

## Meeting Minutes

**CITY OF GLENDALE  
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS  
Glendale City Hall – Room B-3  
Wednesday, November 2, 2011  
6:00 p.m.**

MEMBERS PRESENT: Vickie Loya - Chair  
Barbara Cole - Vice Chair  
Sharon Brown  
Matthew Versluis  
John Geurs  
Alfred Dixon  
Rebecca Ontiveros  
Manuel Cruz  
Sharon Sprague  
Jonathan Larkin

MEMBERS ABSENT: Jo Ann Caufield

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator

**I. Call to Order**

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

**II. Roll Call**

Chair Loya conducted roll call. Commissioner Caufield was not present.

**III. Approval of Minutes – October 5, 2011**

**Commissioner Geurs motioned to approve the October 5, 2011 meeting minutes as written. Commissioner Sprague made the second. The motion passed 10 - 0.**

**IV. Business from the Floor**

None.

**V. Review of Neighborhood Capacity Grant Applications**

Mr. Cohrs announced that there were three applications for a Community Building and Events Grant for the November 5, 2011 GAIN night and one application for a Neighborhood Activities Grant. The Commissioners were previously provided with all the grant applications for an in-depth review. Mr. Cohrs welcomed all of the neighborhood leaders and other residents in attendance for support of the requests.

**1. Palm Shadows Resident Association: \$125 grant request:**

Ms. Janet Breit presented the grant request for the neighborhood and has been the Block Watch Captain and planner of the GAIN night event for the past nine years. Ms. Breit explained that Palm Shadows is a 55+ mobile home park community. Ms. Breit stated that the grant funds would be used for GAIN night event supplies including food. Ms. Breit sadly announced that over the summer, a resident did not have air conditioning and the resident died in his home. Ms. Breit commented that at the GAIN night event and also as Block Watch Captain, there will be added

attention to emergency preparedness and increased neighbor-to-neighbor outreach. Ms. Breit expected 30 to 60 people in attendance at the event.

**Commissioner Cruz motioned to approve the \$125 Community Building and Events Grant request made by the Palm Shadows Resident Association for a GAIN Night event on November 5, 2011. Commissioner Brown made the second. The motion passed 10 - 0.**

2. Sahuaro Park West Neighborhood Association: \$500 grant request

Mr. Cohrs presented the grant request because the neighborhood representatives were unable to attend the meeting.

Mr. Cohrs explained that the neighborhood leader, Ms. Marilyn E. attended Glendale University in the Spring and at that time expressed interest in reviving her neighborhood. Mr. Cohrs worked with Ms. Marilyn E. in order to assist in registering her neighborhood with the Neighborhood Partnership Office.

Mr. Cohrs stated that the kick-off event for this neighborhood is a GAIN night event which will be held at a ramada in Sahuaro Ranch Park. The grant funds will be used for beverages, healthy snacks, paper goods and a display board to be utilized for posting neighborhood information.

Mr. Cohrs noted that the neighborhood is requesting \$500: \$250 for the GAIN event and \$250 for a Spring event.

Chair Loya inquired about the Spring event. Mr. Cohrs replied that the event has not been planned yet. Mr. Cohrs explained that the goal of allowing the neighborhoods to request funding for two events at a time is to get the neighborhood to commit to another event.

Mr. Cohrs added that the neighborhood will not receive the funds for the Spring event until planning is done in the Spring and at that time, staff will accompany the neighborhood leader on the shopping trip for the event supplies. If no event is held, the neighborhood will not receive the funds.

Mr. Cohrs also noted that the grant requests are a maximum amount and if the full amount of the request is not spent on the shopping trip with staff, the balance remains in the city account.

Commissioner Cole inquired as to how many people would attend the event. Mr. Cohrs estimated about twenty or more because it is a new neighborhood. Mr. Cohrs expected more attendance at the second meeting.

Chair Loya wondered if the display board would be permanent. Mr. Cohrs stated that the display board would not be permanently displayed in the neighborhood, but is a very sturdy item which would be used for the events and any neighborhood meetings.

**Commissioner Geurs motioned to approve the Community Building and Events Grant request made by the Sahuaro Park West Neighborhood Association in the amount of \$250 for a GAIN Night event on November 5,**

**2011 and in the amount of \$250 for a Spring Event. Commissioner Cole made the second. The motion passed 10 - 0.**

3. Sands West Neighborhood: \$500 grant request

Ms. Nancy Steindam was the neighborhood representative in attendance to present the grant request. Ms. Steindam stated that the neighborhood has been registered with the Neighborhood Partnership Office (NPO) and has been a very active neighborhood. Ms. Steindem noted that most recently, in June of 2011, the neighborhood was awarded a plaque in recognition of its participation and achievements in the Adopt-A-Park Program.

Ms. Steindam stated that there are 80 homes in the neighborhood. Ms. Steindam commented that the last neighborhood meeting was held in a private home and twenty-nine people were in attendance. Ms. Steindam felt that holding the GAIN Event at a park would result in more attendees.

Ms. Steindam distributed flyers for the event and secured the following outside donations: \$20 spending card from Walmart, \$10 spending card from Starbucks and water and kid's drinks from Costco.

A resident in attendance in support of the request stated that the community is evolving and is comprised of a variety of neighbors. The resident also praised Ms. Steindam's accomplishments as a neighborhood leader. The resident added that there have been thefts in the neighborhood recently and this issue will be discussed at the GAIN event.

Commissioner Geurs requested clarification of event details. Ms. Steindam stated that there will be sub-sandwiches and pizza for the GAIN night but the Spring Event has not been planned yet.

**Commissioner Sprague motioned to approve the Community Building and Events Grant request made by the Sands West Neighborhood Association in the amount of \$250 for a GAIN Night event on November 5, 2011 and in the amount of \$250 for a Spring Event. Commissioner Dixon made the second. The motion passed 10 - 0.**

4. La Fontana Heights Neighborhood: \$1,000 grant request

Mr. Cohrs announced that this request is for a Neighborhood Activities Grant which will include activities such as painting homes and clean-up. Mr. Cohrs added that volunteers from Vanguard have graciously offered to perform the tasks.

Ms. Marianne Kempton, the neighborhood leader, explained that when Vanguard expressed interest in a volunteer project, Ms. Josie Romero and Ms. Kempton canvassed the neighborhood to determine projects that would be doable under the grant guidelines. Ms. Kempton announced that three homes will be painted, gravel will be spread in two yards and landscaping will be performed in one yard.

Mr. Cohrs clarified that the residents chosen to receive the assistance had to fall in the elderly, low-income and/or disabled categories in order to qualify.

Ms. Cohrs noted that Rebuilding Together was to provide the paint for the projects, but this is no longer occurring and so the neighborhood is turning to the Commission for grant funds to purchase the paint.

Ms. Kempton commented that for the yards in which gravel will be spread, the homeowners are providing the gravel.

Ms. Kempton added that the 100 Vanguard volunteers will complete these projects in four hours. Commissioner Cole wondered if this would be enough time to complete the projects. Mr. Cohrs explained that four hours with 100 volunteers should be enough to handle the workload and furthermore, prevent volunteer burnout.

Commissioner Dixon wondered if any of the recipient homeowners were providing sweat equity. Ms. Kempton replied that four of the six will be helping, but two of the homeowners are elderly and unable to participate.

Commissioner Geurs inquired about the preparation for painting. Mr. Cohrs commented that the homes will be power-washed prior to the volunteer event. Ms. Kempton added that the homeowners have committed to clearing the area near the walls to be painted.

**Commissioner Brown motioned to approve the Neighborhood Activities Events Grant request made by the La Fontana Heights Neighborhood in the amount of \$1,000 to be used for the completion of three painting projects, two gravel spreading projects and one landscaping project as presented for elderly, low-income or disabled homeowners. Commissioner Ontiveros made the second. The motion passed 10 - 0.**

#### **VI. Parliamentary Procedure**

Mr. Cohrs stated that periodically, as membership for the Commission changes, a review of Parliamentary Procedures is done to ensure the Commissioners understand and utilize the process of maintaining order meeting flow.

Mr. Cohrs distributed information to the Commissioners regarding the basic rules of Parliamentary Procedure, which included the following information:

- How to address other Commissioners
- How to request recognition to speak
- How to make a motion and a second
- How to conduct a vote
- The purpose and definition of an agenda
- A list of Parliamentary Terms

Mr. Geurs noted that strict Parliamentary Procedure calls for a motion being made and seconded and then discussion is held, whereby sometimes in the Commission, discussion is held and then a motion is made and seconded and a vote is called. Mr. Cohrs agreed, noting that with the amount of members on the Commission it has historically been easier to hold discussion prior to a motion, especially on a more in-depth topic in order to avoid confusion from many motions being made and withdrawn. Mr. Cohrs added that although the Commission does follow Parliamentary Procedure, some of the stricter rules are not adhered to in order to allow for a more efficient flow of the meeting.

**VII. Target Area Discussion with the Community Action Team (CAT)**

Mr. Cohrs reminded all present that at previous Commission meetings, the Commissioners utilized the Neighborhood Indicator System to agree upon two Target Areas for the focus of sustained revitalization efforts. Mr. Cohrs noted that the agreed upon Target Areas are census tract #092800 and census tract #092714. The boundaries for tract #092800 are 59<sup>th</sup> Avenue to 67<sup>th</sup> Avenue from Glendale to Bethany Home Road. The boundaries for tract #092714 are 67<sup>th</sup> Avenue to 75<sup>th</sup> Avenue from Glendale to Bethany Home Road.

Mr. Cohrs distributed information from the Neighborhood Indicator System for tract #092714 and #092800 as well as Fiscal Year Strategies for both tracts.

The Fiscal Year Strategy for **tract #092800** was written and presented as follows:

1. Engage Identified Partners to discuss the areas and talk about ways we can work together in the area
  - a. Harold W. Smith Elementary School
  - b. Boys and Girls Club
2. Identify specific sections of the census tract area to begin revitalization efforts
  - a. 59<sup>th</sup> Avenue to 63<sup>rd</sup> Avenue, Maryland to Bethany Home Road
  - b. 63<sup>rd</sup> to 67<sup>th</sup> Avenues, Maryland to Bethany Home Road (67<sup>th</sup> Avenue and Bethany Home)
3. The Commission on Neighborhoods, the NPO and the CAT team will work to involve members of the surrounding neighborhoods and conduct outreach activities
4. The Commission and the NPO will begin to engage more partners in the area
  - a. Faith-based organizations
  - b. Businesses
  - c. Non-Profits
  - d. Other City Departments
5. The Commission and the NPO will research the availability and potential involvement of various programs and services in the area
  - a. Workforce Development
  - b. Educational Opportunities
  - c. Crime Prevention (CAT)
  - d. Park Watchers and Adopt-A-Park
  - e. Health Care Services
  - f. Home Ownership

The Fiscal Year Strategy for **tract #092714** was written and presented as follows:

1. Engage Identified Partners to discuss the areas and talk about ways we can work together in the area
  - a. Desert Garden Elementary School
  - b. Challenger Middle School
2. Identify specific sections of the census tract area to begin revitalization efforts
  - a. 67<sup>th</sup> Avenue to 75<sup>th</sup> Avenue, Glendale to Bethany Home Road
3. The Commission on Neighborhoods, the NPO and the CAT team will work to involve members of the surrounding neighborhoods and conduct outreach activities
4. The Commission and the NPO will begin to engage more partners in the area
  - a. Faith-based organizations

- b. Businesses
  - c. Non-Profits
  - d. Other City Departments
5. The Commission and the NPO will research the availability and potential involvement of various programs and services in the area
- a. Workforce Development
  - b. Educational Opportunities
  - c. Crime Prevention (CAT)
  - d. Park Watchers and Adopt-A-Park
  - e. Health Care Services
  - f. Home Ownership

Mr. Cohrs stated that with the formal strategies in place, staff and the Commission can begin to create a plan, detail action steps and begin implementation.

Chair Loya wondered what the Commission's first steps would be in regards to the strategies. Mr. Cohrs replied that he will draft more specific plans and action steps, but the strategy provides the structure for the more detailed plan. Mr. Cohrs also stated that the neighborhood revitalization will begin in a broad sense by first firming up the plan and then working with the neighborhood partners to determine the finer details.

Commissioner Cole suggested working with a neighborhood that was once active but has since become inactive. Commissioner Cole felt there might still be some contacts and capacity left in that type of neighborhood. Mr. Cohrs agreed.

Chair Loya wondered if staff had contacted the Boys and Girls Club regarding a partnership. Mr. Cohrs replied in the negative adding that he wanted to ensure the Commission agreed with the overall strategy first.

Commissioner Larkin suggested that an avenue of healthcare might provide a way into some of the neighborhoods. Commissioner Larkin commented that many low-income people have limited access to healthcare and this could be an area for outreach. Mr. Cohrs agreed noting that there are many residents on AHCCCS who do not know how to maneuver the healthcare system to utilize their benefits. Mr. Cohrs felt that a very helpful future project could be to have a faith-based healthcare advocacy group.

Commissioner Larkin was recently made aware of a private, low-cost healthcare option available in Arizona that has approximately 4,000 participants. Commissioner Larkin will forward further information to Mr. Cohrs.

Commissioner Cole inquired as to what would be done in the target neighborhoods. Mr. Cohrs stressed that it is important not to overpromise actions or changes in the neighborhood. Mr. Cohrs explained that the first goal is to identify leaders in the neighborhood, develop a relationship with them and then develop a larger relationship with the base of the neighborhood. Mr. Cohrs noted that the model used with Faith Bible Church at Grenada Estates has been very successful. Mr. Cohrs stated that with Faith Bible Church working together with staff and the local school, strides have been made to build a relationship with the neighborhood.

The Commissioners agreed by consensus that the overall strategies provided were a good direction for the project. Mr. Cohrs will provide more specific information in January 2012.

Commissioner Geurs wondered if more detailed information would be provided regarding the neighborhood indicators for the chosen neighborhoods. Mr. Cohrs agreed.

Commissioner Geurs stated that sometimes a neighborhood becomes inactive simply because the neighborhood leader moved and others do not take over the responsibility.

Commissioner Cole stressed that it is important to include the schools because the children can get their parents involved in the community. Chair Loya Cole added that if the children become involved in their own community, they will take more pride in it.

Mr. Cohrs thanked the Commission for their feedback this evening.

#### **VIII. Commission Work Groups**

Mr. Cohrs confirmed the Work Group participants as follows:

1. Neighborhood Capacity Building & Grants
  - Chair Loya, Commissioner Sprague, Commissioner Cole and Commissioner Cruz (lead)
2. Event Planning & Neighborhood Engagement
  - Chair Loya, Commissioner Sprague and Commissioner Brown (lead)
3. Research, Evaluation & Training
  - Commissioner Geurs, Commissioner Versluis and Commissioner Caufield (lead)
4. Partnerships & Community Outreach
  - Commissioner Brown, Commissioner Cole, Commissioner Ontiveros and Commissioner Geurs (lead)

Mr. Cohrs noted that the Event Planning Work Group will soon be busy planning the annual Holiday Event. Mr. Cohrs stated that the Event will again be held at the Glendale Adult Center.

Commissioner Geurs wondered if the Work Groups had to follow the specific rules of the Open Meeting Law, such as having meeting minutes taken or an agenda prepared. Mr. Cohrs replied that the Work Groups are capped at four members, which is not a quorum. Furthermore, the Work Groups do not vote on issues. Mr. Cohrs explained that because a staff member is present at the Work Group meetings, staff may bring along an outline for discussion or take notes.

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

Mr. Cohrs gave an update on the following staff activities:

##### **Neighborhood Outreach –**

- Staff printed and distributed 1,410 newsletters/flyers in October for the following neighborhoods: Maryland Manor, 158 newsletters/flyers; Thunderbird Palms/Hickory Shadows, 852 newsletters/flyers; and Sahuaro Park West Neighborhood Association, 400 newsletters/flyers.

##### **Community Volunteer Program –**

- During the month, more than 400 volunteers completed 1,920 volunteers hours that totaled \$41,045 of volunteer dollars. Projects included:

- Volunteers from Red C Products, Midwestern University and GCC Pre-Pharmacy Club completed their quarterly Adopt-A-Street cleanup projects.
- More than 280 volunteers painted 15 homes in Glendale on Saturday, October 22 as part of the 8<sup>th</sup> annual Rock & Roll Paint-A-Thon. The program is sponsored by Rebuilding Together, who provides the paint, supplies and t-shirts for volunteers.
- Volunteers from the Vineyard Church painted 5 homes in the Blue Sky Estates mobile home park at 4800 W. Ocotillo.
- More than 100 volunteers from Faith Bible Church painted 5 homes in the Granada Estates Mobile Home Park. Thirty students from Raymond Kellis High School also helped paint the homes. Commissioner Cole also participated in the event.

### **Community Mediation –**

During the months of October:

- 11 new mediation cases were received
- 36 cases were active
- 13 cases were resolved with mediation services

One Police Department case was mediated on October 3, 2011 which resulted in an understanding of the situation.

### **Community Education –**

- Glendale University 101 Fall 2011 Session started on Thursday, September 8.
- On October 26, the HOA a’la carte class, “The Top 10 Things Your HOA Needs to Know About Community Association Law” was well attended with 20 participants. Ms. Beth Mulcahy presented the material.
- On November 29, Judge Finn will present the GU Graduate Course “Learn What Occurs at Court Outside the Courtroom. On November 30, Mr. Rob Walecki, City Prosecutor, and Judge Burkholder will present a mock trial.

### **Upcoming Neighborhood and Community Events –**

- Vanguard “Make A Difference Day”: Close to 100 volunteers from Vanguard will participate on Saturday, November 5. Volunteers will paint homes, cleanup yards and perform minor home repairs for residents in the LaFontana Neighborhood. Volunteers will also complete park improvements in Bicentennial Park.
- Students from the Thunderbird School of International Management will volunteer for their “Thunder Cares” day on Saturday, November 19. The projects have not been finalized yet.
- Financial management classes are being offered by the Thunderbird School of International Management. There will be four classes at the Foothills Recreation Center and so far, eight participants have registered.

Chair Loya asked for Commissioner comments.

Commissioner Cruz felt the meeting was very good and was pleased to see more neighborhoods requesting grants. Commissioner Cruz intends to attend a few of the GAIN events with his daughter.

Mr. Cohrs will distribute a list of neighborhood GAIN night events to the Commissioners.

Commissioner Dixon will volunteer for a work group after the first of the year as he is wrapping up a few prior commitments.

Commissioner Ontiveros welcomed new Commissioner Larkin and Commissioner Cole echoed the sentiment.

Chair Loya thanked Commissioner Larkin for his participation in the meeting.

Commissioner Sprague welcomed Commissioner Larkin.

Commissioner Geurs requested information on the results of the grants, such as how much was spent in total and if the neighborhood events were successful. Mr. Cohrs agreed, adding that this would be included in the Staff Report.

Commissioner Brown appreciated the review of Parliamentary Procedure and welcomed new Commissioner Larkin.

Commissioner Versluis looks forward to attending a few of the GAIN events.

**VIII. Adjournment**

**Commissioner Sprague motioned to adjourn the meeting at 8:50 p.m. Commissioner Cruz made the second. The motion passed 10 - 0.**

Respectfully Submitted,

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Denise Kazmierczak  
Recording Secretary