

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JUNE 11, 2020

A telephonic meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, June 11, 2020 at 6:30 p.m. at City Hall via Zoom with the following members present:

Commission Members Present:

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

Commission Members Absent:

Bethany Wickson

Staff Members Present:

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

Guests Present:

Liz Messnar, Alternate

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- I. **Call to Order** – Chair Windrow convened the meeting at 6:30 pm.
 - II. **Introductions:** Item to introduce format for the June 11, 2020 meeting.
 - III. **Review the Minutes of the January 9, 2020 Meeting:** Item to review and adopt the minutes from the January 9, 2020 meeting of the Neighborhood Advisory Commission.

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

- IV. **City impact for COVID-19:** Item to update the NAC on the processes the City is following for the COVID-19 pandemic.

Environmental Services Director Cory Heiple reviewed the measures taken to limit the exposure to COVID-19 by City staff and explained the split shift model that Environmental Services continues to work under. He also mentioned the dates for re-opening of facilities. Brian Passwaters added that citizens could contact the City website for information on current status of the various facilities and other information.

- V. **PY2020 Action Plan for new CDBG funding:** Open a public hearing for the PY2020 Action Plan for the City of Carrollton for use of new CDBG funding starting on October 1, 2020.

Community Services Division Manager Brian Passwaters played a pre-recorded presentation of the plan and stated that the second public hearing would be held on July 7, 2020 during the City Council meeting. He listed the projects for 2020:

- 1) NOTICE project in Carrollton Heights for redevelopment of infrastructure and streets
- 2) Housing Rehabilitation Projects
- 3) People helping People Program (PHP) for exterior home repairs
- 4) Enhanced Code Enforcement Program to address living conditions
- 5) Ongoing training for Community Services Staff

Passwaters concluded the presentation and opened the public hearing.

Vice Chair Foster asked about the plan for the PHP project that was previously scheduled for March. Passwaters replied that the project was delayed due to COVID-19 and weather concerns. He explained that the funding has not been used at this time and that any funding not used this year would roll over to the next year. Staff is hopeful that the project will be able to be conducted in the Fall season.

Commissioner Anderson asked about the funding increase for the minor home repair grants, the emergency repair grants and the PHP grants and asked if the increase was a sufficient amount to cover the requests expected. Passwaters replied that he felt the increase would be sufficient because the funding allocated over the last few years was not able to be used. Commissioner Anderson asked about the impact to the project based on COVID-19. Passwaters explained that projects are considered essential so there was an initial delay, but work continued.

There being no further comments from the Commission and no comments from the public, Passwaters requested the Commission close the public hearing and take action on the item.

Chair Windrow closed the public hearing and opened the floor for a motion to approve the PY2020 Action Plan for the new CDBG funding.

Commissioner Anderson moved approval of the Plan; second by JohnChollampel; and the motion was approved with a unanimous 8-0 vote, Wickson absent.

VI. Community Services Funding: Item to update the NAC in regards to Community Services Funding.

Heiple stated that Council recognized the challenges with trying to budget funding prior to the budget process and has decided to create a City Council committee titled the Community Services Funding Committee that will review applications and recommend funding. The decision means NAC will no longer be tasked with making a recommendation. He added that Council sincerely appreciated the work of the NAC over the past few years regarding the very challenging task.

VII. Review of 2020 Citizens Evening Event: Review of Citizens' Evening from March 2020.

Passwaters introduced a short video of the evening event for the Commission's review. He stated the event was well attended even with the rainy weather and asked Alka Agnihotri, Community Development Program Specialist, to review the positive comments and he followed with the negative comments.

Positives:

416 attendees

The layout of the booths

State of the City address

Growth and maturity of Carrollton
Photo screen
Parking and shuttle service

Negatives:

Booths blocking exit doors – may need to reduce the number of booths available
Parking – need more information
Preference for a meal rather than finger foods; Passwaters explained budget did not allow for a meal
Difference between booth opening time and program start time

Chair Windrow thanked the staff for a fantastic event. Discussion was held about a variety of ideas to continue to improve upon the event.

VIII. NAC Calendar: Item to discuss possible proposed calendar changes.

Meagan Tucker, Sr. Community Development Program Specialist reviewed the updates to the calendar, specifically noting the addition of a July 9, 2020 meeting to allow staff to provide the report on the Analysis of Impediments for the Commission's action. Discussion was held with regard to the schedule for a tour of the projects; Passwaters stated he would check with the Parks Department with regard to the bus/van typically used and list the item for discussion again on the July agenda.

Commissioner Harmon moved approval of a July meeting on the calendar; second by Pendleton and the motion was approved with a unanimous 8-0 vote, Wickson absent.

IX. Project Updates: Item to review NEMGP, MHRP, ERP and PHP projects.

Alka Agnihotri reviewed completed NEMGP and Sign Topper projects completed in the last year: Highland Neighborhood entry; Stone Creek sign topper; and Moore Farms sign topper

Meagan Tucker provided photos of completed exterior projects such as fences and windows as well as driveways in the Bel Air Estates NOTICE neighborhood.

Kendra Heard reported that five Minor Home Repair Projects have been completed since the last meeting in January; three emergency repair projects were completed; three projects are ongoing and there are three applications to start in July. She stated she did not have statistics about the increase in applications and Tucker stated she has noticed an increase since COVID-19 and added that with summer, interest in the emergency program has also increased. She stated that they could provide stats to the Commission. Passwaters reported that Metrocrest Services is not able to help people with these types of projects because of COVID-19 health concerns and due to the increased need in the food pantry, rent assistance and workforce assistance.

X. Workshop Updates: Item to discuss scheduled workshops and possible changes to the schedule and subject matter.

Alka Agnihotri reported that due to COVID-19, many workshops were cancelled and she stated that staff and the Commission committee are considering the possibility of virtual workshops for the remainder of the year to keep residents engaged. She stated she is working with Elliot Reep about having an emergency preparedness workshop in July and considering a workshop with an overview of law enforcement as well as a combination of teaching citizens how to be the eyes and ears of the community. The self defense workshop is postponed until next year and staff will present a workshop on the overview of city government functions.

- XI. Neighborhood Mentoring Program:** Item to share information on NAC mentoring activity.
- NAC Commissioner Report – Darby Merriman – nothing to report at this time
 - NAC Commissioner Report – John Zaccardo– no update
 - NAC Commissioner Report – John Chollampel – has received updated emails and contact names – no reported concerns; Stone Creek is doing a follow up project with Denton County;
 - NAC Commissioner Report – Kathy Foster – Oak Hills North identified street repairs needed which she referred to staff and Prince of Furneaux Creek has been very active
 - NAC Commissioner Report – Jane Harmon – nothing to report due to a lack of feedback
- XII. Visitors Comments & Other Business:**
- Passwaters explained the Analysis of Impediments report and stated staff expects to receive the final report next week. He stated affordable housing is a concern and a copy of the report will be posted on-line.
 - August Mentoring Reports: Discuss the scheduling of mentoring reports for August 13, 2020 Meeting – Meagan Tucker reminded the Commission about the change in the August meeting to a tour of projects and suggested that these reports would be at the July 9 meeting. She added that she would make contact with Commission Wickson.
 - Daniel Anderson
 - Bethany Wickson
 - Rusty Pendleton

(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 7:55 pm.



Cory Heiple, Environmental Services Dir.



Scott Windrow, Chair