

MINUTES

NEIGHBORHOOD ADVISORY COMMISSION City of Carrollton

January 10, 2019

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, January 10, 2019 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Russell Tether, Vice Chair
BJ Cadwalader
Kathleen Foster
Joseph Marquez
Jane Harmon (*arrived at 7:25 pm*)
John Chollampel
Julio Acosta

Commission Members Absent:

Brian Doherty

Staff Members Present:

Scott Hudson, Environmental Services Director
Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Alka Agnihotri, Community Development Program Specialist

Guests Present:

Council Liaison John Sutter
John Zaccardo, Alternate

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 John Zaccardo, NAC Alternate and asked him to introduce himself. Zaccardo stated he and his family have lived in Carrollton for approximately 10 years and moved to the Sumner Oaks area about a year ago. He stated he was looking forward to learning new things and participating.

III. **Photo of Commissioners**: Item to take group photograph of members of the Neighborhood Advisory Commission

Although one member was not present, the Commission moved to the Council Chamber for the photograph, including Alternate Zaccardo.

IV. **Review the Minutes of the November 8, 2018 Meeting**: Item to review and adopt the minutes from the November 8, 2018 meeting of the Neighborhood Advisory Commission

Tether moved approval of the minutes as written; the motion was seconded and approved with a unanimous 8-0 vote, Doherty absent.

V. **Subcommittee for Citizens' Evening:** Item to review and discuss updates for the Citizens' Evening event scheduled for February 26, 2019

Alka Agnihotri, Community Development Program Specialist, provided a report about the Subcommittee meeting held on December 18. She advised that Marketing released a proof of the poster and stated that the other marketing items would be ready in mid-January. She reviewed the agenda/program for the event and talked about the items that would be given away in the newly designed tote bags. She also reported that it was agreed that finger foods and bottled water would be provided.

VI. **2018 Carrollton Cares Volunteer Award Updates:** Item to review and discuss status on Volunteer Awards to be given out at Citizens' Evening

Agnihotri presented a report of the January 7, 2019 Subcommittee meeting stating that 12 nominations were submitted; two for Neighborhood of the Year, four for Volunteer of the Year, and six for the Outstanding Community Organization. She reported that although a decision was made after a thorough discussion, the winner would remain confidential until the awards are announced at the event.

VII. **Consolidated Plan and Analysis of Impediments:** Item to provide information and status on the upcoming 5-Year Consolidated Plan (Con Plan) and Analysis of Impediments (AI)

Scott Hudson, Environmental Services Director, advised that a requirement to participate in the CDBG program is to submit a Consolidated Plan that must be developed every five years. He explained that the Plan is the overarching strategy that will be used to guide the five-year period and will cover 2019-2023. He added that it will also serve as the One-Year Action Plan for 2019. It will need to include the specific strategy for 2019 while laying the general plan for the period. He stated that the Analysis of Impediments would require Staff and NAC to look at the community, analyze what the housing needs are and what barriers there may be to fair housing in the City. He advised that the consultant would take care of the analysis which will include a lot of demographic work and stakeholder meetings resulting in recommendations.

Meagan Tucker, Sr. Community Development Program Specialist, advised that staff would be working with the Purchasing Department to obtain Requests for Proposals (RFP) and hoped to have the RFP approved and out in about a month.

Brian Passwaters, Community Services Manager, advised that there is a weighted process for review of the proposals. He further noted that the Action Plan and CAPER require public hearings in the community as well as before the Commission.

Commissioner Foster noted a news report that referenced \$1,100 as the average rental costs in North Dallas and asked about the average rental costs in Carrollton. Passwaters stated that staff does not track that information, but through personal knowledge, he felt the average for Carrollton was higher because many of the apartments have been built recently. Passwaters stated that the seller's market drove housing costs and that the market has driven the rental costs higher in Carrollton and north Dallas.

Hudson closed with a reminder that staff would keep them informed about stakeholder meetings, public hearings and would need to complete the Plan at the June NAC meeting followed by City Council in July and submittal to HUD in August.

VIII. Neighborhood Mentoring:

1. Item to review and discuss possible any desired changes in the NAC member's role of performing mentoring activities and reports. Discussed as part of Item IX.
2. Item to share information on NAC mentoring activity
 - a) NAC Commissioner Report – Scott Windrow

Chair Windrow reported that there has been little change in the number of neighborhoods that were registered noting that he continually sends emails. TNN is basically inactive but the application was renewed. He highlighted the efforts of Woodcreek NA and its president, Russell Tether, commenting about the drive held on Christmas morning with someone dressed as Santa Claus accepting donations to benefit Metrocrest Social Services. He suggested those needing enthusiastic ideas to contact Vice-Chair Tether. Vice-Chair Tether added that they have a very good team with key people and are now including youth. He also suggested that the Christmas Day event could be expanded to include one or two other neighborhoods.
 - b) NAC Commissioner Report – Joe Marquez

Commissioner Marquez stated he represents the northwest section and noted that most neighborhoods are mandatory HOAs and most are using professional organizations to run the neighborhoods.
 - c) NAC Commissioner Report – BJ Cadwalader

Commissioner Cadwalader reported that the associations in the section she represents have welcomed her and she has been able to attend many Board and committee meetings. She reported that Mill Valley attended one of her NA's meetings, which was well received by her Board and helpful for Mill Valley. She reported that most of the associations in her section are active, most are registered and welcome her.

IX. Adopt a Neighborhood: Item to discuss program objectives and candidate neighborhoods

Hudson stated that "Adopt a Neighborhood" was a Council goal started a number of years past and reshaped with Council guidance. He noted that the *Nextdoor* app has answered the technology suggestion and the refinement was to focus more on an individual neighborhood at a time which was done over the last couple of years with special outreach events. He stated the purpose of the item was to solicit the Commission's opinions and ideas about what needs to be accomplished. He advised that there is some funding available to foster growth, He added that many City departments recognize and appreciate the importance of NAC's efforts and are willing to participate.

Chair Windrow suggested that the Commission could pick a neighborhood where they would all go with a few City departmental representatives and serve hot dogs similar to painting a house in an effort to encourage participation and growth. Discussion was held to determine if the goal was registering a neighborhood or getting a neighborhood to be active, understanding that registering doesn't necessarily mean the members are active. Hudson stated they continue to have a budget for printing and postage to assist with fliers and doorhangers. The Commission talked about getting active neighborhoods involved with showing inactive neighborhoods how it could have an impact on its residents by assisting with an outside project such as landscaping or painting. Various ideas were discussed to create an

environment where a few who were not attending or performing could see the value from a few who were performing well. Chair Windrow stated he would like to see the Commission pick one to three things they could try and not get stuck on a number of associations to be registered. Hudson stated they could benchmark other cities for ways they encourage participation. Suggestions discussed were to host an informal dinner/gathering with a few presidents/vice presidents at a time and also developing a PowerPoint presentation that could highlight successful ideas such as the Christmas morning drive; create an atmosphere that allows for conversation and social exchanges. Chair Windrow asked the Commission members to give the subject more thought and email staff with ideas for future discussion and consideration. Hudson stated that this could be incorporated into the business plan and future budget. He also stated Staff could put the ideas into a bullet list for circulation to the Commission.

Passwaters cautioned the Commission to remember that an email that is replied to all can result in what is considered a walking quorum that violates the Open Meetings Act and asked them to send emails to the Staff.

X. 2019 Neighborhood Workshops: Item to update and share information on upcoming workshops for the period between January and April 2019

Agnihotri advised that the Subcommittee met on December 17 to discuss workshop ideas for the 2019 year and listed the following for January-April:

- NEMGP – January 30
- Emergency Preparedness – February 21
- Landscaping & Irrigation 101 – second week in March
- Environmental Services (Housing rehab; Code Enforcement; Animal Services) – April

Chair Windrow suggested an association workshop as was given in January 2018.

XI. Visitors Comments & Other Business

(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.)

Council Liaison John Sutter expressed the Council's gratitude about the work by the Commission in accepting the responsibility for allocating the funds for the community service groups. With regard to the Council's goal for NAC, he referred to the first sentence in the purpose of NAC talking about vibrant neighborhoods that are active; bringing a sense of neighborhood to the community. Hudson stated that Council provided some feedback so staff would develop a guidance sheet to help improve the Community Service funding process.

Tucker, reported that she and Brian Passwaters were given the opportunity to address the Metrocrest Ministers during the January 9 Luncheon to talk about the Community Services Funding and the grant programs. She reported that the Metrocrest Ministers' focus this year is on homelessness; how to prevent it and provide services. Passwaters reported that a homeless count would be conducted in Carrollton by Metrocrest Services on Thursday, January 24 and he advised that Metrocrest is looking for volunteers. He explained there would be a training session prior to going in teams to places identified by the Police Department as possible homeless locations. The purpose is to get a count and also to identify how the individuals became homeless to provide Metrocrest with information on how they can better focus their efforts. He stated that five staff members would be participating and he would send the Commission a link to register if they were interested and able to participate.

With regard to Open Meetings, Passwaters reminded the Commission that the microphones are live during the meeting and are able to pick up side conversations and comments. He advised that audio and minutes of the meetings are government records that are open to the public and subject to disclosure.

Chair Windrow congratulated Meagan Tucker who was promoted to Sr. Community Development Specialist and commented on her exemplary work.

Chair Windrow referred to the 25% grant incentive program for improvements to the outside of your home including windows, fencing, landscaping, roof, etc. and encouraged members to spread the information. Tucker explained that the resident must reside in a Neighborhood Empowerment Zone to be eligible for the grant and noted that the program participation was gaining interest.

Chair Windrow distributed a “thank you” card from Animal Services for the voluntary donation from members of the Commission benefiting the Shelter. Marquez noted that the door to the “get to know you” room where people visit with a potential pet was named in their honor. Chair Windrow noted this was the second year for the donation and hoped it would become a tradition. Passwaters advised that Carl Shooter of Animal Services was very impressed with the donation made by the Commission members. Hudson advised that funds are not otherwise budgeted to take care of rescue medical treatment or injured animals so the donated funds really lead to happy results.

Passwaters reminded the Commission about the retirement party honoring Scott Hudson after 29+ years of service with the City that is scheduled for the following Thursday. Members of the Commission thanked Hudson for his assistance over the years commending him for a job well done and wishing him well in his retirement.

The video of the CAPER public hearing held by the City Council at the December meeting was played so the Commission could hear the comments made by the Council.


Chair Windrow reminded Commissioners Tether, Foster and Harmon that their reports are due at the next meeting.

XII. Adjournment

Chair Windrow adjourned the meeting at 8:10 pm.



Brian Passwaters, Community Services Mgr.



Scott Windrow, Chair