



## **2020 Neighborhood Advisory Committee Minutes**

### **Regular Meetings**

January 14, 2020

February 11, 2020

March 3, 2020

June 9, 2020

August 11, 2020

October 26, 2020

November 10, 2020

December 8, 2020

These minutes are fully searchable within this year by using the "Find Feature".



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, January 14, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona.

**Members Present**

Vernon Stewart, Chair  
Romina Ryals, Vice Chair  
Eshé Pickett, Committee Member  
Dane Cutting, Committee Member  
Margie de la Rosa, Committee Member  
Louise Moskowitz, Committee Member  
Amber Hutchinson, Committee Member

**Staff Present**

Stephen Erno, Neighborhood Services Manager  
Danae Presler, Neighborhood Programs Administrator  
Alyssa Yanez, Neighborhood Preservation Supervisor

**1. CALL TO ORDER / ROLL CALL**

Quorum was established and the meeting was called to order at 6:03 p.m.

**2. INTRODUCTION NEW EMPLOYEES**

**a. Wes Moss, Code Inspector**

Wes Moss, Code Inspector, was unable to attend the Neighborhood Advisory Committee meeting. He will be introduced at the February meeting.

**3. APPROVAL OF MINUTES**

**a. Minutes of December 10, 2019**

Motion made by **Committee Member Eshé Pickett** to approve the Neighborhood Advisory Committee (NAC) Minutes of December 10, 2019.  
Motion seconded by **Committee Member Dane Cutting**.

**Approved (6-0)** *Absent: Hutchinson*

**4. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**5. ACTION AGENDA**

**a. 2020 Neighborhood Advisory Committee Meeting Schedule**

Danae Presler, Neighborhood Programs Administrator, presented the proposed NAC meeting schedule for 2020. Vernon Stewart, NAC Committee Chair, conducted a vote. The schedule was approved unanimously.

**Approved (6-0)** *Absent: Hutchinson*

## **6. BRIEFING ITEMS**

### **a. 2020 Events Review – Danae Presler, Neighborhood Programs**

#### **Administrator**

At the request of the NAC, Presler provided a list of community volunteering opportunities for the NAC to consider for the year 2020. In alignment with the NAC 2020 Goals, the Committee selected one event per quarter to participate in as representatives of the Neighborhood Advisory Committee.

Spring 2020: HOA Academy Class #1 on March 24, 2020

Summer 2020: Operation Back to School on July 18, 2020

Fall 2020: For Our City Day on October 24, 2020

Winter 2020: Salvation Army Toy Drive in December, 2020

Eshé Pickett, Committee Member, requested additional information on volunteering to assist with the Census and inquired if there would be an opportunity to volunteer at a booth at the Ostrich Festival.

Several NAC Members expressed interest in participating in the Point In Time Street Count to survey the homeless population in Chandler.

Presler will follow-up with the NAC and provide the requested information via email.

### **b. NAC Goals Review – Vernon Stewart, Neighborhood Advisory Committee Chair**

Committee Chair Stewart reviewed the NAC Goals with the Committee. Several Committee Members have begun contacting neighborhood leaders to invite them to the HOA Academy.

Margie De La Rosa, Committee Member, requested that language be added to the email script with instructions for those who wish to opt out of future communications from Neighborhood Programs. Staff will draft language and provide an updated script to NAC Members.

Deadline for contacting neighborhood leaders was extended to March 3, 2020.

Stewart asked for an update on the status of the Neighborhood Leadership Handbook.

Louise Moskowitz, Committee Member, replied that she had reviewed the Handbook and had suggestions to improve the document. Presler will provide Moskowitz with an electronic version of the Handbook so that Moskowitz may make digital corrections using Track Changes. Moskowitz and Presler will meet

prior to the next meeting to discuss recommendations and bring the document forward at the February NAC meeting for review of content.

Stewart moved the discussion to the letter inviting neighborhood leaders to future NAC meetings.

Romina Ryals and Eshé Pickett, Committee Members, provided time for the NAC to review the letter they had jointly drafted.

Moskowitz suggested that the letter be shortened to engage readers more easily.

Amber Hutchinson, Committee Member, expressed that the letter implies that those invited will be required to speak.

Ryals iterated that the goal of the letter is to provide framework so readers understand the intent of the invitation and can make their appearance a positive experience.

Pickett added that the hope would be for neighborhood leaders to speak to both the positive qualities and concerns in their neighborhood and to come as a scheduled public appearance so that the NAC could discuss with the residents.

Stewart suggested limiting the number of neighborhood leaders the invitation is sent to at one time so staff is not inundated and those who want to speak have the opportunity to. Stewart also suggested sending invitations to one meeting at a time, which would shorten the letter and potentially be more effective.

Pickett proposed inviting neighborhoods that may need more guidance and assistance first.

Presler offered to identify traditional neighborhoods that lie within CDBG eligible areas. NAC approved of this approach.

Erno suggested that staff could incorporate the feedback into the draft letter and bring the revised version forward at the February meeting for approval.

**c. Neighborhood Preservation Update – Stephen Erno, Neighborhood Services Manager**

Erno updated the NAC on recent staffing changes. Erno shared that Danae Presler returned to Neighborhood Preservation as the Neighborhood Programs Administrator. He also stated that Alexis Apodaca accepted a promotion as the City's Government Relations Coordinator and that recruitment will soon begin for the vacant Neighborhood Enhancement Coordinator position. Erno stated that the division is also in the process of hiring a Customer Service Representative. Additionally, Erno reminded the NAC that Rosa Berelleza,

Neighborhood Enhancement Coordinator, will be taking maternity leave in February or March.

Erno explained that staff is in the process of evaluating all of the current neighborhood programs.

**7. CALENDAR**

- a. Neighborhood Advisory Committee Meeting – February 11, Neighborhood Resources Conference Room, 235 S. Arizona Ave, 6:00 p.m.
- b. Council Meeting – February 13 & 27 and March 26, City Council Chambers, 6:00 p.m.
- c. Council Study Session –February 10 & 24, City Council Chambers, 6:00 p.m.
- d. State of the City – February 20, 2020
- e. Census Day – April 1, 2020
- f. HOA Academy – March 24, 26 & 31 and April 2 & 7, Chandler City Hall, Second Floor, Training Room A & B, 1:00 p.m. – 2:30 p.m.

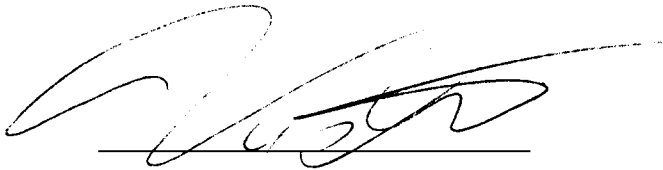
**8. INFORMATION ITEMS**

No information items were discussed.

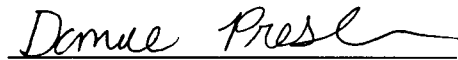
**9. ADJOURNMENT**

Motion to adjourn was made by **Committee Member Eshé Pickett**. Motion seconded by **Committee Member Amber Hutchinson**.

**Meeting adjourned at 7:10 p.m.**



Vernon Stewart, Chair



Danae Presler, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, February 11, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona.

**Members Present**

Vernon Stewart, Chair  
Romina Ryals, Vice Chair  
Margie de la Rosa, Committee Member  
Louise Moskowitz, Committee Member

**Members Excused Absent**

Eshé Pickett, Committee Member  
Dane Cutting, Committee Member  
Amber Hutchinson, Committee Member

**Staff Present**

Leah Powell, Neighborhood Resources Director  
Stephen Erno, Neighborhood Services Manager  
Danae Presler, Neighborhood Programs Administrator  
Alyssa Yanez, Neighborhood Preservation Supervisor

**1. CALL TO ORDER / ROLL CALL**

Quorum was established and the meeting was called to order at 6:02 p.m.

**2. APPROVAL OF MINUTES**

**a. Minutes of January 14, 2020**

Motion made by **Committee Member Louise Moskowitz** to approve the Neighborhood Advisory Committee (NAC) Minutes of January 14, 2020. Motion seconded by **Vice Chair Romina Ryals**.

**3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**4. BRIEFING ITEMS**

**a. Update on Neighborhood Leader Outreach - Vernon Stewart, NAC Chair**

Vernon Stewart, NAC Chair, solicited updates from committee members regarding progress on inviting neighborhood leaders to the HOA Academy. All members present have made progress. They have sent the initial email blast to all assigned contacts. Chair Stewart reported 16% of emails he sent bounced back as no longer active. Chair Stewart reminded members to record notes for staff to update the database. Chair Stewart requested that for any neighborhood leaders who do not respond by email, committee members are to call them prior to the March 3<sup>rd</sup> NAC meeting.

**b. Invitation Letter to Neighborhood Leaders – Vernon Stewart, NAC Chair**

Chair Stewart requested feedback on the two versions of the letter to invite neighborhood leaders to attend future NAC meetings, one on City letterhead and one as a flyer with photos.

Romina Ryals, NAC Committee Member, shared that she liked the flyer version of the invitation, but would prefer a different photo of the NAC.

Louise Moskowitz, NAC Committee Member, believed that people would be more likely to read the version on official letterhead.

Chair Stewart also preferred the letterhead version.

Margie De La Rosa, NAC Committee Member, preferred the more visually engaging flyer.

The NAC agreed that the letterhead version of the invitation should be mailed to the neighborhood leaders, and suggested that staff consider ways to use the flyer version for social media posts or canvassing a neighborhood.

**c. Neighborhood Leader Handbook – Louise Moskowitz, NAC Committee Member**

Moskiwitz led a discussion on how the Neighborhood Leader Handbook could be improved. The following is a summary of the Committee's feedback.

- Handbook should be written for both traditional and HOA neighborhoods
- Shorten Handbook, current length is intimidating
- Eliminate comments from past neighborhood leaders that are outdated; add quotes from current neighborhood leaders
- Make sections more concise and direct to website for more information
- If created as a handout, make booklet smaller than 8.5" x 11"
- Share Handout on website
- Keep it positive, eliminate any negative comments (e.g. pg. 10, signs of inactive neighbor)
- Keep running inventory of resources; add water conservation classes to resource list
- Have different medium for different events, such as one-page, trifold, or FAQ for tabling events and booklet for neighborhood leadership class
- Consolidate social media section; do not call out platforms separately
- Narrow down/combine types of meetings listed on pg. 8
- Recognize leaders from the past
- Consider putting updated quotes on the website
- Provide sample flyer, newsletter and grant application
- Describe what the NAC is

Ryals asked what the intention was of the Handbook and suggested that it may have morphed over the years. Ryals cautioned that the Handbook should not be used as just a marketing piece. She felt that the resources and links are important, as well as ideas for events and activities neighbors could implement.

Moskowitz responded that she felt the intention was to provide information and resources to residents in a neighborhood who want to get involved and build community in their neighborhood. It should include tips for what they can do and information on what resources exist and how to access them.

Moskowitz suggested that it may be helpful to have neighborhood leaders who are willing to talk to others about how to activate their neighborhoods. This led to a brief discussion about a mentoring program, which there was general support for among the NAC.

Erno suggested sending neighborhood leaders a brief survey after they attend a NAC meeting for them to provide their thoughts on their experience and ask if they would be willing to talk to other residents about how to activate their neighborhoods.

Chair Stewart agreed with Erno's idea.

Staff will work to incorporate the Committee's feedback and bring back revised version of the Neighborhood Leader Handbook at the May NAC meeting. Staff will also develop a short survey for neighborhood leaders who attend the NAC meetings to provide their input and express interest in mentoring others.

**d. Neighborhood Preservation Update – Stephen Erno, Neighborhood Services Manager**

Stephen Erno, Neighborhood Services Manager, provided the following updates on staffing for the Neighborhood Preservation Division.

- The recently hired Code Inspector, Wesley Moss, reluctantly left the position for personal reasons. Qiana Holmes has been hired to fill the position and will start her post on February 18, 2020. Qiana currently works for Neighborhood Resources Housing Division.
- An internal recruitment has opened for the Lead Code Inspector position, providing a full career ladder for staff. The Lead position is only open to current Code Enforcement staff. The Lead will have additional responsibilities above and beyond the Code Inspector role.



- The Neighborhood Enhancement Coordinator position was posted on Friday and closes on February 24, 2020.

Erno shared with the NAC that the City is piloting a Neighborhood Revitalization Project. The initiative is in response to the City Council Framework, which calls for a holistic approach to neighborhood improvement. City Manager's Office assembled a team of directors from across city departments to identify an area to pilot the new approach and assigned a team of staff to build out a framework. The team has partnered with Arizona State University School of Sustainability, Happy Lab for research and outreach assistance. The pilot project is focusing on the Amberwood South Neighborhood in Uptown Chandler, with the goal of creating a framework that could be replicated in other neighborhoods.

## **5. CALENDAR**

- a. Boards and Commissions Appreciation Reception and State of the City Address – Feb. 20, Chandler Center for the Arts, 5 p.m.
- b. Neighborhood Advisory Committee Meeting – Mar. 3, Neighborhood Resources Conference Room, 235 S. Arizona Ave, 6 p.m.
- c. Council Meeting (Regular and Study Session) – Mar. 23, City Council Chambers, 6 p.m.
- d. Council Meeting (Regular) – March 26, City Council Chambers, 6 p.m.
- e. HOA Academy – Mar. 24, 26 & 31 and Apr. 2 & 7, Chandler City Hall, Second Floor, Training Room, 1 – 2:30 p.m.
- f. Census Day – Apr. 1, 2020

## **6. INFORMATION ITEMS**

De La Rosa asked if the City would have a census booth at the Ostrich Festival. Powell responded that there would be a booth for the census at the festival on Friday, Saturday and Sunday and that they are looking for volunteers. The census goes live on March 12<sup>th</sup> and the Ostrich Festival starts on March 13<sup>th</sup>. The City of Phoenix has outfitted two vehicles with tablets to complete the census and will bring them to the event. Presler will email the SignUp Genius link to NAC members interested in volunteering.

Powell shared that Neighborhood Resources is participating in two fundraising events this spring, the Tour de Cure and Relay for Life. The Tour de Cure is run by the American Diabetes Foundation to raise funds to help those with diabetes. Participants can ride, run or walk a variety of courses. The event will take place on Saturday, March 14<sup>th</sup> in Phoenix. Relay for Life is run by the American Cancer Society and raises funds for research and patient care programs. The event will take place on April 25<sup>th</sup> at Perry High School from 6:00 p.m. to 6:00 a.m. Powell invited the NAC

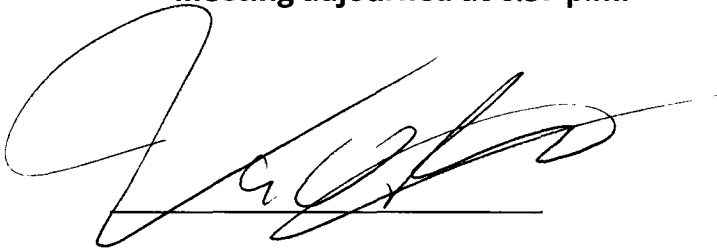
to join the Neighborhood Resources Team for either or both events and requested that anyone interested contact her.

Moskowitz informed the NAC that the Volunteer Income Tax Assistance (VITA) program is up and running to help low-income residents with filing taxes.

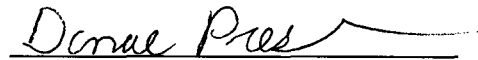
**7. ADJOURNMENT**

Motion to adjourn was made by **Committee Member Romina Ryals**. Motion seconded by **Committee Member Louise Moskowitz**.

**Meeting adjourned at 6:57 p.m.**

A large, stylized handwritten signature in black ink, appearing to read 'Vernon Stewart', written over a horizontal line.

Vernon Stewart, Chair

A handwritten signature in black ink, appearing to read 'Danae Presler', written over a horizontal line.

Danae Presler, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, March 3, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona.

**Members Present**

Vernon Stewart, Chair  
Romina Ryals, Vice Chair  
Margie De La Rosa, Committee Member  
Louise Moskowitz, Committee Member  
Eshé Pickett, Committee Member  
Dane Cutting, Committee Member  
Amber Hutchinson, Committee Member

**Staff Present**

Leah Powell, Neighborhood Resources Director  
Stephen Erno, Neighborhood Services Manager  
Danae Presler, Neighborhood Programs Administrator  
Qiana Holmes, Code Inspector

**1. CALL TO ORDER / ROLL CALL**

Quorum was established and the meeting was called to order at 6:00 p.m.

**2. INTRODUCTION OF NEW EMPLOYEE**

**a. Qiana Holmes, Code Inspector**

Stephen Erno, Neighborhood Services Manager, introduced Qiana Holmes as the Neighborhood Preservation Division's newest employee. Holmes began her post as Code Inspector on February 18, 2020. Previously, Holmes worked as a Housing Inspector with Neighborhood Resources since 2007.

**3. APPROVAL OF MINUTES**

**a. Minutes of February 11, 2020**

Motion made by Committee Member Margie De La Rosa to approve the Neighborhood Advisory Committee (NAC) Minutes of February 11, 2020. Motion seconded by Committee Member Louise Moskowitz.

**4. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**a. Mayor Kevin Hartke – City Strategic Framework**

Mayor Kevin Hartke expressed his appreciation to the committee members for serving on the Neighborhood Advisory Committee and thanked them for attending the recent State of the City Address. Mayor Hartke requested that any

input on the State of the City Address be sent to the NAC Staff Liaison, Danae Presler, to be forwarded to his office.

Mayor Hartke provided an overview of the City Strategic Framework and the five focus areas it contains, including Infill and Redevelopment, Innovation and Technology, Mobility, Neighborhoods, and Quality of Life. The goal of the framework is to set the vision and provide policy direction for the future of the City of Chandler.

Dane Cutting, Committee Member, inquired if it was now legal for autonomous vehicles to be driverless in Chandler. Mayor Hartke confirmed that it is legal.

Margie De La Rosa, Committee Member, asked if the City is regulating companies to ensure that our water quality is not compromised. Mayor Hartke assured De La Rosa that the City regularly monitors water quality and prioritizes keeping our water safe and clean.

**b. Amberwood South Neighbors – Discussion of Amberwood South Neighborhood**

The meeting was attended by three (3) residents from the Amberwood South Neighborhood, Simon Gillison, Mary Okeefe and Bill Okeefe, who shared insights on their community.

Mrs. Okeefe has lived in Chandler since 2002. She loves living in the Amberwood South Neighborhood and expressed her desire to be more of a leader in the neighborhood. She appreciates that it is not a HOA.

Mr. Okeefe has lived with Mary since 2010. He enjoys the community and noted that it is pleasant, quiet, and peaceful. He likes hearing the kids playing at Sirrine Elementary. Mr. Okeefe noted that people take pride in their homes and keep their yards in good condition. He also appreciates that there is no HOA.

Gillison is a native of Arizona, an ASU graduate, and bought his home in the neighborhood in 2004. He shared that the neighborhood feels safe for him and his daughter and that residents are friendly.

Additional conversation between the residents and the NAC provided the following neighborhood insights for Amberwood South:

- There was previously more neighborhood interaction, with residents taking advantage of an alleyway to get neighbors together, but that ceased when the organizer left the neighborhood. There have also been events held at Sirrine Elementary and Hoopes Park.



- There is interest in reactivating the Neighborhood Watch program. There are Neighborhood Watch signs up in the community, but the residents did not know of any recent Neighborhood Watch Meetings. They felt people would be willing to participate if there were meetings.
- The three residents were open to using a GAIN event to help build rapport with the Police Department and reactivating Neighborhood Watch.
- The neighborhood does not have a bulletin board
- Amberwood South Neighborhood is active on Nextdoor
- Most residents are homeowners, but there are also some renters. Rental properties are well maintained.
- There were different opinions among the residents regarding police responsiveness. One felt there was a lack of police cooperation and slow response time, while another noted a strong positive response from police regarding issues of people parking erratically by the elementary school. There have been issues with car and home break-ins, which were perceived to be highest in 2018 and believed to have declined in years since.
- Residents expressed desire for the neighborhood to be more walkable. Over the years, stores have closed, so they have to drive further. They were interested in walking paths and repurposing the empty retail centers.

The NAC members provided residents with examples of how they have organized GAIN events, launched Neighborhood Watch, secured neighborhood grants, held emergency preparedness trainings, and conducted neighborhood cleanups in their neighborhoods.

## **5. ACTION ITEMS**

- a. None

## **6. BRIEFING ITEMS**

### **a. Neighborhood Leader Outreach Update – Vernon Stewart, NAC Chair**

Vern Stewart, Chair, solicited updates from the NAC regarding their efforts to reach out to neighborhood leaders with invitations to the HOA Academy. Most NAC members had emailed all of the contacts on their respective lists and were following up with second emails and phone calls to those who had not responded. Stewart reminded the NAC to provide their updated spreadsheets to Danae Presler by the next NAC meeting.

**b. HOA Academy Update – Danae Presler, Neighborhood Programs Administrator**

Presler invited NAC members to be part of a panel discussion at the first class of the upcoming HOA Academy. The panel will discuss strategies for engaging with residents within their homeowner associations to create a sense of community.

**c. Envision Uptown Overview – Danae Presler, Neighborhood Programs Administrator**

Presler shared that Envision Uptown will be replacing the Mayor on the Move event this spring. The event will take place on Tuesday, April 7, 2020, at Hoopes Park, 601 W. Mesquite Street, from 5:00 – 7:00 p.m. Mayors remarks will start at 6:00 p.m. NAC members will engage with residents at several stations to solicit ideas for what the future of neighborhoods in Uptown Chandler should look and feel like. The event will include entertainment and food for sale from Uptown businesses to promote participation. Comments from the event will be synthesized and used to inform neighborhood revitalization efforts in the area.

**d. Neighborhood Preservation Updates – Stephen Erno, Neighborhood Services Manager**

Erno updated the NAC on current staff recruitments for the Division. The Neighborhood Enhancement Coordinator position posting closed on February 24, 2020, with 123 applications submitted. The Division plans to conduct interviews this month. The Division has also reviewed applications for the Temporary Customer Service Representative and has selected candidates for interviews this month. Jose Carrillo, Code Inspector, recently resigned, and the position will soon be posted. Additionally, the Division will be posting the Community Development Block Group (CDBG) funded position with Code Enforcement, which has been vacant for a year but has had its functions covered through a temporary special assignment. Lastly, the Division completed the process for Lead Code Inspector and selected Jayme Richins, who has been a Code Inspector with the City of Chandler for approximately five years and has taken on several special projects above and beyond the call of duty.

Erno also apprised the NAC of progress towards securing a new Code Enforcement Case Management System. The proposals have been reviewed, and four (4) vendors have been selected to provide demonstrations to the Evaluation Committee.

**7. MEMBERS' COMMENTS / ANNOUNCEMENTS**

Vernon Stewart, Chair, asked Leah Powell to provide an overview of upcoming volunteer activities with the Neighborhood Resources Department.



Leah Powell, Neighborhood Resources Director, reminded NAC that Census Day is April 1, 2020, but the first day to complete the census is March 12, 2020. Volunteers are needed for the Ostrich Festival on March 13, 14 and 15. The City of Phoenix will be bringing two vans that have been outfitted with tablets so people can complete the census on site. Additional volunteer opportunities are available through a SignUp Genius link. Powell reminded the NAC that the City receives approximately \$3,000 of federal funding per person.

Powell invited the NAC to join the Neighborhood Resources team, Neighborhood Warriors, for the Tour de Cure on March 14, 2020, to support the Diabetes Foundation.

Powell also invited the NAC to join the Neighborhood Resources team for the Relay for Life event on April 25, 2020, at Perry High School. Setup begins at 5:00 p.m., and the event commences at 6:00 p.m. The team does not typically stay overnight, but it is an option. The event supports the American Cancer Society.

**8. CALENDAR**

- a. HOA Academy – March 24, 26 & 31 and April 2 & 7, Chandler City Hall, Second Floor, Training Room A & B, 1:00 – 2:30 p.m.
- b. Regular Council Meeting and Study Session – March 23, City Council Chambers, 6 p.m.
- c. Regular Council Meeting – March 26, April 9 and 23, City Council Chambers, 6 p.m.
- d. Council Study Session – April 6 and 20, and May 11, City Council Chambers, 6 p.m.
- e. Envision Uptown – April 7, Hoopes Park, 601 W. Mesquite St., 5 – 7 p.m.
- f. Neighborhood Advisory Committee Meeting – May 12, Neighborhood Resources Conference Room, 235 S. Arizona Ave., 6 p.m.
- g. Census Day – April 1, 2020

**9. INFORMATION ITEMS**

- a. None

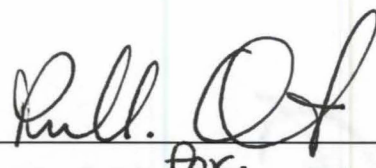
**10. ADJOURNMENT**

Motion to adjourn was made by Committee Member Eshé Pickett. Motion seconded by Committee Member Louise Moskowitz.

Meeting adjourned at 7:38 p.m.

Not Available

Vernon Stewart, Chair

  
for.

Danae Presler, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, June 9, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona and Webex:

<https://tinyurl.com/ydh7fdeh>

**Members Present**

Vernon Stewart, Chair  
Eshé Pickett, Committee Member  
Amber Hutchinson, Committee Member  
Brian Fox, Committee Member  
Margie De La Rosa, Committee Member

**Staff Present**

Leah Powell, Neighborhood Resources Director  
Stephen Erno, Neighborhood Services Manager  
Priscila Quintana, Neighborhood Programs Administrator  
Alyssa Yanez, Neighborhood Services Supervisor

**1. CALL TO ORDER / ROLL CALL**

Quorum was established, and the meeting was called to order at 6:08 p.m.

**2. INTRODUCTION OF OF NEW MEMBERS**

**a. Brian Fox**

**Committee Member Brian Fox** shared with the committee that he has been a Chandler resident for three and a half (3.5) years, and worked with the Chandler Chamber, until a few months ago, when he decided to start his own business. He expressed his excitement to serve on the Neighborhood Advisory Committee.

**3. INTRODUCTION OF NEW EMPLOYEE**

**a. Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Priscilla Quintana shared with the NAC that she has worked for the City of Chandler for over eleven years. She expressed that she was excited to be the new Neighborhood Programs Administrator, where she will have an opportunity to interact with Chandler residents and share information about resources available. She added that she was also excited to work alongside the NAC to bring new ideas and programs to the community and continue providing some of the existing programs.



**4. APPROVAL OF MINUTES**

**a. Minutes of March 3, 2020**

Motion made by **Committee Member Eshé Pickett** to approve the Neighborhood Advisory Committee (NAC) Minutes of March 3, 2020. Motion seconded by **Committee Member Amber Hutchinson**.

**5. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**NONE**

**6. ACTION ITEMS**

**a. Election of Neighborhood Advisory Committee Chair, Priscilla Quintana, Neighborhood Programs Administrator**

Committee Member **Eshé Pickett** nominated Committee Member **Amber Hutchinson** to serve as Chair.

Committee Member **Amber Hutchinson** accepted the nomination.

Committee Member **Vernon Stewart** nominated **himself, Vernon Stewart**, to serve as Chair.

NAC members voted, and Committee Member **Amber Hutchinson** was elected Chair of the Neighborhood Advisory Committee for one year.

**Approved (4-1)**

Motion made by Committee Member **Eshé Pickett** to name **Amber Hutchinson** as Chair of the Neighborhood Advisory Committee. Seconded by Committee Member **Brian Fox**.

**b. Election of Neighborhood Advisory Committee Vice-Chair, Priscilla Quintana, Neighborhood Programs Administrator**

Committee Member **Amber Hutchinson** nominated Committee Member **Vernon Stewart** and **Eshé Pickett** to serve as Vice-Chair.

Committee Member **Vernon Stewart** accepted the nomination.

Committee Member **Eshé Pickett** accepted the nomination.

NAC members voted, and Committee Member **Vernon Stewart** was elected Vice-Chair of the Neighborhood Advisory Committee for one year.

**Approved (5-0)**

Motion made by Committee Member **Eshé Pickett** to name **Vernon Stewart** as Vice-Chair of the Neighborhood Advisory Committee. Seconded by Committee Member **Brian Fox**.

**7. BRIEFING ITEMS**

**a. Neighborhood Leader Outreach Update – Priscilla Quintana, Neighborhood Programs Administrator**

Mrs. Quintana reminded the NAC that during one of the previous meetings, they divided up a list of registered neighborhood contacts that needed to be updated. She asked the NAC if anyone had the opportunity to work on the list they were assigned and requested for them to email updates to her. She added that she had received updates from former Committee Members Dane Cutting and Romina Ryals.

Committee Member **Eshé Pickett** said she would email her list to Mrs. Quintana by the end of the week.

Committee Member **Margie De La Rosa** said she had emailed her list to Mrs. Presler.

Mrs. Quintana asked if she could forward the email to her, adding that it would be easier than asking Information Technology Department to access Mrs. Presler's old email.

Mrs. Quintana added that the previous Neighborhood Programs Administrator, had done a great job of going through the files and updating old phone numbers and purging non-active contacts. Currently, 322 neighborhoods are registered in the Neighborhood database. Mrs. Quintana added that one of her main focuses would be updating the Neighborhood database, but it will take time and welcomed assistance from the committee.

**b. HOA Academy Update- Priscilla Quintana, Neighborhood Programs Administrator**

Mrs. Quintana shared with the Committee that at the beginning of the pandemic, Mulcahy Law Firm reached out to twelve (12) participating City's to ask if they were interested in being part of the first time Virtual HOA Academy. Each participating City shot a brief video with an intro that was then compiled into an introduction to two virtual classes. The first class was well attended with approximately 40 to 50 participants, and by the end of the day she had over 241 views on her Facebook page. Mulcahy's Law Firm shared with Mrs. Quintana that Chandler had a significant number of RSVP's. Mrs. Quintana shared that a meeting would take place later in the month to discuss future virtual HOA Academy Classes.

Committee Member **Eshé Pickett** said she thinks that regardless of whether the class is offered in person or online, it's a great feature to have and allow participants to go back and view the recording. Adding this could expand the City and Committee reach.

**c. For Our City Updates, Pueblo Viejo – Priscilla Quintana, Neighborhood Programs Administrator**

Mrs. Quintana shared that the first For Our City Planning Committee meeting would be held on June 23, 2020, in City Hall. An invitation was emailed to previous planning committee members. She encouraged the NAC to attend or invite anyone interested in participating. She added that City staff was aware that because of the pandemic For Our City Day would probably not look like it has in the past, staff would be prepared to make changes as recommended by Council.

Committee Member **Brian Fox** asked if it would look different due to COVID-19. He added with the City having discussions about reopening, how is it that we are going to be gathering at a park?

Mrs. Quintana clarified that the planning committee would be meeting following current guidelines. At this moment, the staff feels it is necessary to continue with planning and will be prepared to make changes as needed. Adding that staff keeps the safety of participants in mind always.

Powell, Neighborhood Resources Director, added that one of the things that will be considered during the planning is the type of guidelines in place, such as gathering small groups and scaling down the projects. She said the City is willing

to adapt to what is needed.

Committee Member **Brian Fox** suggested that when advertising for events, the message should be clear to the community about safety. (Additional comments were made, but because of the connection, the messaging was unclear and not recording.)

Elected Vice-Chair Member **Vernon Stewart** added that since For Our City Day will not be held until the fall, and has trust in city staff and City Council to make the right decision.

Committee Member **Brian Fox** said it was unclear why Council was okay with hosting certain events but not others.

Mrs. Quintana said For Our City planning was handled at city staff level, and an event memo would not be presented to City Council until the fall.

Mrs. Powell said staff would be prepared to follow the direction given by City Council at that time and be adaptable and flexible.

Elected Vice-Chair Member **Vernon Stewart** suggested we continue the discussion in-person to ensure communication was clear from all. Adding he appreciated everyone's input and hope that as months go by, we will have more clarity on community events.

**b. Neighborhood Preservation Updates – Stephen Erno, Neighborhood Services Manager**

Stephen Erno, Neighborhood Services Manager, welcomed newly appointed member Brian Fox and congratulated Elected Chair Amber Hutchinson and Elected Vice-Chair Vernon Stewart. He said the NAC was going through many exciting changes, and that at the moment we were short a couple of staff members, but is happy to continue working on community projects.

Mr. Erno moved on sharing that the Development Services Department had reached out to the Neighborhood Programs Administrator earlier today asking her to share a copy of the draft code amendments with the Neighborhood Advisory Committee. He added that Development Services staff mentioned that this information was made available to the public on the City's website and through social media. Mr. Erno said a link would be emailed to the NAC with a copy of the document. He encouraged the NAC to contact Development Services

with any questions or concerns they may have. He pointed out that there were changes to storage shed regulations mentioned in the document and encouraged the NAC to consider reviewing it since it pertains to neighborhoods.

Mr. Erno mentioned For Our City Day, and how it would look a little different echoing Mrs. Powell and Mrs. Quintana's comment about being ready to adapt to the changes at that time. Adding that we had a couple of months ahead before the event. Mr. Erno said he was excited to continue seeing the great work the NAC does while working with the community.

Committee Member **Margie De La Rosa**, asked what steps were going to be taken when recruiting for volunteers and sponsorship.

Chair Member **Amber Hutchinson** said that this is something that is normally talked about during the planning meetings.

Mrs. Quintana said she was right and that this one of the reasons why the staff is moving forward with the planning meeting. Adding that, the last thing we what is October to roll around, and we were not ready.

Chair Member **Amber Hutchinson** said she feels that with the event, there have always been safety precautions considered, and it won't be too much different this time around, hand washing, glove small groups, etc.

## **8. MEMBERS' COMMENTS / ANNOUNCEMENTS**

Committee Member **Eshé Pickett** suggested we send a farewell thank you card to former members and staff members.

Mrs. Quintana said a discussion took place with Mr. Erno about hosting a farewell event, but at this time it was going to be hard to host given the social distancing guidelines.

## **9. CALENDAR**

- a. Virtual HOA Academy – June 10, 2020, <https://www.facebook.com/MulcahyLawFirm/> 11:00 – 12:00 p.m
- b. Regular Council Meeting – June 11, 2020, City Council Chambers, 6:00 p.m.
- c. Council Study Session – June 22, 2020 City Council Chambers, 6:00 p.m.
- d. For Our City Day Planning Committee Meeting, June 23, 2020, City Hall Training Room, 175 S. Arizona Ave., 4:00 p.m.
- e. Neighborhood Advisory Committee Meeting – August 11, 2020, Neighborhood Resources Conference Room, 235 S. Arizona Ave., 6:00 p.m.

f. Census Day – October 31, 2020

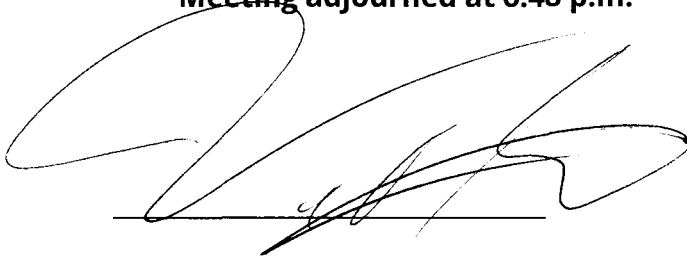
**10. INFORMATION ITEMS**

a. None

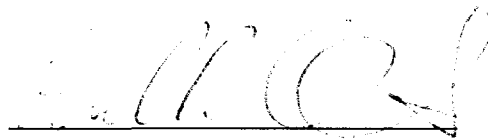
**11. ADJOURNMENT**

Motion to adjourn was made by **Committee Member Eshé Pickett**. Motion seconded by **Committee Member Amber Hutchinson**.

**Meeting adjourned at 6:48 p.m.**

A large, stylized handwritten signature in black ink, written over a horizontal line.

Vernon Stewart, Chair

A handwritten signature in black ink, written over a horizontal line.

Priscilla Quintana, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, August 11, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona and WebEx:

<https://tinyurl.com/ydh7fdeh>

**Members Present**

Amber Hutchinson, Chair  
Vernon Stewart, Vice Chair  
Eshé Pickett, Committee Member  
Jen Felker, Committee Member  
Brian Fox, Committee Member  
Margie De La Rosa, Committee Member

**Staff Present**

Leah Powell, Neighborhood Resources Director  
Stephen Erno, Neighborhood Services Manager  
Priscilla Quintana, Neighborhood Programs Administrator  
Alyssa Yanez, Neighborhood Services Supervisor

**Scheduled Public Appearance**

Linda Sawyer, Chandler Resident

**1. CALL TO ORDER / ROLL CALL**

Quorum was established, and the meeting was called to order at 6:03 p.m.

**2. INTRODUCTION OF NEW MEMBERS**

**a. Jen Felker**

**Committee Member Jen Felker** shared with the committee that she lives in Chandler, and her husband works for the Chandler Fire Department. She shared that she is a realtor and is an active member of the community through different organizations. She expressed how she wants to make a difference in the community and feels that being a member of the Neighborhood Advisory Committee is one way to do that.

**3. INTRODUCTION OF NEW LEAD CODE INSPECTOR**

**a. Jayme Richins, Lead Code Inspector**

Mr. Stephen Erno, Neighborhood Services Manager, introduced Ms. Richins. He said she had been a Code Inspector for several years and in May of 2020 was promoted to Lead Code Inspector and will be leading the field staff.

Ms. Jayme Richins introduced herself to the NAC and gave a summary of what her new job entail.

#### **4. NAC ORIENTATION**

##### **a. Bylaws and Roberts Rule of Order - Kelly Schwab, City Attorney (in for Rosemary Rosales)**

Kelly Schwab, City Attorney, joined the NAC meeting to discuss the NAC Bylaws and Roberts Rule of Order. She began by sharing that the NAC was established by the City Code Section 30-10 as an advisory to the Mayor and Council, and the code outlines the powers and duties of the NAC, including the terms of office. It authorizes the NAC to adopt its bylaws. The last bylaws update was January of 2017, and it established the rules of the committee, operating procedures, and overall guidance for maintaining meetings. It requires the use of Robert's Rules of Order to assist the committee in the Parliamentary process. The adopted bylaws require the use of Robert Rules of Order to assist the committee in how to conduct your business. Ms. Schwab went on to say that as a public body, the NAC is bound by open meeting law, which means you can only discuss items that are on the agenda. She stated that city staff could give full training of the open meeting law for anyone who would like it because it is important to understand the rules as a board member.

Ms. Schwab informed everyone that the Chair of the NAC is responsible for presiding over meetings, deciding all points of order and procedure. All members of the public speaking before the NAC are asked to present their name and address whether they are a Chandler resident or not. On unscheduled public appearances, the person is limited to three minutes and pursuant to law, adding that the board cannot talk about what is presented. If this happens at a meeting, the person wishing to discuss a topic can ask staff to look into it, where the committee can ask them to come to a future meeting and properly agendize the matter.

Under City Code, the City Manager or designee shall serve as the secretary taking minutes and other duties. She said the Board is the voting body not the secretary and not the City Manager. City Staff will preserve the agenda and all the documents relating to that. If a resident wants to propose something and wants to talk about it, the best thing for the NAC members is to forward it to City Staff. NAC is obligated to follow the public records retention requirements of the state law. While the NAC is established by the city code and has adopted its bylaws, overall conduct still must comply with the open meeting law. If there are any conflicts, the open meeting law will supersede. That is the law dictated by the Arizona Legislature. All these documents can be found on the City's website, and her department is happy to provide an open meeting/conflict of law training. Ms. Schwab informed the committee members and staff that she is pleased to interject if she sees any concerns regarding the open meeting law because it is important for public bodies to follow, reiterating that the main key



is to talk about things that are on the agenda, do not talk about things that are not on the agenda, and the rule to post an agenda at least 24 hours before the meeting. This helps the public know how they can attend the meeting and ensures that everything meets the legal requirements.

She then confirmed that a general fact sheet was email to the NAC before the meeting.

**b. Neighborhood Preservation, Stephen Erno, Neighborhood Services Manager**

Mr. Stephen Erno, Neighborhood Services Manager, briefed the NAC on the Neighborhood Preservation Division. He said it is made up of both Code Enforcement as well as Neighborhood Programs. Adding that Alyssa Yanez, Neighborhood Services Supervisor, is responsible for some of the more involved programs, such as a commercial enforcement, graffiti, CDBG neighborhood focus program, neighborhood preservation, and Alyssa is also responsible for the administrative side of the division. He explained that Guy Jaques, Code Enforcement Supervisor, is responsible for six residential code inspectors, including Jayme as the new Lead Inspector, and Priscilla is the Neighborhood Programs Administrator. She has a Neighborhood Enhancement Coordinator position that reports to her. Mr. Erno stated that they are currently down four staff members and the City is on a hiring freeze.

Mr. Erno briefed the NAC on the current Code Enforcement process. He said they are both proactive and reactive. He added that they are sending notices by mail due to COVID-19, limiting contact with residents. Eventually, they will go back to the normal process (in person). He listed the steps inspector take when addressing violations. 1. The resident will get notice to comply with a time frame of when they have to comply. 2. They will get a final notice if they do not comply within the timeline, and 3. If they still fail to comply, the inspector will issue civil citations. Adding that less than 1% of cases goes to the citation stage. Mr. Erno said every effort is made to reach compliance before a citation is issued, including giving help, if needed, to try to gain compliance. Commercial Code Inspector addresses everything on the commercial side, such as commercial landscaping or anything that is happening with commercial properties. He spoke about the Community Development Block Grant (CDBG) funded position. Inspectors are geographically assigned to neighborhoods that they're responsible for addressing. He spoke about the alley maintenance program created in an effort to keep the alleys in a maintained condition. Next, he spoke about, Temporary Sales and Promotional permits are issued out of this department. Mr. Erno ended by emphasizing that not everything is operating the same because of the pandemic. He mentioned to Committee Members Felker and Fox that if they would like more information or need details, staff would be happy to help.

**c. Neighborhood Programs - Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Priscilla Quintana, Neighborhood Programs Administrator, briefed the committee on the Neighborhood Programs and events supported by NAC. She began by discussing the Registered Neighborhood Program, which includes traditional and HOA neighborhoods, adding that there are currently 324 registered neighborhoods. Ms. Quintana spoke about the grants available through Neighborhood Programs such as Annual Jumpstart, Trap Neuter and Return, Traditional Grant, and the HOA Matching Grant. Ms. Quintana then went on to talk about the Let's Pull Together (Volunteer Program) and Tool Lending Program. She concluded by talking about the events NAC supports such as, For Our City Day, HOA Academy, HOA Roundtable, and G.A.I.N.. She invited the committee members to contact her if they had any questions adding that she would be happy to share detailed information with those who needed it.

**5. APPROVAL OF MINUTES**

**a. Minutes of June 9, 2020**

Motion made by **Committee Member Eshé Pickett** to approve the Neighborhood Advisory Committee (NAC) Minutes of June 9, 2020. Motion seconded by **Committee Member Brian Fox**.

**6. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**a. Code Amendments, Linda Sawyer, Chandler Resident**

Chair **Hutchinson** introduced a member of the public, Mrs. Linda Sawyer, City of Chandler resident who wish to discuss code amendments.

Ms. Sawyer introduced herself and began by sharing her concern on the processes on which the code amendments were presented to the council.

Her concern was during the council work sessions when the consultant stated there was no comments from the NAC Committee. That concerned her because some of changes that were occurring, she thought there should have been feedback. She noticed the document came out after the meeting and wondered if the NAC had an opportunity to meet as a group to discuss the code amendment changes. She stated that all she needed was a yes or no answer.

Mr. Erno, Neighborhood Services Manager stated that Code amendments are brought forward by the Development Services team not Code Enforcement, therefore these changes do not go through the NAC. They were presented to the council subcommittee back in September and the subcommittee recommended moving forward, and then went to Planning and Zoning Committee which is the

proper division. In July, there was first reading and final reading on Thursday, August 13, 2020. Mr. Erno said that Development Services reached out to Neighborhood Programs staff, asking them to make the NAC aware that the document was available online for review and comments, if they had anything to share, just like any other resident. Development services was responsible for the public outreach they conducted via media, Facebook and other places. There is link to a website where you can go and provide comments. Again, these are not changes NAC would have administered.

Ms. Sawyer specified that she did think it was administer but asked why the comment made by the consultant that the NAC had no comments on it. She thought it should have been presented to the public for comments. In addition, to the public, during the last NAC meeting, she asked if any mailers were sent for individuals without computer access.

Mr. Erno replied that because this matter was administered by Development Services, Code Enforcement would not have mailed notices. Mr. Erno specified that at that moment he could not confirm if Development Services mailed notices.

Ms. Sawyer asked if Mr. Erno could follow up on it?

Mr. Erno responded that he will find out what they did.

Ms. Sawyer added that the code amendments are a big deal, especially to traditional neighborhoods, and the fact that a lot of—most of the people in traditional neighborhoods, do not have access to the internet and that's why the CARES Act is trying to put money into funding for internet access for students because some parents do not have the internet. Mrs. Sawyer said she did not think this went out to all of the residents it is going to affect with the code changes, considering some of these amendments are pretty big, especially for traditional neighborhoods, but they are big for all the neighborhoods as well.

Mr. Erno reiterated that it was something organized by Planning and Zoning and they would have done whatever they normally do to solicit public outreach. Again, he was not sure of what the process is, but assured her it was not up to the NAC on this particular incident.

Ms. Sawyer asked, "so then the council wasn't expecting any feedback from the NAC committee?"

Mr. Erno said that is correct. The feedback comes from Planning and Zoning.

Committee Member **Picket** added that the NAC was notified that the document draft of the code amendment, was mentioned and the NAC was emailed a link to provide feedback, should they have any. Therefore, the document was provided as

an attachment that read, "The City of Chandler would like your input regarding the draft." It was not part of the meeting, it was offline. If people didn't look at their inbox or didn't see it, then they wouldn't have responded. She said she actually bookmarked it with the intention to go back to it but wasn't aware that the process had already gone through the city council adding that she missed the deadline for the feedback.

Ms. Sawyer reiterated that her point was that it was not on the agenda. She continued saying that she was going to attend the meeting thinking it was on the agenda but she did not see it so obviously she did not have a chance to give her input because that is where she was going to provide it. She said if this document was floating around two months before this, it should have been provided to the NAC prior to the meeting so you could have had a discussion. Ms. Sawyer thinks it is probably an important discussion to have because consultant specifically said he NAC had no comments. Repeating that this was her concern, and the NAC represents traditional neighborhoods and that is important because these changes do affect traditional neighborhoods.

Mr. Erno clarified that it was actually a city staff person and not consultant making that comment. He confirmed, again, that the NAC wouldn't have been the one to run this process. Development Services is who managed the entire process and would not have brought it to the NAC. Not every code change is brought through the NAC. The code changes is brought through a committee that is appropriate to process them. Therefore, the steps Development Services and the things they bring forward for the zoning ordinance are managed by them. If Parks and Recreation are making changes those changes are brought through the Parks and Recreation board.

Ms. Sawyer said it is her understanding that the NAC represents traditional neighborhoods and that this is a code change that affects traditional neighborhoods. She said her understanding is that the consultant specifically made the statement that the NAC had no comments. She went on to say that she did not understand how the NAC could have no comments since no discussion was made. Furthermore, she did not understand why the document put out months before was not presented to this committee. Adding that she would have like to attend a meeting where the NAC discussed the matter and provide her input. In her opinion this was not the correct process.

Mr. Erno stated that it was handled properly through the Planning and Zoning committee. Reiterating that, it was not something that would have gone through the NAC, and that there was still time for comments since it was not 100% approved. As it is going for final adoption on Thursday, August 13, 2020. Mr. Erno suggested that there is still an opportunity for comments if Ms. Sawyer wanted give any. The details of the council's agenda are posted for the public to see.

Ms. Sawyer informed the NAC that a neighbor sent a letter to the Mayor expressing her concerns about this, making the Mayor and Council aware of it. She suggested the NAC look into it because it is important for traditional neighborhoods, and the NAC represents the traditional neighborhoods.

Chair **Hutchinson** thanked Ms. Sawyer for her code amendment comments as Mr. Stephen Erno has mentioned this process is not completed through NAC. She then asked Ms. Sawyer about her the pilot program she wish to present.

Ms. Sawyer requested that her concerns be noted in the minutes.

**b. Pilot Program, Linda Sawyer, Chandler Resident**

Ms. Sawyer began by asking for an update on the Pilot Program the NAC rolled out.

Ms. Schwab, City Attorney responded that the NAC Pilot Program was not on the agenda. She recommended that the NAC specifically list NAC Pilot Program on the agenda and report at a future meeting.

Ms. Sawyer said that before she presents hers, she would like to see the NAC's Program first adding that it would make sense for her presentation to follow, and then they could compare the two. She went on to clarify that traditional neighborhoods are needing some kind of solid program. It's been years since she has been requesting this, because the City does not have one. She asked for the metrics support of that program, the beautification program that was rolled out last fall.

Ms. Leah Powell clarified that the Program was going to launch in Spring 2020 but did not because of COVID-19, therefore no metrics are available to share at this time.

Ms. Sawyer stated that it was going to launch in September of last year.

Ms. Powell said initially, we had proposed to launch the program in the Karen Manor neighborhood, but that did not happen so the decision was made to launch it at different neighborhood, but at that point, COVID-19 started, and it had to be postponed.

Ms. Sawyer replied that the City was going to start the program in her neighborhood and she had stated that the program would not work in her neighborhood.

Ms. Schwab, City Attorney recommended bringing the discussion back to the agenda. Adding that the conversation was straying from the agenda and in to too many details.

Ms. Sawyer said that her point was, that since they did not do "her program" in August, they were going to move it immediately to another program in another

neighborhood and that it was long before COVID-19. Stating that the City was no further ahead in cleaning up the traditional neighborhoods than they were two years ago. She would like the NAC Committee to be aware of that, especially the new members, so we can get some concrete goals in order to get something in line for next coming year.

Chair **Hutchinson** thanked Ms. Sawyer for her input.

Ms. Sawyer responded would like that the NAC place the pilot program on the next agenda.

Chair **Hutchinson** said that the NAC could not confirm if it would be on the next agenda as they have to allow enough time for city staff to prepare for it. She thanked Ms. Sawyer for attending and told her that she will be notified when the Pilot Program will be on the agenda.

Ms. Sawyer asked why they it could not be confirmed when it could be placed on the next agenda.

Chair **Hutchinson** responded that it could not be confirmed at the moment but stated Ms. Sawyer will be notified in advance when the item was added to the agenda.

Ms. Sawyer agreed this was okay and stated that she would follow up with an email. She also asked that her last statement be included in the minutes as well.

Committee Member **Pickett** asked that when the meeting packets are sent to the NAC, both program proposals be included, allowing time prepare for the meeting.

Ms. Sawyer said City staff has a copy of her proposal.

Ms. Quintana asked Ms. Sawyer to please forward that program to her, she would be happy to include it when staff is ready.

## **7. ACTION ITEMS**

None

## **8. BRIEFING ITEMS**

### **a. HOA Academy and HOA Roundtable Update, Priscilla Quintana, Neighborhood Preservation Administrator**

HOA Academy virtual class schedule will be posted once it has been confirmed with Mulcahy Law Firm. A survey was sent to HOA Roundtable participants asking if they would like to attend the roundtable in-person or via WebEx. Results will determine how this event will be held.

**b. G.A.I.N. Updates, Priscilla Quintana, Neighborhood Preservation Administrator**

Police administration has decided to cancel the annual G.A.I.N. event due to COVID-19. They are coming up with different ideas to still recognize Mayor's Excellence Award winners. Once an event is solidified it will be shared with the NAC.

**c. For Our City Updates, Pueblo Viejo and Chieftain Village, Priscilla Quintana, Neighborhood Programs Administrator**

During the last meeting, it was mentioned FOC Day would be at Pueblo Viejo and Chieftain Village. The hope was it would be in a planning phase and moving forward however, staff is looking at different ideas that can be presented to upper management for approval. Once more information is available, the NAC will be notified.

**d. Let's Pull Together – Priscilla Quintana, Neighborhood Programs Administrator**

Let's Pull Together continue to assist residents that are looking for assistance with yard work and minor repairs. During the beginning of COVID-19, volunteers were not comfortable enough in getting out into the community and providing their regular services. However, volunteers are slowly coming back and are working in smaller groups and working very hard. Saturday, August 1, 2020, volunteers worked at a gentleman's home for about 4 hours then returned the following Thursday, August 6, for another five hours. It made a huge improvement on the property.

As the volunteers continue to come back, hopeful more help will be provided to residents who benefit from the Let's Pull Together. The NAC is encouraged to send volunteers our way.

**e. Neighborhood Grant Applications, Priscilla Quintana, Neighborhood Programs Administrator**

Applications are currently not available, we wanted to take this time to update information. The brand standards changed two years including logos, fonts, colors, so we are taking this opportunity to update the forms and make them available to be complete online. We have learned residents prefer to fill them out online, however, resident will still be able to print them and submit them. While updating, we are noticed other areas that could be updated. Such as the time frame we allow to use up the grant. Grants are expected to be available online in the Fall, we are thinking in October.

**f. Neighborhood Preservation Updates – Stephen Erno, Neighborhood Services Manager**

Mr. Erno gave an update that the division and shared that they are short four staff members, only having fifteen staff at this time. Between that and COVID-19, things have been challenging. However, the fifteen (15) team staff members are working

hard to get things done. He shared the Annual Report will be ready including the 2019/2020 fiscal year statistics. The previous fiscal year, Code Enforcement did over 30,000 inspections for all types of cases. They also removed 53,000 square feet of graffiti last year. He added that graffiti has not slowed down at all during this pandemic and staff continues to stay on top of it. He added that the Alley Maintenance Program was on hold during the pandemic and is expect to start that back up, in some fashion, soon.

#### **9. MEMBERS' COMMENTS/ANNOUNCEMENTS**

Committee member **Pickett** asked about upcoming events and how in the future the NAC could participate. Adding that previously they had discussed helping at the Operation Back to School event , and Ostrich festival and did not know how other events would take place. Committee member **Pickett** was curious how events and the planning was going to be moving forward.

Ms. Quintana replied that Operation Back to School was different this year. The city designated four different schools and did drive through service only where volunteers and staff were receiving backpacks and supplies while staying in their vehicles. Ms. Quintana apologized and said had she known Ms. Pickett wanted to take part in this event, she would have made sure of her participation. By the time she learned of it, all the spots were filled. Moving forward, Ms. Quintana said that as events become available, the NAC will receive an email from her.

Committee member **Fox** said that he heard the City is currently working on codes for murals. He said there's a gray area of what is considered art and what is considered advertising. Are we going to be made aware of that decision or will staff be inquiring for the NAC's input on that?

Ms. Powell reminded the committee that they need to stick to the agenda topics and the last question was straying from that. She stated they will bring that information to a future meeting.

Committee member **De La Rosa** asked how the City was preparing for this year's G.A.I.N. event, asking if it was put on hold for October?

Mrs. Quintana did not have details about that yet. All G.A.I.N. events operated out of PD, Neighborhood Programs, offers support and managed the Mayor's Neighborhood Excellence Award piece.



#### **10. CALENDAR**

- a. Virtual HOA Academy Round Two – Tentative date of September 8, and 22, 2020 October 13, and 20, 2020 and November 3 2020, at 12:00 p.m.,  
Mulcahy Law Firm Facebook Live  
<https://www.facebook.com/MulcahyLawFirm/> 11:00 – 12:00 p.m
- b. Regular Council Meeting – August 13, 2020, City Council Chambers, 6:00 p.m.
- c. Mayor's Neighborhood Excellence Award - Friday, August 21 - Friday, September 11, 2020. Online voting at [cityofchandler.gov/mnea](http://cityofchandler.gov/mnea)
- d. Mayor's Neighborhood Excellence Award Winner's Announcements - Monday, September 21, 2020, Mayor Hartke's Facebook page
- e. Neighborhood Advisory Committee Meeting - November 10, TBD, 6:00 p.m.
- f. Census Day – September 30, 2020

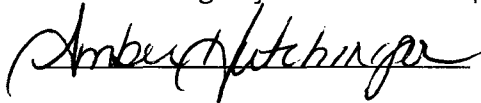
#### **11. INFORMATION ITEMS**

None

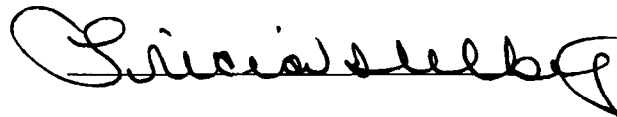
#### **12. ADJOURNMENT**

Motion to adjourn was made by Committee member **Pickett**. Motion seconded by Committee member **De La Rosa**.

Meeting adjourned at **7:07** p.m.



Amber Hutchinson, Chair



Patricia Helbing, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Monday, October 26, 2020 at 5:00 p.m., City Hall 2<sup>nd</sup> Floor, Training Room A, 175 S. Arizona Avenue, Chandler, Arizona and Virtually via Webex, phone# 1-415-655-0001 access code: 145 447 6452

**Members Present**

Amber Hutchinson, Chair  
Vernon Stewart, Vice Chair  
Margie De La Rosa, Committee Member  
Eshé Picket, Committee Member  
Jen Felker, Committee Member  
Brian Fox, Committee Member  
Peter Cwik, Committee Member

**Staff Present**

Leah Powell, Neighborhood Resources  
Director  
Stephen Erno, Neighborhood Services  
Manager  
Priscilla Quintana, Neighborhood Programs  
Administrator  
Alyssa Yanez, Neighborhood Services  
Supervisor  
Breena Meng, Assistant City Attorney

**1. CALL TO ORDER / ROLL CALL**

Quorum was established, and the meeting was called to order at 5:05 p.m.

**2. APPROVAL OF MINUTES**

**a. Minutes of August 11, 2020**

Motion made by **Committee Member Picket** to approve the Neighborhood Advisory Committee (NAC) Minutes of August 11, 2020. Motion seconded by **Committee Member De La Rosa**.

**3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**a. Alley Issues and Beautification Program - Linda Sawyer, Chandler Resident**

Chair **Hutchinson** introduced a member of the public, Mrs. Linda Sawyer, City of Chandler resident.

Mrs. Sawyer stated that she requested to be placed on the agenda to share her concerns regarding the health and safety of alleys. In her statement she stated this was not the first time she had brought this issue forward and asked why it

has not yet become a priority to City staff. In her statement she shared that other cities including Mesa had adapted an alley program that to her knowledge were successful and asked why Chandler deemed it unsuccessful. Mrs. Sawyer shared that an increase in illegal dumping and foliage does not promote a healthy environment for residents adding that the darkness in alleys are an opportunity for criminals to enter the alley ways. Mrs. Sawyer asked the committee to prioritize this issue and implement the program in place by the Cities of Mesa and City of Phoenix. Mrs. Sawyer requested the provided statement be included in the meeting minutes.

Chair **Hutchinson** asked that City staff research and gather information to share with the NAC on a future agenda or further discussion.

Committee members **Pickett** stated that this item has been discussed on multiple occasions during previous NAC meetings as far back as 2017 and intermittently during other meetings. She recalls staff providing statistics and reports along with information on the new alley program and clean up as a result of this discussion. Commissioner **Pickett** said she recalls the last time staff reported on this item was in 2019 and asked staff to confirm.

Mr. Erno reminded the NAC that because this item was not on the placed on the agenda for discussion, staff would have to place it on a future agenda for the NAC to further discuss.

#### **4. ACTION ITEM**

##### **a. Discussion and consideration of recommendation regarding a Property Maintenance Ordinance to City Council– Stephen Erno, Neighborhood Services Manager**

Stephen Erno, Neighborhood Services Manager, presented the Revised Property Maintenance Ordinance to the NAC. Stating the last time, it was significantly updated was in 2007, adding the ordinance is the primary tool Code Enforcement follows. Mr. Erno stated that after a comprehensive review of the existing ordinance and reviewing feedback from residents, and City Council, the ordinance presented is tailored to the City of Chandler following International Property Maintenance Codes and best practice from around the valley. Adding that the new ordinance is more concise and easier for residents to follow. He proceeded to share the most significant changes to the ordinance and asked for the NAC to recommend the revised ordinance to the Council for adoption.

Following the presentation, Committee Member **Pickett** asked for the ordinance to include ways residents can seek help in addressing code compliance.

Mr. Erno said typically when working with City ordinance, policy is not be included. Ordinance state what can be done and should not be done as well as the consequences to not following ordinance. However, when a staff member issues a citation, they must have identified why the resident is not complying and offer ways to resolve the violation. Less than one percent of citation end up in court, and those that do, staff has already exhausted all the ways that are available to help the resident, including the "Let's Pull Together" program. Mrs. Erno added that residents are not usually taken to court if they cannot afford to address the complaint, it is usually because they are refusing to comply.

Commissioner **Fox** stated that Council did not allocate any Cares Act funding to neighborhoods. In anticipation of a second COVID-19 wave and the need for a second stimulus check, it is possible for the City to set aside funding to assist residents who may need it in the future.

Mr. Erno stated that City funds may not be used for the benefit of one resident. Adding that there is a gifting clause that prohibits this from happening. However, through donations made from different organizations, community leaders, volunteers, and faith groups, some concerns can be addressed and have been through "Let's Pull Together."

Commissioner **Fox** asked for the number of rental properties vs. the number of non-rental properties dilapidated, and if a renter occupies a home, are issues addressed with homeowner or renter.

Mr. Erno stated that both landlords and occupants are responsible and are mailed a notice. However, occupants are not held accountable for landscaping. Landlords are held accountable for resolving the concern.

Commissioner **Fox** expressed that he would like for landlords to be held accountable for and not occupants, particularly in the neighborhoods that house low-income families.

Commissioner **Cwik** asked for clarification on bare dirt yards, asking if this only pertains to front and side yards visible from the streets.

Mr. Erno said yes, it pertains to front and side yards visible from the street.

Commissioner **De La Rosa** shared that her neighborhood currently has policies to address street parking and limitation of rentals in neighborhoods. She stated that if a resident violates the policies in place, liens may be placed on their home. **De La Rosa** asked if a policy can be put in place for landlords to ask renters to sign. Holding them accountable for code violations.

Mr. Erno said that each code addresses who is ultimately responsible for addressing the concern.

Commissioner **Pickett** asked if a more clarifying definition of long-term occupant verse short-term occupant could be included to exclude overnight visitors for receiving a violation.

Mr. Erno expressed that the reason for the definition is to hold the correct person responsible. When issuing a civil citation, the staff keeps in mind that the civil citation must be held in court using a reasonable standard. He added that he would be happy to revisit the wording in the ordinance.

Commissioner **Fox** asked if the NAC would see the results of the public survey.

Mr. Erno said yes, the results of the survey would be made public.

Commissioner **De La Rosa** asked if the City could be held responsible for not placing "No Parking" street signs around mobile home parks. Preventing residents from crossing the street and being injured by a vehicle.

Breena Meng, Assistant City Attorney said the City would not be held responsible unless the accident was caused by a City employee.

Motion to recommend the revised ordinance to Council for adoption was made by Commissioner **Cwik**. Motion seconded by Commissioner **Pickett**.

**Motion was approved by all. Approved (7-0)**

**5. BRIEFING ITEM**

none

**6. MEMBERS COMMENTS/ANNOUNCEMENTS**

none

**7. CALENDAR**

- a.** Neighborhood Advisory Committee Meeting – November 10, 2020  
Neighborhood Resources, Conference room, 6:00 p.m.

**8. INFORMATION ITEMS**

None

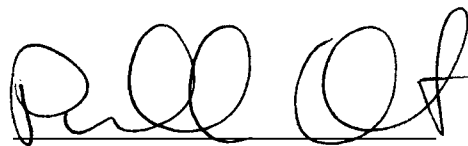
**9. ADJOURNMENT**

Motion to adjourn was made by **Committee Member Eshé Picket**. Motion seconded by **Committee Member Brian Fox**.

Meeting adjourned at 6:11 p.m.

A handwritten signature in black ink, appearing to read "Amber Hutchinson", written over a horizontal line.

Amber Hutchinson, Chair

A handwritten signature in black ink, appearing to read "Priscilla Quintana", written over a horizontal line.

Priscilla Quintana, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, November 10, 2020 at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona and Virtually via Webex, phone# 1-415-655-0001 access code: 145 724 3299

**Members Present**

Amber Hutchinson, Chair  
Vernon Stewart, Vice Chair  
Eshé Pickett, Committee Member  
Brian Fox, Committee Member  
Peter Cwik, Committee Member

**Members Absent**

Margie De La Rosa, Committee Member  
(Excused)  
Jen Felker, Committee Member  
(Excused)

**Staff Present**

Leah Powell, Neighborhood Resources  
Director  
Stephen Erno, Neighborhood Services  
Manager  
Priscilla Quintana, Neighborhood Programs  
Administrator  
Alyssa Yanez, Neighborhood Services  
Supervisor  
Breena Meng, Sr. Asst City Attorney

**1. CALL TO ORDER / ROLL CALL**

Quorum was established, and the meeting was called to order at 6:5 p.m.

**2. APPROVAL OF MINUTES**

**a. Minutes of October 26, 2020**

Motion made by **Committee Member Cwik** to approve the Neighborhood Advisory Committee (NAC) Minutes of October 26, 2020. Motion seconded by **Committee Member De La Rosa**.

**3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**a. Trap, Neuter, and Return Grant Program – Sue Harrington and Linda Sawyer, Chandler Residents**

Ms. Harrington shared that the Trap, Neuter, and Return of feral cats (TNR) program has been successful in the areas she has been helping. However, she asked that the application process be updated from a six-month time frame to 12 months to allow residents to have more time to use all the funding. Ms. Harrington also asked that TNR Grant be

extended to apartment and mobile home parks. In addition to this, she is asking that the number of grant supporters on each application be brought down from five to three. This would make it easier for residents to apply for the grant.

Ms. Sawyer, commended Leah Powell, Neighborhood Resources Director, and Stephen Erno, Neighborhood Service Manager, for their support to the Grant Program. She asked that the process be kept simple for Ms. Harrington to continue to help the community address the feral cat growth population.

**b. Pilot Program – Linda Sawyer, Chandler Resident**

Ms. Sawyer asked that the NAC consider her Pilot Programs, which includes addressing alley concerns, before agreeing to the new program staff is presenting. She specifically asked that the alleys be gated, and police are involved in the new program. She stated that she does not see enough emphasis on addressing alleys concerns in the program staff is presenting. She stated that when her neighborhood used her Pilot Program, it was successful, and as a result, Code complaints has decreased. She asked that police be involved in addressing parking in the street. Ms. Sawyer said that gating alleys in the City of Mesa and Phoenix has been successful and asked that the City of Chandler also gate alleys. Mrs. Sawyer asked that this item be placed on a future agenda and be open for discussion.

Breena Meng, Assistant City Attorney, stated that agenda items are set by the NAC. If there is interest expressed by the committee members, they may decide to include topics on future agendas.

**Committee Member Stewart** asked for clarification on the statement Ms. Harrington made regarding the timeframe allotted for residents to use the TNR grant and the extending the grant program to apartment complex and mobile home parks.

**4. ACTION ITEMS**

None

**5. BRIEFING ITEMS**

**a. Envision Uptown Presentation – Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Quintana, Neighborhood Programs Administrator, presented the NAC with Envision Uptown Pilot Neighborhood Revitalization Program. She stated that much like the Mayor on the Move and Mayor's Listening Tour,



residents can learn about the resources available. Ms. Quintana said that the twist to this new program would be staff first engaging the community in conversations to learn about the specific needs and resources they desire for their neighborhood. Once the resources are identified, staff would take the essential resources to the community. Envision Uptown will first be introduced to Amberwood South, a traditional neighborhood with approximately 500 homes in the Spring of 2021. Depending on the outcome of the first event, Envision Uptown will be tailored and introduced to other neighborhoods in the City.

**Committee Member Fox** asked if this program would be brought before the Council for approval.

Ms. Quintana said this program was presented to the Council Subcommittee.

**Chair Hutchinson** asked that Ms. Sawyers presentation and Envision Uptown be placed on a future agenda for discussion.

**Committee Member Pickett** asked if Amberwood South neighborhood leaders are currently engaged.

Ms. Powell stated that Amberwood South neighborhood leaders attended a previous NAC meeting in the Spring.

**Committee Member Pickett** asked if ASU Happy Lab students have identified other ways to help neighborhoods.

Ms. Powell stated that due to COVID-19, we have not been able to meet with the students.

**Committee Member Fox** asked that the metric system used to identify the pilot neighborhood be shared with the NAC.

Mr. Erno said the data gathered was internal information. Due to the sensitivity of the data it could not be shared. This includes exact location of Police and Fire calls.

**b. Chandler Arts Commission Call to Neighborhoods Proposal – Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Quintana said the Chandler Art Commission is seeking ways to bring art into neighborhoods. Peter Bugg, Visual Arts Coordinator is asking that the NAC consider being part of the process that includes: A call out to neighborhoods asking them to submit applications for this program, reviewing applications, and artwork. Ms. Quintana said this process would

not require a voting by the NAC, it would be the NAC simply participating in this fun activity.

**c. For Our City Neighborhood Report – Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Quintana said that this year in honor of For Our City day, Neighborhood Programs worked closely with Code Enforcement to identify neighborhoods that could benefit from large dumpsters being brought into their neighborhoods, in an effort to encourage residents to get rid of unwanted items, and promote neighborhood beautification.

**Committee member Cwik** asked if FOC was available to HOA

Ms. Quintana said FOC Day was specifically for traditional neighborhoods to help address concerns in low to moderate-income neighborhoods through beautification projects.

Ms. Quintana added that this year, in addition to the large dumpsters, Zovio sponsored three homes by provided gravel, planting trees, and painting, as well as brought out 40 of their employees to assist with the job. These homes were selected with the assistance of the Code Enforcement team. Meanwhile, Amazon celebrated their grand opening in Chandler by donating a free “Little Library” and installed it at San Macros Elementary, also located in Pueblo Viejo where this year’s For Our City Day was celebrated.

**d. Neighborhood Preservation Updates – Stephen Erno, Neighborhood Services Manager**

Mr. Erno briefed the NAC on the Code Revision process. He said that staff continues to receive positive feedback and encourages the NAC to share this information with the community. Meanwhile, staff would continue to push it thru social media. Mr. Erno said it would be taken before Council on December 7 and December 10.

Mr. Erno asked Alyssa Yanez, Neighborhood Preservation Supervisor, to update the NAC on the new case management Code System.

Ms. Yanez noted that staff has been working with a vendor that could develop a system specifically for Code Enforcement to improve the current Code Process. She said that staff has been meeting with the vendor for five weeks on the system configurations, and the goal is to implement the new system at the beginning of the year. She stated this

new system would make the team more productive and efficient. This new system would also allow data to be extracted easier for reporting purposes.

**6. MEMBERS' COMMENTS/ANNOUNCEMENTS**

**Committee Member Cwik** asked for the NAC to consider participating in the CIVIC program. He said this program provides an opportunity to learn more about the functions of each City department.

**Committee Member Cwik** also asked how he can receive informational and educational topics to share with his HOA through his newsletter.

Mr. Erno said staff could share articles that are included in the City Scope or other departments.

**7. CALENDAR**

**a. Neighborhood Advisory Committee Meeting – December 8, 2020, Neighborhood Resources Conference Room, 6:00 p.m.**

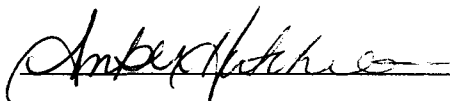
**NAC** asked that the meetings continue to be held virtually due to COVID-19.

**8. INFORMAITON ITEMS**

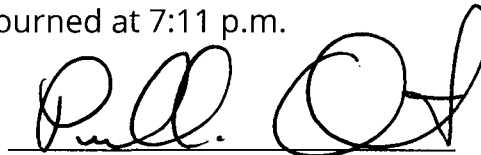
**9. ADJOURNMENT**

Motion made by **Chair Hutchinson** to adjourn the Neighborhood Advisory Committee (NAC) meeting. Motion seconded by **Committee Member Pickett**.

**Motion approved by all.** Meeting adjourned at 7:11 p.m.



Amber Hutchinson, Chair



Priscilla Quintana, Recording Secretary



MINUTES OF THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE CITY OF CHANDLER, ARIZONA, held on Tuesday, December 8, 2020, at 6:00 p.m., Neighborhood Resources Office - Conference Room, 235 S. Arizona Avenue, Chandler, Arizona and Virtually via WebEx, phone# 1-415-655-0001 access code: 145 431 6628

**Members Present**

Vernon Stewart, Vice Chair  
Eshé Pickett, Committee Member  
Brian Fox, Committee Member  
Peter Cwik, Committee Member  
Margie De La Rosa, Committee Member  
Jen Felker, Committee Member

**Members Absent**

Amber Hutchinson, Chair

**Residents Present**

Linda Sawyer, Chandler Resident  
Judy Ramos, Chandler Resident

**Staff Present**

Debra Stapleton, Asst. City Manager  
Leah Powell, Neighborhood Resources Director  
Stephen Erno, Neighborhood Services Manager  
Priscilla Quintana, Neighborhood Programs Administrator  
Alyssa Yanez, Neighborhood Services Supervisor  
Guy Jacques, Neighborhood Service Supervisor  
Rosa Berrelleza, Neighborhood Enhancement Coordinator  
Breena Meng, Sr. Asst City Attorney

**1. CALL TO ORDER / ROLL CALL**

Quorum was established, and the meeting was called to order at 6:00 p.m.

**2. Approval of Minutes**

**a. Minutes of November 10, 2020**

Motion made by **Committee Member Pickett** to approve the Neighborhood Advisory Committee (NAC) minutes of November 10, 2020. Motion seconded by **Committee Member Cwik**.

**Motion approved by all (6-0)**

**3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

(Members of the audience may address any item not on the agenda. State Statute prohibits the NAC from discussing an item, not on the agenda, but the NAC does listen to your concerns and has staff to follow up on any questions you raise.)

**4. ACTION**

**a. 2021 Neighborhood Advisory Meeting Calendar – Priscilla Quintana, Neighborhood Programs Administrator**

Motion made by **Committee Member Pickett** to approve the 2021 Neighborhood Advisory Meeting Calendar. Motion seconded by **Committee Member Cwik**.

**Motion approved by all. (6-0)**

**5. BRIEFING ITEM**

**a. Pilot Program and Alley Health and Safety – Linda Sawyer, Chandler Resident**

Linda Sawyer, Chandler resident, began her presentation by stating that Ms. Powell was correct in stating that the beautification program created for Karen Manor was not implemented because it was not a good fit for her neighborhood adding her neighborhood had safety concerns. Mrs. Sawyer proposed an alternative program to help decrease code and parking violations. She stated there are still existing concerns in her neighborhood that pertain to the alley safety. She added that alleys are not gated in her neighborhood, nor do they have any "no trespassing" signs posted or security lights. Mrs. Sawyer stated both the City of Mesa and the City of Phoenix implemented a program using a block watch grant to gate the alleys in order to reduce traffic in the alleys. She stated it was her opinion that residents would agree to gate the alleys if the trash collection is kept in the back. Adding that she thought having trash collection in the front was a good idea but has since changed her mind. Mrs. Sawyer suggested implementing a small fee to keep trash collection in the alley and installing electronic gates. Mrs. Sawyer requested the NAC consider the differences in the programs with the goal being the residents' health and safety in mind when proposing a new program for traditional neighborhoods to Council.

Attached is a copy of the presentation Mrs. Sawyer presented. Upon reading the first slide, she asked for alleys to be gated. She added that there is no reason for anyone other than residents who live in the neighborhood, city staff, and utility maintenance to be in the alley. She spoke about the City of Mesa enforcing no trespassing laws and asked for continuous code enforcement to address violations. Mrs. Sawyer also stated that she would like to see each violation recorded creating a way to provide a metric system. She expressed her concern with utilizing social resources in the following zip codes 85224, 85225, and 85226. She stated that having churches host people experiencing homelessness and a clinic to help individuals with substance abuse, creates other problems, which include individuals loitering in the neighborhood, urinating, using drugs and walking through the alleys. Mrs. Sawyer also stated she has concerns with residents who live in the condo complex and do not respect the parking signs

and bike lanes. She shared pictures and spoke about the lack of lighting in the alleys, which makes her feel unsafe.

During the presentation **Committee Member Pickett** asked about the cost of each component of Mrs. Sawyer's program and if alleys are privately owned or public-rights-of-way.

**Committee Member Fox** said he spoke to the City of Mesa's staff in order to learn more about the process. He discovered that the City of Mesa has experienced challenges primarily due to resident not maintaining their alleys resulting in an unexpected cost up to \$60,000. He shared that areas in the alley had to be pushed back by as much as 15 feet, which created areas where individuals can hide. He also shared that residents have provided "good" feedback with the no trespassing signs being posted in the areas.

**Committee Member Stewart** asked if **Committee Member Fox** has seen the gated alleys.

**Committee Member Fox** said he has and would share pictures he has taken of the areas.

**Committee Member Pickett** asked staff if they knew the cost and if the alleys are considered public right-of-way or private.

Mr. Erno stated that alleys are a public right-of-way and that he and Ms. Yanez would be addressing some of the concerns associated with gating an alley. He added that he did not have the exact cost for gating alleys but would research the cost and report back to the NAC.

Mrs. Sawyer continued with her presentation and expressed that the cost of ensuring the alleys are safe and clean is the City's responsibility, and at the very least, lights and signs should be added in the alley ways. Mrs. Sawyer said that there is a lot of work that needs to be done and it should be taken seriously.

**Committee Member Pickett** said she agrees it is a serious issue, however, it is important for everyone understand whether alleys are a private or public right-of-way.

Mrs. Sawyer read her slide titled "Code Enforcement and Parking Recommendations" and reiterated the importance of identifying leaders in the neighborhoods to help monitor whether code violations have been appropriately addressed in their respective neighborhoods. She requested that Code Enforcement be proactive in helping to address recurring violations. Mrs.

Sawyer asked for 24-hour monitoring or shifts that can monitor the neighborhoods after 5:00 p.m. enforce illegal parking. Mrs. Sawyer described the attached pictures as recurring code violations. She then spoke about public benches being occupied by people experiencing homelessness in her neighborhood and displacing residents waiting for public transportation.

Mrs. Sawyer presented the NAC with her recommendation to help individuals experiencing temporary setbacks, individuals experiencing mental health or substance abuse, and individuals not willing to change their homeless lifestyle. Mrs. Sawyer stated individuals experiencing homelessness should be forced into treatment instead of being helped by the City Navigators.

**Committee Member Pickett** asked staff for clarification on the process to assist people experiencing homelessness.

Mrs. Powell said she would be happy to present the steps and resources available to individuals experiencing homelessness. She added that it is not simply helping them obtain their identification, but rather working through all the different barriers. She mentioned all of this is accomplished while conforming with the laws and constitution and in a humane way. Ms. Powell said it is unconstitutional to force individuals into treatment and that some of the suggestions made in the previous presentation were unconstitutional.

Mrs. Sawyer responded by stating that there is room in the law to mandate treatment. She added that the money used for navigators is not cost effective, especially when the City is stating there is no funding to secure alleys.

Mrs. Meng, Asst. City Attorney, responded to Mrs. Sawyer, stating that by law the City may not force individuals to go into treatment unless they are endangering themselves or others.

Mrs. Sawyer responded by stating that individual violating ordinance 1501, 1502, 1503, should be assessed to determine eligibility for treatment, adding that if they are charged with a misdemeanor they should be mandated for treatment.

Mrs. Meng said that the ordinance Mrs. Sawyer is referencing is in regard to trespassing and not substance abuse. She added that individuals who are charged with drug and alcohol offenses may be required to enter treatment, but not for trespassing.

Mrs. Sawyer said that individuals who are in the alleys, publicly urinating or disturbing the peace can be charged with misdemeanor offenses and can be brought before the court.

Mrs. Meng stated the alley ways are public right-of-way and therefore you cannot trespass individuals for walking in the alleys.

Mrs. Sawyer asked whether individuals that are charged multiple times for the same offence can be forced into treatment, adding that sometimes an individual needs this type of help.

Mrs. Meng replied that the court has two forms of mental health court. One is civil, where a court can force treatment if they are a danger to themselves or others. The other is criminal or misdemeanor for non-violent offense mental health court designed for individuals with severe mental illness designed from a treatment perspective and the City already participates in the mental health court.

**b. Envision Uptown Update – Priscilla Quintana, Neighborhood Programs Administrator**

Mrs. Quintana, Neighborhood Programs Administrator, clarified that Envision Uptown, as present in the last NAC meeting, is a Mayor's initiative and will take the place of Mayor's Day of Play. She added that Envision has been approved by Council and is tentatively scheduled for April 13, 2021.

**c. Alley and Alley Maintenance Program – Stephen Erno, Neighborhood Service Manager and Alyssa Yanez, Neighborhood Service Supervisor**

Mr. Erno, Neighborhood Service Manager began his presentation by providing a brief background on alleys adding that there are approximately 130 miles of alleys in the City of Chandler, Solid Waste Services utilize the alley ways for trash collection. He added that most alleys also include utility easements for gas, telephone, electric, water and sewer. Mr. Erno stated the City has had to shield many of the streetlights due to residents complaining about them shining into their property and that adding lights in the alleys would likely cause more problems. Mr. Erno said that gating alleys would include many stakeholders and that it would not be an easy process. Mr. Erno reiterated that City Code requires one-half of the width of an abutting alleys from the property line to the center of the alley be maintained by the resident. He added that converting from alley collection to curbside collection would require 51% of the residents to agree. He added that a survey has been conducted in Karen Manor three separate times and each time the residents have not supported moving to curbside collection. Therefore, gating alleys would present challenges for solid waste collection, including the safety of drivers having to leave their vehicle to open gates. Mr. Erno defined alleys as public rights-of-way and said walking or standing in alleys is not illegal. He added that the City of Mesa must have deeded alleys back to residents making it possible to post "no trespassing" signs. Mr. Erno shared



several pictures of the alley way located in Karen Manor that demonstrated the alley being kept clean and crediting the Alley Maintenance Program. He noted that not all of the alleys in the city are as well maintained and some have overgrown vegetation and/or illegal dumping that the alley maintenance program helps to address. Mr. Erno shared several pictures of the gated alleys located in the City Mesa where it clearly demonstrated that even with alleys being gated they are not maintained and shared some of the challenges that City of Mesa staff has encountered due to the gating of the alleys. He said neighbor disputes have occurred because not all neighbors agree with locking the gates. Locks have been vandalized and the gate keys have the ability to open all the gated alleys located throughout the City of Mesa. He asked Guy Jacques, Code Enforcement Supervisor, to share his experience with the gated alleys in Mesa while working for the City of Mesa.

Mr. Jacques shared his experience with alleys while working as a Code Enforcement Supervisor with the City of Mesa for nearly five years. He stated that while there were good intentions associated with gating the alleys, ultimately the program did not solve any of the alley issues. More recently, the City of Mesa has had to create an illegal dumping program in part to address the issue of illegal dumping occurring within gated alleys. He stated that gated alleys are one of the most popular and frequent locations for illegal dumping. Mr. Jacques also added that residents were not complying with maintaining their portions of the alley ways. He said that Code staff and other department staff were in agreement that gating alleys in Mesa was not a good idea.

Ms. Yanez, Neighborhood Service Supervisor, responsible for the Alley Maintenance Program gave a brief background stating that the program was initiated in 2015 through a recommendation made by the NAC as a pilot program to help identify ways to address issues in the alley ways. She said concerns are addressed by sending out mailers to residents of any overgrown vegetation and illegal dumping. The idea behind the program is to educate residents provide resources to help maintain the alleys, and to prevent them from receiving a code violation. However, if violations are extreme, they may be reported to a code inspector to address. Mrs. Yanez said that prior to conducting an inspection in the area, a mailer is sent to the neighborhood informing them of the alley maintenance requirements. This process has caused potential violations to decrease by 96%. Residents with violations may be addressed with a friendly reminder letter before moving to a code violation. It was noted that the letter includes a list of resources to help address the violations. Mrs. Yanez shared a copy of the letters and mailers used for this program.

Mr. Erno said that this position is currently being filled by a Neighborhood Prevention Technician and not a Code Inspector, adding that alley the technician

position is a lower grade and the cost of the entire program is less than having Code Inspectors checking alleys. This is also a way to be proactive in addressing alley concerns.

**Committee Member Fox** asked for a copy of the presentation.

**Committee Member Pickett** asked if there is data that demonstrates areas with a concentration of violations.

Ms. Yanez said the information can be provided to the NAC.

**Committee Member Fox** asked why code inspections were suspended during the pandemic.

Mrs. Powell said this was the direction given in effort to lessen the burden on residents.

**d. Neighborhood Programs – Priscilla Quintana, Neighborhood Programs Administrator**

Ms. Quintana, Neighborhood Programs Administrator, encouraged the NAC to promote the various grant opportunities available for neighborhoods, including the Annual Jump Start, HOA Matching, Traditional Neighborhood, and the Trap, Neuter, and Return of feral cat grants. She also asked that they share that if they know of residents eligible for the Let's Pull Together program or volunteers interested in helping, they should reach out to the Neighborhood Programs.

**e. Neighborhood Preservation Updates – Stephen Erno, Neighborhood Service Manager**

Mr. Erno gave an update on the status of the Code Revision process. He mentioned that Council had an opportunity to ask questions during the last meeting on December 7 and will have a second opportunity on December 10.

**6. MEMBERS COMMENTS/ANNOUNCEMENTS**

None

**7. CALENDAR**

Neighborhood Advisory Committee Meeting – January 12, 2021, Neighborhood Resources Conference Room and WebEx, 6:00 p.m.

**8. INFORMATION ITEMS**

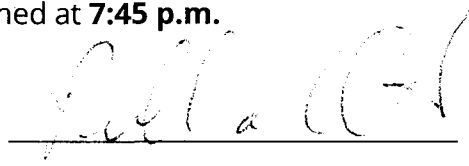
**9. ADJOURNMENT**

Motion made by **Committee Member Cwik** to adjourn the Neighborhood Advisory Committee (NAC) meeting. Motion seconded by **Committee Member Fox**.

**Motion approved by all. Meeting adjourned at 7:45 p.m.**

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Vernon Stewart, Vice Chair

A handwritten signature in black ink, written over a horizontal line.

Priscilla Quintana, Recording Secretary