

**MEETING MINUTES
CITY OF GLENDALE
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS
Glendale City Hall – Room B-3
Wednesday October 7, 2009
6:00pm**

MEMBERS PRESENT: Sharon Sprague, Chair
Vickie Loya, Vice-Chair
Sharon Heatwole-Chicks
Mathew Versluis
Bill Jocewicz
Jo Ann Caufield
Frank Hinds
Ron Abrahams
Sharon Brown
Barbara Cole
Judy Atkins

MEMBERS ABSENT: None

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. and welcomed all Commissioners to the meeting.
- II. **Roll Call**
Chair Sprague conducted roll call and noted that all Commissioners were present.
- III. **Approval of Minutes – September 2, 2009**
Commissioner Loya motioned to approve the September 2, 2009 meeting minutes as written. Commissioner Heatwole-Chicks made the second. The motion passed 11 - 0.
- IV. **Business from the Floor**
None.
- V. **Neighborhood Small Grant Application**
Mr. Cohrs stated that the West Plaza 3&4 HOA's is planning on having a GAIN event on Friday, October 23rd and Ms. Romero will present the details.

Ms. Romero explained that Dr. Sanders is the neighborhood leader for the HOA, however, was unable to make this evening's meeting. Ms. Romero stated that the HOA was requesting a \$500 Neighborhood Connections Grant to be used for a moon bouncer, rock climbing wall and popcorn for the event.

Commissioner Jocewicz wondered if there were any complications with the Neighborhood Connections Grants in light of the recent changes to grant protocol.

Mr. Cohrs replied that there were no major obstacles; however, it required more time from staff to accompany the neighborhood leaders on the shopping trips for the events to pay directly for the items.

Commissioner Jocewicz motioned to approve the \$500 Neighborhood Connections grant for the October 23, 2009 community event at West Plaza 3&4. Commissioner Brown made the second. The motion passed 10 - 0. (Commissioner Cole abstained from the vote as she is a resident of the community, however, did voice support.)

VI. Presentation on Partnering

Will be addressed later in the meeting pending arrival of speaker.

VII. East Catlin Court Master Planning Grant

Mr. Cohrs discussed past neighborhood improvement grants received by East Catlin Court including:

- **Fall 2007:** \$50,000 granted for conceptual design for the neighborhood and full design on Gardenia Avenue from 56th to 57th avenues.
- **Spring 2008:** \$80,000 grant of which \$54,507 is being used for full streetscape design on the east side of 57th Avenue from Gardenia to Myrtle avenues, the north side of Northview Avenue from 55th Drive to 57th Avenue and the north and south side of Gardenia Avenue from 55th Avenue to 55th Drive. (This contract was a reapportionment of funds from other projects in the neighborhood which could not be done due to the City North court ruling.)
- **Fall 2008:** \$80,000 grant to match the \$140,000 in federal Community Development Block Grant (CDBG) funds to do construction on Gardenia from 57th to 56th avenues. This project will be going out to bid soon.

Mr. Cohrs explained that while meeting with the architectural design consultant for the current design contract, the neighborhood and the Neighborhood Partnership Office (NPO) had initially prioritized certain streets for design, but discovered some technical challenges regarding how the design had to be done for cost reasons. In addition, East Catlin Court will be relying on federal CDBG funds for construction, the amount which could vary each year. Therefore, the NPO along with East Catlin Court identified a need to create a master plan for the neighborhood. The master plan will identify all issues related to construction, estimated costs by street segment and a phasing schedule for the improvements. The will ensure the streetscape improvements will occur in a logical manner and maximize available funding. The neighborhood will also know what to anticipate according to the developed timeline. Having a master plan will also aid in the request of CDBG funding. The master plan will also become the template for the overall 5-Year Revitalization Plan that is being developed for this pilot neighborhood. The cost of this plan is \$5,000.

Chair Sprague wondered if the master plan had to be bid out. Mr. Cohrs explained that, per city rules, no bidding is necessary for projects \$5,000 and under. Mr. Cohrs stated that the Sherman Group would be utilized because they have been heavily involved in previous design work for this neighborhood.

Chair Sprague asked if there was an estimate for completion of the master plan. Mr. Cohrs replied that it could take 5 to 7 years to complete all of the streetscaping improvements.

Chair Sprague wondered what would happen if the current neighborhood leaders were to move out of East Catlin Court. Mr. Cohrs replied that one of the reasons this neighborhood was chosen as a pilot revitalization neighborhood was because of the strength of the neighborhood leadership. The leaders know that implementation of the plan can take time and are committed to success of the project.

Commissioner Caufield asked if the pilot neighborhood program will be used for other neighborhoods. Mr. Cohrs replied that this was the intent of the program.

Commissioner Loya inquired if there would be overlapping pilot neighborhood projects or if the neighborhoods would be handled one at a time. Mr. Cohrs stated that this initial pilot project will light the way for others, but funding is always a critical issue with project timelines.

Commissioner Hinds wondered if \$5,000 was enough for the scope of the design. Mr. Cohrs explained that because the Sherman Group has handled design work in the past for East Catlin Court, they have plenty of background information at hand and have agreed to perform the work for \$5,000.

Commissioner Versluis asked what would happen if the City North ruling was reversed and grant funding could be used for private property. Mr. Cohrs stated that the East Catlin Court neighborhood would have to come back and re-request funds as the original grant funding has been reallocated to right-of-way projects in their neighborhood.

Commissioner Loya motioned to approve the \$5,000 small grant request a master plan design for the East Catlin Court neighborhood. Commissioner Cole made the second. The motion passed 11 - 0.

VI. Presentation on Partnering (REVISITED)

Mr. Cohrs stated that based on the Commission's input about the partnering work group, Ms. Opal Evans, Executive Director and Founder of the Women and Youth for Self-Reliance Academy (WYSR), was invited to present her views, philosophy and methods on partnering.

Ms. Evans thanked the Commission for the invitation to speak. Ms. Evans explained that the goal of WYSR is to assist low-income families with achieving self-sufficiency. Ms. Evans stressed that because there are various causes of dependency, many partners are needed to create self-sufficiency. Ms. Evans stressed that a key strategy is to leverage available funding with partnerships.

Ms. Evans facilitates a program called "The 16 Principles of Effective Partnership Development" and shared an overview of the program with the Commission.

1. The Purpose: What is the purpose of the partnership? Form before Function.
2. The Facilitator: An "Honest Broker"; one who is honest and open to all, brings the partnership to life and keeps it going.
3. Exploration and Formation Stages – Take Time: Stages are a process rather than event.
4. Identifying the Needs: Establish needs, priorities, barriers and resources that are available or needed.
5. Have Clear-Well Defined Objectives and Goals: Need to be limited and achievable.
6. Clear Identities and Vision: Each individual partner must be clear about their own Purpose and have clear Mission Statements. A new Mission Statement is written for the entire group.
7. Must Recognize at least Four Constituencies:
 - 7.1. The Target People-Group
 - 7.2. Leaders and Staff of the Partners/Agencies
 - 7.3. Supporters of the Partnering Agencies
 - 7.4. The Partnership Itself
8. The Inter-Agency Advocates: Someone within each partnering agency who sees how their mission can benefit from practical cooperation.
9. Partnership Maintenance: It takes a long-term commitment and considerable effort to ensure continuation and effectiveness of the Partnership.
10. Must Focus on Commonalities, rather than Differences: Commonalities in Vision, Values and Objectives
11. Need to Establish and Maintain a High-Level of Participation/Ownership:
12. Stay Focused on the Ultimate Goals and Vision: Focus on the "end" rather than the "means."
13. Partnerships Built on Trust, Openness and Mutual Concern: Must be transparent relationships.
14. Not Free of Charge: Just participating in partnership costs time and money so the return on investment should be greater than the contribution.
15. Expect Challenges and Plan Ahead: Need a built-in process for dealing with changes, exceptions, disappointments and unfilled commitments.
16. Prayer and Communication Are Powerful Binding Elements

Mr. Cohrs stated that based on the information provided by Ms. Evans, the Partnerships Workgroup may consider looking at a broader partnership picture than originally discussed.

Mr. Cohrs thanked Ms. Evans for her presentation and work in the community.

VIII. Commission on Neighborhoods Workgroup Assignments

Mr. Cohrs asked the Commissioners to decide on the Workgroups they would be interested in joining. It was agreed by all that the Partnerships Workgroup would be

merged with the Neighborhood Outreach Workgroup. After further discussion and agreement, the Workgroup assignments were made as follows:

- A. Neighborhood Outreach: Commissioners Heatwole-Chicks, Hinds, Atkins and Versluis
- B. Leadership Development and Community Events: Commissioners Cole, Jocewicz, Loya, Brown and Abrahams
- C. Neighborhood Grants and 5-Year Revitalization Plan: Commissioners Caufield, Loya, Brown and Sprague

IX. Staff Updates

Ms. Romero provided an update which included the following:

- On 10/3, the GAIN Night was a very successful event with many neighborhoods across Glendale holding gatherings.
- In mid-September, there was a painting project in the Bethany Heights Neighborhood.
- On 10/17, over 200 volunteers are scheduled for multiple improvement projects in the Bethany Heights Neighborhood.
- On 10/24, the Rock-n-Roll Paint-a-Thon will be held. Approximately 150-200 volunteers from The Vineyard Church will be painting four homes in the East Catlin Court Neighborhood.
- The East Catlin Court Neighborhood is submitting a CDBG grant application for approximately \$200,000. The application due date is 10/15.

Mr. Cohrs provided an update which included the following:

- Floralcroft: This design project was approved for full CDBG-R (federal stimulus) funding by the Council in May 2009. Staff is working with the Engineering Department, who will prepare for bidding.
- Thunderbird Palms/Hickory Shadows: The concrete picnic tables were installed last week and this project is now complete.
- GAIN Night Events: This was another very successful night.

The Commissioners who were able to attend events also voiced enjoyment of GAIN night and the opportunity to meet neighborhood leaders and others.

- Commissioner Jocewicz stated that next year, the NPO should seek out the neighborhoods that have signed up for a GAIN event, but did not apply for a grant to assist with expenses.
- Mr. Cohrs confirmed that in order to apply for a Neighborhood Connections grant, a neighborhood must be registered with the NPO.
- Commissioner Caufield enjoyed the presentation by Ms. Evans.
- Commissioner Hinds stated that he had learned many things from Ms. Evan's presentation that he can use both in the Commission and elsewhere.
- Commissioner Heatwole-Chicks was very excited to begin the Workgroups.

- Commissioner Jocewicz stated that there will be more time to get in depth in the Workgroups because there will not be grants this year.
- Commissioner Loya felt the presentation by Ms. Evans was fantastic.
- Commissioner Versluis stated that because the city will be facing more budget tightening, volunteering is especially important at this time.
- Commissioner Atkins enjoyed the meeting.
- Commissioner Abrahams was looking forward to the Workgroups.
- Commissioner Brown enjoyed the meeting and Ms. Evan's presentation.
- Commissioner Cole attended two GAIN night events and had a good time at both.

X. Adjournment

At 8:00 p.m., Commissioner Jocewicz motioned for adjournment. Commissioner Loya made the second. The motion passed 11 - 0.

Respectfully Submitted,

Denise Kazmierczak
Recording Secretary