

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

**Glendale City Hall – Room B-3
Wednesday September 2, 2009
6:00 p.m.**

MEMBERS PRESENT: Sharon Sprague, Chair
Vickie Loya, Vice-Chair
Sharon Heatwole
Mathew Versluis
Bill Jocewicz
JoAnn Caufield
Frank Hinds
Ron Abrahams
Sharon Brown
Barbara Cole

MEMBERS ABSENT: None

STAFF PRESENT: Matt Cohrs, Neighborhood Partnership Administrator
Josie Romero, Neighborhood Services Coordinator
Patrick Krause, Neighborhood Services Coordinator
Shabbeer Shaik, Planner
Erik Strunk, Community Partnerships Director
Cathy Gorham, Deputy City Manager

- I. **Call to Order**
Chair Sprague called the meeting to order at 6:00 p.m. and welcomed all Commissioners to the meeting.
- II. **Roll Call**
Chair Sprague conducted roll call and noted that all Commissioners were present.
- III. **Approval of Minutes – August 8, 2009**
Commissioner Brown motioned to approve the August 8, 2009 meeting minutes as written. Commissioner Caufield made the second. The motion passed 10 - 0.
- IV. **Business from the Floor**
None.
- V. **Director Update**
Mr. Strunk introduced Ms. Cathy Gorham, who is the interim Deputy City Manager filling the vacancy of the retired Gloria Santiago-Espino. Ms. Gorham gave a brief description of her background and many years of experience serving the city of Glendale. Ms. Gorham was very excited to be part of the Community Services Group because it directly impacts and encourages citizen involvement.

Mr. Strunk welcomed new Commissioners Hinds, Abrahams and Cole to the meeting and each gave a brief background of themselves.

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

Mr. Cohrs stated that this evening, eight small grant requests will be presented to the Commission for discussion and consideration of approval.

1. **Arrowhead Ranch Phase II HOA:** Ms. Rose Jacobsen, neighborhood leader, stated that the HOA is requesting \$5,000 to refresh the granite along the city right-of-way on the north side of Union Hills between 77th and 79th avenues. Ms. Jacobsen stated that the HOA recently patched and repainted the community walls along Union Hills and in the future will be working on landscaping and irrigation issues in that same stretch.

Mr. Cohrs explained that the following are requests for permission for the Neighborhood Partnership Office to partner with these neighborhoods to request funding for a Community Connections grant for GAIN night events to be held on October 3, 2009.

2. **Friends and Neighbors of Montara Park Neighborhood Association:** Jennifer Metro, Block Watch Captain, was in attendance to request \$500 for a dee-jay, generator, food, drink and paper products for a GAIN night event.
3. **Shangri-La Road Neighborhood Association:** Mr. Tim O'Day, neighborhood representative, was in attendance to request \$500 for food for their GAIN night event.
4. **Mercer Lane Neighborhood Association:** Mr. William Blum, neighborhood representative, requested \$500 for food for their GAIN night event.
5. **Maryland Heights II HOA:** Ms. Romero explained that this neighborhood was requesting a total of \$500 (\$150 for a dee-jay and \$350 for a bouncer and other items for the event.) This event will be held on Friday, October 2nd.
6. **Tierra Buena Park:** Mr. Chris Flippen, neighborhood representative, requested \$500 (\$150 for food such as pizza, soda, water, snow-cones and \$350 for tables, chairs and other items.)
7. **Thunderbird Paseo Condominiums HOA:** Ms. Michelle Maddox, neighborhood representative, requested \$500 (\$250 for the Balloon Man, \$225 for food and \$25 for decorations.)
8. **Thunderbird Palms/Hickory Shadows Neighborhood:** Mr. Cohrs stated that this neighborhood was requesting \$300 for food, water, paper products and advertisement.

Commissioner Loya motioned to approve the NPO to partner with the requesting neighborhoods or HOAs on the seven Community Connections grant requests as presented for \$500 or less. Commissioner Versluis made the second. The motion passed 10 - 0.

VII. **City of Glendale Procurement Process**

Mr. Krause gave a presentation on the City of Glendale Bidding and Selection Process:

Bidding Options

- **\$5K and under**
 - Single bid required
 - Telephone bid or "scope of work" bid acceptable
- **\$5K to \$50K**
 - Minimum of three bids required based on scope of work
 - Three contactors can be selected specifically or advertised for

- **\$50K plus**
 - Formal advertisement or posting required (such as Glendale Star)
 - Council approval necessary

Mohave Contract

- State Approved contract with list of pre-approved contractors
- No bidding necessary
- 1% Administration fee charged
- Best for projects over \$50K

Bidding and Selection Variables

- Licensed, bonded and insured contractors used
 - Some flexibility is present on projects under \$5K, although the project then requires more Staff supervision
- Three bid rule utilized. All projects are not created equal
 - Supplier relationships impact bids
 - "A" license versus license specific (i.e. "L" license for landscaper or "C" license for contractor)
 - "A" license has higher costs (license, insurance and possibly overhead)
 - License specific (lower costs but may be more transient)
- Comparison of bids versus scope of work

Risk Management of Bidding Process

- Single bid and Mojave may miss the "lowest bidder"
- Consider start time, availabilities and completion of project
- Consider available budget
- General Engineering license versus specific license
- Timing of neighborhood spark
- Management direction may impact project

Contractor Selection

- Registrar of Contractors 602-542-1525
 - License Verification
 - Complaint History
 - Contractor Complaints
 - Registrar's Recovery Fund

Chair Sprague inquired if bids were kept to local Glendale companies. Mr. Krause replied in the negative. Commissioner Heatwole asked if there was any preference to women or minorities in the selection process. Mr. Krause again replied in the negative explaining that this is not a current city directive.

VIII. **5-Year Neighborhood Revitalization Plan Review**

Mr. Cohrs stated that the Commission will be heavily involved in the drafting and review of the 5-Year Neighborhood Revitalization Plan as the large grants program is currently on hold. Mr. Cohrs explained that the last 5-Year Plan was done in 2005 and thus, it is time to draft the plan for 2010-2015. The Commission will be instrumental in producing the broad outline of the plan and Staff will focus on the plan details.

Mr. Cohrs presented Strategies 1 through 3 of the Plan Progress Report:

1. Maintain and Revitalize Glendale's Neighborhoods

- Maintain Current Services: (Including neighborhood grants, newsletters, mediation program, Glendale University, volunteer projects, Commission on Neighborhoods, registered neighborhoods)
 - Enhance Code Compliance Review: Code Compliance newly utilizing Neighborhood Focus areas as a tool to target specific neighborhoods in need of stronger code compliance efforts. Mr. Cohrs will invite a representative from the Code Compliance Department to give a presentation to the Commission.
 - Continue to Improve on Infill Housing Efforts: This is a specific responsibility of the Revitalization Division who strives to examine, assess and implement improvement via infill housing.
 - Pursue External Partnerships: Past and current partnerships can be pursued and maintained for the benefit of both parties and the entire community.
2. Implement new revitalization strategies to capitalize on neighborhood/community resources and opportunities.
- Pilot New Innovations through Neighborhood Grant Programs: Utilizing the Neighborhood Grant Program to support and improve community connections and neighborhood projects in Glendale. Includes small and large grant programs, community connections, partnership with the Community Development Block Grant (CDBG) program for federal funding opportunities for neighborhoods, and streamlining the grant process.
 - Renewed Focus on CDBG Program: Beginning in 2006, CDAC identified several funding categories and implemented a 2-year funding commitment. In 2007, the application process was converted to a paperless, web-based function saving time and expense for all parties.
 - Implement MEGA-EVENT Strategies: This was accomplished in FY 2006-2007 during the use of Cardinals Stadium for any event over 40,000 attendees.
3. Sustain and enhance neighborhood capability in order to strengthen civic involvement by all members of the community.
- Implement a New Marketing Strategy: Includes current marketing strategy combined with landlord-tenant training and fair-housing requirements training, implementation of the Neighborhood Indicators System using GIS, publishing of English/Spanish brochures and promotion of the Glendale University Alumni Association
 - Develop a "New Resident Welcome" Program: This strategy needs to be fully developed and implemented.
 - Further Enhance the use of GU: In 2009, the course curriculum and presentation formats were revamped to make the classes more interactive.
 - Coordinate City Educational Efforts: The goal is to involve and include all Glendale residents and business owners to become part of Glendale's "civic fabric." Encourage enrollment of GU residents in the Fire and Police Department Academies.
 - Train Rental Property Owners: Implement new training program in conjunction with Code Compliance, the Tax and License Division, the County Recorder's Office and the Glendale Police Department.
 - Legislative Link: NPO coordinates "Neighborhood Day with the Legislatures: in collaboration with Inter-Governmental Department.
 - Establish Annual CRA Fair
 - New Neighborhood Training: HOA foreclosure seminar was held in 2008. More training seminars to be developed and implemented.

Mr. Cohrs stated that the Commission will review Strategies 4 and 5 at the next Commission meeting. Mr. Cohrs asked that the Commissioners review the strategies and send comments regarding which plan specifics should continue in the future to assist with the broad outline and then specifics will be discussed in future meetings.

IX. **Commission on Neighborhoods Work Plan**

The Commissioners reviewed a document detailing the current Commission Work Groups and Work Plan. Mr. Cohrs asked the Commissioners to inform him (via email or phone call) which Work Group each had an interest in. Furthermore, Commissioners were asked for additional comments or suggestions regarding the Work Plan.

Mr. Cohrs suggested that because the large grants program was on hold this fiscal year, the Neighborhood Grants Work Group might focus more in depth on the 5-Year Revitalization Plan.

Commissioner Caufield sat on the Partnerships Work Group last year and felt that the Work Group was lacking direction and struggled with a definition of outcomes. Mr. Cohrs made note of the comment.

X. **Staff Updates**

Ms. Romero provided an update which included the following:

- **East Catlin Court Historic District:** Due to the Turken vs. Gordo court ruling, the original approved grant to be used for eleven various projects was on hold. Instead, funds were re-allocated for other right-of-way projects. A contract has been awarded for the design of streetscape improvements on 57th Avenue from Northview to Gardenia and Gardenia from 55th to 56th Avenues. Residents have identified aprons in the neighborhood for replacement.
- **East Catlin Court Historic District:** The grant agreement for right-of-way streetscape improvements on Gardenia has been signed. CDBG funding approval was given by the City Council in March. Funds are expected to be received in September 2009. Staff will meet with the Engineering Department regarding the bidding process.
- **Floralcroft:** The design project for the new pedestrian lighting throughout the neighborhood is close to being completed. This project was approved for full CDBG-R funding at the Council meeting on May 12, 2009. Funds should be received shortly.

Mr. Cohrs provided an update which included the following:

- **Thunderbird Palms/Hickory Square:** The new shade structure was installed over the EVOS playground at Sunset Palms Park the week of May 11. The ramada was installed the week of June 15. The basketball court was resurfaced the week of July 6. The drinking fountains and doggy bowl fountain will be installed soon.
- **Neighborhood Outreach:** Staff attended 3 neighborhood meetings in August.
- Staff edited, printed and distributed 441 newsletters and flyers on behalf of three neighborhoods in August.
- In August, volunteers from Christ's Church of the Valley assisted an elderly resident with yard maintenance and logged 40 hours on the project.

Mr. Krause stated that a new class of Glendale University recently began with 16 students and is a very young group.

Commissioner Cole requested all materials in hardcopy form as she does not have the capability of printing at this time.

Commissioner Versluis felt the meeting was very good and felt that the city and Commission should focus on making the renters in neighborhoods feel welcome and part of the community.

Commissioner Jocewicz enjoyed the meeting and felt that the aspect of the Welcoming Program in the 5-Year Plan could be expanded.

Commissioner Brown enjoyed the meeting.

Commissioner Loya agreed that renters should simply be considered neighbors just as homeowners are.

Commissioner Caufield welcomed the new Commissioners.

Commissioner Abrahams enjoyed the meeting.

Commissioner Heatwole requested nametags for the Commissioners' use at public events.

Commissioner Hinds enjoyed the meeting.

Chair Sprague thanked all for their participation and looked forward to a great year on the Commission.

XI. **Adjournment**

At 7:53 p.m., Commissioner Jocewicz motioned for adjournment. Commissioner Loya made the second. The motion passed 10 - 0.

Respectfully Submitted,

Denise Kazmierczak
Recording Secretary