

**Meeting Minutes**  
**CITY OF GLENDALE**  
**CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS**  
**Glendale City Hall – Room B-3**  
**Wednesday, January 5, 2011**  
**6:00pm**

MEMBERS PRESENT: Sharon Sprague, Chair  
Jo Ann Caufield  
Bill Jocewicz  
Judy Atkins  
Sharon Brown  
Matthew Versluis  
Frank Hinds  
Barbara Cole

MEMBERS ABSENT: Vickie Loya, Vice Chair  
Sharon Heatwole-Chicks

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator  
Angie Wilkie, Neighborhood Services Coordinator  
Erik Strunk, Community Partnerships Director

**I. Call to Order**

Chair Sprague called the meeting to order at 6:03 p.m.

**II. Roll Call**

Chair Sprague conducted roll call and noted that Commissioners Loya and Heatwole-Chicks were absent due to illness.

**III. Approval of Minutes – November 3, 2010**

**Commissioner Brown motioned to approve the November 3, 2010 meeting minutes as written. Commissioner Atkins made the second. The motion passed 8 - 0.**

**IV. Business from the Floor**

None.

**V. Neighborhood Profile: Thunderbird Palms/Hickory Shadows**

Mr. Cohrs introduced Ms. Danielle Martinez and Ms. Kristi Bencomo of the Thunderbird Palms Neighborhood Association, located from Voltaire Drive on the north, Columbine on the south, the Paseo canal on the west and 51<sup>st</sup> Avenue on the east. Mr. Cohrs stated that the neighborhood was awarded neighborhood improvement grants for park upgrades and improvements at Sunset Palms Park. Mr. Cohrs stated that the neighborhood leaders were in attendance to provide an update on the neighborhood since the grant project completion.

Ms. Martinez thanked the Commission for the past grant funding and for the opportunity to speak this evening.

Ms. Martinez stated that the inspiration for the grant requests and playground project came from simply being at the park with other mothers and discussing what enhancements would be beneficial at the park. Ms. Martinez did some research and contacted Ms. Wilkie and from there moved forward with neighborhood registration and grant application. The first grant was to rebuild and enhance the existing playground and a second grant was utilized to add another playground area and

ramada. Initially, a skatepark was suggested for the second grant request, however, a majority of neighbors turned down that suggestion. These projects increased communication between neighbors and greatly improved the neighborhood park. Ms. Martinez noted that as part of the sweat equity projects, the group has completed curb painting of house numbers, garbage pick-up and citrus gleaning projects.

Ms. Martinez stressed that it was important to continue to improve the neighborhood as one does not have to move to live in a better neighborhood.

Ms. Bencomo added that the neighborhood GAIN night party is now held at the park ramada instead of on individual street blocks, which has greatly improved the overall community connection.

Ms. Martinez announced that about 15 residents from the neighborhood have recently signed up for the Adopt-A-Park program for the Sunset Palms Park.

Ms. Martinez noted that the neighborhood is experienced change due to the economy in recent years. Of approximately 800 homes, 90% of the 43 homes for sale are either foreclosures or short sales.

Ms. Bencomo commented that some banks do take care of the foreclosed properties, while some foreclosures are deteriorating.

Ms. Bencomo commented that with the large amount of homes in the neighborhood, there is a great array of size and price options which makes the neighborhood a very good mix of different family sizes, the elderly and renters as well.

Ms. Martinez stated that since the grant projects are completed and the grants program is on hold, the goal of the neighborhood leaders is to assist with park maintenance via the Adopt-A-Park program, to continue connecting with neighbors and to encourage the establishment of Block Watches.

Ms. Bencomo felt that Glendale's Block Watch Program was very organized with an excellent neighborhood/government partnership compared to other valley cities.

Ms. Martinez thanked Mr. Cohrs and the Neighborhood Partnership staff for the assistance with the grant application and all aspects of neighborhood registration and community building. Mr. Cohrs enjoyed working with the Thunderbird Palms Neighborhood and wished the leaders much success in the future.

Chair Sprague thanked Ms. Bencomo and Ms. Martinez for their presentation.

## **VI. Review of Neighborhood Revitalization Strategies**

Mr. Cohrs stated that due to the absence of the grants program, a new direction for the Commission was discussed and established for the 2010-2011 fiscal year. Part of the new direction was drafting various Neighborhood Revitalization Strategies. At the November 2010 Commission meeting, the Commissioners were given a presentation on the Neighborhood Revitalization tools used by other cities. The cities looked at included Vancouver, WA, Eugene, OR, Houston, TX, Champaign, IL and Arlington, TX. In addition to the discussion and presentation at the November meeting, Mr. Cohrs sent internet links to the Commissioners for additional review of materials. The Commissioners also received links for neighborhood resources and materials for the cities of Baltimore, MA, Palm Springs, CA and Corpus Christi, TX. Mr. Cohrs asked the Commissioners for feedback on the plans, programs and neighborhood strategies of the cities in review.

Commissioner Caufield provided the following feedback:

- Since the model from Champaign, IL was used for the Neighborhood Indicator System, it would seem a natural progression to utilize additional neighborhood strategies as applicable from Champaign.
- The Neighborhood Action Plan Kit from the city of Vancouver is an excellent tool and some adaptations could be made to that document to fit the city of Glendale.
- It may be best to initially target neighborhoods needing assistance that are in the middle of the range in order to accomplish small, immediate victories that even volunteers can handle. This is especially important due to the budget constraints at this time.
- Mentors should be assigned to neighborhood leaders. Ms. Josie Romero has an excellent rapport with neighborhood leaders and is already a familiar face to many of them, along with Ms. Wilkie. Also, partnerships with faith-based and non-profit organizations should continue to be encouraged.
- The Commissioners can work in a volunteer capacity with neighborhood leaders as well.
- Initially, Glendale's Neighborhood Action Plan Kit should be basic and not elaborate. The goal should be to generate interest and excitement. Also, focus groups or workshops could be held regarding the Neighborhood Action Kit.
- The challenge is finding new neighborhood leaders and keeping the current leaders active.

Mr. Cohrs thanked Commissioner Caufield for her comprehensive feedback. Mr. Cohrs also agreed that Vancouver's Neighborhood Action Plan Kit was an excellent tool. Mr. Cohrs also liked the Neighborhood Leadership Institute utilized by Houston, TX, which helps develop the leadership skills of interested residents.

Commissioner Hinds commented that the City of Glendale offers the HOA Academy and Glendale University, but it would be worthwhile to have a class directed toward developing leaders in the traditional neighborhoods.

Commissioner Cole wondered if there were Block Watch classes. Ms. Cohrs replied that this is an area where more partnership between the Police Department and the Neighborhood Partnership Office (NPO) is necessary. Mr. Cohrs explained that many neighborhood leaders stem from Block Watches and therefore, the NPO could utilize Block Watch contacts to develop more neighborhood leaders.

Commissioner Jocewicz felt that some of the registered neighborhood associations were very large and wondered if some of the needs of the smaller sections might get masked by the whole. Commissioner Jocewicz wondered if a smaller portion of an HOA could become its own registered neighborhood. Commissioner Hinds interjected this could cause issues with the organization of the HOA and that any jurisdictional conflicts with the HOA as a whole would have to be discussed in advance with the HOA Board. Chair Sprague agreed, adding that it would be important not to cause any problems with the larger HOA. Chair Sprague noted that because HOA's allow individual street Block Watches, this might be a way to meet the needs of smaller sections.

Chair Sprague felt that through the Block Watch concept, community connection is still accomplished and potential neighborhood leaders could be developed. Chair Sprague stressed that the theme that one does not have to move to live in a better neighborhood should be stressed.

Commissioner Jocewicz commented that the Thunderbird Palms Neighborhood was approximately 800 homes and wondered if the leaders would like it to be smaller and

more manageable. Ms. Wilkie replied that upon registration, the boundaries were plotted out by the neighborhood leaders based on geography. Ms. Wilkie added that Ms. Martinez and Ms. Bencomo have not expressed an issue with the size of the neighborhood.

Commissioner Atkins wondered if, upon request for neighborhood registration, the neighborhood leaders were required to attend Glendale University. Mr. Cohrs replied that generally speaking, most neighborhood leaders have already attended Glendale University as they are very interested in civic participation; however, it is not a requirement at this time.

Mr. Cohrs stated that staff will be receiving a database of Block Watch Captains and this information will be run against the neighborhood registration database to determine overlaps and/or in neighborhood contacts. This will also help determine active and non-active areas.

Mr. Cohrs summarized the steps of forward progress for Neighborhood Revitalization Strategies as follows:

1. Explore and utilize the relationship with the Block Watch Program.
2. A Neighborhood Association Renewal Letter will be sent to neighborhood leaders in February 2011. If no response is received, the neighborhood will be deemed inactive.
3. The entire registered neighborhood database will be updated with information obtained from the Renewal Letter, the Block Watch information and changes based on the October 2010 revised Neighborhood Registration Policy.
4. A Neighborhood Action Planning Kit will be considered, in the example of the city of Vancouver.
5. A vehicle for neighborhood leadership training will be considered, possibly in the example of the Houston, TX Neighborhood Leadership Institute.

Mr. Cohrs will draft a broad outline of the plan for distribution to the Commissioners.

Commissioner Versluis inquired about the Neighborhood Association Renewal Letter and wondered what would happen to those neighborhoods that did not respond. Mr. Cohrs replied that non-responders would be noted as non-active and would fall into the category of neighborhoods requiring outreach and leadership development.

Mr. Cohrs provided the Commissioners with additional links to other cities Neighborhood Action Plans and 5-Year Plans for further information. Mr. Cohrs thanked the Commissioners for the helpful input on the topic.

## **VII. CityFest and Serve Day Volunteer Opportunities**

Ms Wilkie discussed the following upcoming volunteer opportunities:

1. **Martin Luther King Day:**
  - a. On Saturday, January 15, about 200 volunteers from Vanguard, Catholic Charities and other groups will perform clean-up and trash-pick up at Sahuaro Ranch Park.
  - b. On Monday, January 17, approximately 500 volunteers from Christ's Church of the Valley and other faith-based organizations will participate in CityFest. During the day, volunteers will work on twelve projects such as fruit gleaning, park clean-up, and library projects. This is part of a nationwide event.
2. **Serve Day:** On Saturday, February 26, the following projects will commence:
  - a. The Vineyard Church will perform house painting and other improvement tasks in the East Catlin Court Neighborhood, which is its adopted neighborhood.

- b. Christ's Church of the Valley will perform neighborhood clean-up, house painting and various tasks in the Heart of Glendale. At the end of the day, food will be served in the neighborhood and children's activities will be held, all sponsored by Christ Church of the Valley.
- c. Faith Bible Church will be painting homes and performing yard clean-up in Granada Estates.

Ms. Wilkie displayed pictures of various Serve Day and Martin Luther King Day projects from 2010.

Mr. Cohrs added that if any Commissioner was interested in participating in the volunteer activities to please contact him or Ms. Wilkie.

### **VIII. Staff Updates and Commission Items of Interest**

Neighborhood Improvement Grants - Mr. Cohrs provided an updated on the following:

- East Catlin Court Historic District (Spring 2008): A contract was awarded for the design of streetscape improvements on 57<sup>th</sup> Avenue from Northview to Gardenia and Gardenia from 55<sup>th</sup> to 56<sup>th</sup> Avenues. Design was completed, submitted to the city at the end of May and was approved. Staff applied for fiscal year 2011-2012 CDBG funding for construction of Phase 2. The hearing for the CDBG grant will be held on January 26, 2011.
- East Catlin Court Historic District (Fall 2008): This streetscape project, that included right-of-way landscaping improvements such as the installation of new pedestrian lighting and trees, has been completed. A dedication event has been postponed.
- Tanner Terrace (February 2010): Computer classes are being held and the project dedication was held in October 2010. Christ's Church of the Valley will most likely be doing a Serve Day project at Tanner Terrace.

**Neighborhood Outreach** – Mr. Cohrs stated that there were no new neighborhood registrations in November or December and staff edited, printed and distributed 378 neighborhood newsletters/flyers in November/December on behalf of one neighborhood.

**Community Volunteer Program** – Mr. Cohrs announced that in November and December, 300 volunteers completed more than 1,000 volunteer hours.

**Community Mediation** – Mr. Cohrs stated that in December, 8 new mediation cases were received, 21 cases were active and 6 cases were resolved with mediation services. Mr. Cohrs announced that a partnership has been formed with the Glendale Police Department for the use of mediation in cases between citizens and the police. This type of mediation can help citizens understand the procedures of the Police Department and help the Police Department understand the perceptions of citizens.

**Community Education** –

- The Glendale University Graduate Class "Don't Be a Victim" was held on November 18 at the Glendale Adult Center. Ten students attended the class, including Commissioners Brown and Versluis.
- The calendar for the Glendale University 101 Spring 2011 session has been published and classes begin on March 7, 2011.
- The HOA Academy class "Community Harmony" was held on November 17 at the Glendale Adult Center.

- The Winter 2011 HOA Training Academy has been scheduled from January 25 to February 19. All eight classes will be held at the Glendale Adult Center. Registration closes January 21, 2011.

**Glendale Public Housing Capital Improvements** – Mr. Cohrs noted that Mr. Krause has been working on certain projects with the Housing Division due to his expertise in the area. Projects include the following:

- Painting of Glendale Homes, 35 buildings, which will take place during the second week of January.
- The remodel of six bathrooms and flooring at Lamar Homes. The project will begin January 10 and will take one month to complete.
- Final design to rebuild the three burned units at Lamar Homes has been completed. The City's Engineering Division will put this project out for construction bid during the second week of January.

Mr. Strunk thanked the Commissioners for their review of the neighborhood strategies of other cities and the resulting feedback. Mr. Strunk encouraged the Commissioners to attend the Glendale Glitter and Glow this weekend and to view the new Public Safety Memorial at the Glendale Civic Center. Mr. Strunk also stated that the state legislature is back in session and encouraged the Commissioners to be aware of the bills affecting neighborhoods.

Upcoming Events – Mr. Cohrs provided an update on the following:

- **East Catlin Court Grant Dedication:** As previously noted, the date is pending.
- **Saturday, January 15, 2011 - Martin Luther King Day:** As previously discussed, volunteers will be gleaning fruit at Sahuaro Ranch Park which will be donated to St. Mary's Food Bank. Last year, volunteers picked 30,000 pounds of grapefruit.
- **Monday, January 17, 2011 – CityFest:** Various volunteer groups will participate in house painting, yard clean-up, fruit gleaning and much more.
- **Saturday, February 26, 2011 – Annual Serve Day:** Volunteer groups will complete projects such as neighborhood and park clean-up, house painting, gardening, food delivery to the needy and much more.

The Commissioners all agreed the meeting was very productive.

Mr. Cohrs wondered if the Commissioners would like to have the meeting at the Sine Building, as was done for the October 2010 meeting. All Commissioners agreed.

Chair Sprague thanked all of the Commissioners for their great comments and input.

**IX. Adjournment**

**Commissioner Hinds motioned to adjourn the meeting at 7:37 p.m. Commissioner Brown made the second. The motion passed 8 - 0.**

Respectfully Submitted,

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Denise Kazmierczak  
Recording Secretary