MINUTES NEIGHBORHOOD ADVISORY COMMISSION (NAC)

City of Carrollton

Thursday, November 14, 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, November 14, 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 Armando Perez, Commissioner Marilyn Roppolo, Commissioner Anil Joseph, Commissioner Jeff Van Matre and Commissioner Joseph Marquez. City staff present: Mr. Scott Hudson, Director of Environmental Services; Mr. Brian Passwaters, Division Manager Community Services; Tanya Ferencak, Sr. Community Development Program Specialist.

I. <u>Call to Order & Introductions</u> – Item to introduce those present.

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

Chair Chadwick introduced the new NAC Commissioners, Joseph Marques and Jeff Van Matre and visitors from the Woodgate Neighborhood Mr. & Mrs. Scott and Suzette Foster, Melanie Harris, Mr. & Mrs. Jeff and Kay Mead, and Amy Ruggles.

II. <u>Sign Topper Grant Application:</u> Woodgate Neighborhood will present application and request for sign toppers in their neighborhood.

Ms. Ruggles, the president and the crime watch coordinator for the Woodgate Neighborhood introduced herself and gave a brief description and history of the subdivision. She presented their proposal for the sign toppers. She talked about the Neighborhood festival they held and how the color, the logo and the design for the sign toppers, was chosen through neighborhood input and collaboration. Through the process their neighborhood has raised over \$200 for the sign topper program and other beatification programs. The Woodgate Neighborhood is asking for \$313.76 (this excluded \$150 of sweat equity) in Sign Topper funds for the installation of the new signs. Commissioner Nancy Putnam made the motion to approve the application and Vice Chair Mulligan seconded the motion. All voted in favor of the application.

In previous NAC meetings there have been some discussions about the use of sweat equity as part of the various grant applications. Scott Hudson presented an alternative

application for the NAC to vote on which allowed the neighborhood to use sweat equity and apply it to the grant. Due to previous NAC discussions relating to Sweat Equity Woodgate did not include sweat equity as part of the grant. It was clear the alternative budget proposed was not correct and did not give Woodgate the full value of the sweat equity generated. The board discussed the appropriate use of sweat equity and how to account for the sweat equity when calculating the neighborhood association match and the City grant amount. Particular focus by the NAC was on the calculation of the match. Discussions included adding sweat equity to the total value of the grant vs. backing the sweat equity directly out of the Neighborhood match in order to calculate the total neighborhood association's monetary donation and the city's grant amount. Commissioner Marques stated it would be important to him, no matter how it was calculated, that the neighborhood receive the most value for their time.

Nancy Putnam moved to have sweat equity included in the Woodgate application. Further discussion ensued, and no vote was taken because the NAC wanted agreement on how to calculate the match. It was agreed the discussion of how to calculate the match would be tabled to discuss further at another meeting. Commissioner Anil Joseph moved to vote and to include the sweat equity in the Woodgate application as it was presented. Nancy Putnam seconded. All voted to approve the Woodgate Sign Topper application to allow for their sweat equity match.

III. <u>Seating of Commissioners</u>. - Item to seat new and returning members of the Neighborhood Advisory Commission including Administrative updates- and new NAC cards for 2013-2014

New Commissioners Jeff Van Matre and Joseph Marquez along with seated Commissioners Pam Mulligan, Eric Dick and Nancy Putnam were sworn in previously to the meeting and were seated during the meeting.

IV. <u>Election of the 2013-2014 Chair and Vice-Chair</u>. - Item to nominate and elect the 2013-2014 Chair and Vice-Chair of the Neighborhood Advisory Commission (NAC)

Nancy Putnam proposed that the NAC Commission retain Melvin Chadwick as Chair and Pam Mulligan as Vice Chair No other nominations were brought forward, so Commissioner Marilyn Roppolo seconded the motion. By a unanimous vote of acclimation current chair and vice chair will retain their posts.

V. <u>Community Development Block Grant (CDBG) Fall 2013 Planning Calendar.</u> - Item to review and adopt Community Development Block Grant (CDBG) Fall 2013 Planning Calendar.

Marilyn Roppolo moved to approve the Planning Calendar as it stands. Joseph Marquez seconded. All voted in favor to approve the NAC Planning Calendar.

VI. <u>Public Hearing on the PY 2012 Consolidated Annual Performance and Evaluation Report</u> (CAPER). Item to receive public comments and formulate a recommendation for action

to the City Council on the draft PY 2012 Consolidated Annual Performance and Evaluation Report (CAPER).

A short discussion was held about the CAPER and the changes that were included in the document. Ms. Ferencak stated more narrative was included about the social service agencies in Carrollton and the Multi Family and Crime Free Apartment program as part of our fair housing initiatives. Commissioner Anil Joseph asked what types of reporting the social service agencies did for the City. It was explained that they submit quarterly reports, most of which were added in the CAPER. Commissioner Anil Joseph also asked if there were any restrictions of the funding the social service agencies received from the City of Carrollton, could they be used for salary, did the Social Service agencies report their total budget to the City so we would know what percentage of their total budget? Scott Hudson replied there are no restrictions on the funding provided by the city, and as far as Metrocrest Social Services the City of Carrollton funding amount to about 20% of their annual total budget. Commissioner Joseph Marquez asked about reporting time period dates involved with the CAPER. Staff responded the reporting period runs from October 1, 2012 to September 30, 2013. Approval dates for the document take place after the reporting time period.

Commissioner Marilyn Roppolo moved to approve the CAPER and Commissioner Joseph Marquez seconded. All voted to approve the PY2012 CAPER.

It was suggested to have Metrocrest Social Services present about their programs at the next NAC meeting.

VII. <u>Neighborhood Enhancement Matching Grant Changes</u>: Item to approve changes to the NEMG application and process. Approval will be needed on the following items:

Seven topics for modification of the Neighborhood Enhancement Matching Grant were discussed. Commission members discussed each topic separately and had separate votes to determine their recommendation to staff for project design.

New application

The new and revised application was tabled until the next meeting pending further discussion on the budget criteria.

• New match criteria (2:1)

Pam Mulligan moved to approve the new match criteria and Eric Dick seconded. A vote was taken Commissioners Perez, Roppolo, Marquez, Putnam, Mulligan Dick and Chadwick approved. Commissioner Joseph voted against.

Need for sweat equity match cap

Was tabled for further discussion

 Application deadlines (once - October, twice – January, August or three times a year January, April, August)

Staff strongly recommended and encouraged a once a year application deadline or to start transitioning to one if grant funding caps are raised. Ms. Ferencak stated this will put all applicants on an even playing field and create equity and fairness among all applicants. Commissioner Chadwick did not think it would be fair to make a neighborhood wait a full calendar year to apply again if they missed the deadline. Joseph Marquez made a motion to approve 3 application deadlines a year. Eric Dick seconded. All commissioners voted to approve the measure.

• NAC approval criteria (done at end of meeting)

Commissioner Anil Joseph stated this would not be recommended because we were reviewing applications at different points throughout the year. He recommended to check with our legal department before this was approved. Vote was tabled.

- Raising funding amount per grant (from \$5,000 to \$10,000 \$20,000)
- Raising annual funding allotment (currently \$15,000 annually to \$45,000 or more)

Commissioner Marquez proposed approving both, and Commissioner Perez seconded. All approved.

VIII. Neighborhood Mentoring Program:

Chair Chadwick asked that Commissioner Putnam postpone presenting her mentoring report until next month.

Commissioner Anil Joseph volunteered to serve on the Animal Services sub-committee.

There was no discussion on the Spring Citizen's Event

Commissioner Putnam had questions and concerns from the Carrollton Heights Neighborhood Association. Mr. Hudson and Ms. Ferencak answered the questions regarding the process of requesting street repairs, how street repairs are ranked and the N.O.T.I.C.E. projected timeline for their neighborhood. Discussion of their neighborhood conducting a survey would be helpful.

Chair Chadwick tabled discussion on NAC sponsored Events in 2014

IX. Program Updates:

Chair Chadwick tabled discussion on the program updates.

X. Review the Minutes of the October 10, 2013 Meeting:

Chair Chadwick asked if there was a motion to approve the October 10, 2013 meeting minutes. Vice Chair Mulligan made a motion to approve the October 10, 2013 minutes. Commissioner Roppolo seconded the motion. The motion passed unanimously.

XI. Old Business

Holiday Party was scheduled on December 5, 2013.

XII. Visitors Comments & Other Business:

Vice Chair Mulligan mentioned the Centennial Time Capsule that is scheduled to be buried at the Senior Center on December 7, 2013. She said the deadline for items to be placed in the time capsule is November 22, 2013.

Chair Chadwick adjourned the meeting at 9:10 p.m.

Mel Chadwick, Chair	
Neighborhood Advisory Commission	
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Scott Hudson	
Director Environmental Services	