

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION**

City of Carrollton

July 18, 2019

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, July 18, 2019 at 6:30 p.m. at City Hall with the following members present:

**Commission Members Present:**

Scott Windrow, Chair  
BJ Cadwalader  
Kathleen Foster  
John Chollampe  
Julio Acosta  
Jane Harmon  
John Zaccardo

**Commission Members Absent:**

Joe Marquez, Vice-Chair  
Darby Merriman

**Staff Members Present:**

Cory Heiple, Environmental Services Director  
Brian Passwaters, Community Services Manager  
Alka Agnihotri, Community Development Specialist  
Kendra Heard, Community Development Specialist  
Krista Pender, Environmental Quality Manager  
Devan Jones, Storm Water Coordinator

**Guests Present:**

Tracy Eubanks  
Bunny Summerlin  
M C Meador  
Gary Chandler  
Bob Michael

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

**II. Introductions:** Item to introduce visitor's present.

Chair Windrow welcomed the public and thanked them for attending tonight's meeting of the Neighborhood Advisory Commission.

**III. Review the Minutes of the June 13, 2019 Meeting:** Item to review and adopt the minutes from the Jun 13, 2019 meeting of the Neighborhood Advisory Commission.

No revisions or suggestions were made by the commissioners. Commissioner Foster moved to accept the minutes as proposed; second by Commissioner Cadwalader and the motion was approved with a unanimous 7-0 vote.

**IV. Storm Water Pollution Presentation:** Item for Krista Pender, Environmental Quality Manager to deliver a presentation on storm water pollution prevention.

Krista Pender, Environmental Quality Manager, made a presentation to the commissioners and the public who were present on storm water pollution prevention.

Ms. Pender gave overview of what stormwater is and how the stormwater drainage system in the city operates to remove rainwater quickly from streets and parking lots in order to prevent flooding. Ms. Pender discussed the kinds of pollutants can be discharged into our surface waters from storm runoff which can have an adverse effect on various forms of wildlife. Ms. Pender outlined the differences between the stormwater system and the sanitary sewer system to the commissioners. Ms. Pender explained conservation methods which can be used to alleviate pollution to the city's waterways. Ms. Pender answered questions from the commissioners regarding enforcement for violators when violations of city ordinances are documented and types of stormwater devices which can be used to prevent pollutants from entering into the stormwater system.

**V. Public Hearing 2019-2023 Consolidated Plan:** Item to review findings from city consultant for the 2019-2023 Consolidated Plan and to hold a public hearing on proposals for the upcoming 2019-2023 Consolidated Plan and 2019 One-Year Action Plan for the use of Community Development Block Grant Funding (CDBG) from the Department of Housing and Urban Development (HUD).

Brian Passwaters, Community Services Manager, discussed the findings from ROOT Policy, the city's consultant, regarding the proposed 2019-2023 Consolidated Plan and 2019 One-Year Action Plan. Mr. Passwaters explained every five years the city is required to provide a plan to HUD for proposed use of CDBG funding to assist those who are of low- to moderate- income in the city. Mr. Passwaters provided information to the commissioners and the public based upon the survey information regarding the racial composition of the city, median income for households in the city, households having a severe housing cost burden, the lack of formal housing for elderly residents, those with disabilities, those affected by domestic violence, the homeless, and the amount of digital inclusion through broadband internet service.

Mr. Passwaters introduced the strategic goals established for the 2019-2023 Consolidated Plan outlining areas the city would invest CDBG funding over the next five years. This included infrastructure projects in residential neighborhoods, city facilities, and parks which are all located in the low- to moderate-income target area. Other investment areas the city would pursue include enhanced code enforcement to apartment communities in the target area, increase in funding to the Minor Home Repair Grant, Emergency Repair Grant, and the People Helping People Program. Mr. Passwaters also explained the city would continue to provide funding to various social service agencies who serve Carrollton from the city's General Fund.

Mr. Passwaters then informed the commissioners and the public about the proposed funding to be performed during the 2019 One-Year Action Plan, which is part of the 2019-2023 Consolidated Plan. Mr. Passwaters stated due to changes in the CDBG target area map from the previous year, there would not be a residential neighborhood infrastructure project. Instead funding was to be focused on park projects at Rhoton Park and Thomas Park, both located within the CDBG target area. Funding for home rehabilitation programs would increase 25% from the previous year. Funding for a code enforcement officer to work in the CDBG target area would continue, and funding would be provided to train three new staff in basic CDBG training and for more advanced training for established staff. Mr. Passwaters then submitted the proposed 2019-2023 Consolidated Plan and 2019 One-Year Action Plan to the commissioners and public for comment and asked for it to be approved and sent to the city council for a second public hearing on Tuesday, July 23, 2019.

Chair Windrow opened the public hearing for comments from the commissioners and the public.

Commissioner Foster discussed the rise in homelessness in the community and if funding can be directed in that area. Mr. Passwaters informed the commissioners and the public the city provides funding to social service agencies such as Metrocrest Social Services and Children's Advocacy through General Funds and not from CDBG funding. Mr. Passwaters explained the city council prefers this manner due to detailed reporting requirements established by HUD for use of CDBG funding.

Bob Michael, a resident of 40 years in Carrollton, inquired about established funding levels, HUD programs for affordable housing, how fixed is the budget being proposed and how is homelessness being addressed in the city. Mr. Passwaters informed commissioners and the public the funding allocated to the city is done through a formula devised by HUD and the amount fluctuates year to year. Mr. Passwaters explained the city spends CDBG funding in a manner to provide the widest services to the most individuals in the CDBG target area, which is done primarily through infrastructure projects and home repair grants. Mr. Passwaters also informed those present the city council addresses homelessness by funding the various social service agencies in the city with General Funds. Mr. Passwaters stated the proposed 2019 One-Year Action Plan requires funding to be set and recorded for projects to move forward.

M C Meador, a resident of Carrollton, inquired about the majority of the funding being used for infrastructure versus being used for housing rehabilitation. Mr. Passwaters explained use of CDBG funding by the city frees up additional money from the General Fund to be used in other parts of the city, typically on other infrastructure projects. This allows the city to use both CDBG funding and General Funds to address a wider area of the city for infrastructure projects providing a wider outreach to the citizens in the community. Mr. Passwaters also stated the one-year plan increases housing rehabilitation 25% from the previous year, thereby creating an opportunity to assist more individuals, who are of low- to moderate- income.

Chair Windrow stated comments can still be sent to city staff regarding the proposed Consolidated Plan and One-Year Action Plan until the comment period closes on July 31, 2019.

Upon completion of the comments Chair Windrow closed the public hearing and asked for a motion. Commissioner Foster moved to accept the 2019-2023 Consolidated Plan and 2019 One-Year Action Plan and recommend they be forwarded to the city council for a second public hearing; second by Commissioner Chollampel and the motion was approved with a unanimous 7-0 vote.

**VI. Community Services Funding:** Item to discuss City Council direction on funding for qualifying community service agencies in the community.

Brian Passwaters, Community Services Manager, opened the discussion with the commissioners by stating the organizations who applied for community service funding for this year would not be discussed at this meeting, but at the NAC meeting in August. He stated tonight was to discuss the process the commissioners would be using to determine funding allocations. Mr. Passwaters discussed the Community Service Funding Policy and Procedures outlined by city council for the NAC to follow. Mr. Passwaters stated all of the applicants had met the established criteria to be accepted and the applications have been given to all of the commissioners. He also informed the commissioners their deliberations would be before the public and not be private. The commissioners established each applicant would be given five minutes for their presentation. The NAC decided not to allow the public at-large to comment on the applications as this is not a public hearing.

**VII. Project Updates:** Item to review the Minor Home Repair Program, Emergency Repair Program and People Helping People Projects.

Kendra Heard, Community Development Specialist, spoke of starting new projects in the coming month, the waiting list has 15 applicants pending. Problems from processing applicants further is lack of proper paperwork from the applicants. No information was given to update Emergency Repair or People Helping People.

**VIII. Neighborhood Workshops:** Item to discuss upcoming Neighborhood leadership training and education opportunities.

Alka Agnihotri, Community Development Specialist, discussed the upcoming Bobcat Education Workshop was rescheduled from June 19, 2019 to July 31, 2019 due to inclement weather. Ms. Agnihotri also spoke of an Active Shooter workshop scheduled for August 6, 2019 in the Municipal Court Community Room.

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

Commissioner Jane Harmon reported on her nine neighborhoods. Carrollton Heights reported concerns over the upcoming NOTICE project and the design to be performed for their neighborhood. Woodcrest Estates responded they had changed the name of their neighborhood association.

Commissioner Acosta rescheduled his mentoring reports for the August 8, 2019 NAC meeting.

**X. Visitor Comments and Other Business:** Item to discuss changes in the Comment and Other Business section of the agenda.

Brian Passwaters, Community Services Manager, addressed the commissioners and updated them on a legal interpretation from the City Attorney. On future agendas the only items which can be discussed in the comment and other business section are items which are already listed on the agenda for that evening or have been placed for discussion prior to the scheduled meeting. Commissioners informed items not on agenda cannot be discussed and any citizen wishing to address an item not on the agenda should be referred to the public forum at the city council meeting.

**XI. Adjournment:** Item to adjourn the NAC meeting for July 18, 2019

Chair Windrow adjourned the July 18, 2019 NAC meeting.

  
Cory Heiple, Environmental Services Dir.

  
Scott Windrow, Chair