

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION**  
**City of Carrollton**

**September 13, 2018**

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, September 13, 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  
Jane Harmon  
Brian Doherty  
John Chollampel (*arrived at 6:40pm*)  
Julio Acosta

**Commission Members Absent:**

BJ Cadwalader

**Staff Members Present:**

Brian Passwaters, Community Services Manager  
Susan Keller, Assistant City Attorney  
Tanya Ferencak, Sr. Community Development Program Specialist  
Meagan Tucker, Community Development Program Specialist

- 
- I. Call to Order** – Chair Windrow called the meeting to order at 6:30 p.m.
- II. Introductions:** Item to introduce visitors present.
- III. Seating of Commissioners:** Item to seat new members of the Neighborhood Advisory Commission.

Meagan Tucker administered the Oath of Office to new member Julio Acosta and returning members prior to the beginning of the meeting.

- IV. Review the Minutes of the June 14, 2018 Meeting:** Item to review and adopt the minutes from the June 14, 2018 meeting of the Neighborhood Advisory Commission.

**Doherty moved approval of the minutes of June 14, 2018; second by Marquez and the motion was approved with a unanimous 7-0 vote, Chollampel and Cadwalader absent.**

- V. Community Services Funding:** Item to discuss City Council direction on funding Community Services organizations. City Attorney's office will present guidance regarding funding.

Assistant City Attorney Susan Keller provided a legal briefing advising that the City Council had adopted an Ordinance that eliminated all board and commission bylaws. The ordinance provides for the Chair of each board or commission to be appointed by the Council, but if the Council does not make the appointment, then the board or commission would do so. She reviewed other provisions

particularly noting that except where required to abstain by State law, abstention is counted as a “no” vote and that each board or commission must comply with the Texas Open Meetings Act. With regard to community service funding, she stated that the Council acknowledges that all of the applicants have good causes that benefit the public. She stressed that the funding is not a charity; it is a partnership that augments the efforts of the organization to benefit Carrollton. She stated the purpose of the policy is to establish the process and criteria for funding and also noted that it does not apply to organizations that are included in the City budget and contracted with such as Metrocrest Social Services and Child Advocacy Center. She stressed the requirement for the Board to remain within the guidelines and criteria of the policy and she reviewed the criteria. Lastly, she distributed a list of the criteria for the Commission’s use and consideration.

Chair Windrow recessed the discussion with regard Community Service Funding to complete the seating of Commissioner Chollampel who arrived at 6:40 pm.

**III. Seating of Commissioners:** Item to seat new members of the Neighborhood Advisory Commission.

Meagan Tucker administered the Oath of Office to new member John Chollampel who introduced himself and provided a brief synopsis of his personal life and work in the community.

**V. Community Services Funding:** Item to discuss City Council direction on funding Community Services organizations. City Attorney’s office will present guidance regarding funding.

Chair Windrow opened the public hearing.

Brian Passwaters, Community Services Manager, advised that the City Council set the budget for the funding at \$43,500 and stated that the following five groups applied for funding: Bea’s Kids, CASA of Denton County, Inc., Woven, Carrollton Wind Symphony, Inc., and Old Downtown Carrollton Association (ODCA). He advised that staff reviewed the applications and determined that all five meet the criteria as tax exempt non-profit organizations. He also explained corrections and clarifications made to the applications regarding Bea’s Kids, Woven and ODCA during the review process.

The Commission held a thorough discussion regarding the funding requests. It was noted that organizations that rely solely on this funding should be advised that it could be reduced in the future and they would be wise to work to obtain funding from other sources.

Chair Windrow closed the public hearing and opened the floor for a motion.

**Marquez moved to approve the funding requests as follows: Bea’s Kids - \$3,000; CASA of Denton County, Inc. - \$6,750; Woven - \$19,750; Carrollton Wind Symphony, Inc. - \$7,000; and ODCA - \$7,000; second by Acosta and the motion was approved with a unanimous 8-0 vote, Cadwalader absent.**

**VI. Subcommittee for Citizens Evening:** Item to appoint subcommittee members to work on Citizens Evening event in the spring.

Chair Windrow asked for two to four volunteers to work on the subcommittee for the event to be held in the spring. Tanya Ferencak explained that the Citizens Evening is an annual event with all departments participating by being available to talk about their respective departments and answer any questions. She stated that approximately three years ago, they began presenting the Volunteer of the

Year award; the Community Services Division would present the Outstanding Volunteer Organization award and the Neighborhood Leadership award, and she announced that the Parks Department is re-invigorating the Jimmy Porter award for coaches. She stated the Subcommittee would be involved with selecting the two awards from the Community Services Division and assisting with the planning of the event. Lastly she advised that Mayor Falconer would give the State of the City address as well.

Chair Windrow encouraged members to volunteer and noted that the staff does a great job assisting with providing all of the information needed for decision making. Discussion was held on a possible date for the event to recommend to Council and a consensus was as follows: March 7, March 5 or February 26 respectively. The following members volunteered to serve on the Subcommittee: Russell Tether, Jane Harmon, John Chollampel and Kathy Foster. The first meeting of the subcommittee was scheduled for Tuesday, September 18 at 6:30 p.m. in Room 2W2.

**VII. Neighborhood Enhancement Matching Grant Program:** Item to review NEMGP updates.

Tanya Ferencak provided a status report on last year's applicants:

- Woodcreek is complete
- The Villages of Greenway Park is about 75% complete
- Woodgate is about 50% complete
- Friends of Furneaux Creek is about 80% done on the planting and should finalize some of the planning in the winter.

**VIII. Minor Home Repair Program:** Item to discuss MHRP, Emergency Repair, and Neighborhood Empowerment Zone grants.

Meagan Tucker reported on the following projects and stated there was one more project coming up:

- Two major plumbing projects were just completed
- Two air conditioner replacements were discussed

**IX. Single Family Rehabilitation Incentive:** Item to discuss Single Family Rehab Incentive program.

Tucker reported that the Council updated the program in March and provided the new brochure. She reported taking four applications last week to the Re-Development Sub-Committee, would be taking another three next week and two more were received. She also reported managing the first rebuild through the program.

**X. Neighborhood Workshops:** Discuss upcoming neighborhood leadership training opportunities. Neighborhoods 101 Tuesday, Oct 9, 2018 6:30 p.m. JRL Library

Ferencak reported that three workshops were held since the last meeting and referred to the evaluations previously provided. Commissioners Harmon and Foster noted that the workshop was well attended and positively received.

**XI. Visitors Comments & Other Business**

Carrollton Night Out – Tuesday, October 2<sup>nd</sup>

Boards and Commissions Meet and Greet at City Hall – Tuesday, October 9<sup>th</sup> at 6:00 p.m.

NAC Bus tour – Thursday, October 11<sup>th</sup>; meet at 6:00 p.m. in parking area by flag poles.

Boards and Commissions Banquet – Monday, October 22<sup>nd</sup>, 6:00-8:30 p.m.

With regard to future tours, a suggestion was made to tour the Animal Shelter and also possibly the organizations that receive Community Service Funding.

With regard to the Community Service Funding, suggestions were made to include the organization’s operating budget, add the criteria to the spreadsheet and also include the age of the organization as well as its tenure in Carrollton.

Brian Passwaters advised that Cathy Quaid resigned for personal reasons and her position was filled with Alka Agnihotri who would begin on October 1, 2018.

Chair Windrow acknowledged Commissioner Marquez for his work on the NAC meeting and noted the bus tour would be his last meeting.

There were no visitor comments.

(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 8:00 p.m.



Scott Hudson, Environmental Services Dir.



Scott Windrow, Chair