

**MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton**

June 14, 2018

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, June 14, 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
Brian Doherty

Commission Members Absent:

Staff Members Present:

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

Guests:

John Sutter, City Council Liaison

- I. **Call to Order** – Chair Windrow called the meeting to order at 6:30 pm.
- II. **Introductions**: Item to introduce visitors present. Chair Windrow recognized visitors in the audience.
- III. **Review the Minutes of the March 8, 2018 Meeting**: Item to review and adopt the minutes from the March 8, 2018 meeting of the Neighborhood Advisory Commission.

Russell Tether moved approval of the minutes; second by BJ Cadwalader and the motion was approved with a unanimous 7-0 vote.

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

Environmental Services Director Scott Hudson referred to a previous conversation that the City Council was considering asking the NAC to make recommendations regarding Community Service Fund each year and reported that the City Council took action approving said new duty. He referred to the Community Service Funding and Procedures provided in the Commission's packet and highlighted specific items such as eligibility criteria. He noted that the deadline for submittal of applications is June 15 and stated his expectation was that staff would provide the full application and any other information found during the vetting of those. He further noted the need for a meeting in August and possibly in September for consideration and action regarding the applications. He

summarized that Staff would review and vet the applications; prepare a matrix in preparation for the August meeting and final decision and recommendation in September.

V. NEMGP: Item to review NEMGP updated guidebook.

Tanya Ferencak, Sr. Community Development Program Specialist, stated that all of the grammatical corrections noted previously have been made. She advised that a significant change was the grant calculation in the application. She felt the change solves a lot of the problems experienced in the last application's grant calculation section. She also noted that sweat equity went from \$10 per hour to \$15 per hour.

Russell Tether moved approval of the updated guidebook; second by Jane Harmon and the motion was approved with a unanimous 7-0 vote.

VI. Public Hearing of the PY 2018 Action Plan: Item to proof and comment on the HUD CDBG PY 2017 Action Plan due to HUD in July 2018.

Community Services Division Manager Brian Passwaters noted the document had been sent to the Commission previously. The public hearing was to receive comments from the public as well as feedback and changes from the Commission. Once approved by NAC, it would be presented to the City Council for a second public hearing and consideration for approval. He stated the City would receive \$798,000 in the next Fiscal Year in CDBG funds from the US Department of Housing and Urban Development. He reviewed the proposed breakdown for use of the funds. He explained the reason there were two neighborhoods listed; A W Perry and Belaire, and talked about the impacts to the two areas. He explained that each of the annual action plans are based on the 5-year Consolidated Plan and noted that the last consolidated plan was developed in 2014. He stated that the next consolidated plan would be for 2019-2024 and would allow staff to set priorities for allocating the CDBG funding. He stated it would also have to be approved by HUD.

There were no speakers from the audience.

Kathy Foster moved to close the public hearing and approve the draft PY 2018 Action Plan and refer it to the City Council for the July 10 meeting for a second public hearing and action; second by BJ Cadwalader and the motion was approved with a unanimous 7-0 vote.

VII. Sign Topper Presentation: Item to review and discuss Sign Topper guidelines.

Community Development Specialist Cathy Quaid reported that they held a Sign Topper workshop on June 13 that went really well.

BJ Cadwalader moved approval of the Sign Topper guidelines as presented; second by Joseph Marquez and the motion was approved with a unanimous 7-0 vote.

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

Cathy Quaid noted the large attendance at the most recent workshop pertaining to bobcats. She reviewed the specifics of the upcoming workshops and thanked the NAC members who attended and helped with the most recent workshop. Several members noted their exuberance about the program and the possibility for future programs.

Parks and Trails
Thursday, July 12, 2018
6:30 p.m. JRL Library

Fire
Wednesday, Aug 14, 2018
6:30 p.m. JRL Library

Police Chief Derrick Miller
Tuesday, Sept 11, 2018
6:30 p.m. JRL Library

OPEN
Tuesday, Oct 9, 2018
6:30 p.m. JRL Library

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

- 1) NAC Commissioner Report – Brian Doherty stated he would begin sending a monthly email to the contact person for each HOA in an effort to generate more correspondence. He thanked members of Mustang Park who were in the audience for attending.

X. Bylaws: Item to discuss Bylaws and revision of Chapter 34 of Code of Ordinances.

Scott Hudson referred to the information in the Commission packet bringing attention to the sections of Chapter 34 that directly impact the NAC.

XI. NAC Vacancies: Item to discuss NAC vacancies.

Scott Hudson advised that filling the vacancies would be a Council decision that was expected to be on the next City Council's agenda. He noted that he expected new appointees would be ready for the next meeting of the NAC.

XII. Visitors Comments & Other Business

Council Liaison John Sutter expressed the Council's appreciation for the NAC accepting the responsibility for awarding Community Service grants each year.

Brian Passwaters advised there would not be any NEMGP grant applications for review which would free up the Commission to focus on the Community Service funding. Cathy Quaid advised that three or four neighborhoods were working on sign topper applications.

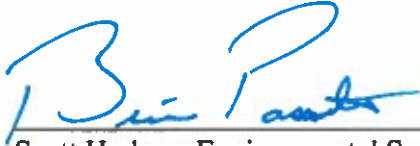
Discuss possible July/August meeting

Scott Hudson stated the subject was discussed earlier and staff would send out Notice.

(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.)

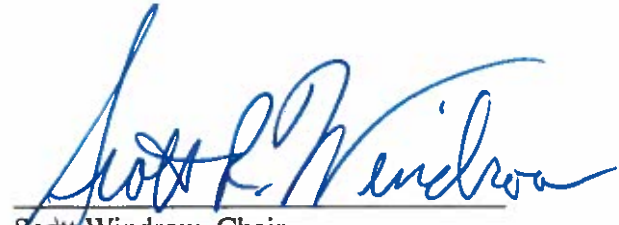
XIII. Adjournment.

Chair Windrow adjourned the meeting at 7:52 pm.



Scott Hudson, Environmental Services Dir.

*Brian Passutun, Com. Services Mgr
for Scott Hudson*



Scott Windrow, Chair