

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JUNE 10, 2021

An in-person meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, June 10, 2021, at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

John Chollampel, Chair
Kathleen Foster, Vice Chair
Dennis Raso
Daniel Anderson Jr.
Natasha Singh
Karyne Nguyen

Commission Members Absent:

John Zaccardo
Jane Harmon
Darby Merriman

Staff Members Present:

Cory Heiple, Environmental Services Director
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 Present:

Kevin Falconer, Mayor

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- I. **Call To Order** – Chair Chollampel called the meeting to order at 6:30 pm.
- II. **Mayor and City Carrollton Expectations of Boards and Commissions:** Item for the Mayor to discuss expectations of boards and commissions.

Chair Chollampel welcomed Mayor Falconer and relinquished the floor to him for comments.

Mayor Falconer expressed his and the City Council's appreciation for the work that the NAC does. He voiced his understanding that NAC is a grass roots board and stated that the vision in Carrollton is to be the community that families and businesses want to call home. He felt that the work that NAC does is a key component to that end and that he has been inspired by the Commission's conversation about continuing to grow, build and support neighborhood associations. Mayor Falconer stated that what he likes to see from the Commission is being very active in taking on the actual liaison-ship to the neighborhoods and he encouraged the Commission members to get into the community so citizens know their NAC representative. He stated that although Cory Heiple is the liaison between the Commission and the Council, he encourages the members to contact any member of the Council if they have questions.

Environmental Services Director Cory Heiple voiced his appreciation to Mayor Falconer for attending the meeting and for his words of encouragement. Mayor Falconer stated he would welcome any general questions by the Commission. Chair Chollampel underscored the importance of the Council's support to the Commission and thanked him for attending.

Commissioner Foster asked about the possibility of the Commission having a meet-and-greet type of get together with HOA presidents. Mayor Falconer suggested that they need to make sure they are doing

some of that with the proper amount of ground work done beforehand. After a brief general discussion, he stated that he loves the direction of the City and acknowledged the work of board members.

III. Introduction of new Neighborhood Advisory Commissioners: Item to recognize new Neighborhood Advisory Commissioners.

Chair Chollampel began by recognizing and congratulating Rusty Pendleton who was elected to the City Council. He further welcomed new NAC member Dennis Raso and gave him an opportunity to tell the Commission a little bit about himself. Commissioner Raso stated he previously served 6 years on the Museum Board and HPAC, and he provided other personal information.

IV. Review the Minutes of the January 14, 2021 Meeting: Item to review and adopt the minutes from the January 14, 2021 meeting of the Neighborhood Advisory Commission.

Commissioner Foster moved approval of the minutes; second by Commissioner Singh. The motion was approved with a unanimous 6-0 vote; Zaccardo, Harmon and Merriman absent.

V. PY2021 Action Plan for CDBG funding: Open a public hearing for the PY2021 Action Plan for the City of Carrollton for use of new CDBG funding starting on October 1, 2021.

Chair Chollampel opened the public hearing.

Community Services Manager Brain Passwaters presented the PY2021 Action Plan for use of the CDBG funding given to Carrollton from the US Department of Housing and Urban Development. He explained that a second public hearing would be held by the City Council on July 6, 2021. He stated that for PY20, HUD would be providing \$847,231 in funding. He listed the proposed activities.

- 1) NOTICE infrastructure project for the Brake, Kirby, and Cox neighborhood in southern Carrollton - \$661,058
- 2) Housing Rehabilitation Program: MHRP - \$120,000; ERP - \$50,000; PHP - \$10,000
- 3) Enhanced Code Enforcement Officer - \$90,000
- 4) Administrative Training - \$ 10,000

Passwaters advised that last year, the City Council increased funding to the programs by 35% due to the COVID-19 pandemic and has maintained that level of funding this year due to the increase in applications received. The total amount adds up to \$928,755 which includes \$93,827 available from the previous funding year. Passwaters advised that City staff was notified by HUD that the initial Action Plan and legal posting was posted in error and explained that HUD made an error in their formula in allocating the funding to the cities throughout the US. With the correction, Carrollton is receiving an additional \$12,303 in funding. He stated that most of the funding would be put into the NOTICE infrastructure project. Staff would amend the Action Plan and add a second notice to publicize the change for the second public hearing.

Chair Chollampel opened the floor for questions from the public and there were none.

Commissioner Foster asked about the code enforcement officer. Passwaters stated the position is rotated around the code enforcement officers feeling that it wasn't appropriate that one person be put in that position on an ongoing basis to avoid the perception that any officer is being unfair or antagonistic. The allocation takes into account the salary of the officers.

Commissioner Anderson asked if staff was able to complete all of the repair grant requests received. Passwaters stated they were under what was allocated for last year stating that the year would not end until September 30. He stated that the information would be provided in November. Commissioner Anderson asked if staff factored in higher labor and material costs. Passwaters stated that staff is aware of the uptick in costs and referred to unused funds that were available.

Commissioner Singh asked if staff was considering increasing the maximum amount due to the increase in costs. Passwaters stated that the program is regulated by HUD rules. He stated that usually if staff feels a project will exceed the value, the City will provide what it can and then refer them to Metrocrest Services or another group to fill in the gap.

There being no other questions or comments, Chair Chollampel closed the public hearing.

Commissioner Foster moved to accept the PY2021 Action Plan and forward it for a second hearing before the City Council; second by Commissioner Singh. The motion was approved with a unanimous 6-0 vote, Zaccardo, Harmon and Merriman absent.

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

Alka Agnihotri, Community Development Program Specialist, provided photos of projects previously approved:

- Timbercreek Estate's completed monument sign in the middle median on Rosemeade with river rock, landscaping and lighting
- Parks at Raiford Crossing Gardenia Park off of Old Denton with river rock, landscaping, pathway with benches, tree stumps and irrigation modification
- Trafalgar Square sign topper grant project

Meagan Tucker, Sr. Community Development Program Specialist, provided a report on the Single-Family Rehab Incentive Program. She provided project totals on number of projects completed and the total private and public investments since the program started.

Kendra Heard, Community Development Program Specialist, provided a report on the following projects:

- Driveway replacement
- Roof repair due to hail damage
- Increase in number of projects due to changes in income due to COVID-19

Chair Chollampel asked about the Timbercreek project and Agnihotri replied that it is the same ongoing project that was started in 2019, approved in September 2020 and completed in 2021. Chair Chollampel asked if pictures were taken with participants to place on the City of Carrollton social media sites. Alka Agnihotri stated that staff is working on getting photographs of completed projects and is working with the Marketing Department.

Commissioner Foster asked if the program was helpful to those with broken pipes due to the winter storm. Kendra Heard stated that the program does not offer reimbursement but a few residents were qualified. She added that many insurance companies denied claims.

VII. Volunteer Awards Update: Item to discuss Volunteer Award Updates.

Alka Agnihotri stated that typically the Volunteer Awards are presented during the Citizens Evening. However since that event was not able to happen, the awards were presented during the April 20, 2021 City Council meeting as follows:

- Neighborhood Leadership – Paula McDonald
- Volunteer of the Year – Dennis Matson
- Youth Volunteer of the Year – Sarah Shepherd
- Outstanding Organization – Inspiring Lives and the Rotary Club of Carrollton/Farmers Branch
- Jimmy Porter Award – Ken Kovach (deceased) accepted by his wife and daughter

Chair Chollampel expressed his appreciation for the work conducted by staff and for the recognition for the program and winners. Cory Heiple thanked NAC for helping staff find a solution to continue doing the volunteer awards. He stated it was well received by the City Council.

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

- Bob Cat Awareness – June 22, 2021 @ 6pm
- Emergency Preparedness – July 2021 @ 6pm
- Critters in Carrollton – September 2021 @ 6pm
- Active Shooter + Kidnapping – October 2021 @ 6pm

Alka Agnihotri began with her appreciation to the Workshop Committee. She reviewed information about the upcoming workshops as listed above. The workshops will be in-person rather than on Zoom and social distancing requirements will be in place. The workshops will be held at the Senior Center Roundup Room.

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

- Commissioner Daniel Anderson – reported that he has had good communication with some of the HOAs and provided detailed updates on the HOAs within his district.
- Commissioner Jane Harmon – absent

X. Update on Outreach Opportunity: Item for NAC Chair to share updated information on the Outreach Opportunity.

Chair Chollampel provided a report on the Outreach Opportunity meeting. The subcommittee recommended holding one meeting with a workshop and if successful, the subcommittee could consider a second one at that time. Passwaters explained that staff would need more information with regard to the number of people that would be invited to participate before any projections of costs, location or timeframe could be provided. Commissioner Anderson stated he was in favor of moving forward with further discussion and voiced caution with regard to costs. Cory Heiple suggested that the one of the subcommittee's short term goals should be to put together a more formal proposal that he and staff could review and help promote. He stated it would be important to have objectives for the event and a proposed budget. Chair Chollampel asked for a motion to allow the subcommittee to move forward with gathering information to present to City staff for a future outreach event.

Commissioner Raso moved approval as stated; second by Commissioner Singh. The motion was approved with a 6-0 vote, Zaccardo, Harmon and Merriman absent.

XI. Visitors Comments & Other Business:

Chair Chollampel requested an agenda item for the September meeting to discuss amendments to the Sign Topper program to include decorative signs.

- Update on city operations

- Cory Heiple reported that the City Council was the first to go back to in-person meetings. He also reported that effective May 22, 2021 City staff were no longer required to wear masks in accordance with Gov Abbott’s executive order. He reported that as of June 1 staff is more or less back to normal except for some continued displacement due to the City Hall remodel. He expects staff to return around August 1.
- Brian Passwaters reported that along with Rusty Pendleton, Nancy Cline, former employee, was also elected to the City Council. He also advised that due to the winter storm, staff had postponed doing any enforcement on dead landscaping until June 15. He stated that dead landscaping on residential property must be removed because it is a fire hazard, but it does not have to be replaced. He advised that the City Arborist would work with the commercial properties.

Each Commission member briefly introduced themselves to new member Dennis Raso. Chair Chollampel reminded members to let staff know as soon as possible if they are unable to attend a meeting. He also stated that the next meeting is scheduled for August 10, 2021 and Vice Chair Foster would conduct the meeting in his absence.

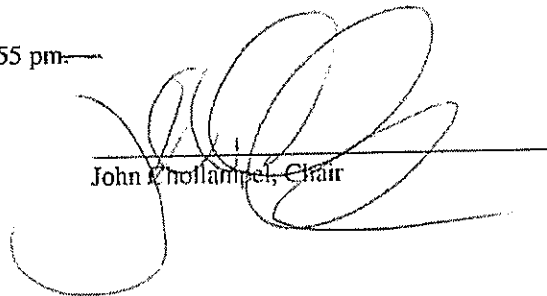
(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

Adjournment

Chair Chollampel adjourned the meeting at 7:55 pm.



Cory Heiple, Environmental Services Dir.



John Chollampel, Chair