

## Meeting Minutes

**CITY OF GLENDALE  
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS  
Glendale City Hall – Room B-3  
Wednesday, October 5, 2011  
6:00 p.m.**

MEMBERS PRESENT: Vickie Loya, Chair  
Barbara Cole, Vice Chair  
Sharon Brown  
Matthew Versluis  
John Geurs  
Alfred Dixon  
Rebecca Ontiveros  
Jo Ann Caufield  
Manuel Cruz  
Sharon Sprague

MEMBERS ABSENT: None

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator  
Josie Romero, Neighborhood Services Coordinator  
Angie Wilkie, Neighborhood Services Coordinator  
Chi Guillermo, Glendale Police Officer, CAT  
Kelly Kennedy, CAT  
Doreen Anderson, CAT

**I. Call to Order**

Chair Loya called the meeting to order at 6:00 p.m.

**II. Roll Call**

Chair Loya conducted roll call. Commissioner Cruz was not present during roll call.

**III. Approval of Minutes – September 7, 2011**

**Commissioner Dixon motioned to approve the September 7, 2011 meeting minutes as written. Commissioner Cole made the second. The motion passed 9 - 0. [Commissioner Cruz was not present for the vote.]**

**IV. Business from the Floor**

None.

**V. Neighborhood Capacity Grant Hearing Process**

Mr. Cohrs gave a PowerPoint presentation on the new Neighborhood Capacity Grants., which included the following information:

- What is the Neighborhood Capacity Grant Program?
  - A city program designed to help neighborhoods help themselves
  - Promotes citizen involvement
  - Offers money for various neighborhood events, activities, projects and partnerships
  - A free, open and competitive process
- The Basics
  - The neighborhood is responsible for completing the "Quick & Easy" application
  - The Commission approves all requests (does not have to be approved by City Council)
  - Grant request should work toward the overall neighborhood goals of revitalization

[Commissioner Cruz entered the meeting.]

- Neighborhood Eligibility
  - Neighborhood must be registered
  - Minimum of 20 homes
  - No Age Requirement
  - Primary and Secondary Neighborhood Contacts required
  - Public Benefit
  - No Incomplete Applications
  - Additional Requirements Based on Type of Grant
- Samples of Eligible Projects
  - Neighborhood Events
  - Projects or Activities
  - Capital Improvements, such as Right-of-Way Landscaping, Park Improvements or Neighborhood Entry Monuments
  - Partnerships or Developing Programs with Schools, Faith-Based Organizations or Non-Profits
- Review Process
  - Commission reviews each application on a case-by-case basis
  - Requests voted on individually or in a bloc for Community Building Grants
  - Depending on the grant, the level of detail needed in application will vary
- Evaluative Criteria
  - Community Building and Events Grants
    - Overall Project Description
    - Partnership Factor (if applicable)
    - Public Benefit
    - Cost worksheet does not have to be too specific to allow the neighborhoods and staff to price and maximize use of funds
    - Up to \$500 per fiscal year – maximum \$250 per event
  - Neighborhood Activities Grants
    - Criteria same as Community Building and Events Grants
    - Up to \$1,000 per fiscal year
  - Small Capital Improvement Grants
    - Overall Project Description
    - Partnership Factor (if applicable)
    - Sweat Equity
    - Public Benefit
    - Cost worksheet must be specific with quotes for award of any contracts or items purchased
    - Up to \$2,500 per fiscal year
  - Programs and Partnerships Grants
    - Overall Project Description
    - Partnership Factor
    - Sweat Equity (if applicable)
    - Public Benefit
    - Cost worksheet must be specific with quotes for award of any contracts or items purchased
    - Up to \$2,500 per fiscal year

#### **VI. Review of Neighborhood Capacity Grant Applications**

Mr. Cohrs announced that there were eight Community Building and Events Grant applications for the November 5, 2011 GAIN night events that will be presented to the Commission this evening for review and approval. The Commissioners were previously

provided with all of the grant applications for in depth review. Mr. Cohrs welcomed all of the neighborhood leaders and other residents in attendance for support of the requests.

1. ARROWHEAD LAKES HOA: \$240 GRANT REQUEST:

Ms. Shani Solberg and Ms. Lori Lietz were the neighborhood leaders representing the grant request.

Ms. Solberg stated that the HOA is requesting funds for a GAIN Night event. Ms. Solberg explained that the HOA has 1,027 homes and 15 Block Watches and all will participate in the event. Ms. Solberg stated that residents will bring side dishes and the grant funds will be used for the main courses. Ms. Lietz explained that there will be guest speakers at the event and a p.a. system for the speakers to utilize. The event will be held at 53<sup>rd</sup> Avenue and Arrowhead Lakes and blockades will be used to close the streets.

**Commissioner Brown motioned to approve the \$240 Community Building and Events Grant request made by the Arrowhead Lakes HOA for a GAIN Night event on November 5, 2011. Commissioner Sprague made the second. The motion passed 10 - 0.**

2. CASA COMPANA HOA: \$500 GRANT REQUEST

Ms. Kay Causer and Mr. Cal Kight were in attendance to present the grant request.

Mr. Kight stated that the HOA has 112 residents in Unit One, but Units Two and Three are not part of the HOA and have 31 residents. Mr. Causer noted that the residents in Units Two and Three will also be invited to the events. Mr. Kight added that twenty "Guardian Angels" to the seniors will be invited as well. Mr. Kight explained that this request is for \$250 for the November 5<sup>th</sup> GAIN Night event and also for \$250 for a Health Fair Event held every year in the spring. Mr. Kight stated that Casa Compana is a senior citizen community and the Health Fair is very popular, providing valuable information to the attendees.

Commissioner Cole wondered if Units Two and Three would eventually become part of the HOA. Ms. Causer replied that Unit One would like this to happen but has been advised by the HOA attorney to pursue this issue at a later time.

Ms. Causer stated that in the HOA, the Block Watch is broken into eleven different teams and beside the typical responsibilities, the Block Watch leaders assist residents with such tasks as putting out/bringing in trash bins for those who cannot do so.

**Commissioner Geurs motioned to approve the \$500 Community Building and Events Grant request made by the Casa Compana HOA for a GAIN Night event on November 5, 2011 and a Health Fair Event in the spring. Commissioner Cruz made the second. The motion passed 10 - 0.**

3. CATLIN COURT HISTORIC DISTRICT ASSOCIATION: \$241 GRANT REQUEST

Ms. Josie Romero was presenting the grant request because the neighborhood representatives were both ill and could not attend the meeting.

Ms. Romero explained that this request was for a GAIN Night Event which would be a barbeque to be held at 58<sup>th</sup> Drive and State. Ms. Romero noted that this is the 3<sup>rd</sup> year of the event and a potluck will be held with the grant funds to be used for the main course. Ms. Romero commented that the neighborhood is an active group who perform many neighborhood clean-ups throughout the year. Ms. Romero added that the neighborhood leaders are asking that event attendees bring a canned good to the event to be donated to St. Mary's Food Bank. Residents from the Sands and Floralcroft neighborhoods will be invited to the event as well. Ms. Romero noted that communication between these historic districts is being encouraged.

Mr. Geurs wondered if the amount could be rounded up for ease of processing. Mr. Cohrs replied in the positive.

**Commissioner Geurs motioned to increase the Community Building and Events Grant request made by the Catlin Court Historic District Association for a GAIN Night event on November 5, 2011 from \$241 to \$250. Commissioner Ontiveros made the second. The motion passed 10 - 0.**

**Commissioner Sprague motioned to approve the Community Building and Events Grant request made by the Catlin Court Historic District Association for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Cole made the second. The motion passed 10 - 0.**

#### 4. CHAPARRAL RANCH I HOA: \$250 GRANT REQUEST

Mr. Jim McCardell, HOA Treasurer, was the neighborhood representative in attendance to present the grant request.

Mr. McCardell stated that this would be the third GAIN Night event for the HOA and this year, the HOA Garage Sale will be held during the day of November 5<sup>th</sup> and the GAIN Night Party will be held at night at Pine Cone Park. Mr. McCardell stated that the GAIN night event would start at 5:30 p.m. with a barbeque and a family movie would be shown from 7:00 to 9:00 p.m. on a projection screen.

Mr. McCardell stated that the funds will be used for barbeque items, refreshments, dessert, a bouncy house and live musical entertainment. Mr. McCardell was pleased to announce that the local Walmart donated a \$100 gift card toward the event and residents have volunteered to perform set-up at the event.

Mr. McCardell noted that the motto of the HOA Board is "An investment in your neighborhood is an investment in your home."

Commissioner Cole inquired about last year's attendance. Mr. McCardell stated that there were about 30 homes represented last year, but as there are 92 units in the HOA, the Board would like to see attendance increased. Mr. McCardell noted that Save the Date postcards will be mailed to encourage increased participation.

Commissioner Geurs wondered if the City of Glendale would be held liable for any potential issues with the bouncy house. Mr. Cohrs replied in the negative.

**Commissioner Cruz motioned to approve the Community Building and Events Grant request made by the Chaparral Ranch I HOA for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Brown made the second. The motion passed 10 - 0.**

5. ORCHARD GLEN NEIGHBORHOOD ASSOCIATION: \$250 GRANT REQUEST

Ms. Romero was presenting the grant request because one of the neighborhood leaders was unable to attend this evening's meeting. Commissioner Geurs recused himself from the vote because he is a resident of the neighborhood and is the secondary contact on the request.

Ms. Romero explained that Orchard Glen is a very established neighborhood that is part of the Weed-n-Seed Program. Ms. Romero stated that the GAIN Night event will be held at the Glendale Lofts, 64<sup>th</sup> Avenue and Glendale Road, as the neighborhood has been holding its monthly meetings there. Ms. Romero commented that the past neighborhood events have been successful and 50 people are estimated to attend the event. Ms. Romero noted that the grant funds would be used for hot dogs, hamburgers and refreshments. Ms. Romero added that the Glendale Police Department is scheduled to have a representative at the event and Ms. Kennedy confirmed this request.

Commissioner Ontiveros wondered if there could be a partnership between the Boys and Girls club and this is neighborhood association. Mr. Cohrs replied that this partnership is in discussion.

**Commissioner Cole motioned to approve the Community Building and Events Grant request made by the Orchard Glen Neighborhood Association for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Ontiveros made the second. The motion passed 9 – 0 – 1. Commissioner Geurs recused from the vote.**

6. SHANGRI LA NEIGHBORHOOD ASSOCIATION: \$250 GRANT REQUEST

Mr. Tim O'Day was the neighborhood representative in attendance to present the grant request.

Mr. O'Day stated that he has been the Block Watch Captain in the neighborhood for the past ten years and it is a very active community. Mr. O'Day commented that after last year's hail storm, the younger residents got together and helped the elderly residents clean up the broken glass from damaged skylights and tarp their roofs and windows.

Mr. O'Day noted that there are 28 homes in the neighborhood and the funds would be used for food for the event. Mr. O'Day added that all are welcome to the event and the Glendale Fire Department and Police Department were called and their participation was requested. Ms. Kennedy confirmed this request and added that Mr. O'Day has been very active in this neighborhood.

Commissioner Cruz inquired as to how the event was promoted. Mr. O'Day replied that flyers are delivered door-to-door.

**Commissioner Geurs motioned to approve the Community Building and Events Grant request made by the Shangri La Neighborhood Association for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Cole made the second. The motion passed 10 – 0.**

7. THUNDERBIRD PALMS/HICKORY SHADOWS NEIGHBORHOOD: \$250 GRANT REQUEST

Ms. Danielle Martinez was the neighborhood representative in attendance to present the grant request.

Ms. Martinez stated that there are 800 homes in the neighborhood and this is the fifth year for the GAIN Night. Ms. Martinez explained that 100 people are expected to attend the event and the funds will be used for food, drinks and an entertainer who makes balloon animals for kids. Ms. Martinez stated that flyers will be distributed to promote the event. Ms. Martinez stated the Glendale Fire Department and Police Department were called and their participation was requested. Ms. Kennedy confirmed this request.

Commissioner Ontiveros inquired about this neighborhood's participation in the Adopt-A-Park Program. Ms. Martinez explained that residents have committed to clean-up the park four times a year and this also includes checking and reporting on the water fountains, playground equipment, ramadas and any landscaping issues.

**Commissioner Sprague motioned to approve the Community Building and Events Grant request made by the Thunderbird Palms/Hickory Shadows Neighborhood for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Dixon made the second. The motion passed 10 - 0.**

8. VILLAS GLENDALE TOWNHOUSE ASSOCIATION: \$250 GRANT REQUEST

Ms. Roz Sommerville and Ms. Peggie Gawlik were the neighborhood representatives in attendance to present the grant request.

Ms. Sommerville stated that she and Ms. Gawlik are new Board members and they are requesting GAIN Night event funds for hamburgers, hot dogs as well as drinks and snacks. Ms. Sommerville stated that there are 194 units in the complex and 60 people attended the event last year. Ms. Sommerville hopes that there will be 100 people this year.

Ms. Sommerville announced that their new management company is donating a bouncy house for the kids as well as the insurance coverage for the bouncy house. Ms. Sommerville stated that a City of Glendale Energy Specialist is scheduled to talk to residents and hand out some free materials. Also, Councilman Frate has been contacted regarding attendance along with the Fire Department and Police Department. Ms. Kennedy confirmed this request.

Ms. Gawlik stated that information on the event will be delivered door-to-door to ensure that renters are invited. Ms. Sommerville agreed that the Association wants to ensure renters are included.

Ms. Gawlik added that the Board is putting up an additional \$500 to make the event special.

**Commissioner Sprague motioned to approve the Community Building and Events Grant request made by the Villas Glendale Townhouse Association for a GAIN Night event on November 5, 2011 in the amount of \$250. Commissioner Brown made the second. The motion passed 10 - 0.**

Mr. Cohrs thanked all the neighborhoods for the participation in the GAIN Night events.

## **VII. Target Area Discussion with the Community Action Team (CAT)**

Mr. Cohrs introduced CAT Team Members Officer Chi Guillermo, Ms. Kelly Kennedy and Ms. Doreen Anderson. Mr. Corhs explained that the CAT Members were in attendance to provide comments, suggestions and feedback regarding the previously chosen areas of focus for sustained revitalization efforts: census tract #092714 and #092800 in the Ocotillo District. The boundaries are: **Tract #092714** - 67<sup>th</sup> to 75<sup>th</sup> avenues from Glendale to Bethany Home Road; and **Tract #092800** - 59<sup>th</sup> to 67<sup>th</sup> avenues from Glendale to Bethany Home Road. Mr. Cohrs displayed a map of the areas of focus.

Commissioner Cole inquired as to various areas on the map and Ms. Kennedy replied that the areas in question were apartment complexes. Commissioner Cole wondered about more of a focus in the apartment complexes. Officer Guillermo stated that the CAT team does work closely with some of the complexes, but it also depends on the owners of the complexes. Officer Guillermo stated that the CAT team has been working closely with the Challenger School in order to make inroads into specific complexes.

Ms. Kennedy stated that the corner of 67<sup>th</sup> Avenue and Bethany Home has a very high crime rate and is an area of focus for the CAT Team.

Commissioner Sprague wondered if there was an equivalent program to a Block Watch for apartment complexes. Ms. Kennedy explained that there is a Crime Free Multi-Family Housing Program which is implemented in three phases: Phase I: Training of Managers and staff; Phase II: Security Assessment; and Phase III: Community Meetings.

Chair Loya wondered if any neighborhoods in areas targeted by the CAT Team have registered for GAIN Night. Ms. Kennedy replied in that none have currently registered, but was expecting that some would.

Commissioner Cruz wondered if there were any neighborhoods in these areas that could use a boost from beautification. Ms. Kennedy mentioned that in tract #092800, the Sunrise Neighborhood Association and the Ocotillo Rose Neighborhood could use beautification as an immediate improvement.

Officer Guillermo noted that road improvements, new landscaping and fencing repair can really help to improve neighborhoods and these neighborhoods definitely need some of that help. Chair Loya mentioned that the vacant lot at 63<sup>rd</sup> and Maryland could use a clean-up. Commissioner Geurs stated that the owner of the vacant lot would have to be contacted for permission to access the lot. Mr. Cohrs will follow-up on the identity of the owner of the lot.

Commissioner Ontiveros inquired about a partnership with the Boys and Girls Club. Ms. Anderson replied that the management company of the Oakwood Villas apartment complex offered children at the complex free summer memberships at the Boys and Girls Club.

Commissioner Geurs commented that it can take a long time to develop relationships with a neighborhood, even with a partnership through the Boys and Girls Club.

Ms. Kennedy agreed and added that recently, with the influx of many refugees from the African nations, it has been even harder to build trust in some of these neighborhoods. Ms. Kennedy stated that many of the refugees are fearful of the police, fearful of each other, cannot speak English, and some even do not know how to grocery shop. Ms. Anderson added that the refugees have trouble navigating the school system as well.

Mr. Cohrs stated that staff is holding discussions with the Thunderbird School of Management regarding issues with the refugees and how the school may be able to help.

Ms. Anderson stressed that the issues with the refugees need some type of attention. Commissioner Cole agreed noting there has been a high influx of refugees at the schools as well and the language and cultural barriers are real issues for the children.

Mr. Cohrs concluded that for tract #092800, focus can be considered for the Sunrise Neighborhood Association, the Ocotillo Rose Neighborhood, a partnership with the Boys and Girls Club and a partnership with the Smith School. Mr. Cohrs stated that the Commission could address this area first and then possibly move on to tract #092714. The Commissioners agreed with the suggestion.

Mr. Cohrs and the Commissioners thanked the CAT Team representatives for their participation in the meeting and fine work in the community.

**VIII. Commission Work Groups**

Mr. Cohrs stated that the Events Work Group will soon be busy planning the annual Holiday Event.

Mr. Cohrs will send an email confirming the participants of each Work Group.

**IX. Staff Updates and Commission Items of Interest**

Due to time constraints, Mr. Cohrs will not present the monthly Staff Update Report during the meeting.

Chair Loya asked for Commissioner comments.

Commissioners Cruz and Ontiveros felt the meeting was very informative.

Commissioner Geurs enjoyed the grant presentations.

Chair Loya thanked all Commissioners and staff for their participation this evening.

**VIII. Adjournment**

**Commissioner Ontiveros motioned to adjourn the meeting at 8:14 p.m. Commissioner Sprague made the second. The motion passed 10 - 0.**

Respectfully Submitted,

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Denise Kazmierczak, Recording Secretary