

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

NOVEMBER 14, 2019

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, November 14, 2019 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Hal "Rusty" Pendleton
Kathleen Foster
John Chollampel
Darby Merriman
Jane Harmon
John Zaccardo
Daniel Anderson Jr.

Commission Members Absent:

Bethany Wickson

Staff Members Present:

Cory Heiple, Director of Environmental Services
Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Alka Agnihotri, Community Development Program Specialist
Kendra Heard, Community Development Program Specialist

Guests Speakers:

Molly Coryell, Planning Department

I. **Call to Order:** Chair Windrow called the meeting to order at 6:30 p.m.

II. **Swearing in of Commissioners:** Item to seat new commissioners or reappointed commissioners of the Neighborhood Advisory Commission.

Meagan Tucker administered the Oath of Office to the two new members; Hal Pendleton and Daniel Anderson, Jr.

III. **Election of the 2019-2020 Vice-Chair:** Item to nominate and elect the 2019-2020 Vice-Chair for the Neighborhood Advisory Commission.

Commissioner Harmon nominated Commissioner Foster to be Vice Chair; there were no other nominations. Chair Windrow stated Commissioner Foster was elected by acclamation.

IV. **Introductions:** Item to introduce any visitors present.

No visitors to introduce.

V. **Review the Minutes of the September 12, 2019 Meeting:** Item to review and adopt the minutes from the September 12, 2019 meeting of the Neighborhood Advisory Commission.

Commissioner Harmon suggested that the word “myself” on Page 3, paragraph 5, be changed to “Chair Windrow” to clarify who “myself” referred to.

Vice Chair Foster moved to accept the approval of the minutes as changed; second by Commissioner Merriman and the motion was approved with a unanimous 8-0 vote, Commissioner Wickson absent.

VI. Presentation of Upcoming Census: Presentation will be presented by Molly Coryell, City Planner.

Planner Molly Coryell stated that the US Census is a count of every living person in the United States as required by Art 1, Sec 2 of the Constitution. She explained how the Census data is used and noted that Texas expects to earn more congressional seats as a result of the Census counts. She emphasized that the information gathered is extremely confidential and further advised that people can report via the Internet which will assist with various languages and hopefully allow for more reporting. She briefly highlighted a calendar and also provided statistics specific to Carrollton with regard to hard-to-count areas. She encouraged the Commission members to reach out to their neighborhood representatives. Coryell stated that the City’s Marketing Department has developed a marketing strategy and would send the Commission members information that they could forward to the neighborhood associations. Chair Windrow suggested having a presence at the Citizen’s Evening Event. Coryell stated she will have a booth and stated that having 5 minutes of microphone time would be advantageous as well. Discussion was held with regard to collaboration efforts with neighboring cities and groups as well as comparative data. Community Services Manager Brian Passwaters echoed and underscored the importance of the Census counts on many of Carrollton’s programs such as CDBG funding.

Chair Windrow thanked Molly Coryell for her attendance and for the information provided.

VII. Malware Attack on the City: Discussion on the events that have gone on with the Malware attacks by Cory Heiple, Environmental Services Director.

Heiple stated that on October 10, 2019, the City of Carrollton was subject to a malware attack with the intent and success of bringing down the network. On that day, the City lost all of its network connectivity meaning no Internet, no phone and no email. Phone service was re-established the next day and a few weeks later, email connectivity began getting re-established. Approximately 2 weeks ago, the network drives were re-established with all of the data still intact. He stated that it took the Homeland Security and a number of State department officials as well as IT Consultants to get to that point. He stated that there was no extraction of data and nothing skimmed off; essentially no outbound traffic whatsoever. The largest impact was to the City’s day-to-day operations; no impact on public services such as fire and police or the public water supply. He stated that the biggest challenge currently is removing the malware noting that IT must physically touch each computer.

Chair Windrow asked if the attack was through email, is it something the public needs to be aware of and Heiple replied that the intent was to lock up the City’s system only; no impact to outbound email. When asked about a ransom request, Heiple stated that because the City lost service for several weeks, there was no payment that would have gotten the networks back up. He stated that Carrollton was one of several cities that were attacked throughout Texas. He stated there are a lot of measures in place to prevent another attack and that the backups were ultimately what saved the City. He stated that staff is basically back to normal although still missing computers so are funneling work through a handful of devices. Commissioner Anderson asked if there would be any type of communication to the residents. Heiple replied that information was posted via Facebook and other social media about the attack. He stated he is not aware of a plan to send something to the residents but would check on it and stated the Commission is welcome to share the information he provided with anyone who asks.

VIII. Public Hearing on the Program year 2018 Consolidated Annual Performance and Evaluation Report (CAPER): Item to receive public comments and formulate a recommendation for action to the City Council on the draft PY 2018 Consolidated Annual Performance and Evaluation Report (CAPER).

Chair Windrow opened the public hearing and read a statement regarding the report stating the report indicates how the Community Development Block Grant funds were used from October 1, 2018 through September 30, 2019. He asked Brian Passwaters to present the item.

Brian Passwaters advised that a second public hearing would be held by the City Council on December 3, 2019. He stated that Carrollton received nearly \$800,000 in CDBG funds for Fiscal Year 2018 and the City spent a total of nearly \$570,000; \$428,000 for the toddler playground at Crosby Recreation Center and the Notice project in Woodcrest; \$65,366 in 22 minor home repair projects which was an increase of approximately 20% over 2017 (15 projects). He stated that he expects the number to increase again in 2019. He reported that \$55,000 was spent for the salary of an enhanced code enforcement officer who performed nearly 2200 inspections, of which 1280 required housing repairs. Lastly, \$19,000 was used for the development of the 2019-2020 Consolidated Plan. Funding for the Bellaire Heights NOTICE project in the south part of Carrollton across from Turner High School will be counted in the PY 2019 report because it just started this week. He stated that this report concludes the 5 year Consolidated Plan that just closed and he reviewed the projects and spending (\$3.1M) during that 5 year time period. He noted that CDBG funds account for about one-third of the funds needed for Notice projects. He also provided other statistics pertinent to the use of the funds for social service agencies such as Metrocrest Services. The report would be submitted to the Department of Housing and Urban Development.

Commissioner Anderson acknowledged the work put in to develop the comprehensive report. He asked for clarification about the matching grant program. Passwaters explained the City provides information to HUD on other programs afforded by the City that does not include CDBG funds. Commissioner Anderson also pointed out a date of the public hearing before the City Council that needed correction. Passwaters thanked him for catching the discrepancy and stated it would be corrected.

Commissioner Harmon asked for an overall review of the CDBG funding. Passwaters stated that he believed the City began taking part in the CDBG program in 1998 and thus far Carrollton has collected about \$15M that has been distributed throughout the City. He talked about the work completed including infrastructure in low to moderate income neighborhoods and future work will depend on what data is collected from the Census count; and what other areas, such as homelessness, need to be addressed. He also talked about the minor home repair program where CDBG funds are spent because low to moderate income people live in different areas of the City; CDBG funding is not confined to the southern part of the City. Commissioner Harmon stated it was her understanding that the NOTICE Program was award winning and Passwaters replied that it was recognized on a National level in 2007.

Commissioner Anderson suggested that in the future, staff provide the amount of funding provided to the social service agencies; that the information would be good background particularly for new members.

Vice Chair Foster moved to close the public hearing on the CAPER; second by Commissioner Harmon and the motion was approved with a unanimous 8-0 vote, Commissioner Wickson absent.

Commissioner Merriman moved to approve the CAPER as adjusted; second by Commissioner Anderson and the motion was approved with a unanimous 8-0 vote, Commissioner Wickson absent.

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

- NAC Commissioner Report – Darby Merriman; Commissioner Merriman stated that the information she needed was in her email to the City that she could not access at this time.
- NAC Commissioner Report – John Zaccardo; Commissioner Zaccardo stated his presentation was locked up at the moment.

Heiple stated that when the City's emails were locked up, the emails were being bounced back so anyone who was trying to contact a commissioner will be notified that you're not getting it. He stated that staff is still working with the City Secretary and IT to get the emails unlocked. He stated that in the future, the addresses will be by name rather than seat number. He stated that staff's emails were retrievable and it is assumed that the Commissioner's reports will be retrievable as well; he would check into a timeline. Passwaters asked the commissioners to inform staff of any particular information that they need that may be locked up so staff can be more specific in retrieval efforts. Heiple advised that the shared drives were still being worked on. Chair Windrow described the Mentoring Program and report process / purpose for the new members. A copy of a list of neighborhoods was provided to the members in response to Commissioner Anderson's question about which neighborhoods each commissioner was responsible for.

X. Citizen's Evening Event: Review and discuss for the Citizen's Evening event in the spring.

Alka Agnihotri, Community Development Program Specialist, stated the event would be held on Wednesday, March 4, 2020 at the Carrollton Senior Center Texas Ballroom. She stated that approximately 340 people attended the event in 2019 and stated the event is set up to allow residents to interact with different departments and social service organizations within the City. She stated that about 18 tables are available for social service organizations on a first-come, first-served basis and the NAC will have a table as well. She also noted that the event is a required meeting for the Commissioners who are expected to assist with manning the table, distributing and collecting surveys as well as greeting residents. She reported that she is working on obtaining shuttle service for the event. She noted that the Carrollton Volunteer Awards is part of the event and Mayor Falconer would present the State of the City address. The event is scheduled for 6:30-8:30 pm.

Chair Windrow asked if information had already been distributed about the Volunteer Awards. Agnihotri stated that marketing for the Citizen's Evening Event would begin in January. She stated that information about the Volunteer Awards has been posted on the City's website, Next Door and Constant Contact. She also provided fliers developed by the Marketing Department for distribution by the Commissioners. There would be five awards: Volunteer of the Year, Neighborhood Leadership, Outstanding Community Organization, the Jimmy Porter Award and the Youth Volunteer of the Year award. She stated that she is currently in the process of going to the different elementary, middle and high schools within the Carrollton area and LISD Hebron High School to distribute the fliers. She stated she is also reaching out to youth organizations such as the scouts and Carrollton Young Life. She stated word-of-mouth is very important and noted the areas the fliers would be located such as the library and recreation centers. Chair Windrow encouraged the Commissioners to distribute as many fliers as possible.

XI. 2019 Carrollton Volunteer Awards: Item to discuss the Carrollton Volunteer Awards application and review process.

Discussed in Item X above.

XII. Neighborhood Workshops: Request for subcommittee members to create Neighborhood Workshop schedule for 2020.

Alka Agnihotri noted the different workshops that were very well attended and asked for volunteers to serve on a subcommittee to set a schedule and suggest topics and Commissioners Merriman, Harmon, Foster and Pendleton volunteered.

XIII. NAC 2019-2020 Planning Calendar: Item to review and adopt NAC 2019-2020 Planning Calendar.

Chair Windrow referred to the calendar provided in the Commission packet. Meagan Tucker noted the Christmas party scheduled for December 5 and talked in general about the 2020 calendar. With regard to the December 5 Christmas dinner/meeting, Passwaters stated that he and the staff lunched at the site and found it would not be a good spot for a meeting advising that there is not a separate room. A consensus was reached in favor of meeting at La Hacienda and Passwaters stated that staff would send out an email as well as invite the members who just termed off the Commission. Chair Windrow explained to the new members that the giving of a donation is voluntary and Passwaters provided a history of the donation. It was noted that there is currently no need for a meeting in February. Discussion was held with regard to the driving tour scheduled for July and Passwaters stated he would bring options back to the Commission for consideration. Tucker added that staff would try to have a People Helping People (PHP) project on a Saturday. Commissioner Pendleton advised that he would not be available to attend the June meeting and asked that his report be rescheduled and Passwaters suggested it be added to the August meeting.

Commissioner Pendleton moved to approve the calendar as amended; second by Vice Chair Foster and the motion was approved with a unanimous 8-0 vote. Commissioner Wickson absent.

XIV. Comments and Other Business:

- Project Updates: Item to review MHRP, ERP, PHP, and Single-Family Rehab projects by Kendra Heard, Community Development Program Specialist & Meagan Tucker, Sr. Community Development Program Specialist – Tucker reported that the Bellaire Heights Notice Project (between Crosby and Fike across from RL Turner HS) began on Monday and she stated that staff hopes to get a lot of incentive applications for driveway replacement. Heard stated she had one minor home repair project coming up and three ongoing at this time. She is hoping to reschedule the PHP project in March or April.
- Project Updates: Item to review NEMGP Projects by Alka Agnihotri, Community Development Program Specialist – Agnihotri provided before and after pictures of the Highlands entry way project approved during the September meeting.
- Christmas Party: Information on upcoming NAC Christmas Dinner by Brian Passwaters, Community Services Manager – discussed during the calendar item.

The new commissioners were given time to introduce themselves and the tenured commissioners gave brief introductions as well. Chair Windrow instructed the new members that if they would not be able to attend a meeting, to please call the staff rather than send an email due to needing to insure a quorum can be met. He explained that staff is very good about getting information to the Commission prior to the meeting and stated the expectation that members will have reviewed the material prior to the meeting. With regard to the minutes, he stated the members' job is to be sure that what was done in the previous meeting is correctly documented rather than focusing on grammar. He welcomed the new members and thanked them for their service to Carrollton.

(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.)

XV. Adjournment

Chair Windrow adjourned the meeting at 8:13 pm.


Cory Heiple, Environmental Services Dir.


Scott Windrow, Chair