

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JANUARY 14, 2021

A telephonic meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, January 14, 2021 at 6:30 p.m. at City Hall via Zoom with the following members present:

Commission Members Present:

John Chollampel, Chair
Kathleen Foster, Vice Chair
Hal "Rusty" Pendleton
Daniel Anderson Jr.
Natasha Singh
Karyne Nguyen
Jane Harmon

Commission Members Absent:

John Zaccardo
Liz Messner

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:

Dennis Raso – NAC Alternate

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- I. **Call To Order** – Chair John Chollampel convened the meeting at 6:33 pm.
 - II. **Announcement:** Review the virtual format for the January 14, 2021 meeting.
 - III. **Review the Minutes of the November 12, 2020 Meeting:** Item to review and adopt the minutes from the November 12, 2020 meeting of the Neighborhood Advisory Commission.

Vice Chair Foster moved approval of the November 12, 2020 minutes; second by Commissioner Singh and the motion was approved with a unanimous 7-0 vote, Zaccardo and Messner absent.

- IV. **Consolidated Annual Performance and Evaluation Report:** Item to discuss on the Consolidated Annual Performance and Evaluation Report.

Community Services Division Manager Brian Passwaters reported that the CAPER was submitted to and approved by the City Council at its December meeting. He explained that the Report is basically the year-end report informing HUD on how CDBG funds were used. He advised that due to the pandemic, the City was only able to complete 12 minor home improvement projects; however funding budgeted and not used would be carried over for use in 2021. He also provided an update pertaining to the CARES Act funding.

- V. **NAC Calendar:** Item to discuss proposed changes to the NAC Calendar.

Sr. Community Development Program Specialist Meagan Tucker advised that the Citizens' Evening scheduled in March has been put on hold. She also stated that the PHP event is also tentative at this point as well as the tour in April due to the pandemic. She stated that staff would keep the Commission updated.

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

Community Development Program Specialist Alka Agnihotri advised that the Timbercreek Estates just completed the NEMGP Monument Sign located in the median on Rosemeade Parkway. She stated that the sign matches the neighborhood bridge that leads to the park and matches the sign toppers. She reported that the Tragalgar Square sign topper project was also completed, and the neighborhood is in the process of completing a NEMGP application for 2021. She stated that there are two projects in progress; the Villages of Greenway Park and the Parks at Raiford Crossing. She also reviewed projects completed using photographs noting the great improvement with more projects recently approved by the City Council.

Sr. Community Development Program Specialist Meagan Tucker showed pictures of one of the most recent Single-Family Rehab Incentive project. She showed before and after pictures of a fence that was replaced.

Community Development Program Specialist Kendra Heard stated that staff has been very busy with the Minor Home Repair projects and she reviewed specific projects using photographs. She also reviewed the one Emergency Repair Project that was completed.

Chair Chollampel commented on the positive result of the Timbercreek Estates project. Vice Chair Foster commented on the positive improvements made on all of the projects reviewed.

VII. Citizens' Evening and Volunteer Awards Update: Item to discuss Citizens' Evening and Volunteer Award Updates.

Passwaters advised that Mayor Falconer requested that the Citizens' Evening not be cancelled at this time and that a final determination would be made in March. The reason for the discussion is the concerns surrounding COVID 19 and vaccinations. The City is proceeding with caution that it not become a spreader event or conflict with major events scheduled later in the calendar year.

Agnihotri stated that the Volunteer Awards Committee met and she listed the award categories: Volunteer of the Year, Youth Volunteer of the Year, Outstanding Community Organization, Neighborhood Leadership, and the Jimmy Porter Award. The deadline for submitting a nomination was set for Friday, February 26 at 11:30 am. She discussed the marketing methods and encouraged the Commission members to promote the awards.

Chair Chollampel asked if there was a date range for holding the Citizens' Evening event should the Council decided to move forward with it and Passwaters replied that no timeframe has been discussed. He added that it will depend on the number of people who are able to receive COVID-19 vaccinations. He talked a little about the number of things that must be contracted to hold the event. He suggested that if the event is cancelled, a zoom event would be held for the Volunteer Awards that could be recorded and uploaded on the City's website. He stated that further discussion would be held with Mayor Falconer about the various options in mid March. Environmental Services Director Cory Heiple stated that staff would target June for the event.

Commissioner Anderson volunteered to brainstorm various ways to meet the goals of the event in a COVID friendly manner. Passwaters agreed that the Sub Committee could meet to develop options to

recommend to Mayor Falconer. Commissioner Harmon suggested that those attending could be asked to present their vaccination card.

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

- Neighborhood Enhancement Matching Grant and Sign Topper Grant Programs – January 20, 2021 @ 6pm

Agnihotri stated that the Workshop Committee met to discuss topics and she noted that a lot of the workshops would be held via Zoom with the next workshop topic being the NEMGP and the Sign Topper Grant programs. The next topic being developed is the Tech Workshop.

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

- Vice Chair Kathy Foster reported that she contacted all of the Presidents and managers to notify them of upcoming events.
- Commissioner John Zaccardo – absent
- Chair John Chollampel reviewed and discussed the report he submitted.

Agnihotri stated that she could provide the Commissioners with a report about projects completed by neighborhoods. She also stated that she would be resending the neighborhood registration form in February in order to receive updated information.

X. NAC Chair Suggestions for NAC: Item for NAC Chair to share information on the direction of the NAC.

Chair Chollampel stated the events below would be in-person events so probably would not be held until 2022 if approved by the NAC.

- **HOA Appreciation Event** – Chair Chollampel stated this event would give the NAC the opportunity to meet with HOA officers and he suggested two meetings a year; spring and winter. Passwaters noted the various meetings, workshops and events that the NAC currently participate in stating that the suggestion would mean an expansion of time commitments by the Commissioners. He talked about the number of people that would be invited and noted that the events would require a budget enhancement of approximately \$6,000 to cover the costs of providing a meal. Discussion was held with regard to NAC member attendance requirements.

Commissioner Pendleton stated he liked the idea as a way to encourage the HOAs to be more involved and suggested it be more of a workshop. Commissioner Anderson echoed the comments and voiced concern about the budget impact. He would be in favor of more discussion with staff to discuss ideas and options. Vice Chair Foster also stated she liked the idea but was concerned about the budget impact. She suggested holding only one event. Passwaters reiterated that staff feels the idea is a valid expansion and spoke in favor of a subcommittee to review options and to discuss other pertinent matters such as providing a meal and location. Chair Chollampel stated his preference for an appreciation event for the HOA officers for volunteering their time; not a formal dinner. He stated he is open to a workshop but felt the opportunity to have personal interactions to establish a relationship would prove more beneficial. Commissioner Harmon spoke in favor of a subcommittee to discuss the details of an event to meet the goal of Chair Chollampel and make a recommendation to the Commission.

The consensus was to move forward with a subcommittee to discuss the suggestion. Those volunteering to serve on the subcommittee were Chair Chollampel, Commissioner Anderson, Vice Chair Foster and Commissioner Singh. Chair Chollampel spoke about the importance for the NAC to evolve and to reach out to the HOAs.

- **Sub-Committee Meeting Review** – Chair Chollampel stated his suggestion is for the City to provide lunch or dinner boxes for members participating in subcommittee meetings. Passwaters stated this would be a much lower financial impact than that proposed with the HOA appreciation dinner and is something he felt the current budget allocation could accommodate. Chair Chollampel felt it is important and he noted the various instances when members are late arriving to a meeting due to the need to pick up something to eat which ultimately extends the meeting. Commissioner Anderson noted that the City works hard to be very prudent with the use of City funds and stressed the need to be creative about meeting times. Commissioner Harmon commented she was not food oriented and stated she was unsure of the necessity for making such a provision. There were no other objections.

XI. Visitors Comments & Other Business:

- **Update on city operations** – Director Heiple reported that staff was still working from home when there is an opportunity to do so and reporting directly to the field. He reported that vaccinations for first responders, police and fire personnel, started and were about 50% through. Within the last couple of days, the Texas Department of Health Services has opened vaccinations up to the next group which is the high risk category.

Vice Chair Foster asked about the Animal Service Committee and Heiple replied that the meeting was scheduled but was canceled due to a lack of business. He stated she would be informed about the next meeting.

(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.)

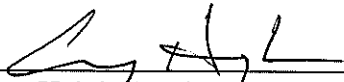
Commissioner Harmon asked about plans to revert to meeting in person. Heiple replied that there was no schedule for the City Council or any of the boards. He stated that the NAC would likely continue with Zoom meetings for the next several months and stressed that it was highly dependent on vaccine distribution.

Chair Chollampel suggested that photos of completed NEMGP projects be taken so it can be visible on the Carrollton social media site. He felt it would improve awareness of the grants and recognize the hard work of the HOAs. Passwaters advised that he had spoken with Chair Chollampel and with the Marketing Manager. He suggested the photos be taken at the completion of the project and posted on the City's social media site on a quarterly basis. Heiple advised that taking photos at the completion of a project is pretty standard city-wide. Passwaters stated that staff could coordinate it and the photo could include the participants.

Chair Chollampel stated the next meeting would June 10, 2021 and reminded the Commission to watch for information from staff.

XII. Adjournment

Chair Chollampel adjourned the meeting at 8:00 pm.



Cory Heiple, Environmental Services Dir.

John Chollampel, Chair