## MINUTES NEIGHBORHOOD ADVISORY COMMISSION (NAC)

City of Carrollton

Thursday, November 12, 2009 7:00 p.m.

Council Briefing Room Carrollton City Hall 1945 E Jackson Road

The Neighborhood Advisory Commission of the City of Carrollton convened on Thursday, November 12, 2009 at 7:00 p.m. with the following members present: Chair Alan Overholt, Vice-Chair Horace Blake, Commissioner Melvin Chadwick, Commissioner Laura Philips, Commissioner Jan Stephens, Commissioner Debi Whitley, Commissioner Sanjay Pillai, Commissioner Christina Kitchens and Commissioner George Barnes. City staff present: Mr. Scott Hudson, Director of Environmental Services, Mr. Brian Passwaters, Division Manager, Community Services, Ms. Maleka Jiwani, Sr. Community Development Program Specialist, Ms. Alina Ciocan, Community Development Program Specialist. Vice-Chair Horace Blake left the meeting at 7:40pm.

## I. Call to Order.

Chair Overholt called the meeting to order at 7:00 p.m.

II. Introductions. – Item to introduce those present.

There were no introductions.

- III. <u>Seating of Commissioners.</u> Ms. Ciocan swore in new Commissioner Christina Kitchens, returning Commissioners Laura Phillips, Horace Blake, George Barnes, and Sanjay Pillai.
- IV. Review the Minutes of the September 10, 2009 Meeting. Item to review and adopt the minutes from the September 10, 2009 meeting of the Neighborhood Advisory Commission.

There were no revisions to the minutes.

Chair Overholt asked for a motion on the minutes of September 10, 2009 meeting of the Neighborhood Advisory Commission. Commissioner Chadwick made a motion to adopt the September 10, 2009 minutes. Commissioner Stephens seconded the motion. The motion passed unanimously.

V. <u>Neighborhood Mentoring Program</u>. – Item to schedule mentoring report assignments for 2009-2010. Discuss the upcoming NAC event in Spring 2010.

Chair Overholt asked what month each Commissioner would like to schedule to present their mentoring report. Commissioner Whitley and Commissioner Stephens will present reports at the January 2010 meeting. Commissioner Philips and Commissioner Kitchens will present reports at the Feb 2010 meeting. There will not be meetings scheduled for March or April 2010. Commissioner Pillai will present a report at the May 2010 meeting. Commissioner Chadwick will present a report at the June 2010 meeting. Chair Overholt and Vice-Chair Blake will present reports at the August 2010 meeting. Commissioner Barnes will present report at the October 2010 meeting.

Commissioner Whitley briefed the Commissioners on the tentative program for the NAC Event scheduled for March 9, 2010 from 6:30pm-8:30pm. Speakers would include Mayor Ron Branson, City Manager Leonard Martin, Brian Passwaters – Environmental Services, Travis Johnson, Jeff Pace – Police Department and Cindy Baxley – Whitlock Warriors HOA President. The set-up will be the same as last year with the exception of the NAC table being in the lobby. Commissioner Stephens requested there be a display table added this year with information about the Recycle Bank Program. Advertisement for the event will be in the form of flyers at the Library, Recreation Centers, City Hall, water bill inserts, the Police bucket truck and flashing signs.

VI. <u>Program Updates.</u> - Item to brief the NAC on the status of the neighborhood registration process, Neighborhood Enhancement Matching Grant Projects, Park Place N.O.T.I.C.E. Program, Minor Home Repair Program, and the Enhanced Code Enforcement in the Community Development Block Grant (CDBG) Targeted Area.

Ms. Jiwani reported that there was only one new neighborhood registration since last meeting. She stated that there are no new NEMGP applications at this time. She stated that they are working with IT in order to provide online registration for HOA's.

Ms. Ciocan reported that the Park Place Phase 1 project has begun and it is estimated to be completed in one year. The streets impacted are Nix, Bowie, Crockett and Heartside. She also reported that 2726 code enforcement cases closed last year and a total of 237 code enforcement cases were closed in the month of October in CDBG targeted areas.

VII. Community Development Block Grant (CDBG) Fall 2009 Planning Calendar. – Item to review and adopt Community Development Block Grant (CDBG) Fall 2009 Planning Calendar.

Ms. Jiwani presented the draft CDBG Fall 2009 Planning Calendar to the NAC. The commissioners unanimously adopted the calendar.

VIII. <u>Public Hearing on the Program Year 2008 Consolidated Annual Performance and Evaluation Report (CAPER)</u>. Item to receive public comments and formulate a recommendation for action to the City Council on the draft PY 2008 Consolidated Annual Performance and Evaluation Report (CAPER).

Chair Overholt opened the meeting to the public. Ms. Ciocan pointed out minor changes that had been made to the report and answered questions from the Commissioners. Chair Overholt motioned acceptance of the changes to the report. Commissioners Whitley and Barnes seconded the motion. The motion passed unanimously. PY 2008 CAPER will be presented to the City Council for approval at the December 8, 2009 Council Meeting.

IX. <u>Election of the 2009-2010 Chair and Vice-Chair</u>. – Item to nominate and elect the 2009-2010 Chair and Vice-Chair of the Neighborhood Advisory Commission (NAC).

Mr. Hudson asked the Commissioners for nominations to serve as Chair and Vice-Chair. Commissioner Overholt was unanimously elected Chair. Commissioners Blake and Barnes were nominated for Vice-Chair. Commissioner Blake was elected Vice-Chair.

## X. Visitors Comments & Other Business.

(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 Whitley suggested scheduling a bus tour to include an Economic Development Tour. Mr. Hudson suggested scheduling the tour in April, 2010. There was a unanimous agreement to do so.

Commissioners and staff also discussed the enhancement and beautification of older HOA's common areas. Commissioners and staff discussed making changes to the criteria for grant money being used for common area projects. Mr. Hudson asked if the discussion could be tabled and included in a future agenda. There was a unanimous agreement to do so.

## XI. Adjournment.

Chair Overholt adjourned the meeting at 9:00 p.m.	•
Alan Overholt, Chair Neighborhood Advisory Commission	
Scott Hudson Director, Environmental Services	