equity had been used in the past. She was only able to find 22 of the 34 NEMG proposals that have been in existence since 1999. She reported that 5 proposals had no sweat equity, 17 had sweat equity and of these 12 did include grant preparation in their sweat equity. She said the range of grant preparation sweat equity was \$30.00 - \$2735.00 and that between 2000 and 2008 the amount requested never was more than \$100.00. She benchmarked 4 cities and found that 3 of them do not allow for grant preparation in the sweat equity.

Ms. Ferencak proposed lowering the NEMG match from 50% to 25% which is the traditional rate of most cities. Staff answered questions about what this would mean for grant applicants. Commissioner Barnes commented that the concern is the percentage allowed for grant preparation sweat equity and asked shouldn't there be a cap on it. Mr. Hudson replied that staff would prepare options for the commission to consider. Ms. Ferencak asked the commission to review the draft application and provide feedback. Chair Chadwick suggested that all feedback should be given to her by mid-September in order for them to discuss at the October 10<sup>th</sup> meeting.

VII. Neighborhood Mentoring Program - Item to share information on Neighborhood Advisory Commission contact with neighborhoods. NAC Commissioner report Marilyn Roppolo. Update from the Fall Event sub-committee. Update on Park Place Neighborhood outreach – August 13, 2013, Hill 'n Dale Neighborhood outreach – August 20, 3013, CAI Annual Expo. – September 19, 2013, National Night Out – Tuesday, October 1, 2013, Fall Event outreach sub-committee update and Nextdoor City page launch – August 14, 2013, appoint Spring Citizen's Event planning sub-committee, CAI HOA training – Saturday February 8, 2013.

Commissioner Ropollo presented her mentoring reports. She provided a list of her neighborhoods concerns for Environmental Services to follow up on. Commissioner Perez then presented his mentoring reports.

Vice Chair Mulligan reported that the Fall event is on track and the agenda is complete. She explained how they are marketing the event and that they would be contacting area businesses about putting up posters for the event. She asked for volunteers to help with this effort.

Ms. Ferencak provided an update on the Park Place Neighborhood Outreach and that their next meeting is scheduled on August 13, 2013 at Crosby. They already have their Nextdoor website. The Hill 'n Dale Neighborhood Outreach would be meeting on August 20, 2013 at Josey Ranch Library. She invited commissioners to attend the meetings.

The CAI Annual Expo on September 19, 2013 is for HOA boards and she encouraged commissioners to take flyers to distribute to their HOA's. She reminded them that National Night Out is scheduled for October 1, 2013 and to encourage their neighborhoods to participate.

She announced that the City would be launching Nextdoor on August 14, 2013 and provided flyers for the commission to distribute. She said this will allow the City to post out onto any of the neighborhood websites.

Ms. Ferencak asked for volunteers for the Spring Citizen's Event planning sub-committee. Chair Chadwick said that he would ask Commissioner Joseph if he would like to chair the sub-committee. Vice Chair Mulligan and Commissioner Roppolo volunteered to serve on the sub-committee.

Ms. Ferencak briefed them on the CAI HOA training on February 8, 2013 at Josey Ranch Lake Library. Commissioner Putnam suggested that this could be the Spring Event and asked if the date could be changed to later in February. Staff said they would look into this possibility.

VIII. <u>Program Updates</u> - Neighborhood Enhancement Matching Grant Projects, Hill n' Dale N.O.T.I.C.E. Program, Habitat for Humanity tour, Minor Home Repair Program update and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Ms. Ferencak reported that Indian Springs NEMGP should be ready to present in October. She said that Hill 'N Dale N.O.T.I.C.E. Program is moving along. She reported that Habitat for Humanity had toured the city and is very interested in working with us.

Mr. Passwaters reported that Code Enforcement Officers closed 1,162 cases in July 2013. He also suggested provided this information along with NEMGP in handout form for the Commission instead of as an agenda item. It was agreed that this was a good idea.

Ms. Ferencak reviewed several Minor Home Repair Projects with a photo slideshow.

IX. Review the Minutes of the May 9, 2013 and June 13, 2013 Meeting - Item to review and adopt the minutes from the May 9, 2013 and June 13, 2013 meetings of the Neighborhood Advisory Commission.

Chair Chadwick asked if there was a motion to approve the May 9, 2013 meeting minutes. Vice Chair Mulligan made a motion to approve the May 9, 2013 minutes. Commissioner Dick seconded the motion. The motion passed unanimously.

Chair Chadwick asked if there was a motion to approve the June 13, 2013 meeting minutes. Vice Chair Mulligan made a motion to approve the June 13, 2013 minutes. Commissioner Munoz seconded the motion. The motion passed unanimously, Commissioner Putnam abstained.

## X. Visitors Comments & Other Business

(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

Chair Chadwick announced that an Assisted Living Facility at the NW corner of Keller Springs and Marsh has passed P&Z and will be presented at the August 20, 2013 Council meeting. Staff was asked to provide additional information.

## XI. Adjournment

Chair Chadwick adjourned the meeting at 9:0	13 p.n
M 1 Cl. 1 · 1 · Cl. ·	
Mel Chadwick, Chair Neighborhood Advisory Commission	
Scott Hudson	
Director, Environmental Services	