

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION (NAC)
City of Carrollton

Thursday, May 9, 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, May 9, 2013 at 6:30 p.m. with the following members present: . Chair Mel Chadwick, Vice Chair Pam Mulligan, Commissioner Anil Joseph, Commissioner Eric Dick, Commissioner Nancy Putnam, Commissioner Armando Perez, Commissioner George Barnes and Commissioner Marilyn Roppolo. Commissioner Elida Munoz 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; Ms. Christine Wagner-Powers, Community Development Program Specialist.

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 Emily Crawford - Morningside Neighborhood.

III. Review the Minutes of the April 11, 2013 Meeting - Item to review and adopt the minutes from the April 11, 2013 meeting of the Neighborhood Advisory Commission (NAC).

Chair Chadwick asked for a motion on the minutes of April 11, 2013 meeting of the NAC. Commissioner Putnam questioned the discussion on what was to be reported in the minutes relating to the mentoring reports at the last NAC meeting on 4/11/13. Chair Chadwick did not remember the discussion and asked if there had been direction given on this topic. Commissioner Putnam again asked what was to be reported on relating to the mentoring report in the minutes. It was determined that more discussion would be included on the mentoring reports during the neighborhood mentoring program section of the NAC agenda. Mr. Hudson said that staff would review the recording of the April 11, 2013 meeting to determine if direction had been given on its content. Mr. Hudson suggested that the approval of the minutes be tabled for further discussion. Commissioner Barnes said that the minutes are skeletal and agrees that the minutes should be more detailed. Mr. Hudson explained that it had been decided a while back that the minutes would be in outline form. Chair Chadwick said the tape needs to be reviewed for the discussion on the mentoring reports reporting in the minutes. Chair Chadwick asked for a motion to table the minutes. Commissioner Roppolo made a motion to table the April 11,

2013 minutes as presented. Commissioner Joseph seconded the motion. The motion passed unanimously.

IV. Neighborhood Enhancement Matching Grant - Item to present Morningside Neighborhood NEMGP - entryway sign proposal to the Neighborhood Advisory Commission.

Ms. Crawford, the crime watch coordinator for the Morningside Neighborhood introduced herself and gave a brief description and history of the subdivision. She presented their proposal for the entryway signs. They are asking for \$1217.60 in NEMGP funds for the removal and installation of the new entryway signs. She then answered commissioner's questions. Commissioner Barnes inquired about the city's matching amount for the grant. Grant based on presented application would be approximately \$608.00 for the city's share. Commissioner Roppolo pointed out the \$436.00 raised for landscaping would need to be shifted to the sign project to help Morningside meet their minimum requirement of matching funds. Chair Chadwick addressed the Board about multiple sidebar conversations occurring and directed members to ask their questions to insure the group knows what is being asked. Chair Chadwick suggested that they include monies for beautification in their proposal and explained by including beautification with their sign proposal would result in a larger grant and provide an overall cost savings for the whole project. Ms. Crawford was in favor of this suggestion. Commissioner Barnes stated they should double the grant application. He discussed involving the volunteers as part of the sweat equity in order to gain value for the grant. Mr. Hudson said that they could partner with the City to fund plants at 30% off list price. Chair Chadwick pointed out to staff he didn't believe the schedule was filled out correctly. Sweat equity should be added into for a larger dollar amount for the grant. Chair Chadwick mentioned tabling application for Morningside to address the concerns found in the application. Commissioners Roppolo, Dick, and Perez agreed with Chair Chadwick on tabling application. Commissioner Putnam stated for application should go back to the drawing board. Commissioner Barnes stated they should ask the NAC for more. Chair Chadwick suggested staff provide additional assistance with their grant application to include beautification and inquired of city staff if Morningside would have to wait until August to resubmit their application. City staff member Ferencak stated Morningside could come back for the scheduled meeting in June. Commissioner Barnes asked for the city staff to work with Ms. Crawford and Morningside to accomplish the objectives he heard from the NAC members and anticipating an approval for twice the amount of the submitted application for the June meeting. City staff member Ferencak explained to the Board the need for applicants to follow procedures when applicants were seeking the City Arborists input relating to NEGMP projects. Applicants needed to go through her first so she could properly coordinate with the arborist. Ms. Crawford was asked to come back with an updated proposal to the June 13, 2013 meeting.

After Emily Crawford left the meeting Commission Chadwick stated he was taken aback by the application. He was concerned that Morningside was asked to go through the process of presenting to the NAC, when the application was not quite ready. Commissioner Chadwick apologized that he did not look at the application sooner or hold

up a hand with his concerns prior to the meeting. City staff took responsibility for the condition of the grant application not being fully complete. Mr. Hudson returned to the room and also responsibility for the condition of the application and will review. He stated this is a transition point with Staff, and should have following the application more closely. Staff committed to continuing to work with Morningside on the grant application and making the requested improvements per the NAC commission requests.

V. PY 2013 CDBG Public Hearing - Item to receive public input on the upcoming PY 2013 Community Development Block Grant (CDBG) Program - One year Agenda Plan.

Chair Chadwick asked Mr. Hudson if this was a public hearing and what is being presented and that the commission had not been sent anything to review. Mr. Hudson and Ms. Ferencak explained that this was a time for the public input for the draft of the action plan. The draft of the action plan including public comments including the survey comments would be presented to the commission at the June 13, 2013 meeting. Commissioner Putnam asked how the public is notified it is time for their input. Mr. Hudson explained that it is published on the city website and notice is posted in the newspaper. Commissioner Barnes asked what the intention was for this agenda item. Mr. Hudson said it gives the public an open forum to make suggestions and it is a requirement of our grant.

Chair Chadwick opened the public hearing to receive input on the Community Development Block Grant (CDBG). Vice Chair Mulligan asked when it would go to the Council. Mr. Hudson replied that it would need to go to Council in July in order for it to be in place by October 1, 2013. Commissioner Barnes made a motion to close the public hearing. Chair Chadwick closed the public hearing without a second.

VI. Communication on City Council Strategic Goals - Item to share the City of Carrollton council strategic goals with NAC commissioners.

Chair Chadwick asked Mr. Hudson to present the council strategic goals. Mr. Hudson stated that the Council wanted to know how in line the boards and commissions were with their strategic goals. The strategic goals were formulated by the Council at the retreat in April 2013. He reviewed the below listed strategic goals using handouts and a slide presentation.

- Financially sustain our community
- Maintain and enhance the quality, vitality and attractiveness of our community
- Improve our infrastructure
- Improve our transportation system
- Operate city government as a service business
- Reflect and promote a positive image of our community
- Intentionally encourage quality new development and strategic re-development
- Enhance the image of Carrollton's major corridors

- VII. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Review vision for NAC contact with registered neighborhood groups, not-registered or inactive neighborhood groups and outreach to never been registered HOA's or neighborhoods with no active organization. Discuss outreach efforts in CDBG designated neighborhoods. Sub-committee presentation on the requirements to become a Homeowners or Neighborhood Association as discussed on March 2013.

Chair Chadwick presented his mentoring reports. (*copies of the reports were distributed at the meeting*) He asked the staff to look into a screening wall on Old Mill that has exposed rebar.

Commissioner Roppolo asked staff about the website nextdoor.com. Ms. Ferencak responded that it was like Facebook for neighborhoods and is a free service that other area cities are using.

Ms. Wagner-Powers presented maps of non-registered and registered HOA's/NA's as of 2010 and took note of corrections that need to be made.

Vice Chair Mulligan announced that the Fall Event would be September 12, 2013. She reported that the survey generated 138 responses. She said that top three topics of interest are crime prevention (73%) was the number one topic, next is neighborhood revitalization projects/grants (47.83%) and code enforcement (39.86%). She asked if anyone knows of someone that could be a speaker on the topics of crime watch and neighborhood revitalization grants to let her know.

Ms. Ferencak contacted her counterpart in Garland to inquire about a professional group for neighborhood planners in North Texas. She learned that there was an interest creating a Metro-wide neighborhood leadership training in collaboration with other cities.

Ms. Ferencak reviewed the handout regarding outreach efforts for CDBG. She would like to create a volunteer and a public input base through local churches and non-profits. She asked if any commissioners were interested in forming an Outreach Sub-Committee. Commissioner Joseph, Commissioner Roppolo and Commissioner Mulligan volunteered to serve.

- VIII. Program Updates – Item to brief the NAC on Southeast Carrollton outreach event, follow up from Citizen's Evening event questions, Neighborhood Enhancement Matching Grant Projects, Hill n' Dale N.O.T.I.C.E. Program, Minor Home Repair Program update and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Chair Chadwick reminded all that the outreach in Southeast Carrollton will be Rhoton Park on Saturday, May 18, 2013 at 11:00am. Ms. Ferencak shared the marketing handouts that had been distributed promoting this event.

Chair Chadwick asked if there were any questions about the Citizen's Evening event question results which were included in the NAC meeting agenda packet. There were no questions.

Ms. Ferencak reported that Savoy of Josey Ranch and Indian Springs are interested in a Neighborhood Enhancement Matching Grant project.

Ms. Wagner-Powers reported on the progress of the Hill 'N Dale N.O.T.I.C.E. project and that both phases should be completed this year.

Ms. Wagner-Powers reviewed the completion of several Minor Home Repair Projects with a photo slideshow.

Mr. Passwaters reported that the CDBG Code Enforcement Officer closed 194 cases in April 2013. In total, the Code Enforcement Officers closed 1,497 cases in April 2013.

IX. Bylaws – Vote to approve the revisions to the Neighborhood Advisory Commission Bylaws.

Mr. Hudson reviewed the NAC bylaws that were presented to Council in March 2013 and then reviewed the amendments made by the commission to the bylaws. Commissioner Putnam found a grammatical error in Section 1, Article 1 that needed to be corrected. Commissioner Putnam made a motion to accept the bylaws as corrected. Commissioner Barnes seconded the motion. The motion passed unanimously. Mr. Hudson told the commission that since they have now been approved they will be presented to Council to be reviewed and approved.

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 commented on the mentoring report and said he was opposed to doing away with the present format, but was open to and asked if anyone had any suggestions for refinements or additions. Commissioner Putnam and Commissioner Dick asked staff what they would like to included in the report. Ms. Ferencak said she would like to know if there was no longer a contact for a HOA/Neighborhood Association, especially if the e-mails and phone numbers no longer work. If the neighborhood only has one person left on the board, but the organizations is no longer meeting, Ms. Ferencak would also like to know if there is interest by someone to revitalize a HOA/Neighborhood Association so City Staff in collaboration with the NAC Commissioners can work with them. Commissioner Roppolo then asked but what do we do with a Neighborhood that is on the mentoring report that no longer has any contacts left? Commissioner Putnam agreed, she added I have so neighborhoods in my area that have not been active for 6 years or more, none of the contact live in the neighborhood any longer. Suggestions were made to go door to door, contact Staff, NAC commissioners could ask around in the neighborhood. Staff expressed the mentoring reports exist to provide information about current issues for registered neighborhoods. It is important that Commissioners report on the issues of

existing neighborhoods, check in with dormant neighborhoods and let them know if they need assistance the NAC or City Staff is available, but they are not a priority. As long as they know who to contact when and if they need assistance they can be contacted every 2 – 3 years as needed.

Chair Chadwick asked staff for a demonstration of nextdoor.com at the next meeting.

Chair Chadwick asked the commissioners about interest in taking a bus tour of the city in July 2013. Commissioner Mulligan said she would like to see the bus tour continue. All of the commissioners were in agreement and would like to include the neighborhoods that are participating in a grant project or minor home repair. Chair Chadwick said the bus tour is scheduled for Thursday, July 11, 2013.

Mr. Hudson briefed the NAC on the Re-Development Sub-Committee focus on Neighborhood Empowerment Zones and Council is considering waiving permit fees for homeowners in N.O.T.I.C.E. areas to make updates to their homes.

XI. Adjournment

Chair Chadwick adjourned the meeting at 8:35 p.m.

Mel Chadwick, Chair
Neighborhood Advisory Commission

Scott Hudson
Director, Environmental Services