

Meeting Minutes
CITY OF GLENDALE
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS
Glendale City Hall – Room B-3
5850 W. Glendale Avenue
Glendale, Arizona
Wednesday November 3, 2010
6:00pm

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

MEMBERS ABSENT: Sharon Heatwole-Chicks

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator

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 Commissioner Heatwole-Chicks was absent due to an out-of-town work commitment.

III. Approval of Minutes – October 6, 2010

Commissioner Atkins motioned to approve the October 6, 2010 meeting minutes as written. Commissioner Loya made the second. The motion passed 9 - 0.

IV. Business from the Floor

None.

V. Neighborhood Revitalization Strategies

Mr. Cohrs stated that over the years, this Commission has discussed looking at broader neighborhood revitalization strategies above and beyond the grants process. Mr. Cohrs commented that since neighborhood grants are no longer available due to budget constraints, there is now more time for the Commission to explore these other neighborhood revitalization strategies.

Mr. Cohrs noted that some of the municipalities that the Commission will be looking at include:

- Vancouver, WA
- Eugene, OR
- Houston, TX
- Champaign, IL
- Arlington, TX

Mr. Cohrs displayed the website for the city of Vancouver, WA. The City of Vancouver currently has 63 registered neighborhoods and has very stringent requirements for a neighborhood to be considered active. Mr. Cohrs stated that Vancouver's neighborhood registration requirements are codified, meaning they are documented in a City Ordinance. Mr. Cohrs noted that the City of Vancouver requires that the neighborhood prepare a

Neighborhood Action Planning Kit which is a very detailed description of the neighborhood, its makeup, its challenges and the residents' goals for the future.

Commissioner Hinds liked the concept of the Neighborhood Action Planning Kit but felt that requiring completion of this in-depth document might deter some people from registering their neighborhoods.

Mr. Cohrs displayed the online neighborhood information for Champaign, IL. Mr. Cohrs noted that the Glendale Neighborhood Information System was modeled after the Champaign Neighborhood Information System. Mr. Cohrs added that Champaign has a 5-Year Vision and a 2-Year Action Plan for Neighborhood Wellness. Mr. Cohrs displayed various online webpages which showed how the City of Champaign assesses Neighborhood Wellness.

Mr. Cohrs explained that use of neighborhood assessments can help staff and the Commission reach out to various neighborhoods with the goal of resolving obvious challenges. Commissioner Loya felt it would be best to start with a small neighborhood; Mr. Cohrs agreed.

Commissioner Hinds wondered if the neighborhoods would feel energized to register or band together without an obvious incentive such as grant funding. Mr. Cohrs agreed that this could be a challenge, but added that there are other obstacles in neighborhoods that can be resolved without grant funding, such as code compliance and crime. Chair Sprague stated that residents in her neighborhood came together because of a zoning issue and sometimes it takes only one issue to ignite a neighborhood. Chair Sprague cautioned that once an obvious issue is resolved the ongoing challenge is to keep momentum in the neighborhood. Mr. Cohrs agreed and added that for some neighborhoods, the grant project was the main driver, but other neighborhoods have ongoing issues that need to be repeatedly addressed.

Mr. Cohrs announced that the new Adopt-A-Park program will work as a driver to engage neighborhoods. Mr. Cohrs stated that Sunset Palms, Hidden Meadows and Sierra Verde are three of the pilot parks involved in the program. Mr. Cohrs explained that volunteers will be responsible for various maintenance and clean-up projects at their adopted park. In return, these adopted parks will receive an increased level of service from Parks & Recreation staff when necessary.

Commissioner Loya inquired about federal grants for neighborhood groups. Mr. Cohrs replied that staff is always researching new sources of funding and does apply for federal grants as well. Mr. Cohrs explained that competition for federal funds has greatly increased due to the decrease of local funding.

Mr. Cohrs will email the Commissioners a list of internet links for other city's neighborhood plans and assessments. Mr. Cohrs asked the Commissioners to review the websites and determine which neighborhood assessment, incentive, wellness or engagement concepts could be utilized for Glendale neighborhoods. This agenda item will be re-addressed in January 2011.

VI. 2011 Annual Holiday Event Review

Mr. Cohrs announced that plans must be made for the Annual Holiday Event to be held at the Glendale Adult Center. The Commissioners agreed upon a date of either Tuesday, December 14 or Wednesday, December 15, depending on the availability of the Adult Center. Mr. Cohrs announced a total budget of \$1,300, which is the same as last year.

Chair Sprague suggested that Mr. Cohrs assign event responsibilities to each of the Commissioners. Chair Sprague added that Commissioners should express specific task requests to Mr. Cohrs via email, or at this time.

The Commissioners discussed a theme for the event. Commissioner Caufield suggested that the theme from last year, Holiday Cheers for Glendale Volunteers, be used again as this is an annual event and it is a good theme which should be kept. All agreed. Mr. Cohrs stated that Commissioner Jocewicz came up with this timeless theme last year.

Mr. Cohrs will send the Commissioners the tax letter for donations for the raffle.

Mr. Cohrs suggested that Commissioner Hinds emcee the event. Commissioner Hinds accepted and all Commissioners agreed.

Mr. Cohrs noted that donations for the Vineyard Church Food Bank would be accepted at the holiday event.

Mr. Cohrs estimated a \$500 budget for food, excluding coffee, water and soda. Commissioners Jocewicz, Sprague and Caufield volunteered to be on the Food Committee. Commissioner Cole offered to contact local cooking schools regarding catering of the event.

Mr. Cohrs thanked the Commissioners for their work on the event.

VII. 2010-2011 Commission Work Plan

Mr. Cohrs distributed a final work plan based on Commissioner revisions at the October 6, 2010 Commission meeting. The Work Plan is as follows:

- Promote programs and services to Glendale residents
 - Coordinate with the CSG Neighborhood Connections Hybrid Group
 - Provide information to residents via neighborhood meetings and activities and city events
 - Market and encourage resident participation in Glendale University and other community/civic education classes as necessary.
 - Provide information on programs and services to commercial and non-profit businesses and faith-based organizations
- Follow-up with and track the progress of current neighborhood efforts and, as applicable, apply these efforts in other neighborhoods
 - Provide mentoring to potential neighborhood leaders
- Participate in GAIN Night festivities
- Participate in the Adopt-A-Neighborhood Program
- Coordinate the Annual Holiday Appreciation Event and assist with the Leadership Forum

Mr. Cohrs stated that in January other action items related to the use of the Neighborhood Information System and Neighborhood Action Plans may be considered to be incorporated into the Commission Work Plan.

VIII. Staff Updates

Mr. Cohrs distributed the revised Neighborhood Registration Guidelines which incorporated the changes made by the Commission at the October 6, 2010 meeting.

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 an application for additional funding on October 15, 2010 for FY2011-2012 CDBG funds for construction of Phase 2. CDBG Grant hearings will be conducted in January 2011.
- **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. The date of the dedication event is still pending.

Small Grants:

- The **Tanner Terrace Computer Lab Project** is complete and a dedication was held on Wednesday, October 13 at 2:00 p.m. The City of Glendale presented a plaque to Tanner Terrace. Mr. Ralph Hennen and Ms. Sharon McCurdy accepted on behalf of Tanner Terrace.

Neighborhood Outreach:

- No new neighborhood registrations were processed in October.
- 924 flyers were edited, printed and distributed: 91 for Catlin Court and 833 for Thunderbird Palms/Hickory Shadows.

Community Volunteer Program

- Volunteers from Midwestern University, Modified Motorcycles and Larkspur Christian Church spent more than 240 hours picking up roadside trash for the Adopt-A-Street Program.

Community Mediation Program

- In October, 9 new cases were received, 25 cases remained active and 8 cases were resolved.
- Recruitment for five mediator positions was just completed. Approximately 15 applications were received and 7 applicants were selected for the training program.

Community Education

- The Glendale University Graduate "City Court & Mock Trial" was held September 28-29. Twenty-three students registered to attend the class. This was a well-attended course which will be offered again next year.
- "A Tour of the City Airport" was held at the Glendale Municipal Airport on October 26. Approximately 26 students learned about airport operations and took a tour of the control tower and various aircraft hangars.
- "Don't Be A Victim" is a GU Class scheduled for November 18 from 6:00 p.m. to 8:30 p.m. at the Glendale Adult Center.
- An HOA seminar, "Secrets for HOA's to Collect Delinquent Assessments and Survive These Tough Economic Times" was held on Wednesday, October 13th at the Glendale Adult Center. Thirty students were in attendance.
- Future HOA classes included, "Community Harmony", scheduled for November 17, 2010 at 6:00 p.m. at the Glendale Adult Center.
- The calendar for the Glendale University 101 Spring 2011 Session has been published. Classes begin on March 7, 2011 and there are already 12 attendees registered.

Mr. Cohrs stated that NPO staff has partnered with Parks and Recreation and also the Library Department for use of their contact databases to expand NPO marketing and communication outreach. Mr. Cohrs noted that the new Parks and Recreation offering brochure will now be called "My Community" and will include Glendale University offerings and classes held by the Library.

Upcoming Events

- East Catlin Court Grant Dedication (date to be announced)
- 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. Mr. Cohrs commented that the kick-off for the Granada Estates Adopt-A-Neighborhood Program is scheduled for this date.

Commissioner Atkins attended a GAIN night event and the Tanner Terrace project dedication.

Commissioner Cole enjoyed the meeting; Commissioner Jocewicz agreed.

Commissioner Loya attended and enjoyed seven GAIN night events as well as the Tanner Terrace project dedication.

Commissioner Hinds attended the Tanner Terrace dedication and commented on the successful, efficient use of the small space available.

Commissioner Brown felt the meeting was very good.

Commissioner Caufield stated that she does have some leads for various grants, but noted that applying for federal grants is a very involved process.

Commissioner Versluis attended several GAIN night events and found that most residents are very enthusiastic and had a good attitude toward the City of Glendale.

Chair Sprague thanked the Commissioners for attending the meeting and for the great input provided.

IX. Adjournment

At 7:45 pm, Commissioner Hinds made a motion for adjournment. Commissioner Brown made the second. The motion passed 9 - 0.

Respectfully Submitted,

Denise Kazmierczak
Recording Secretary