

**MEETING MINUTES**  
**City of Glendale**  
**Citizens Advisory Commission on Neighborhoods**  
**Special Summer Meeting**

**August 8, 2009, 8:00 a.m.**  
**Foothills Aquatics and Recreation Center, Gecko Room**  
**5600 West Union Hills Drive**

**MEMBERS PRESENT:** Sharon Sprague, Chair  
Vickie Loya, Vice Chair  
Sharon Brown  
JoAnn Caufield  
Barbara Cole  
Sharon Heatwole  
Bill Jocewicz  
Mathew Versluis

**MEMBERS ABSENT:** Ron Abrahams

**STAFF PRESENT:** Erik Strunk, Community Partnerships Director  
Matt Cohrs, Neighborhood Partnership Administrator  
Josie Romero, Neighborhood Services Coordinator  
Patrick Krause, Neighborhood Services Coordinator

**I. Call to Order**

Chair Sprague called the meeting to order at 8:30 a.m.

**II. Roll Call**

Chair Sprague noted that Commissioner Abrahams was absent. After roll call was completed, Matt Cohrs from the Neighborhood Partnership Office (NPO) informed the commission that Derek Fowler has resigned, as he is moving out-of-state.

**III. Approval of Minutes – June 3, 2009**

**Vice-Chair Loya motioned to approve the minutes of the June 3, 2009 meeting of the Citizens Advisory Commission on Neighborhoods. Commissioner Versluis made the second. The motion passed 8- 0.**

**IV. Opening Comments and Objectives**

The Commission Chair opened the meeting by conducting an overview of the retreat objectives for the day.

**V. Roles and Functions of Neighborhood Partnership Office**

Erik Strunk, Director of the Community Partnerships Department, presented the commission with an overview of the department. Along with the Neighborhood Partnership Office, there are also two other divisions; Neighborhood Revitalization and Housing. Erik provided information about their roles and functions in Community Partnerships, what they do in the city, and how they relate to the commission.

**VI. Neighborhood Improvement Small Grants Program**

NPO staff led a discussion regarding the small grants program (up to \$5,000) and how it will continue to be used as a tool for neighborhoods in the upcoming year. The process

of how neighborhoods apply for grants, required information from the neighborhood, and criteria for rating the grants was covered. In addition, the group talked about how being more flexible with neighborhoods in how the grant funds could be used. Finally staff also reviewed the neighborhood connections grants (up to \$500) and discussed how that program will change this year due to the Turken vs. Gordon ruling. Essentially, once a neighborhood is awarded a connection grant, they can no longer shop for themselves then submit receipts for reimbursement. The NPO now has to directly pay for all items purchased. This will be done by the neighborhood selecting the items they would like from assigned stores and sending the list to the Neighborhood Coordinators, who in turn will order the items.

**VII. Discussion on the Neighborhood Health System (Neighborhood Indicators)**

Staff led a general review and discussion about this project, its current status, and how it will become an important tool for neighborhoods and the city. An overview was given of how the indicators project was initiated and the selected indicators were reviewed and discussed. Staff reviewed the challenges with building such a system and why its proper development is important. As an example, the current Neighborhood Information System was used to show how various data and information can be captured geographically by neighborhoods. This led to discussion about how when the information is viewed like that, it could be subject to interpretation. Matt Cohrs then shared with the commission that that indicator system would essentially take what they are looking at and define what it means.

**VIII. Five Year Revitalization Plan and Commission Work Plan**

Staff provided an overview of the current 5-Year Neighborhood Revitalization Plan, and discussed the development of a new plan during the course of this year. In addition, the FY 2009-2010 Commission Work Plan was briefly discussed and how it will relate to the 5-Year Revitalization Plan. The Commission will further discuss the work plan in more detail at their next meeting.

**IX. Commissioner Comments and Suggestions**

The next meeting is scheduled for Wednesday, September 2, 2009, 6:00 p.m., City Hall, Room B-3.

**X. Adjournment**

**Chair Sprague motioned to adjourn the meeting at 11:40 am. Commissioner Brown made the second. The motion passed.**

Respectfully submitted,

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Matt Cohrs  
Neighborhood Partnership Administrator