

**MINUTES**  
**NEIGHBORHOOD ADVISORY COMMISSION (NAC)**  
City of Carrollton

Thursday, February 9, 2012  
6:30 p.m.

Council Briefing Room  
Carrollton City Hall  
1945 E. Jackson Road

The Neighborhood Advisory Commission of the City of Carrollton convened on Thursday, February 9, 2012 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Vice Chair George Barnes, Commissioner Debi Whitley, Commissioner Pam Mulligan, Commissioner Marilyn Roppolo and Commissioner Eric Dick. Commissioner Nancy Putnam arrived at 6:33pm. Commissioner Elida Munoz was absent. 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 and Ms. Vicki Gomez, Executive Assistant.

I. Call to Order

Chair Chadwick called the meeting to order at 6:30 p.m.

II. Introductions – Item to introduce those present.

Chair Chadwick recognized Deputy Mayor Pro Tem Jeff Andonian.

III. Water Conservation – Item to brief the NAC on the City’s water conservation efforts.

Mr. Hudson distributed water conservation literature to the commissioners. He announced that the adoption of the water conservation ordinance was postponed at the February 7, 2012 Council meeting. He reported that there were some HOA common areas on the top 100 water consumption volume per month list. He reported that Council has directed staff to put an extra \$25,000 into the budget for the water conservation/irrigation inspection program. The program would be a free service to users to have an irrigation specialist to review the system and provide education to the user.

IV. Animal Adoption Center Advisory Committee – Item to discuss formation of this committee and make appointments to it.

Mr. Hudson announced that the City Secretary’s Office is currently working on a volunteer program for Animal Services, Library and Parks. He explained that the City is required to have an Animal Adoption Center Advisory Committee that would provide an Annual Report to the State. He asked for volunteers who would like to serve on the committee. Vice Chair Barnes and Commissioner Mulligan volunteered to serve.

- V. Review the Minutes of the January 12, 2012 Meeting - Item to review and adopt the minutes from the January 12, 2012 meeting of the Neighborhood Advisory Commission NAC.

Chair Chadwick asked for a motion on the minutes of January 12, 2012 meeting of the NAC. Commissioner Mulligan made a motion to adopt the January 12, 2012 minutes as presented. Vice Chair Barnes seconded the motion. The motion passed unanimously.

- VI. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission NAC contact with neighborhoods. Also, discuss the upcoming NAC event in Winter 2012.

Vice Chair Barnes presented his mentoring report. (*copies of the report were distributed at the meeting*) Staff will follow-up on concerns reported.

Chair Chadwick asked Commissioner Whitley to update the Commission on the Winter event scheduled on Tuesday, February 28, 2012. Commissioner Whitley reported that Mayor Matthew Marchant, Mayor Pro Tem Lisa Sutter, Councilmember Anthony Wilder, Councilmember Bob Garza, Councilmember Kevin Falconer and City Manager Leonard Martin have let her know they will be attending. Councilmember Jeff Andonian said he would be unable to attend because he would be out-of-town. Ms. Jiwani provided a packet to the Commission that gave an overview of the program. Ms. Jiwani reported that the event will be advertised on two (2) portable street signs, on both library electronic billboards and flyers are at all City facilities. Commissioner Whitley asked that everyone arrive at 6:00pm.

Chair Chadwick announced that Commissioner Mulligan will Chair the Fall 2012 Event Sub-Committee; Vice Chair Barnes and Commissioner Dick are also part of the committee. Vice Chair Barnes reflected on the discussion at the last meeting about using SurveyMonkey to poll the communities' interest in having a fall event. He suggested that the first task of the sub-committee should be to create a survey. Ms. Jiwani informed the Commission that the Marketing department has an online poll on the City's website and it might be another tool for the survey. She briefed them on how SurveyMonkey could also be used for the survey.

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

Ms. Jiwani reported that there had been twenty-nine (29) neighborhood registrations since the last meeting. She provided a summary sheet listing the neighborhoods that have and have not registered. She reported that there were no new (NEMGP) projects. She said that staff is requesting vendor quotes for sign toppers and also trying to streamline the NEMGP process in order to simplify the application for the sign topper grants. She hopes to market this grant at the upcoming event.

Ms. Jiwani reported that Minor Home Repairs Program is on hold until the vacant position left by Drew Dietrich is filled. She reported that Park Place Phase II N.O.T.I.C.E. project was complete and punch list items will be worked on during the next two weeks. Commissioner Putnam reported that Francis Perry Estates is still not complete and going into its third year. Mr. Hudson said that he had driven Francis recently and that he would ask Tom Geier to contact her. Ms. Jiwani reported that the CDBG Code Enforcement Officer closed 333 cases in January 2012. All Code Enforcement Officers closed 1480 cases in the month of January 2012. Commissioner Putnam asked about the Multi-Family Crime Reduction Program. Mr. Hudson said it is in process and is going well. He reported that fifteen (15) properties exceeded the threshold and that eight (8) of these properties were appealing their rating. Mr. Passwaters reported that the Police department would be delivering the non-compliance signage next week to those properties who did not appeal.

#### VIII. 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.)

Deputy Mayor Pro Tem Andonian presented the “Get Fit Carrollton” which is being used to promote healthy living. Ms. Jiwani displayed the website for the Commission to view. He explained the various functions on the website and that the user’s information is confidential. The development and maintenance cost of the website are offset by advertisement. He asked if the commissioners could help promote the website.

Deputy Mayor Pro Tem Andonian also announced that he is pursuing converting an athletic field for children and others with special needs. The cost for the conversion would be about \$400,000.00 and the City would apply for grants. He said that for this to be successful there would need to be participation from different entities wanting to be part of this project. He announced there would be an initial meeting on March 5, 2012 at City Hall at 6:30pm and invited the commission to attend.

Chair Chadwick asked if the commissioners wanted to schedule a meeting in order to discuss the Citizens Evening event and the upcoming Fall event. A decision to schedule a meeting on March 8, 2012 at 6:30pm was unanimously approved.

IX. Adjournment

Chair Chadwick adjourned the meeting at 8:10 p.m.

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Mel Chadwick, Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services