

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

Thursday, November 10, 2011  
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, November 10, 2011 at 6:30 p.m. with the following members present: Chair Mel Chadwick, Commissioner Debi Whitley, Commissioner Marilyn Roppolo, Commissioner George Barnes, Commissioner Pam Mulligan, Commissioner Elida Munoz and Commissioner Eric Dick. Commissioner Nancy Putnam 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 former Commissioner Craig Greenway, who was attending to make a presentation to the Neighborhood Advisory Commission (NAC).

III. Seating of Commissioners – Item to conduct the oath of office and seat new and returning members of the (NAC).

Ms. Gomez administered the oath of office to Commissioner Barnes, Commissioner Dick, Commissioner Munoz and Commissioner Mulligan.

IV. Election of the 2011-2012 Chair and Vice-Chair – Item to nominate and elect the 2011-2012 Chair and Vice-Chair of the Neighborhood Advisory Commission (NAC).

Chair Chadwick opened the floor for nominations for the Chair of the (NAC). Commissioner Barnes nominated Commissioner Chadwick for Chair of the NAC and Commissioner Roppolo seconded the nomination. Commissioner Roppolo motioned to close the nominations and elect Commissioner Chadwick by acclamation. Commissioner Whitley seconded the motion. Chair Chadwick accepted the election as Chair of the NAC. Chair Chadwick opened the floor for nominations for the Vice-Chair. Commissioner Whitley nominated Commissioner Roppolo and then Commissioner Roppolo nominated Commissioner Barnes. Commissioner Mulligan motioned to close

the nominations and Commissioner Roppolo seconded the motion. The Commission voted and Commissioner Barnes was elected by majority to become the Vice Chair of the NAC.

- V. Review the Minutes of the October 13, 2011 Meeting - Item to review and adopt the minutes from the October 13, 2011 meeting of the Neighborhood Advisory Commission (NAC).

Chair Chadwick asked for a motion on the minutes of October 13, 2011 meeting of the (NAC). Commissioner Whitley made a motion to adopt the October 13, 2011 minutes as presented. Commissioner Roppolo seconded the motion. Chair Chadwick said that Commissioner Roppolo and not Commissioner Putnam had volunteered for the Spring 2012 Citizens' Evening at City Hall event sub-committee (Item #5) and is needed to be corrected on the minutes. Vice-Chair Barnes said that a change to Item #4 needed to be changed. Mr. Hudson provided the following as the change to be made: "*Commissioner Barnes suggested that the calendar should be rearranged so that neighborhood mentoring reports from experienced commissioners came earlier in the year and from new commissioners later. This would allow more time for new commissioners to establish relationships with their neighborhood associations. The consensus of the commission was to make this calendar change.*" Commissioner Roppolo made a motion to accept the minutes as amended. Commissioner Dick seconded the motion. The motion passed unanimously.

- VI. Neighborhood Mentoring Program – Item to share information on Neighborhood Advisory Commission (NAC) contact with neighborhoods. In addition, schedule mentoring report assignments for 2011-2012. Discuss the upcoming NAC event in Spring 2012. Also, provide an update on the Migratory Birds Workshop.

Chair Chadwick informed the Commission that the NAC calendar dates in their packets were correct and that there would not be a meeting on March 8, 2012. He asked if Commissioner Barnes could present his mentoring report on February 9, 2012 and if Commissioner Dick could present his mentoring report on August 9, 2012. Commissioner Barnes and Commissioner Dick agreed to the change. Chair Chadwick asked for a motion to accept the calendar as changed. Commissioner Roppolo motioned to accepted it with the changes. Commissioner Whitley seconded the motion. The motion passed unanimously.

Commissioner Whitley presented her mentoring report. (*copies of the report were distributed at the meeting*) Staff will follow-up on concerns reported.

Chair Chadwick asked the new Commissioners to think about volunteering to be a part of the Spring Event 2012 sub-committee. Commissioner Whitley is the chair of this sub-committee and Commissioner Roppolo and Chair Chadwick are members. He announced they would have a short meeting after the NAC meeting this evening.

Chair Chadwick asked Craig Greenway to brief the Commission on the Migratory Birds Workshop held on Tuesday, November 8, 2011. Mr. Greenway reported that 186 people

attended the workshop. The speakers were Brett Johnson, Texas Parks & Wildlife; Jim Chapman, Bracewell & Guiliani; and Scott Hudson. Brett Johnson had an electronic survey that asked those attending these four questions.

1. Are you a resident of Carrollton? 94% were residents
2. Have you experienced issues with migratory birds in the past? 41% "Yes"
3. Did the information you received tonight meet your expectations? 96% Affirmative
4. Do you feel this information with help you and your neighbors prevent similar challenges in your neighborhood? 91% Affirmative

Mr. Greenway thanked the other sub-committee members and the City staff for an outstanding job. He reported that during the follow-up meeting earlier tonight that they discussed sending follow-up emails to those that attended the workshop. He also suggested that the NAC could make contact with their neighborhood associations in January to help raise awareness of the approaching migratory bird season. Chair Chadwick agreed and asked the Commissioners to contact their neighborhoods that are in the at-risk areas. Ms. Jiwani showed the Commissioners where the map of the at-risk areas were on the City's website.

VII. Program Updates - Item to brief the NAC on the status of the neighborhood registration process, (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 no new registrations since the last meeting. She said that the annual registration forms would be mailed at the end of December. She reported that there were no new (NEMGP) projects.

Ms. Jiwani gave updates on the N.O.T.I.C.E and (MHRP). She reported that there was one (1) completed project and they have begun two (2) new projects. She also reported there are twenty-three (23) projects have been pre-approved.

Ms. Jiwani covered the information provided on the geographic map given to the Commissioners which showed the violations for the months of August 2011. CDBG Code Enforcement Officer closed 94 cases in September 2011 and 60 cases in October 2011. All total, Code Enforcement Officers closed 866 cases in the month of September 2011 and 866 cases in the month of October 2011.

Chair Chadwick requested suggestions for a different use of the excess funds to be used to promote (NEMGP). Commissioner Roppolo asked staff if they had suggestions. Mr. Hudson suggested putting together a marketing piece for the Commissioners to use when speaking to their neighborhood associations. Vice-Chair Barnes said that there is an issue with not enough neighborhoods that can qualify. He also asked if some of the funds can be used to beautify medians. Mr. Hudson responded by saying it would be possible if a neighborhood association would be willing to sign a license agreement to maintain the median. Ms. Jiwani informed the Commission that neighborhood association street sign toppers would qualify. Vice-Chair Barnes thought this was an excellent idea and that all

Commissioners should suggest this to their neighborhood associations. Chair Chadwick asked if unused beautification funds could be transferred into the (MHRP) or the N.O.T.I.C.E. program. Mr. Hudson replied that he would look into it.

VIII. Community Development Block Grant (CDBG) Fall 2011 Planning Calendar – Item to review and adopt Community Development Block Grant (CDBG) Fall 2011 Planning Calendar.

Ms. Jiwani presented the Community Development Block Grant (CDBG) Fall 2011 Planning Calendar to the Commission. Commissioner Barnes made a motion to approve the (CDBG) Fall 2011 Planning Calendar as presented. Commissioner Dick seconded the motion. The motion passed unanimously.

IX. Public Hearing on the PY 2010 Consolidated Annual Performance and Evaluation Report (CAPER). Item to receive public comments and formulate a recommendation for action to the City Council on the draft PY 2010 Consolidated Annual Performance and Evaluation Report (CAPER).

Chair Chadwick asked for a motion to accept the (CAPER) as presented. Commissioner Whitley made a motion to accept the (CAPER) as presented. Commissioner Mulligan seconded the motion.

Chair Chadwick asked for an open discussion of the (CAPER) by the Commission. Staff answered questions and reviewed changes to be made before it is presented to the Council.

The motion passed unanimously.

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.)

Chair Chadwick informed the Commission that the appointment for the new Commissioner to replace Gary Wooley would probably not occur until January 2012 or later. Neighborhoods covered by former Commissioner Wooley were divided between the Commissioners for the interim.

XI. Adjournment

Chair Chadwick adjourned the meeting at 8:20p.m.

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Mel Chadwick, Chair  
Neighborhood Advisory Commission

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Scott Hudson  
Director, Environmental Services