

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

March 8, 2018

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, March 8, 2018 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Russell Tether, Vice Chair
Kathleen Foster
Joseph Marquez
BJ Cadwalader
Jane Harmon

Commission Members Absent:

Cynthia Northrop
Brian Doherty

Staff Members Present:

Scott Hudson, Director of Environmental Services
Brian Passwaters, Community Services Div Mgr
Tanya Ferencak, Sr. Community Development Program Specialist
Meagan Tucker, Community Development Specialist
Cathy Quaid, Community Development Specialist

Guests:

John Sutter, City Council liaison

- I. **Call to Order** – Chair Windrow called the meeting to order at 6:31 pm.
- II. **Introductions:** Item to introduce visitors present. Chair Windrow stated there were no visitors and also announced that Commissioner Carl Reese had submitted his resignation.
- III. **Review the Minutes of the January 11, 2018 Meeting:** Item to review and adopt the minutes from the January 11, 2018 meeting of the Neighborhood Advisory Commission.

Joe Marquez moved approval of the minutes; second by BJ Cadwalader and the motion was approved with a unanimous 6-0 vote; Northrop, Doherty absent.
- IV. **2018 Citizens' Evening at City Hall:** Review of Citizens' Evening from Tuesday, February 27, 2018.

Community Development Specialist Cathy Quaid thanked the Commission members for participating in the event and especially thanked Councilmember John Sutter for his participation noting that his remarks really personalized the event for the participants. With regard to the survey taken regarding the event, she stated it resulted in an 85% excellent rating. Chair Windrow thanked the staff for the work that was put forward by the staff and he also noted the excellent turnout.

V. **Community Services Funding**: Item to discuss City Council direction on funding Community Services organizations.

Environmental Services Director Scott Hudson advised that the City Council discussed community service funding during its most recent Worksession. He explained that each year there is a sum of funds to support community service organizations and up to this point, the City Council considered the requests submitted by various groups. He explained that during the Council Worksession, the idea was introduced to ask the Neighborhood Advisory Commission to take the responsibility of reviewing the requests for funding. He reviewed the proposal discussed by Council noting that while not yet finalized, it was likely to occur in time for the current budget season. General discussion was held.

VI. **Bylaws**: Item to discuss updates Neighborhood Advisory Commission Bylaws.

Scott Hudson and Chair Windrow noted that should the Council move forward with asking the NAC to take responsibility for consider community service organization funding, that the responsibility should be added to the Bylaws. Scott Hudson reviewed the proposed changes and after general discussion, summarized the recommended changes as follows:

- Amend “Duties” to reflect the responsibility for community service funding if approved by Council
- Delete “of the Commission” after the term “Secretary”
- Modification of respective assigned neighborhoods and add that other Commissioners can attend at the request of the neighborhood or assigned Commissioner

Scott Hudson stated that staff would make the changes and after Council finalizes the direction regarding community service funding, staff would forward the final draft to the Commission at least 30 days before the June meeting.

VII. **NEMGP**: Item to review and adopt updated NEMGP guidebook.

Sr. Community Development Program Specialist Tanya Ferencak stated that the guidebook follows the application and she stated staff tried to include clarification about the most common questions that arose during the application process. The biggest changes are:

- Raising the volunteer pay from \$10 to \$15 per hour
- Not allow anything on private property that is only accessible by HOA; anything not open to the public and not on a public right-of-way or somewhere that is very visible from the street cannot be used, but if it is adjacent to a street, it can be used
- Remove requirement for a NAC member signature and include the statement “discuss with your NAC Commissioner about the application planning process and how the application is reviewed by the NAC”

Community Services Division Manager Brian Passwaters clarified that the second bullet point above was reviewed by the City Attorney’s Office who clarified that as long as the project is for the beautification and enticement for the Carrollton community as a whole, it is something the City can do. The importance of clarifying “neighborhood” or “Carrollton” community was underscored. A suggestion was made to move the paragraph pertaining to “public benefit” to the top of the page.

VIII. CDBG Week 2018: Item to discuss City and NAC activities for National CDBG week in April 2– 6, 2018.

Community Development Specialist Meagan Tucker provided a brief overview of the CDBG week and encouraged members to invite friends and family to participate.

Saturday, April 7, 9 a.m.–3 p.m.
CDBG Week People Helping People Project
Location: South Carrollton

IX. Neighborhood Workshops: Discuss upcoming Neighborhood leadership training opportunities.

Going Social: How to Plan Social Events
Wednesday, March 21, 2018
6:30 p.m. JRL Library

Architectural Controls
Wednesday, April 18, 2018
6:30 p.m. JRL Library

Neighborhood Sign Topper Grant
Wednesday, May 16, 2018
6:30 p.m. JRL Library

Cathy Quaid provided a brief overview of the upcoming workshops as listed on the agenda and talked about possible topics for the following months.

X. Neighborhood Mentoring Program: Item to share information on NAC mentoring activity.

- 1) NAC Commissioner Report – Russell Tether – highlighted the importance of having an invitation to attend a HOA meeting in writing and the importance having someone with you.
- 2) NAC Commissioner Report – Joseph Marquez
- 3) NAC Commissioner Report – Kathleen Foster
- 4) NAC Commissioner Report – Jane Harmon
- 5) ~~NAC Commissioner Report – Carl Reese~~
- 6) Discuss Neighborhood Partnership opportunities
- 7) Map of NAC Neighborhood assignments

XI. Visitors Comments & Other Business

Thursday, April 5, 2018 – NO NAC MEETING, People Helping People Event:
April 7, 2018 at 9 a.m.

Thursday, May 10, 2018 – NO NAC MEETING

Thursday, June 14, 2018 – NAC MEETING at 6:30 p.m.

June Mentoring Reports: Cynthia Northrop and Brian Doherty

(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.)

XII. Adjournment.

Chair Windrow adjourned the meeting at 8:25 pm.



Scott Hudson, Environmental Services Dir.



Scott Windrow, Chair