

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION (NAC)
City of Carrollton

Thursday, May 14, 2009
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 14, 2009 at 6:30 p.m. with the following members present: Chair Alan Overholt, Vice Chair Horace Blake, Commissioner Melvin Chadwick, Commissioner Laura Philips, Commissioner Jan Stephens, Commissioner Debi Whitley, Commissioner Sanjay Pillai and Commissioner George Barnes. City staff present: Mr. Scott Hudson, Director, Environmental Services, Mr. Brian Passwaters, Division Manager, Community Services, Ms. Maleka Jiwani, Sr. Community Development Program Specialist and Ms. Alina Ciocan, Community Development Program Specialist. City Council member Pat Malone was in attendance as well. Commissioner Mike Ghouse was absent.

I. Call to Order.

Chair Overholt called the meeting to order at 6:30 p.m.

II. Introductions. – Item to introduce those present.

Chair Overholt introduced the following guests: Ms. Heidi Aggeler, Managing Director (BBC Research & Consulting), Ms. Bunny Summerlin, Executive Director (Metrocrest Social Services) and Ms. Pat Malone, City Council member.

III. Review the Minutes of the March 12, 2009 Meeting. - Item to review and adopt the minutes from the March 12, 2009 meeting of the Neighborhood Advisory Commission.

Chair Overholt asked for a motion on the minutes of March 12, 2009 regular meeting of the Neighborhood Advisory Commission. Commissioner Stephens made a motion to adopt the March 12, 2009 minutes. Vice Chair Blake seconded the motion. The motion passed unanimously.

Chair Overholt made a slight change to the order in the agenda and moved up Item IX, CDBG Public Hearing before Item VIII, People Helping People updates.

IV. Neighborhood Registration Process. – Item to update the NAC on the status of the neighborhood registration process.

Ms. Jiwani reported two new neighborhood registrations were received: The Coves at Columbian Club and the Whitlock Warriors.

- V. Neighborhood Mentoring Program. – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Discuss the upcoming NAC event in the fall.

Chair Overholt requested Commissioner Philips to update the Commission on the event planning.

Commissioner Philips said she would like to downsize the event. She asked about the results of the Carrollton Heights Pilot Code Enforcement Program. Furthermore, she asked City staff if we provide leadership training to the registered HOAs. Mr. Hudson stated that there is a Speaker Bureau that is at neighborhoods' disposal.

Commissioner Philips stated that there are many possibilities. She would like to keep the focus on one topic such as code enforcement.

Chair Overholt suggested that NOTICE neighborhoods that currently don't have an association should be encouraged to form one.

Commissioner Whitley suggested that City staff should put together guidelines on how to start an HOA, develop a website, create a newsletter, etc. Commissioner Pillai commented along the same lines.

Chair Overholt explained how The Whitlock Warriors HOA evolved and how they were able to address some pressing concerns in their neighborhood. He further suggested that HOAs can benefit from the services of Keep Carrollton Beautiful and Carrollton Police Academy.

Commissioner Philips proposed a small group training on Code Enforcement for NAC Commissioners in lieu of a fall citizens' event. Commissioner Chadwick concurred with Commissioner Philips' suggestion about the event. Commissioner Whitley stated that she would like some HOA material in other languages to reach out to non-English speaking residents.

Chair Overholt asked Commissioner Philips to work with the Event Subcommittee and make a proposal at the next meeting.

Chair Overholt asked Commissioner Philips to present her assigned mentoring report. A copy of the actual mentoring report is attached. A brief discussion followed her report.

Commissioner Chadwick presented his assigned mentoring report. A copy of the actual mentoring report is attached. A brief discussion followed his report.

- VI. Neighborhood Enhancement Matching Grant Program. – Item to update the NAC on the status of current Neighborhood Enhancement Matching Grant Projects.

Ms. Jiwani reported that there are no new NEMGP projects for review.

VII. Neighborhood-Oriented Targeted Infrastructure and Code Enforcement (NOTICE) Program. - Item to brief the NAC on the status of the Francis Perry Estates N.O.T.I.C.E. Program.

Ms. Ciocan reported that the project is ahead of schedule and its estimated completion date is June 2009. In addition, Ms. Ciocan stated that there is a second phase of this project that currently is not part of CDBG. This phase of the project will cover the asphalt and mill overlay on several streets in Francis Perry Estates neighborhood. A brief discussion followed on the details of the work that will be done on each of the streets.

Commissioner Chadwick asked about how the NOTICE projects are chosen and who decides the funding amount and sources (general fund, CDBG) for these projects. Mr. Hudson provided a detailed explanation on the various factors that are taken into consideration when prioritizing neighborhoods for NOTICE funding.

Commissioner Chadwick stated that A.W. Perry seems to be a qualifying neighborhood for NOTICE program.

VIII. PY 2009 CDBG Public Hearing. – Item to receive public input on the upcoming PY 2009 Community Development Block Grant (CDBG) Program – One Year Action Plan and Five Year Consolidated Plan.

Chair Overholt opened the public hearing to gather input on the City's 2009 Action Plan and Five-Year Consolidated Plan (2009-2013).

The City of Carrollton hired BBC Research & Consulting to assist the City with the development of HUD's mandatory Five-Year Plan. Ms. Aggeler, representative of the consulting firm expressed that she was impressed with the public input session that was held earlier in the afternoon. Ms. Aggeler made a presentation on the background of the Community Development Block Grant and the process of the City's Five-Year Consolidated Plan. A detailed copy of the PowerPoint presentation is attached.

Following the presentation, Ms. Aggeler asked Commissioners and guests for their input on the allocation of CDBG funds and the City's five year goals. In addition, Ms. Aggeler described the various components of the draft Consolidated Plan that would be available for NAC review at the June meeting. A final presentation will be made before Council on July 7, 2009. A public hearing will also be held at that time to allow additional citizen input.

Ms. Bunny Summerlin and NAC Commissioners expressed their opinions about a need of transitional housing for people at risk of homelessness in Carrollton. A discussion followed on Section 8 housing and housing tax credit program.

A separate discussion took place on different programs that can be administered under CDBG. Ms. Aggeler gave examples of minor and major rehabilitation programs in different states. NAC Commissioners explored the idea of expanding the current People Helping People Program. Ms. Aggeler explained some pros and cons of major

rehabilitation programs. Furthermore, Commissioners asked Ms. Aggeler if the City of Carrollton could qualify for HOME funds from HUD. She explained that the City does not qualify as a direct participating jurisdiction (PJ) for these funds. However, the City can apply for HOME funds through Texas Department of Housing and Community Affairs (TDHCA). The City has submitted an application to the State to establish a First-Time Homebuyers Program.

Chair Overholt asked Ms. Aggeler how faith-based organizations play a role in CDBG. Ms. Aggeler explained that there are federal requirements involved when subsidizing church-sponsored organizations. An alternative is to partner with Community Development Financial Institutions (CDFIs), which are institutions that operate like banks. Furthermore, Ms. Aggeler explained in greater detail how CDFIs function and offered to provide further reading material on this topic.

Chair Overholt requested a motion to close the public hearing.

Commissioner Chadwick made a motion to close the public hearing.

Commissioner Stephens seconded the motion.

The motion passed unanimously.

- IX. People Helping People Program. - Item to brief the NAC on the status of the People Helping People Program (PHP). Formulate a recommendation to City Council on expanding program and funding.

Ms. Ciocan stated that she is working on two projects: roof project and fence project. She also stated that the previous week she completed a siding project. Chair Overholt had previously requested an estimate of PHP expenditures of previous years and forecast future expenses for the remainder of the program year. Ms. Ciocan presented the requested information, and a brief discussion followed.

Mr. Hudson updated the Commission on the progress of the proposed expansion of the People Helping People Program. He stated that a presentation was made before the Council Subcommittee proposing increasing the grant allocation and broadening target recipients. Raising the project cap to \$5,000 is also under consideration.

Chair Overholt mentioned that the residential rehabilitation grant program is a 2008-2009 City Council strategic goal to provide grant assistance to income qualified elderly and disabled residents in NOTICE neighborhoods. The Subcommittee's recommendation will be considered by City Council in June 2009. Mr. Hudson mentioned that the name of the program is also being revised as the nature of the projects now requires professional contractors to perform the repairs.

Chair Overholt asked the Commissioners if they are in favor of the proposed expansion of the People helping People program and all Commissioners expressed their agreement.

- X. Enhanced Code Enforcement. - Item to brief the NAC on the status of the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Ms. Jiwani reported that there were 283 cases closed in the month of April.

Chair Overholt raised a code enforcement question related to area assignments. In addition, he wanted to be notified if assignments change for his area. Mr. Passwaters stated that complaints can be sent to the outside email address envservices@cityofcarrollton.com and they will be routed to the appropriate officer in a timely manner.

- XI. Visitors Comments & Other Business.

Chair Overholt asked for an update on the Code Ordinance revision. Mr. Hudson stated that the revisions will be presented at the June 16th Subcommittee meeting.

Chair Overholt requested a list of speakers who are part of Speakers Bureau. City staff will provide this information at the next meeting.

Chair Overholt asked about publishing the HOAs contact information on the City's website. Mr. Hudson stated that the City is transitioning to a new website, but no decision has been made yet as to how the HOA information will be published.

- XII. Adjournment.

Chair Overholt adjourned the meeting at 9:40 p.m.

Alan Overholt, Chair
Neighborhood Advisory Commission

Scott Hudson
Director, Environmental Services