

**MEETING MINUTES  
CITY OF GLENDALE, ARIZONA  
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS MEETING**

GLENDALE CITY HALL, ROOM B-3  
5850 W. GLENDALE AVENUE  
**Wednesday, January 7, 2009  
6:00 p.m.**

MEMBERS PRESENT: Mike Nave, Chair  
Marianne Del Debbio, Vice Chair  
Derek Fowler  
Donna Duggins  
Sharon Brown  
Vickie Loya  
Mathew Versluis  
Bill Jocewicz  
JoAnn Caufield  
Sharon Sprague

MEMBERS ABSENT: Lynda Vescio

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator  
Patrick Krause, Neighborhood Services Coordinator

**I. Call Meeting to Order**

Chair Nave called the meeting to order at 6:00 P.M.

**II. Roll Call**

Chair Nave took roll call and noted Commissioner Vescio was absent, and welcomed new Commissioners Versluis and Fowler.

**III. Approval of Minutes – October 1, November 5, 2008 and November 12, 2008**

Mr. Cohrs noted that on the October 2008 minutes, the vote on the motions passing that were recorded as “10 – 0” and should be changed to “8 – 0”.

**Commissioner Loya motioned to accept the minutes with the changes noted. Commissioner Brown made the second. The motion passed 10 – 0.**

**IV. Business from the Floor**

None.

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

Mr. Krause introduced Mr. and Mrs. Arnold of the Arrowhead Ranch Phase III Homeowners Association.

Mrs. Arnold explained that the \$1,880.00 request is for assistance with renovations of two entryway monuments. One monument is located at the northeast corner of 67<sup>th</sup> Avenue and Arrowhead Loop and the other is located at 63<sup>rd</sup> Avenue and Tonopah.

The entire project cost is estimated at \$5,570 and the Association will pay \$3,690 or two-thirds of the cost.

The scope of the project is as follows:

- Renovation of the two entry monuments
- Addition of facia stone on existing columns
- Addition of facia stone on bottom of existing sign
- Replace lettering

Mrs. Arnold stated that there were other monuments in the community that were in need of updating, however, those projects would be addressed in the future. The community would like all of the entryway monuments to look the same for consistency.

**Commissioner Del Debbio motioned to approve the \$1,880 small grants request for the Arrowhead Ranch Phase III HOA for the two entry monuments as described. Commissioner Duggins made the second. The motion passed 10 – 0.**

#### **VI. Community Assessment and Community Indicator Update**

Mr. Cohrs stated that as part of the city's 5-year Neighborhood Revitalization Plan, staff has been working to develop a Community Indicator System using GIS as a basis for capturing the data. The end goal of the system is to more effectively assess and assist neighborhoods with their specific needs.

Currently, the city has a Neighborhood Information System which is on [www.glendaleaz.com](http://www.glendaleaz.com). This system provides a "statistical snapshot" of a specific area of the city as chosen by the user. Samples of data include crime statistics, code statistics, land-use designations, historic districts, detailed census data, registered neighborhoods and a listing of community amenities (parks, schools, etc.)

Aside from the Neighborhood Information System, staff has been creating the Community Indicator System. The intent of this system is to identify, select and use benchmark indicators which can be measured over time and lead to more comprehensive strategic planning for neighborhood revitalization. This initiative will identify and distinguish neighborhoods that exhibit different conditions ranging from those needing little or no assistance to those in various stages of transition. The consulting firm, Urban Environment Research (UER) has been contracted to work with the city in developing the system. Phase I of the project was completed in April 2008. Basically, this phase established the methodology of the project and the indicators that were to be used.

Phase II of the project is the actual physical assessment of the neighborhoods and data collection. Housing conditions are a major indicator of neighborhood condition.

Staff has partnered with a company that is performing an assessment of street conditions and will mount cameras on the sides of that company's van hooked up to GPS locators in order to take pictures of homes and document their condition. This will initially be done in select sections of the city and should begin this week.

Commissioner Caufield wondered how this information would impact the census. Mr. Cohrs stated that the census would actually be used for data in the system. Mr. Cohrs explained that after the 2010 census, census data will be updated at the census tract level on an annual basis.

Chair Nave commented that it appears that this system will have great capability to add new data, link current data with new data and use all of that data as a strategic tool for neighborhood assessment and improvement. Chair Nave was very impressed with the level of detail of the project.

Mr. Cohrs stated that he would give another update of the system once the housing assessment was completed.

#### **VII. Workgroups and Commission Work Plan**

Mr. Cohrs stated that with the addition of the two new Commissioners, the Commission is fully staffed for the rest of the year. Mr. Cohrs thanked the new Commissioners for their participation on the Commission and stated that the new Commissioners will shortly be joining a workgroup.

Mr. Cohrs gave a presentation on the roles and activities of each workgroup.

- 1.) Neighborhoods Outreach (Commissioners Vescio, Del Debbio and Loya)
- 2.) Leadership Development and Community Events (Commissioners Duggins, Brown and Sprague)
- 3.) Neighborhood Grants (Commissioners Brown and Caufield)
- 4.) Partnerships (Commissioners Caufield, Del Debbio and Loya)

Mr. Cohrs will work with the Neighborhoods Outreach workgroup regarding the best plan for contacting neighborhood leaders.

Mr. Cohrs complimented the Leadership and Community Events workgroup on putting together a wonderful holiday party at which approximately 250 people attended. Mr. Cohrs noted that the workgroup did a fantastic job with the small budget available.

Mr. Cohrs stated that there is a mentoring program available for the two new Commissioners and if interested, they should contact Commissioner Duggins.

Mr. Cohrs encouraged all Commissioners to attend the dedications of completed grant projects as this brings the project cycle full circle.

Mr. Cohrs stated that he and Mr. Krause met with a group of alumni from the GU program and will be working on a plan for next steps for the alumni.

Mr. Krause noted that January 22, is Neighborhood Day at the Legislature. The city of Glendale will be running its own program this year and all are encouraged to sign up. Breakfast will be held at the Civic Center.

Mr. Cohrs praised the Commissioners for their hard work in the workgroups.

#### **VIII. Director/Staff Reports**

Mr. Cohrs provided an update including the following highlights.

##### **Fall 2007 Grants:**

- East Catlin Court Streetscape Design: The design work has been completed and was submitted to the city for final review. The plans were approved and this project will continue to move forward.

##### **Spring 2008 Grants:**

- East Catlin Court Historic District: Staff has been working with the neighborhood to prioritize the eleven projects and is moving ahead with the initial ones. Four homes

were painted on Saturday, October 18. Weed control has been started and all easements have been sprayed. The new street signs have been received and will be installed in the next month.

- Thunderbird Palms Neighborhood: A “Community Build” is currently being planned. Residents of the neighborhood along with community volunteers will help install the new “EVOS” structure in their neighborhood park as part of their sweat equity for this grant. Staff is meeting with the neighborhood and the EVOS vendor tomorrow night to set a date.
- Thunderbird Acres Unit #1: R&S Construction was selected to construct the project at a cost of \$49,500. Construction began September 22 and 65<sup>th</sup> Drive is completed. The driveway aprons on Pershing are now being worked on with two already completed.

### **Fall 2008 Grants:**

Staff is meeting with leaders of the following neighborhoods to sign their grant agreements. A preliminary review meeting with Engineering will also be held in early January on each of the projects.

- East Catlin Court Historic District
- Floralcroft
- Sands West
- Thunderbird Palms/Hickory Shadows
- Arrowhead Ranch Phase II
- Arrowhead Lakes
- Maryland Heights II
- Emerald Point

Mr. Cohrs announced upcoming Community Volunteer Program opportunities:

- Saturday, January 12: Martin Luther King Service Day
- January 31: through March 7: Team Building projects
- February 21: Annual Serve Day
- March 28: Cesar Chavez Day of Service

Mr. Krause provided updates on Community Education:

- Staff is working with Ms. Beth Mulcahy in order to set up a foreclosure seminar by the Beth Mulcahy Law Firm during the last week of February.
- Staff is working to set up a tour of the Coyote’s Arena a Glendale University 101 Graduate Course.
- Staff is also working to set up tours of the Public Safety Training Facility, the Glendale Airport and the recycling facility.
- Staff is trying to set up a class for youth on finances. Information would include how to manage a checkbook, how to finance a car as well as every day financial topics. Staff is looking to partner with Credit Union West on this course.

### **IX. Commission Comments and Suggestions**

Commissioner Duggins mentioned that she attended many GAIN activities and apologized that she had to miss this past grant cycle.

Commissioners Brown and Caufield felt it was a very good meeting.

Chair Nave was impressed how the neighborhoods in the grant cycle were willing to work with each other to accommodate the budget so that all neighborhoods could have their key needs met. Chair Nave praised the success of the holiday party and stated that with all of the many

new Commissioners on board this year, the Commission has quickly come together to do a great job.

Commissioner Del Debbio was looking forward to updates of the GIS system and enjoyed the presentation on workgroups.

Commissioner Loya welcomed the new Commissioners and commented that the recent grants hearings were more of a true community night and not simply neighborhoods working on an individual basis.

Commissioner Sprague commented on how wonderful the holiday event was. Commissioner Jocewicz agreed.

Commissioners Fowler and Versluis both indicated they were happy to be on the Commission and looking forward to getting to work.

**X. Adjournment**

**Commissioner Caufield motioned to adjourn the meeting at 7:00 p.m. Commissioner Loya made the second. The motion passed 10 – 0.**

Respectfully submitted,

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Denise Kazmierczak  
Recording Secretary