

**MEETING MINUTES  
CITY OF GLENDALE  
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS  
Glendale City Hall – Room B-3  
Wednesday, May 6, 2009  
6:00 p.m.**

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

MEMBERS ABSENT: Lynda Vescio

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator  
Josie Romero, Neighborhood Services Coordinator  
Angie Wilkie, Neighborhood Services Coordinator  
Gilbert Lopez, Revitalization Administrator

- I. **Call to Order**  
Chair Nave called the meeting to order at 6:00 p.m.
  
- II. **Roll Call**  
Chair Nave conducted roll call and noted that Commissioner Vescio was absent. Chair Nave welcomed new Commissioner Heatwole, who filled the permanent vacancy of Vice-Chair Del Debbio.
  
- III. **Approval of Minutes – April 1, 2009**  
**Commissioner Jocewicz motioned to approve the April 1, 2009 meeting minutes as written. Commissioner Loya made the second. The motion passed 10 – 0.**
  
- IV. **Business from the Floor**  
None.
  
- V. **Review of Neighborhood Connection Grant Applications**  
Mr. Cohrs introduced Ms. Cathy Bouzek and Mr. Jack Zatz of the Trends 84 HOA. The neighborhood extends from 43<sup>rd</sup> Avenue to 44<sup>th</sup> Drive, and Northern to Frier and consists of 198 homes.

Ms. Bouzek explained that the neighborhood would like to hold a community party on May, 10<sup>th</sup> in order for the people in the neighborhood to meet each other and form friendships. The funds will be used for food and basic supplies. Ms. Bouzek

commented that this grant would mean a lot to the neighborhood because the HOA Board has recently turned over and the new Board has had an uphill climb overcoming various issues.

**Commissioner Duggins motioned to approve the Trends 84 HOA Community Connection grant request as presented. Commissioner Versluis made the second. The motion passed 10 – 0.**

Chair Nave complimented the neighborhood leaders on a complete and concise grant application and wished them well.

**VI. Community Development Advisory Commission (CDAC) Overview**

Mr. Cohrs introduced Mr. Gilbert Lopez, Administrator in the Neighborhood Revitalization Division, and Ms. Susan Jernigan, Vice-Chair of CDAC.

Mr. Lopez explained that the Neighborhood Revitalization Division acts as stewards of federal funds such as the Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG). Mr. Lopez and the department staff receive numerous grant applications for federal funding. The applications are compiled in both paper and electronic format and are presented to the CDAC, which is comprised of 11 members, for review and final recommendation to Mayor and Council. Each agency requesting funds makes a presentation at a CDAC hearing. The Commission then must make very difficult funding decisions as there are more requests than funds available. Mr. Lopez stated that approximately 22 non-profits (such as Habitat for Humanity, St. Mary's Food Bank, the Boys and Girls Clubs, CASS) and even city departments are funded each year. Mr. Lopez stressed that his department takes their job very seriously and closely monitors the agencies receiving the funding. In FY2008-2009, Glendale received \$2.2 million in CDBG funding as well as \$651,624 in HOME funds. Furthermore, Mr. Lopez and his staff are in charge of managing the recently federal stimulus funding (CDBG-R) received by the city of Glendale.

Ms. Jernigan stated that she has served on CDAC for about four years and has enjoyed the experience immensely. Ms. Jernigan explained that the basic job of CDAC is to review all of the grant applications compiled by Mr. Lopez and his staff. Information presented in the grant application includes the application itself, the agency financials and accountability and reporting information. Ms. Jernigan stressed that the task can be difficult and heart wrenching as there are so many needed agencies and only so much money available. The needs of the city and Glendale residents are of the utmost importance.

Mr. Lopez commented that there are very strict guidelines when working with federal funding. For example, Mr. Lopez noted that only 15% of CDBG funding can be awarded to public services, however, the need in this area is so large that less than 50% of the requests are funded. Mr. Lopez explained that most of the federal monies benefit low to moderate income people or areas. However, the stimulus money has different requirements in order to stimulate the economy and create jobs.

Mr. Cohrs noted that the Partnerships Office can sometimes work hand-in-hand with Mr. Lopez as in the recent case of the Floralcroft Neighborhood. The Floralcroft

Neighborhood previously received a design grant from the Citizens Advisory Commission on Neighborhoods and will now be receiving stimulus funding for the construction of the project. This was due to direct communication between Mr. Cohrs and Mr. Lopez. Furthermore, CDBG funding has been utilized for the East Catlin Court neighborhood.

Commissioner Fowler wondered if state funding was available for CDBG grants. Mr. Lopez replied that because of the size of Glendale, state funding is not available. Typically, state funding is only awarded to smaller cities.

Chair Nave thanked Mr. Lopez and Ms. Jernigan for their presentation.

**VII. State of Arizona Appeals Court Ruling – NPO Program Impacts**

Mr. Cohrs announced that due to the court ruling on *Turken vs. Gorden*, government expenditures cannot unduly promote a private interest and expenditures cannot foster or promote purely private or personal interests. Essentially, any neighborhood improvement grants which deal with improvements to private property are no longer permissible because of the benefit or gain of the private interest.

Mr. Cohrs stated that this ruling impacts two active Neighborhood Improvement Grants: the Spring 2009 East Catlin Court grant and the Fall 2008 Maryland Heights grant.

Mr. Cohrs proposed the following recommendations for alternative use of the grant funds:

- **East Catlin Court (Spring 2009):** \$80,000 was originally granted to be utilized for 11 improvement projects in the neighborhood. \$70,000 is allowable to use from the original \$80,000 granted. \$45,000 of funds will go to streetscaping construction design on Northview Avenue and the east side of 57<sup>th</sup> Avenue. \$25,000 in funding will be used to add or improve driveway aprons in the neighborhood.
- **Maryland Heights (Fall 2008):** The original grant was to improve drainage and repair parking areas in the HOA complex. Because the entire HOA is on private property there are no other options for using the grant funds in this neighborhood.

Mr. Cohrs also noted that the Small Grants Program, with grants up to \$5,000, can continue as long as the grant projects do not involve improvements to private property. However, a common item that neighborhoods use small grants for, neighborhood entry monuments, will not be allowable in many instances as they are usually on private property. Regarding the Community Connection grants (up to \$500) for neighborhood events, these now must be a joint request between NPO and the neighborhood and the event must be open to the public. This will be done via press releases by the NPO.

**Commissioner Jocewicz motioned to approve the staff recommendations for alternative uses of the East Catlin Court Neighborhood and Maryland Heights HOA grant funds due to the recent court ruling of *Turken vs. Gordon*. Commissioner Duggins made the second. The motion passed 10 – 0.**

**VIII. Commission on Neighborhoods Mentoring Program**

Mr. Cohrs encouraged all new Commissioners to utilize the mentoring program which was created by Chair Nave, Commissioner Duggins and previous Commissioner McDonald. The document was included in the Commissioners packet. Mr. Cohrs praised the content of the program and stressed its importance. Mr. Cohrs noted that this could be very useful in the upcoming fiscal year as the majority of Commissioners are relatively new. Commissioner Duggins described how she previously mentored two new Commissioners. Commissioner Jocewicz suggested that mentoring be incorporated in the workgroup meetings.

Mr. Cohrs announced that Commissioner Sprague was appointed as the Vice Chair of the Commission at the last Council meeting.

**IX. Commission on Neighborhoods Outreach to Neighborhoods**

Mr. Cohrs provided an update on Neighborhood Outreach:

- There are 200 registered neighborhoods.
- 8 Commissioners are participating in making contacts with neighborhood leaders in these neighborhoods.
- A number of standardized questions are used to obtain important information.
- The goal is to make contact, keep the neighborhood leader list accurate and determine the needs of the neighborhoods.

Commissioners commented that many neighborhood leaders were very positive and enjoyed the method of outreach.

Commissioner Sprague suggested that because the Leadership Forum was fast approaching, the outreach phone calls should include encouragement of nominations for the SPARK Awards. The due date for nominations is May 15<sup>th</sup>.

**X. Staff Updates**

Mr. Cohrs comments included the following:

- The Neighborhood Indicators Project is moving along and this month, Staff will be reviewing housing conditions. A full update will be given at the next Commission meeting in June.
- The Leadership Forum will be held on Saturday, June 27<sup>th</sup>. Chair Nave volunteered to emcee the event (will confirm with Mr. Cohrs during the week.) All Commissioners will have an opportunity to participate. The SPARK Awards will be the highlight of the event.

Ms. Romero noted that for the Emerald Point neighborhood, the granite for the public retention basin, where a beautiful gecko statue was erected, was installed and looks terrific.

Mr. Cohrs provided the updates on the following neighborhood grants:

- Thunderbird Palms Neighborhood: Park improvements at Sunset Palms Park, including a new tot lot and beginner skateboard area, were installed and completed.

- Thunderbird Acres Unit #1: Driveway aprons were completed in February and the project dedication was held on April 30<sup>th</sup>.
- Sands West: Mission Park improvements to be completed by June 1, 2009.
- Thunderbird Palms/Hickory Shadows: Sunset Palms park improvements, including an EVOS play structure and ramada, are moving forward.
- Arrowhead Ranch Phase II: Landscaping improvements along 75<sup>th</sup> Avenue were completed.
- Arrowhead Lakes: Landscaping improvements along 59<sup>th</sup> Avenue were completed.
- Sierra Verde Irma Lane HOA: A small grant to replace missing trees and shrubs around the Sierra Verde Middle School campus will be completed by the end of May.

Mr. Cohrs congratulated Commissioner Versluis on graduating from the Spring 2009 Glendale University. Commissioner Versluis thoroughly enjoyed the class and encouraged those who have not yet attended to do so.

Commissioner Loya inquired about the popularity of the small grants program. Mr. Cohrs replied that this topic will be on next month's agenda.

Commissioner Caufield enjoyed the presentation on the CDAC Committee and expressed interest in sitting on that Committee in the future.

Chair Nave commented on the deep level of drive and passion held by city staff and noted that even without neighborhood grant funding, the Commission and staff are still moving forward with improving neighborhoods.

Commissioners Sprague, Brown, Jocewicz and Duggins all felt the meeting was very informative.

Commissioner Heatwole was excited to be on the Commission and enjoyed the first meeting.

**XI. Adjournment**

**Commissioner Loya motioned to adjourn the meeting at 7:45 p.m. Commissioner Duggins made the second. The motion passed 10 - 0.**

Respectfully submitted,

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Denise Kazmierczak  
Recording Secretary