

MEETING MINUTES

**CITY OF GLENDALE
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS
Sine Building, Conference Room A
Glendale, Arizona
Wednesday October 6, 2010
6:00pm**

MEMBERS PRESENT: Sharon Sprague, Chair
Vickie Loya, Vice Chair
Sharon Brown
Bill Jocewicz
JoAnn Caufield
Judy Atkins
Matthew Versluis
Barbara Cole

MEMBERS ABSENT: Frank Hinds
Sharon Heatwole-Chicks

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator
Josie Romero, Neighborhood Services Coordinator

I. Call to Order

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

II. Roll Call

Chair Sprague conducted roll call and noted that Commissioners Hinds and Heatwole-Chicks were absent. Mr. Cohrs announced that Commissioner Leonardo resigned from the Commission.

III. Approval of Minutes – September 1, 2010

Item addressed later in the meeting.

IV. Business from the Floor

None.

V. Neighborhood Profile: Tanner Terrace

Ms. Romero noted that the purpose of this agenda item was to update the Commission on the status of the public computer lab at Tanner Terrace, which was partially funded by a small grant in February 2010. Ms. Romero stated that Ralph, a representative of the community at Tanner Terrace, was scheduled to come before the Commission tonight but had to cancel due to illness. Ms. Romero also noted that Ms. Joyce Cummings, who took the major lead on this project at Tanner Terrace, has moved back to the Midwest due to illness issues. Therefore, Ms. Romero will be giving the update on the project.

Ms. Romero gave a brief description of Tanner Terrace:

- It is a senior living complex consisting of 122 units
- Many of the residents do not drive
- Some of the residents are ill or disabled
- There is a gift shop on site
- A census meeting was held on site as well as a Council meeting
- Representatives of Tanner Terrace express a desire to be involved in the surrounding communities

Ms. Romero stated the remodeling of the library is complete as well as furniture set up and placement of computers. Ms. Romero explained that although the official Grand Opening

is next Wednesday at 2:00 p.m., computer literacy classes have begun for residents. The lab will be open on Monday, Wednesday and Friday from 10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m. The lab is staffed by volunteers. Ralph is one of the main volunteers who has a very good computer background. Hours at the lab can be increased if necessary.

Mr. Cohrs noted that the students from the surrounding neighborhoods will be encouraged to use the computer lab as well.

Chair Sprague inquired as to how advertising of the lab would be done to the surrounding neighborhoods. Ms. Romero replied that flyers are being used. Commissioner Cole asked if any form of identification was needed to use the lab. Ms. Romero replied that most people are bringing in the flyer to gain admission.

Mr. Cohrs praised Ms. Cummings for her dedication to the project even though she was moving to the Midwest.

Ms. Romero invited the Commissioners to attend the Grand Opening of the computer lab next Wednesday, October 13 at 2:00 p.m. at Tanner Terrace.

III. Approval of Minutes – September 1, 2010 (REVISITED)
Commissioner Loya motioned to approve the September 1, 2010 meeting minutes as written. Commissioner Brown made the second. The motion passed 8 - 0.

VI. Neighborhood Association Registration Policy

Mr. Cohrs stated that part of the mission of the Neighborhood Partnership Office (NPO) is to encourage Glendale residents in identifying and establishing neighborhood boundaries and to encourage those residents to bond and communicate within those boundaries to build a stronger community. An important tool residents can use is to band together and register their neighborhood. Upon registration, the neighborhood is entitled to services such as a neighborhood newsletter twice a year (was previously four times yearly), organizing meetings, facilitating or coordinating contact with other city departments and working to find creative solutions to issues.

Mr. Cohrs stated that there are currently 205 registered neighborhoods with the Neighborhood Partnership Office. Upon inception of the program, it was the responsibility of the neighborhood to maintain up-to-date information with the Partnership Office. Staff also identified changes in the neighborhood leadership via follow-up phone calls or various connections. Last spring, the Commission and staff made phone calls to all of the listed neighborhoods in the database. Based on this task, it was evident that the information for many of the neighborhoods is no longer current and the activity in some neighborhoods has lapsed for so long that they are no longer viable for database use.

Mr. Cohrs stressed the importance of a complete, up-to-date database and also the importance of finding new leadership for those neighborhoods with lapsed activity or connection. Mr. Cohrs added that there are currently no requirements as to how "active" a neighborhood must be to keep its registered status.

Mr. Cohrs has spoken with other valley cities to determine how their neighborhood databases are kept current. Based on these findings and other research, Mr. Cohrs proposed three options for managing the Neighborhood Registration Database:

1. To ensure all information is current, a renewal could be sent out annually or biannually. This could be sent via email or post to the neighborhood leaders on file.
2. Currently there is no definition of what an "active" neighborhood is. The Block Watch Program requires that a group meet a certain amount of times, such as twice annually. This type of requirement could be added to the Neighborhood Partnership Registration Form which would help to maintain an ongoing dialogue between the neighborhood and the NPO.
3. Neighborhoods that are in the database, but have incorrect information or are no longer active could be handled in two different manners:
 - a. Remove the neighborhood from the database.
 - b. Add a new field labeling the neighborhood as "Inactive." This would keep past records easily available but a database user may still mistake the information as current if the "Inactive" status was not noticed.

Commissioner Brown felt that with the Neighborhood Grants Program no longer available due to budget cuts, there may be a decrease in neighborhood registrations. Mr. Cohrs agreed that this was quite possible.

Commissioner Loya stated that with the current foreclosure crisis and increase in single-family rentals, it is difficult to get some residents involved in the neighborhood.

Commissioner Jocewicz commented that in some of the very large HOA's it is hard to get many people interested in a specific meeting or issue if it is not in their geographical part of the HOA.

Commissioner Cole inquired about the size of a traditional neighborhood. Ms. Romero replied that 20 homes is on the lowest side for a neighborhood. Mr. Cohrs stated that sometimes a recommendation is given regarding the neighborhood size or boundaries, but there are no size requirements.

Chair Sprague wondered if there might be more classifications than just a traditional neighborhood versus an HOA. Chair Sprague commented that the personality or needs of neighborhoods change as residents grow older, people move out or in and the ages of the kids change.

Commissioner Jocewicz wondered how a request is handled if one section of a neighborhood wants to break away from another. Ms. Romero replied that in a traditional neighborhood, the original neighborhood leaders would be informed that an area wants to form its own registered neighborhood. Ms. Romero added that this cannot be done with an HOA as an HOA is treated as one whole neighborhood no matter how large.

Commissioner Cole noted that the existing policy stated that the ideal size of a registered neighborhood should be 20 to 100 homes.

Mr. Cohrs felt that the renewal program should begin January 1, 2011. The Commission agreed.

Mr. Cohrs asked the Commissioners about an annual meeting requirement for the neighborhoods. Chair Sprague wondered how this requirement would be verified and noted that different neighborhoods have different activity levels. Mr. Cohrs suggested requiring one neighborhood event per year with the recommendation of more meetings. Chair Sprague liked the commitment of one event per year.

Mr. Cohrs stated that staff could pursue working with the neighborhoods to set up a neighborhood webpage. Chair Sprague cautioned that there could be some inappropriate use of the webpage especially if there are some residents who are not getting along.

Commissioner Atkins motioned to approve the Neighborhood Registration Guidelines with the following changes:

- **Include a neighborhood size recommendation of 20 to 100 homes and no greater than one-quarter mile area for traditional neighborhoods.**
- **Require annual renewal of neighborhood information (may be via regular mail with the goal of online renewal in the future).**
- **Require one meeting or event per year and recommend bi-annual communication (newsletter, flyer, neighborhood webpage).**
- **For those neighborhoods that are not active, leave in the database but code as "Inactive" or place an "Inactive" watermark over the neighborhood information page.**
- **On the Neighborhood Registration Form under Section VII, strike the choice "Block Watch" and "Governed by Management Company" and insert "Traditional HOA."**

Commissioner Cole made the second. The motion carried 8 – 0.

VII. 2010-2011 Commission Work Plan

Mr. Cohrs distributed a revised work plan based on Commissioner feedback from the September 1, 2010 Commission meeting. Mr. Cohrs received many overlapping themes which are used as drivers for the Work Plan. The overlapping themes were as follows:

- Promote programs and services to Glendale residents.
- Follow-up with and track the progress of current neighborhood efforts.
- Coordinate the annual holiday event and assist with the Neighborhood Leadership Forum.
- Maintain and promote awareness of city/community events and activities.
- Partner with other Boards and Commissions to support neighborhood revitalization and community involvement.
- Participate in and help facilitate the Adopt-A-Neighborhood Program.

Upon review of the Work Plan, Mr. Cohrs and the Commissioners agreed to remove the use of Focus Area #1 and #2. Mr. Cohrs will tighten up any overlap in the Work Plan and will bring to the Commission at the November meeting for review and approval.

VIII. Staff Updates

Mr. Cohrs provided an update on the Adopt-A-Neighborhood Program which included the following highlights:

- Grenada Estates is the first official neighborhood of the program and is located at 67th Avenue north of Greenway on both the east and west sides of 67th Avenue.
- Partners in this project are Faith Bible Church, Pioneer Elementary, Foothills Elementary, Cactus High School, Glendale YMCA and the Glendale Police Department. There is a high level of partnership involved.
- This is not an active neighborhood however, and neighborhood representatives/leaders will have to be developed. Officer Andy Lynes is assisting with this.

- The Partners are hoping to have a kick-off in the neighborhood on Serve Day in February 2011 and enlist other non-profit organizations to help out and/or set up booths with information available to residents.

Mr. Cohrs highlighted various staff accomplishments and neighborhood activities which included the following:

Large Grants:

- East Catlin Court Historic District (Spring 2008): The design of streetscape improvements on 57th Avenue from Northview to Gardenia and Gardenia from 55th to 56th avenues was completed and submitted to the city at the end of May. Staff has submitted a Letter of Intent to apply for FY2011-2012 CDBG funds for construction of Phase 2.
- East Catlin Court Historic District (Fall 2008): This streetscape project, which consisted of right-of-way landscaping improvements such as the installation of new pedestrian lighting and trees, has been completed. Staff will plan a dedication event with the neighborhood for October.

Small Grants:

- The Tanner Terrace computer lab project is complete and a dedication is scheduled for Wednesday, October 13th at 2:00 p.m.

Neighborhood Outreach:

- No new neighborhood registrations were processed in September.
- 206 flyers were edited, printed and distributed for Northern Manor West II.

Community Volunteer Program:

- Various groups spent more than 240 hours picking up roadside trash for the Adopt-A-Street Program.

Community Mediation Program:

- In September, four new cases were received, 25 cases remained active and four cases were resolved.
- The city is recruiting five new mediators. Any interest should be expressed to staff.

Community Education

- The Glendale University Graduate "City Court & Mock Trial" was held September 28-29. Twenty-three students registered to attend the class.
- Future Glendale University Classes include "A Tour of the City Airport" on October 26 and "Don't Be a Victim" on November 18.
- An HOA seminar will be held on Wednesday, October 13; there are 29 registered attendees. Another HOA stand-alone class will be held in November.

Upcoming Events

- In October, East Catlin Court Grant Dedication (date to be announced)
- Saturday, October 23: Rock & Roll Paint-a-Thon/Make A Difference Day
- Saturday, October 23: GAIN Night Out
- Sunday, October 31: Glendoberfest/Heart of Glendale Neighborhood
- Saturday, November 6: Vanguard/Community Volunteer Program Project
- Saturday, November 20: National Family Volunteer Day
- Saturday, January 15, 2011: Martin Luther King Day
- Saturday, February 26, 2011: Annual Serve Day

Commissioner Brown wondered if the Commission would hold its annual Holiday Event this year. Mr. Cohrs replied in the positive and noted that even with a small budget, a very nice event could still be held. Mr. Cohrs will work on details for the November meeting.

Commissioner Jocewicz inquired about Census results. Mr. Cohrs replied that the preliminary figures reveal a 68% response from Glendale residents, which is a bit of a decrease from the 2000 Census.

Commissioner Atkins stated that an afterschool program was started at Heart for the City with a \$1,000 grant for art supplies from the Glendale Arts Council.

Commissioner Cole announced that she will be graduating from ASU West and receiving a Bachelors Degree in December and has been looking for an intern position.

IX. Adjournment

At 8:00 pm, Commissioner Jocewicz made a motion for adjournment. Commissioner Loya made the second. The motion passed 8 - 0.

Respectfully Submitted,

Denise Kazmierczak
Recording Secretary