

**Meeting Minutes
CITY OF GLENDALE
CITIZENS ADVISORY COMMISSION ON NEIGHBORHOODS**

**Glendale City Hall – Room B-3
Wednesday, September 7, 2011
6:00 p.m.**

MEMBERS PRESENT: Vickie Loya, Chair
 Barbara Cole, Vice Chair
 Sharon Brown
 Matthew Versluis
 Alfred Dixon
 Rebecca Ontiveros
 Jo Ann Caufield
 Manuel Cruz
 Sharon Sprague

MEMBERS ABSENT: John Geurs

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator
 Angie Wilkie, Neighborhood Services Coordinator

I. Call to Order

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

II. Roll Call

Chair Loya conducted roll call and noted that Commissioner Geurs was absent. Chair Loya also introduced new Commissioner Dixon.

III. Approval of Minutes – August 13, 2011

Commissioner Brown motioned to approve the August 13, 2011 meeting minutes as written. Commissioner Ontiveros made the second. The motion passed 9 - 0.

IV. Business from the Floor

None.

V. Neighborhood Capacity Building Grants Program

Mr. Cohrs stated that the guidelines for the new grant fund program drafted by the Neighborhood Capacity Building Grants workgroup will be presented this evening. Mr. Cohrs thanked the workgroup members, Commissioners Loya, Cole, Cruz and Sprague, for their time and effort in drafting the guidelines. Mr. Cohrs reminded the Commission that this program is made possible by the \$25,000 in one-time funding for the Commission's use as provided by individual Councilmembers from their district budgets.

Mr. Cohrs announced that there are four categories of Capacity Building Grants for which neighborhoods can apply:

1. Community Building and Events
2. Neighborhood Activities
3. Small Capital Improvements
4. Partnerships

Mr. Cohrs discussed the following General Grant Program Eligibility Requirements:

1. The number of grant application opportunities is limited to the total number of regular meetings held by the Commission on Neighborhoods.

2. There is no minimum neighborhood age requirement for the grant applicants. Neighborhoods must be registered with the Neighborhood Partnership Office and have a minimum of 20 homes within its boundaries.
3. Eligible grant awards include neighborhood events and parties, such as GAIN, neighborhood clean-ups, minor infrastructure improvements; one-time pilot programs with partners such as schools or faith-based organizations, and projects for neighborhoods with active plans.
4. Grant requests and awards, per fiscal year, shall not exceed \$500 for Community Building and Events, \$1,000 for Neighborhood Activities, \$2,500 for Small Capital Improvements and \$2,500 for Partnership Grants. Neighborhoods can apply and be awarded both a Community Building Grant (up to \$500) as well as an Activities Grant (up to \$1,000) for an annual total up to \$1,500. If a neighborhood or organization applies for a Capital Improvement or Partnerships Grant up to \$2,500, they are not eligible to then apply for the Community Building or Activities Grant categories. A neighborhood also cannot apply for both a Capital Improvement and Partnership Grant. More detailed grant category descriptions were provided to the Commission.
5. Commercial businesses, non-profit organizations, schools and faith-based organizations can initiate Partnership Grant applications with the support of the applicable registered neighborhood as the primary applicant.
6. All neighborhoods must select a primary and secondary contact person, who will be responsible for organizing, coordinating and providing information to residents of the neighborhood and proposed project area.
7. The proposed improvements must provide some type of public benefit.
8. Incomplete grant applications will not be accepted.

Commissioner Brown wondered what would happen if there were more requests during a fiscal year than monies available. Mr. Cohrs stated that because the guidelines are tighter than as in the past, this may not be the case. Mr. Cohrs added that if there are indeed more requests than funds available, the Commission will have to deem which requests are granted. Mr. Cohrs noted that staff will pre-screen the grant applications and may make recommendations; however, all grant requests will be brought before the Commission for final approval.

Mr. Cohrs stated that a public orientation will be held in order to fully explain the Grants Program to neighborhood leaders.

Commissioner Brown inquired if the program was open to both traditional neighborhoods and HOA's. Mr. Cohrs replied in the positive.

Commissioner Cole inquired about any required sweat equity. Mr. Cohrs explained that either sweat equity or a cash match will be required. Commissioner Cole wondered if sweat equity was required for a Partnership Grant. Mr. Cohrs replied in the negative adding that the partners are already reaching out to the neighborhood and the staff does not want to put more requirements on the neighborhood partner.

Chair Loya wondered when the new Grants Program would be made public. Mr. Cohrs stated that if the Commission approves the Program this evening, staff will make some administrative adjustments and then first send out an email blast to registered neighborhood leaders. Mr. Cohrs stated that since GAIN night is scheduled for November 5th, the roll out will have to be very quick in order to allow enough time for the neighborhoods to apply for GAIN night funds and for Commission approval at the October regular meeting.

Commissioner Cruz inquired as to how the grant funds will be dispersed. Mr. Cohrs explained that due to the City North ruling, staff must accompany the neighborhood leaders on the shopping trip for the GAIN night supplies, as the grant recipients can no longer be reimbursed for their purchases.

Mr. Cohrs also clarified that although there is a \$500 cap for the fiscal year for Community Building and Events, there is a limit of \$250 per event. Therefore, two events can be granted at a cap of \$250 each.

Commissioner Cole thanked staff for the direction and assistance to the Neighborhood Capacity Building Grants workgroup on the Grants Program.

Commissioner Cruz motioned to approve the new Neighborhood Capacity Building Grants program as presented. Commissioner Cole made the second. The motion passed 9 - 0.

VI. Target Area Supporting Data

Mr. Cohrs announced that at the Commission retreat on August 13, 2011, the Commissioners utilized the Neighborhood Indicators System in order to determine two potential target areas for sustained revitalization efforts. The two neighborhood areas (census tracts) were selected based on the ranking data from the Indicator System. The tracts chosen were #092714 and #092800 in the in the Ocotillo district. Mr. Cohrs stated that the boundaries for tract #092714 are 67th Avenue to 75th Avenue, from Glendale to Bethany Home Road; tract #092800 boundaries are 59th Avenue to 67th Avenue, from Glendale to Bethany Home Road.

Mr. Cohrs distributed the list of all 39 performance indicators that were evaluated for each tract as well as information about schools, parks, neighborhood associations or other facilities and any applicable history of efforts by the Neighborhood Partnership Office in these tracts.

Mr. Cohrs commented that the Commission still needs to drill down and determine two specific neighborhoods of focus within the tracts.

Commissioner Caufield requested more information regarding the demographics in the tracts. Mr. Cohrs will follow-up on this request.

Commissioner Cole wondered if support could be garnered from the Parks and Recreation Department. Mr. Cohrs replied in the positive.

Mr. Cohrs commented that it would be easier to build capacity in a neighborhood if there is already an existing neighborhood group or block watch.

Mr. Cohrs added that by partnering with the CAT team, opportunities for capacity can be developed.

Commissioner Sprague wondered if a community meeting would be held in each tract whereby residents can express neighborhood needs or areas of focus. Mr. Cohrs replied that this might be too large of a meeting to be held but meetings could be held with the selected outreach neighborhoods.

Commissioner Cole wondered if the target neighborhoods would be informed that they were chosen by the Commission. Mr. Cohrs replied in the positive adding that they will be informed that they were chosen for active outreach.

Commissioner Caufield stressed that capacity building should be the first priority, because without capacity, any project or outreach cannot move forward.

Commissioner Ontiveros suggested the Boys and Girls Club at 63rd and Maryland for a capacity building partner. Commissioner Ontiveros explained that the Boys and Girls Club is adjacent to the Smith School and there has been a proposal for a park to be built on an empty lot in this area. Commissioner Caufield supported this suggestion, however, stated that the cost of a park might be prohibitive at this time. Chair Loya commented that an empty lot can be spruced up with some trees and benches until the funds could be obtained for a park.

With agreement by the Commission, Mr. Cohrs noted that the Boys and Girls Club at 63rd and Maryland will be the first contact for an outreach in tract #092800. Mr. Cohrs will contact CAT team representatives to discuss potential opportunities in tract #092714.

Commissioner Cole suggested inviting a CAT team representative to one of the upcoming Commission meetings. Mr. Cohrs will follow-up on this suggestion to see if a representative can attend the October Commission meeting.

VII. Staff Updates and Commission Items of Interest

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

Neighborhood Outreach –

- No new neighborhood registrations were received in August.

Community Volunteer Program –

- Due to the extreme heat, there were no volunteer projects scheduled during the month of August.

Community Education –

During the months of July and August:

- 5 new mediation cases were received
- 28 cases were active
- 8 cases were resolved with mediation services

In addition, one interpersonal dispute case was received from the Glendale Police Department which is the first case for this new mediation program with the Police Department.

Community Education –

- Glendale University 101 Fall 2011 Session starts on Thursday, September 8.
- The "Luke Air Force Base Tour" graduate class is scheduled for Tuesday, September 13. The class filled quickly with 32 registrants.

Ms. Wilkie discussed the following:

Upcoming Neighborhood and Community Events –

- Rock & Roll Paint-a-Thon is scheduled for Saturday, October 22. Volunteer groups will paint homes for the elderly, disabled and/or low-income residents. Fifteen to twenty homes in Glendale will be painted. Approximately 150 homes across the valley will be painted as well as three or four community centers. ReBuilding Together supplies all of the paint and materials for the projects. All volunteers are welcome.

Mr. Cohrs stated that staff is working with the Thunderbird Graduate School to offer financial literacy classes this Fall, as was done in the Spring. Another proposed project with the school is Lemonade Day, which will reach 1,500 children in the Glendale Elementary School District to teach money skills and entrepreneurship. Lastly, staff is discussing opportunities with the school for interpreting, mentoring and tutoring in the expanding foreign languages in the City. Mr. Cohrs explained that there are Spanish-speaking members in the CAT team and other city departments, but there are many languages for which there are no interpreters.

Mr. Cohrs also stated that he and Ms. Josie Romero intend to offer some HOA Classes in the Fall and a Glendale University Graduate class, however, details are still pending.

Chair Loya asked for Commissioner comments.

Commissioner Brown felt the meeting was very good.

Commissioner Sprague was very excited about the new partnerships to be developed this year.

Commissioner Versluis liked the idea of a partnership with the Boys and Girls Club.

Commissioner Cole enjoyed the meeting and hoped that the CAT team would be able to attend a future meeting.

Commissioner Cruz looked forward to the new grant applications.

Commissioner Ontiveros enjoyed the meeting.

Commissioner Caufield complimented staff and the members of the workgroup who prepared the new grants program.

Commissioner Dixon was very impressed with the meeting and looked forward to his first year as a Commissioner.

VIII. Adjournment

Commissioner Sprague motioned to adjourn the meeting at 7:19 p.m. Commissioner Brown made the second. The motion passed 9 - 0.

Respectfully Submitted,

Denise Kazmierczak
Recording Secretary