

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

Thursday, September 10, 2009  
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, September 10, 2009 at 6:30 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 and Commissioner George Barnes. City staff present: Mr. Brian Passwaters, Division Manager, Community Services and Ms. Maleka Jiwani, Sr. Community Development Program Specialist. Commissioner Sanjay Pillai and Ms. Alina Ciocan, Community Development Program Specialist were absent. Mr. Scott Hudson, Director of Environmental Services arrived at 6:35 p.m.

I. Call to Order.

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

II. Introductions. – Item to introduce those present.

There were no introductions.

III. Review the Minutes of the August 13, 2009 Meeting. - Item to review and adopt the minutes from the August 13, 2009 meeting of the Neighborhood Advisory Commission.

There were no revisions to the minutes.

Chair Overholt asked for a motion on the minutes of August 13, 2009 meeting of the Neighborhood Advisory Commission. Commissioner Chadwick made a motion to adopt the August 13, 2009 minutes. Commissioner Stephens seconded the motion. The motion passed unanimously.

IV. Neighborhood Mentoring Program. – Item to share information on Neighborhood Advisory Commission contact with neighborhoods. Discuss the Fall NAC event.

Commissioner Blake presented his mentoring report (attached), followed by a mentoring report from Commissioner Barnes (attached).

Commissioner Barnes brought up the issue of neighborhood registrations. He asked Mr. Hudson if the neighborhood associations receive any form of acknowledgement from the

City upon registration. Furthermore, he suggested that a Thank You note should be sent out together with information on their assigned NAC Commissioner. A discussion followed as to what would be the best way to acknowledge the neighborhood associations. The consensus was to mail or email a resource guide, which will include the following: overview of NAC, map of the City with NAC assignments, NAC contact information, neighborhood resources and other useful resources.

Chair Overholt requested staff to present a summary of the feedback received from the Fall 2009. Ms. Jiwani presented the requested feedback. A brief discussion followed.

Chair Overholt appointed Commissioner Whitley to serve as the Event Chair for the Spring 2010 Citizens' Evening at City Hall event. The Event Committee as also appointed at this time, and it consists of: Chair Overholt, Vice Chair Blake, Commissioner Whitley and Commissioner Chadwick. Staff suggested the theme for the next event should be Crime Prevention and Code Enforcement.

- V. Program Updates. - Item to brief the NAC on the status of the neighborhood registration process, Neighborhood Enhancement Matching Grant Projects, Francis Perry Estates N.O.T.I.C.E. Program, People Helping People 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. A pre-bid meeting is scheduled for Park Place, NOTICE neighborhood for Friday, September 11, 2009. Two People Helping People fence projects are underway.

A total of 110 code enforcement cases were closed in the month of August in CDBG targeted areas.

- VI. PY 2009 Neighborhood Advisory Commission Meeting Calendar. – Item to review and adopt the PY 2009 NAC Meeting Calendar.

Ms. Jiwani presented the PY 2009 meeting calendar. A brief discussion followed and minor changes were made. Chair Overholt asked for a motion to adopt the PY 2009 meeting calendar. Commissioner Stephens made a motion to accept the calendar. Commissioner Whitley seconded the motion. The motion passed unanimously.

- VII. 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.)

Mr. Scott Hudson announced that we will be holding elections at the next meeting in October. Chair Overholt suggested that elections should be put on hold until all seats are filled. Staff agreed to put the item on the agenda for next month, elections will be held if

appointments occur before the meeting otherwise it will be put on November meeting agenda.

VIII. Adjournment.

Chair Overholt adjourned the meeting at 8:55 p.m.

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Alan Overholt, Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services