

City of Glendale Council Workshop Agenda

January 21, 2014 - 1:30 p.m.

Welcome!

We are glad you have chosen to attend this meeting. We welcome your interest and encourage you to attend again.

Form of Government

The City of Glendale has a Council-Manager form of government. Policy is set by the elected Council and administered by the Council-appointed City Manager. The Council consists of a Mayor and six Councilmembers. The Mayor is elected every four years by voters city-wide. Councilmembers hold four-year terms with three seats decided every two years. Each of the six Councilmembers represent one of six electoral districts and are elected by the voters of their respective districts (see map on back).

Voting Meetings and Workshop Sessions

Voting meetings are held for Council to take official action. These meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Council Chambers of the Glendale Municipal Office Complex, 5850 West Glendale Avenue. **Workshop sessions** provide Council with an opportunity to hear presentations by staff on topics that may come before Council for official action. These meetings are generally held on the first and third Tuesday of each month at 1:30 p.m. in Room B3 of the Glendale Municipal Office complex.

Special voting meetings and workshop sessions are called for and held as needed.

Executive Sessions

Council may convene to an executive session to receive legal advice, discuss land acquisitions, personnel issues, and appointments to boards and commissions. Executive sessions will be held in Room B3 of the Council Chambers. As provided by state statute, executive sessions are closed to the public.

Regular City Council meetings are telecast live. Repeat broadcasts are telecast the second and fourth week of the month - Wednesday at 2:30 p.m., Thursday at 8:00 a.m., Friday at 8:00 a.m., Saturday at 2:00 p.m., Sunday at 9:00 a.m. and Monday at 1:30 p.m. on Glendale Channel 11.

If you have any questions about the agenda, please call the City Manager's Office at (623)930-2870. If you have a concern you would like to discuss with your District Councilmember, please call the City Council Office at (623)930-2249



For special accommodations or interpreter assistance, please contact the City Manager's Office at (623)930-2870 at least one business day prior to this meeting. TDD (623)930-2197.

Para acomodacion especial o traductor de español, por favor llame a la oficina del administrador del ayuntamiento de Glendale, al (623) 930-2870 un día hábil antes de la fecha de la junta.

Councilmembers

Cactus District - Ian Hugh
Cholla District - Manuel D. Martinez
Ocotillo District - Norma S. Alvarez
Sahuaro District - Gary D. Sherwood
Yucca District - Samuel U. Chavira



MAYOR JERRY P. WEIERS

Vice Mayor Yvonne J. Knaack - Barrel District

Appointed City Staff

Brenda S. Fischer - City Manager
Michael D. Bailey - City Attorney
Pamela Hanna - City Clerk
Elizabeth Finn - City Judge

Meeting Agendas

Generally, paper copies of Council agendas may be obtained after 4:00 p.m. on the Friday before a Council meeting from the City Clerk Department inside Glendale City Hall. Additionally, the agenda and all supporting documents are posted to the city's website, www.glendaleaz.com

Public Rules of Conduct

The presiding officer shall keep control of the meeting and require the speakers and audience to refrain from abusive or profane remarks, disruptive outbursts, applause, protests, or other conduct which disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Councilmembers, city staff, or members of the public are not allowed. It is inappropriate to utilize the public hearing or other agenda item for purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease such conduct upon request of the presiding officer will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the presiding officer.

How to Participate

Voting Meeting - The Glendale City Council values citizen comments and input. If you wish to speak on a matter concerning Glendale city government that is not on the printed agenda, please fill out a blue Citizen Comments Card. Public hearings are also held on certain agenda items. If you wish to speak on a particular item listed on the agenda, please fill out a gold Public Hearing Speakers Card. Your name will be called when the Public Hearing on the item has been opened or Citizen Comments portion of the agenda is reached. **Workshop Sessions** - There is no Citizen Comments portion on the workshop agenda.

When speaking at the Podium, please state your name and the city in which you reside. If you reside in the City of Glendale, please state the Council District you live in and present your comments in five minutes or less.

Regular Workshop meetings are telecast live. Repeat broadcasts are telecast the first and third week of the month - Wednesday at 3:00 p.m., Thursday at 1:00 p.m., Friday at 8:30 a.m., Saturday at 2:00 p.m., Sunday at 9:00 a.m. and Monday at 2:00 p.m. on Glendale Channel 11.



Council District Boundaries





GLENDALE CITY COUNCIL WORKSHOP SESSION
Council Chambers – Room B3
5850 West Glendale Avenue
January 21, 2014
1:30 p.m.

One or more members of the City Council may be unable to attend the Workshop or Executive Session Meeting in person and may participate telephonically, pursuant to A.R.S. § 38-431(4).

CALL TO ORDER

WORKSHOP SESSION

1. FY12-13 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END AUDIT UPDATE
PRESENTED BY: Tom Duensing, Executive Director, Financial Services
2. ANNEXATION POLICY UPDATE
PRESENTED BY: Jon M. Froke, AICP, Planning Director
3. COUNCIL GUIDELINES – SELECTION OF VICE MAYOR
PRESENTED BY: Kristen Krey, Council Services Administrator
4. AUTHORIZATION TO AMEND COUNCIL MEETING RULES AND PROCEDURES
PRESENTED BY: Kristen Krey, Council Services Administrator

CITY MANAGER’S REPORT

This report allows the City Manager to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from discussing or acting on any of the items presented by the City Manager since they are not itemized on the Council Workshop Agenda.

COUNCIL ITEMS OF SPECIAL INTEREST

Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The

Council does not discuss the new topics at the Workshop where they are introduced.

EXECUTIVE SESSION

1. LEGAL MATTERS

A. The City Council will meet with the City Attorney for legal advice, discussion and consultation regarding the city's position in pending or contemplated litigation, including settlement discussions conducted in order to avoid or resolve litigation. (A.R.S. § 38-431.03(A)(3)(4))

2. PERSONNEL MATTERS

A. Various terms have expired on boards, commissions and other bodies. The City Council will be discussing appointments involving the following boards, commissions and other bodies. (A.R.S. § 38-431.03 (A)(1))

1. Arts Commission
2. Audit Committee
3. Aviation Advisory Commission
4. Board of Adjustment
5. Citizens Bicycle Advisory Committee
6. Citizens Transportation Oversight Commission
7. Commission on Neighborhoods
8. Commission on Persons with Disabilities
9. Community Development Advisory Committee
10. General Plan Steering Committee
11. Glendale Municipal Property Corporation
12. Historic Preservation Commission
13. Industrial Development Authority
14. Judicial Selection Advisory Board
15. Library Advisory Board
16. Parks and Recreation Advisory Commission
17. Personnel Board
18. Planning Commission
19. Public Safety Personnel Retirement Board/Fire
20. Public Safety Personnel Retirement Board/Police
21. Risk Management/Workers Compensation Trust Fund Board
22. Water Services Advisory Commission

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (i) discussion or consideration of personnel matters (A.R.S. § 38-431.03(A)(1));

- (ii) discussion or consideration of records exempt by law from public inspection (A.R.S. § 38-431.03(A)(2));
- (iii) discussion or consultation for legal advice with the city's attorneys (A.R.S. § 38-431.03(A)(3));
- (iv) discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4));
- (v) discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. § 38-431.03(A)(5)); or
- (vi) discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. § 38-431.03(A)(7)).

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. § 38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless the City Council takes a legal action at a properly noticed open meeting to approve of such expenditure prior to incurring any such obligation or indebtedness. A.R.S. § 38-431.07(A)(B).

Items Respectfully Submitted,



Brenda S. Fischer, ICMA-CM
City Manager



WORKSHOP COUNCIL REPORT

Meeting Date: **1/21/2014**
Meeting Type: **Workshop**
Title: **FY12-13 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END
AUDIT UPDATE**
Staff Contact: **TOM DUENSING, EXECUTIVE DIRECTOR, FINANCIAL SERVICES**

Purpose and Policy Guidance

The purpose of this item is to present Council with the June 30, 2013, Comprehensive Annual Financial Report and provide an overview of the most recently completed annual audit.

Background

At the December 17, 2013, Workshop, Council requested staff return for a presentation of the June 30, 2013, Comprehensive Annual Financial Report (CAFR). Included in the CAFR are the audited financial statements and the Independent Auditor's Report. The June 30, 2013, CAFR has been submitted to the Government Finance Officers' Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting award.

Article VI, Section 16 requires the City of Glendale to obtain an independent annual audit of its financial statements. Specifically, Section 16 reads as follows.

Sec. 16. Independent annual audit.

Prior to the end of each fiscal year the council shall designate qualified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the city government and shall submit their report to the council and to the city manager. This section shall not preclude the city council from executing a contract with an accounting firm for more than one year subject to annual appropriation and a maximum three-year agreement.

Such accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the city government or of any of its officers. They shall not maintain any accounts or records of the city business, but, within specifications approved by the council, shall post-audit the books and documents kept by the city and any separate or subordinate accounts kept by any other office, department or agency of the city government.

Analysis

Staff will present Council with the CAFR. For the year ended June 30, 2013, the City of Glendale contracted with a new audit firm CliftonLarsonAllen. Mr. Dennis Osuch, a partner with



WORKSHOP COUNCIL REPORT

CliftonLarsonAllen, the City's independent auditor, will present an overview of the audit and answer questions from Council regarding the audit process.

Community Benefit/Public Involvement

The annual audit and issuance of a Comprehensive Annual Financial Report is an important element to the City's commitment to financial stability and transparency.



WORKSHOP COUNCIL REPORT

Meeting Date: **1/21/2014**
Meeting Type: **Workshop**
Title: **ANNEXATION POLICY UPDATE**
Staff Contact: **Jon M. Froke, AICP, Planning Director**

Purpose and Policy Guidance

Staff will provide an update to the Council concerning the city's adopted annexation policy. Staff will also update the Council concerning the Pre-Annexation and Development Agreement with the Loop 303 Corridor Group.

- Staff is seeking guidance from Council concerning the possible annexation of properties located in and around State Route 303 (the Loop 303).
- Staff is also seeking guidance from Council concerning potential amendments to the Annexation Policy to recognize current conditions in Glendale.

Background

Annexation is the process by which a city may assume jurisdiction over unincorporated territory adjacent to its boundaries. The process of annexation is set forth very specifically in state law; however the decision to annex property is at the discretion of the City Council.

Several reasons for annexation include: Businesses and residences receive a higher level of municipal services; orderly development occurs along a municipalities boundaries, development is subject to municipal codes, subdivision requirements, and zoning ordinances, and increased revenue to the municipality.

The City of Glendale completed its first annexation in 1930. By a series of annexation actions in 1977 and 1978 using a process no longer permitted by state law, Glendale annexed a 10 foot wide strip of land roughly along Peoria Avenue, Dysart Road, and Northern Avenue to the north, the existing city limits to the east, Camelback Road to the south, and Perryville Road to the west. This action, commonly known as strip annexation, created an approximately 32 square mile area of unincorporated territory, commonly known as a county island, completely surrounded by Glendale. The unincorporated properties within this county island can now only be annexed by the City of Glendale unless the Council agrees to adjust the boundary of the strip annexation.

Council adopted Glendale's first Annexation Policy on December 16, 2003, and amended the policy on July 12, 2005.



WORKSHOP COUNCIL REPORT

The current Annexation Policy includes the following items:

- Viable private companies will provide water and sewer service for any annexed area located beyond the city's existing service area.
- The city will proactively pursue voluntary annexation in the Loop 303 corridor.
- Consideration will be given to annexation requests submitted from any location within the Glendale Municipal Planning Area.

Luke Air Force Base contains approximately four square miles in the Municipal Planning Area (MPA). The city annexed the base on July 25, 1995. The city does not provide water and sewer services to Luke Air Force Base since Luke owned the infrastructure to provide both water and sewer services.

Most of the area within the city's strip annexation area south of Peoria Avenue, west of 115th Avenue, north of Camelback Road, and east of Perryville Road lies within the service boundaries for private water companies. Although significant portions of the area are currently not served, in the past private water and sewer service providers have extended their utility lines into portions of this area.

This area is within Glendale's Maricopa Association of Government's (MAG) 208 Planning Area, which provides for the review of sewer line extensions by the city.

Current Council direction, as incorporated in the adopted Annexation Policy, is that viable private companies will provide water and sewer service for any annexed area located beyond the city's existing service area.

The provision of providing water and sewer services in the area west of 115th Avenue by viable private providers benefits the city in that the city's 100 year assured water supply will not be used to serve the area: there will be no city capital expenditures for water and sewer infrastructure. The land owner will need to obtain an assured water supply from the Arizona Department of Water Resources (ADWR) as part of the development process to ensure there are adequate water resources. The city will not use its water resources to serve the area west of 115th Avenue.

Analysis

The existing Annexation Policy supports the promotion of sound growth management methods and managing growth to achieve reasonable, responsible growth. The annexation policy provides that consideration will be given to annexation requests submitted from any location within the MPA. The Annexation Policy defines two types of annexations, undeveloped areas and developed areas, and the policy for annexation of each.



WORKSHOP COUNCIL REPORT

The annexation policy provides that viable private companies will provide water and sewer service for any annexed area located beyond the city's service area, which ends at 115th Avenue.

Annexation represents an opportunity for the Council to continue to protect Luke Air Force Base by controlling the land uses and the type of development that will take place in the area and ensure that one of Arizona's most important economic engines is surrounded by compatible land uses in the future.

The Annexation Policy provides a rational and consistent methodology for making annexation decisions; however, it should be amended to reflect current conditions, such as requiring economic impact studies, with each annexation request. Often times annexation requests may include small parcels, rights-of-way and slivers of land to adjust the City Limits line. In these types of situations an economic impact study would not be required.

The annexation policy states that the City will proactively pursue voluntary annexation in the Loop 303 corridor. The annexation policy should be revised accordingly to represent current conditions in Glendale based on available resources and staffing. The city is much different today than it was nine years ago when the annexation policy was last updated. Glendale has not been proactively pursuing annexation requests. The word "proactively" should be removed from the annexation policy. Current practices result in the review of voluntary annexation requests initiated by the property owner, not the City.

Previous Related Council Action

On December 6, 2003, following a number of Workshops, City Council adopted an annexation policy.

On July 12, 2005, following a number of Workshops, City Council adopted the current annexation policy, which amended the 2003 annexation policy. A copy of this annexation policy is attached.

On January 15, 2008 staff presented an Annexation and Utilities Update in the Loop 303 Corridor to Council.

At Council Workshop on June 3, 2008 there was discussion regarding the entire strip annexation area. Council provided direction that provision of water and sewer services to the geographic area located west of 115th Avenue would be paid for by property owners in this area with no impact on existing Glendale water and sewer customers elsewhere in the city. This position was reaffirmed at Council Workshop on August 21, 2012.



WORKSHOP COUNCIL REPORT

Council approved a memorandum of understanding on March 9, 2010 that would permit Global Water Resources, a private sewer company, to provide sewer services in the Loop 303 Corridor area.

On October 2, 2012, staff made a formal presentation to the Council concerning the Loop 303 Corridor.

At the October 23, 2012 City Council Meeting, Council adopted Resolution 4624 which authorized the City of Glendale to enter into a Pre-Annexation Development Agreement (PADA) and an agreement for Future Wastewater and Recycled Water Services Agreement (Wastewater Agreement). The PADA was between the city and participating landowners within the Loop 303 Corridor Development Group, while the Wastewater Agreement is between the city and Global Water Resources.

On September 24, 2013 City Council approved the assignment of the agreements, including the Wastewater Agreement, from Global Water Resources to EPCOR Water, one of the existing private water and sewer providers within Glendale's Municipal Planning Area. This action allows EPCOR to be the water and sewer provider for much of this area.

Community Benefit/Public Involvement

Glendale 2025, the City's General Plan, includes specific goals addressing the need for growth management. Annexation is a tool that can be used by the city to direct and manage growth. The Loop 303 Corridor is an opportunity to develop an employment base in this portion of Glendale. Annexation will bring a large area for future rail served industrial development into the corporate limits of the city, rather than having new development under Maricopa County jurisdiction. Job creation, employment opportunities, and private sector investment will be realized in the short and long term in this area as it develops for commercial and industrial uses.

Annexation of an area requires that any future development meet the Glendale General Plan requirements as well as all other development standards for the city, rather than Maricopa County. These improvements may include road improvements as required by the Transportation Department.

Once annexed, the city is required to provide services. On undeveloped sites, the city has the opportunity to work with the applicant at the time of zoning to best plan for the provision of city services.

Budget and Financial Impacts



WORKSHOP COUNCIL REPORT

The Loop 303 Corridor Group completed a fiscal analysis which demonstrated the costs for the city will be substantially less than the direct revenues to the city once the Corridor is developed. The fiscal impacts include the general fund, streets, transportation sales tax, and police and fire special revenue funds. While there is a positive impact to the city for development of the corridor as a whole, the City has determined that this would not be the case for developments that consist of just single-family residential. Participating properties outlined in the PADA should be considered for future annexation. Properties that further employment and retail properties should also be considered for future annexation.

Property west of 115th Avenue will be served by a private water and sewer system. This represents a significant cost savings to the City. Police, fire, sanitation, recycling and street maintenance will need to be considered as properties are annexed in the MPA. Costs associated with providing these services will need to be considered as part of the annexation process.

Public Safety: In conjunction with the 2012 PADA Police and Fire studied service provision options for this area as described below.

Police Service Options. Police officer and support staffing levels are driven by Calls for Service (CFS). Based on data from the Maricopa County Sheriff's Office (MCSO), which currently has jurisdiction of the area, an estimated 648 Calls for Service will be handled in 2012. At full build out, CFS levels are projected to reach 19,012 in this area.

Three possible options to provide services to the Loop 303 Annexation areas have been explored: the Glendale Police Department, MCSO contract and a service-based contract with a Police Department.

Glendale Police Option 1: Calls for the Glendale Police Department providing traditional police service consistent with other areas of the city. Service and support will be provided through increased officer and support staff. A Glendale police officer handles on average 965 calls for service (CFS) per year, therefore 19.7 patrol officers and 7 support (civilian and non-patrol sworn) positions would be required to provide police service for the area.

Actual staffing demand will depend upon the growth rate of the area as well as the pace of annexation. Providing police services with city resources allows more flexibility to increase staffing incrementally based on true CFS demand. Where feasible, certain economies may be obtained through the absorption of some service delivery through existing staff. Conversely, staff reductions when service demands decline are more difficult. The estimated staffing cost at full build out is \$3.7 million annually.

Capital facilities: Westside Substation. The Glendale Police and Fire Facilities Master Plan (2006) called for the construction of a "Westside" substation facility west of Luke AFB in the 2020



WORKSHOP COUNCIL REPORT

time frame to accommodate growth and service demand in the area. The Gateway Substation, located on 83rd Avenue, north of Bethany Home Road, is virtually at capacity allowing very limited ability to accommodate additional staff providing service to the Loop 303 annexation area. The substation requirements called for a 19,500 gross square foot facility and would support 113 additional staff and services at a cost of approximately \$13 million. The intervening economic situation makes the estimate currently valid. Excess capacity would be used to alleviate overcrowding at the existing Gateway Substation. The construction schedule would be dependent upon the rate of development and growth in the study area.

Advantage – Service delivery through the Glendale Police Department would allow for consistency in the application of Mission, Philosophy and management control. Staffing levels can be adjusted or reassigned in the short term to better meet service demands. Savings may also be achieved through sharing of existing staffing and equipment resources.

Disadvantage – This option represents a higher cost for the high quality service. A significant financial commitment for Capital development is required to provide the substation facilities to support operations.

MCSO Contract

Option 2: Involves the establishment of a contract with MCSO to provide the necessary police service. MCSO already provides similar contract services to a number of communities in the County, including Litchfield Park in the West Valley.

Staffing via MCSO contract allows considerable flexibility to determine staffing requirements including partial full time equivalence (FTE), accruing potential savings. The contract period is usually three years with annual reassessment of staffing requirement and rates. Based on the review of existing contract terms and conditions, the cost of such MCSO contract is estimated at \$2.8 million at full build out, about 74% of Glendale Police Department (GPD) option. It is estimated that this ratio would be consistent throughout the development period.

Contracted Police Service through MCSO would eliminate the need for the near-term development of capital facilities. Construction costs could be deferred until contract services are no longer needed or desired. Higher costs might be incurred if development does not coincide with the development of joint police/fire facilities.

Advantage – Capital development costs may be deferred as a new substation would not be necessary in the short term. Operational costs would be reduced by approximately 25%. Under contract terms and conditions with MCSO staffing levels can be set with increased specificity to match anticipated service demands.



WORKSHOP COUNCIL REPORT

Disadvantage – Staffing level adjustments are limited to annual review of the contract conditions. Control of Mission, Philosophy, management and service quality would be reduced.

Alternate Service Provider Contract

Option 3: Involves the establishment of a third-party contract for the provision of police services by Glendale Police or another agency at a less than full service level.

Patrol, investigative and other services would be contracted from the police service provider. Specific hours of service would be determined based upon the services provided; the hourly rate would be negotiated with the provider and adjusted annually. It is anticipated that the hourly rate would be similar to the cost for Glendale Police services which is approximately \$123.00 per hour. The contract could be tailored to specific service expectations and therefore could be adjusted based upon mutual agreement of the city and population of the annexed area.

As with an MCSO contract, no capital facilities would be required until contract services are terminated.

Advantage – Capital development costs may be deferred as a new substation would not be necessary in the short term. Significant cost savings may be obtained using this service-based costing, and service levels will be directly related to service demands.

Disadvantage – Some service requests will be avoided or deferred due to direct cost resulting in lower quality environment and higher crime rates. Control of Mission, Philosophy, management and service quality would be reduced.

Glendale Fire

Fire Department: The Loop 303 Corridor was researched and it was found that Fire Department response produced a total of 661 incidents for the 2011 calendar year. In analyzing a similar area of Glendale we estimate an additional 341 incidents to 999 incidents per year, with build-out of the estimated population at 2,900. The estimated number of incidents is extremely dependent upon the types of businesses that are developed in the area and may be affected by vehicle travel along Northern Parkway as well as the Loop 303.

The standard that we have historically used to assess the need for a fire station, procurement of a fire truck, and the hiring of personnel is 1,000 calls per year. This model would suggest that the annexation area will require that level of service at build-out. The current estimates for this level of service are: a fire station at \$23,025,000 one-time and \$1,543,000 on-going, an engine company at \$725,000 one-time and \$35,000 on-going, and firefighters at \$3,844,621 one-time and \$2,231,000 on-going. The total one-time cost will be \$27,594,622 and the on-going will be \$3,809,000 per year.



WORKSHOP COUNCIL REPORT

While this practice has been utilized previously to determine the need for fire department resources in more densely populated areas of the city, we realize that the current economic conditions, proposed businesses, and projected population density in the annexation area do not support the previous model. We would like to offer the Council four options for fire, rescue, and emergency medical services for the Loop 303 Corridor. The following options provide alternative levels of response and financial commitment.

Fire Service Option One

Create a county island fire district (CIFD) that will generate revenue to offset the cost of providing service to the annexation area. The CIFD is allowable per Arizona Revised Statutes (ARS) §48-851, §48-852, §48-853, §48-854 and §11-251.12. The CIFD will fund staffing, equipment, and a facility that will provide service to not only the CIFD but to the annexation area as well.

As annexation continues to grow the district will shrink and the annexed properties will transfer from the district's tax role to the city. Some properties in the western area may never annex into Glendale (e.g. Clearwater Farms). The district will secure revenue from those properties whereas, if we didn't have the district, we may be required to provide the service due to mutual aid without any revenue. A current example would include Pendergast Estates which is located about one mile from our current fire station at 83rd Avenue and Maryland Avenue in a county island. Rural Metro routinely requests mutual aid for our fire department because they cover those properties from their Litchfield Park Station located at Indian School and Litchfield Roads. We currently provide the service and receive no revenue for it and this is true for other county islands throughout the city today.

Advantage – The CIFD would provide revenue that will cover the cost of a joint-staffed engine company with Rural Metro to provide the current level of emergency service to all areas of the annexation area that will require service.

Disadvantage – The CIFD will require the creation of a district which is expected to take a minimum of one year due to ARS requirements regarding petition signatures. The petitions must be signed by more than one-half of the property owners in the area of the proposed district and be signed by persons owning collectively more than one-half of the assessed valuation of the property in the area of the proposed district for the district to be formed. In the case of the proposed Glendale CIFD there are 6,831 real property parcels within the unincorporated area that would make up the district. A total of 3,417 (50% plus one) of the total property owners would be the minimum number of parcel owners required to sign petitions to enable the CIFD to be formed. In addition, the collective owners of \$67,039,835.50 (50% plus one) of the assessed valuation within the boundaries of the proposed district would also need to sign petitions to enable the district to be formed.



WORKSHOP COUNCIL REPORT

Revenue will be available six months to one year after creation of the district, so the expected delivery of revenue will be approximately eighteen months to two years after initiation of the district process.

Fire Service Option Two

Provide a scalable level of service using tax funding with build-out featuring a current level of service delivery as found in other areas of the city. The estimated cost to begin service with a two person brush truck, and rental of a home in the annexation area is approximately \$2,030,781 for the first year and will escalate dependent upon the timeline for build-out to full service.

Advantage – This option would provide a progressive level of emergency service to the annexation area similar to service provided during previous expansion in the late 1980s with Arrowhead Ranch and Fire Station 155 which opened in 1988.

Disadvantage – The initial cost of \$2,030,781 will require additional general fund allocation for the fire department budget. Additional expansion will require estimated one-time costs of \$23,025,001 for a fire station, \$725,000 for an engine company, and an additional nine firefighters at \$1,922,311. On-going costs include a fire station at \$1,543,001, engine company at \$35,000, and firefighters at \$1,115,501.

Fire Service Option Three

Contract with Rural Metro for fire service. The estimated cost of this option is currently being calculated.

Advantage – The contract would provide the current level of emergency service experienced in the unincorporated areas of the county.

Disadvantage – This would be a direct expense to the city without any added benefit (e.g. automatic aid response). The City Attorney's Office should determine the liability with this concept as all other citizens potentially receive a higher level of service. Additionally, economic development may be potentially hindered as the Insurance Services Office (ISO) rating will not be similar to the current ISO 2 Rating in all other areas of the city.

Fire Service Option Four

Utilize all of the options previously mentioned in a multiphase approach.

1. Phase I would occur in FY12-13 and include a contract with Rural Metro for the first eighteen months. This would allow for creation of the CIFD.



WORKSHOP COUNCIL REPORT

2. Phase II would occur in FY14-15 and include the co-staffed unit with Rural Metro after revenue from the CIFD has been received to cover the Glendale Fire Department personnel costs.
3. Phase III would begin in FY17-18 with the construction of Fire Station 1501 on Olive Avenue between Reems and Sarival.
4. Phase IV would begin in FY19-20 with the hiring of nine additional Glendale Fire Department personnel to staff an engine company at Fire Station 1501. Rural Metro would begin an exit strategy from their fire station located at Olive Avenue and the Loop 303.
5. Phase V would follow development in the annexation area and if required would include the addition of Fire Station 1502 on Glendale near Cotton Lane, additional apparatus, and personnel.

Advantage – This option would continue to provide a level of emergency service to the annexation area that is currently expected and strategically enhance service with development until the annexation area is provided the same level of service all other areas in the city are delivered. The CIFD will also provide a funding source to offset service costs until the city can assume all fiscal responsibility.

Disadvantage – The total costs for service may be higher than contracting directly with Rural Metro, however the level of service (e.g. response times) will eventually meet service delivery levels in the other areas of the city which will create parity among tax payers and also provide businesses in the annexation area with an ISO rating similar to the current ISO 2 rating in the city.

City Court: The Presiding Judge is requesting assurances that the city will have jurisdiction over criminal and traffic enforcement actions if the contract law enforcement option is selected. Court fees should be paid to Glendale City Court, not to other court systems should the Council agree to the PADA and associated agreements.

Attachments

1. Adopted Annexation Policy
2. City Limits Map
3. Map of the Loop 303 Corridor



ANNEXATION POLICY

Adopted by
Glendale City Council
December 16, 2003
- Amended: July 12, 2005 -

Prepared by the Glendale Planning Department

RESOLUTION NO. 3874 NEW SERIES

A RESOLUTION OF THE COUNCIL OF THE CITY OF
GLENDALE, MARICOPA COUNTY, ARIZONA, AMENDING
THE "ANNEXATION POLICY FOR THE CITY OF
GLENDALE"; AND SETTING FORTH AN EFFECTIVE DATE.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE as follows:

SECTION 1. That the certain document entitled "Annexation Policy for the City of Glendale, Amended July 12, 2005," three copies of which are on file in the office of the City Clerk, is hereby adopted and said copies are ordered to remain on file with the City Clerk.

SECTION 2. That the amended Annexation Policy for the City of Glendale shall become effective upon passage of this resolution by the Glendale City Council.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Glendale, Maricopa County, Arizona, this 12th day of July, 2005.


MAYOR

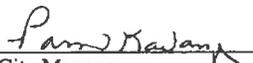
ATTEST:


City Clerk (SEAL)

APPROVED AS TO FORM:


City Attorney

REVIEWED BY:


City Manager

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

Page 2 of 13



ANNEXATION POLICY

PREFACE

From humble beginnings on June 18, 1910 when the City of Glendale was incorporated to present day, the City of Glendale has grown from 1.01 square miles to approximately 56 square miles in size. Glendale's Municipal Planning Area (MPA) is approximately 100 square miles in size. The MPA includes all of the area in the existing city limits plus the area inside the strip annexation boundaries.

Glendale began as a result of the agricultural activity in the area. The Beet Sugar Factory is exemplary of a significant milestone in the development of Glendale. The completion of Roosevelt Dam in 1911 provided the solution to the valley's unpredictable supply of water and provided a level of stability for area farmers reliant upon irrigation for successful crop growth. In the years since 1910, the City has changed from the agricultural center that it once was into a diverse community that includes agricultural activity, a variety of post secondary educational opportunities, employment cores, a significant medical industry and a variety of housing and recreational opportunities.

The City continues to grow and mature, and has reached a number of important development milestones in the last few years. After years of planning and twenty years of development Arrowhead Ranch is nearing completion. The North Valley Specific Area plan, which includes regional retail development on the north and south sides of Bell Road between Loop 101 and 67th Avenue, is approaching build-out. The Agua Fria Freeway, commonly know as Loop 101, has been completed and the last segment was opened in Glendale in fall 2000. As a result of the completion of the Loop 101 the Agua Fria Town Center is under development and a mixed-use development that includes a multi-purpose arena that will be home to the National Hockey League's Coyotes franchise. Major corporate headquarters are choosing to locate in Glendale due to the amenities the City has to offer and the high quality of life that residents enjoy.

The opening of Loop 101 in 2001, heightened interest in annexation of the remaining unincorporated parcels located east of 115th Avenue. Annexation in the City had occurred sporadically and without the benefit of a written policy or process prior to December 2003. December 16, 2003 marked the adoption of Glendale's first Annexation Policy.

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

Page 3 of 13

The amendments to the 2003 Annexation Policy are a result of a City Council Workshop series that discussed the future disposition of Glendale's "strip annexation area". The workshop series concluded at a special Saturday workshop on February 12, 2005. At this Special Workshop the Glendale City Council gave three specific points of direction:

1. Viable private companies will provide water and sewer service for any annexed area located beyond the city's existing service area.
2. The City will proactively pursue voluntary annexation in the Loop 303 Corridor.
3. Consideration will be given to annexation requests submitted from any location within the Glendale Municipal Planning Area.

GROWTH MANAGEMENT

Growth management is one of the key areas of emphasis in the State of Arizona's 1998 and 2000 Growing Smarter Legislation. Glendale 2025, the City's General Plan, addresses this concept in Goal 3 of the Growth Areas Element, "Manage growth to achieve reasonable, responsible urban development."

Annexation is a tool that can be used by a city to direct and manage growth.

Annexation is defined as the process by which cities increase their geographical area. There are both benefits and costs associated with annexation. When considering annexation it is imperative that not only the short-term costs be identified but also the long-term benefits. It should be noted that annexations that occur in the near future would result in less short-term costs and greater long-term benefits compared to waiting a number of years to "close-up" the jurisdictional boundaries located east of 115th Avenue.

There are a number of reasons that a city may want to incorporate new areas into its boundaries (long-term benefits), such as:

- Effectively managing urban development
- Allowing for the efficient planning and provision of services
- Creation of a stronger community
- Social and economic benefit to the City
- Increasing the City's economic base and providing additional sources of revenue
- Management and implementation of the City's Transportation Plan
- Assuring high quality development in accordance with City standards

Annexation has costs associated with it as well. These "short-term" costs can include:

- Upgrading service levels in the newly annexed area(s) to the same level and quality that current residents of the City already receive.
- Establishing or extending infrastructure, such as police and fire protection, streets, water and sewer service to the newly annexed area(s). The costs of upgrading infrastructure for developed parcels, once they are annexed, can be addressed through existing City programs for infrastructure improvement or the formation of an improvement district. Undeveloped parcels will include the necessary infrastructure improvements during planning, design and construction

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

Page 5 of 13

of the project. This exemplifies the concept of "making development pay for itself".

ANNEXATION POLICY AND PROCESS

The purpose of developing an annexation policy for the City of Glendale is to provide a rational and consistent methodology for making annexation decisions. By employing a prescribed process, the City Council will use consistent criteria provided to use in determining whether or not an individual annexation request will be in the best interest of the City of Glendale.

Glendale is beset with a unique set of circumstances. First, there is the portion of the city that has been incorporated but contains county islands. This area is located east of 115th Avenue, with the exception of Luke Air Force Base. The area up to 115th Avenue has been included in the long-range planning efforts since the 1980's to provide water and sewer services, sanitation services, police and fire protection and other City services and amenities – i.e. library services and parks. Secondly, the Municipal Planning Area (MPA) includes the area west of 115th, which extends from 115th Avenue west to Perryville Road and is generally bounded by Camelback Road on the south and Peoria Avenue on the north. The area west of 115th is delineated by a strip annexation that was completed in 1978.

ANNEXATION TYPES The Annexation Policy outlines the policy and process for two distinct types of annexation requests. The two types of annexation requests are undeveloped areas and developed areas. Consideration will be given to annexation requests submitted from any location within the Glendale Municipal Planning Area.

TYPE ONE: UNDEVELOPED AREA

- ✓ Annexation requests for undeveloped land with or without development master plans previously approved by Maricopa County.

TYPE TWO: DEVELOPED AREAS

- ✓ Annexation requests for existing residential parcels, subdivisions or non-residential sites that have been developed according to Maricopa County requirements. Property owners desiring annexation will be asked to submit written documentation that

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

indicates that a majority of the affected property owners are interested in annexation.

The intent for both types of annexation request is to facilitate annexation of all sites by working with the respective property owners.

LOOP 303 CORRIDOR

The City will proactively pursue voluntary annexation in the Loop 303 Corridor. The Loop 303 Corridor is bounded by Peoria Avenue on the north, Sarival Avenue on the east, Camelback Road on the south and Cotton Lane on the west.

Proactive pursuit of voluntary annexation means that:

- The City will initiate contact with the property owners in this corridor; and
- Information will be provided to the owners about what it would mean to them to annex into Glendale.

Annexation processes, as outlined in pages 11 to 15 of this policy, will be followed for properties within the Loop 303 Corridor. All other aspects of the Annexation Policy apply to this emphasis area as well.

WATER AND SEWER SERVICE

Viable private companies will provide water and sewer service for any annexed area located beyond the city's existing service area. The City's service area ends at 115th Avenue. This policy is applicable to all annexations that may occur west of 115th Avenue in the area generally referred to as the "strip annexation area". The general boundaries of the strip annexation area are Peoria Avenue, 115th Avenue, Camelback Road and Perryville Road.

DISCLOSURE STATEMENT

The City of Glendale is committed to providing a wide range of publicly funded services to all of the City's residents. In addition to these services a number of improvement programs are available to the City's residents to be used to upgrade existing infrastructure and enhance neighborhoods. In an effort to ensure that property owners annexing into the City have a clear understanding of the services to be provided and programs available an Annexation Disclosure statement has been prepared. The Annexation Disclosure Statement will be provided to the property owners within the proposed annexation area throughout the annexation process. The purpose of the Annexation Disclosure Statement is to provide information regarding the following:

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

Page 7 of 13

1. Notification to developed areas interested in annexing into the City that infrastructure improvements and the payment of the Municipal Service Fee are required prior to annexation. A Pre-Annexation Agreement is required to outline the specific improvements and fee for each developed area requesting annexation.
2. Clarification of the scope of services to be provided by the City of Glendale at the time of annexation.
3. Providing general information on improvement programs administered by the City that are available to residents of the City of Glendale for upgrading infrastructure or enhancing neighborhoods.
4. The process followed to bring newly annexed properties into compliance with the adopted codes and ordinances of the City of Glendale.

INFRASTRUCTURE IMPROVEMENTS AND MUNICIPAL SERVICE FEE – DEVELOPED AREAS

All **developed** areas requesting annexation will be required to:

1. Upgrade the proposed annexation area's existing infrastructure to comply with the current City of Glendale standards before the adoption of the annexation ordinance, and
2. Pay a Municipal Service Fee (MSF) equal to one year of the City's current property tax based on the assessed valuation of the proposed annexation area. The MSF would include the current primary and secondary property taxes levied by the City.
3. Enter into a Pre-Annexation Agreement with the City of Glendale. The purpose of this Agreement is to clarify the extent of the infrastructure improvements to be accomplished and the amount of the MSF to be paid.

The Council has the authority to waive the MSF and/or selected improvements, which may be accomplished through improvement programs administered by the City, if the annexation is in the best interest of the City. This allows the Council some flexibility so that each developed area requesting annexation can be evaluated on a case-by-case basis.

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

The intent of the MSF based on the Glendale property tax rates is to try to address the "lag time" encountered between the time an annexation is effective and the provision of city services commences and the first property tax revenue that the City receives. This "lag time" can range from a number of months to perhaps more than one year.

PRE-ANNEXATION OR DEVELOPMENT AGREEMENT

In situations where the City determines that an undeveloped annexation area warrants an agreement that contains more specific information than contained in the Annexation Disclosure Statement, a Pre-Annexation or Development Agreement may be used. The necessity of a Pre-Annexation or Development Agreement will be determined on a case-by-case basis.

A Pre-Annexation Agreement will be required for developed areas requesting annexation. The purpose of the Agreement is to specifically address the infrastructure improvements that must be completed and MSF that must be paid prior to the annexation of the developed area.

COMPLIANCE WITH CITY CODES

Upon annexation into the City of Glendale all properties must comply with the adopted Codes and Ordinances of the City. Code compliance issues are a main area of concern when considering the annexation of developed properties into the City. As part of the Annexation Analysis for a developed area an evaluation of existing code violations would be completed by the City's Code Compliance Department. Once the initial evaluation has been completed the property owners within the proposed annexation area are informed of the specific violations that exist on their respective properties. All properties within the proposed annexation area must be brought into compliance within one year of the effective date of the annexation. An initial 6-month "grace period" will be allotted to all property owners to voluntarily address the code violations that were identified during the Annexation Analysis. At the end of the "grace period" the properties will be re-inspected and property owners will be cited for any code violation(s) that exist. The property owners will have until the one-year anniversary of the annexation to correct all violations. After that anniversary date the Code Compliance Department will take the appropriate corrective action, generally this means that the issue will go to court.

ANNEXATION PROCESS

TYPE ONE: UNDEVELOPED AREAS

1. **Annexation Pre-application Meeting** – A pre-application meeting similar to those used for other types of planning cases. Actual staff participants may include the planning director, deputy city manager, senior planner/annexation coordinator, and other staff as necessary. The function of this meeting is to make an initial determination regarding whether or not the annexation will meet statutory requirements and to discuss potential development implications associated with annexation. Additionally, at this first meeting the Annexation Disclosure Statement is presented to the property owner/applicant interested in annexation.
2. **Annexation Application**– To initiate the formal review of an area interested in annexation into the City of Glendale the property owner(s) shall submit an Annexation Application to the Planning Department.
3. **Property Acquisition/Annexation Team** – Review of new annexation requests and on-going annexation activity occurs monthly. The purpose of this Team review will be to identify potential impacts that a requested annexation may have on provision of city services, infrastructure, and other city liability issues. This information is used as the basis for the Annexation Analysis.
4. **Annexation Analysis** - An analysis of all potential short-term and long-term costs and long-term benefits of any annexation request will be performed at Council's request. Arizona Revised Statutes annexation criteria are also included as part of the formal analysis. The necessity of a Pre-Annexation or Development Agreement is reviewed at this point and a recommendation is prepared.
5. **City Manager/Management Team (CM/MT) Briefing** – The annexation analysis and the staff recommendation regarding the necessity of a Pre-Annexation Agreement is presented to the CM/MT along with staff and Property Acquisition/Annexation Team comments prior to the annexation request being scheduled for a City Council Workshop.

6. **If a Pre-Annexation or Development Agreement** is deemed necessary, that Agreement is developed prior to the City Council Workshop.
7. **City Council Workshop** – The City Council will be briefed at a workshop study session on the annexation request. Direction will be requested from the City Council regarding the Pre-Annexation or Development Agreement (if applicable), and whether or not to record the blank petition that formally initiates the annexation process.
8. **Pre-Annexation or Development Agreement** (if applicable) is to be finalized and prepared for approval by the City Council.
9. **Recordation of Blank Petition** for Annexation
10. **Public Hearing on the Blank Petition**, within the last 10 days of the required 30-day waiting period.
11. **Collection of Signatures**, after the 30-day waiting period has expired.
12. **Verification** of signatures and assessed valuation percentages [50% +1]
13. **City Council adoption of the Annexation Ordinance.**

TYPE TWO: DEVELOPED AREAS

When dealing with developed areas and potentially large numbers of property owners, the process for annexation is quite different than it is for undeveloped properties. Annexation of developed areas also tends to take significantly longer to accomplish.

1. **Annexation Interest/Disclosure Statement** - Information and education are the initial steps in responding to a developed area that is interested in annexation. Meeting(s) with the property owners of a developed area interested in annexation are the first step. It is vital that the Annexation Disclosure Statement is provided at the first inquiry made and subsequent meetings so that the property owners have accurate information to allow them to reach an informed decision about whether or not to proceed with an annexation request.

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

Prepared by Glendale Planning Department

2. **Self-Inventory Packet** - The developed area requesting annexation will be required to complete a Self-Inventory Packet to provide an overview of the existing development. The Packet will contain a wide range of questions such as construction date of the subdivision [if applicable], number of existing dwelling units, number of vacant lots, water provider, sewer provider or septic tanks, does the development contain curb, gutter, sidewalks, streetlights and pavement, and other similar questions that will give a general overview of the existing infrastructure.
3. **Neighborhood meeting(s)** are organized when at least 70 percent of the property owners in the developed area are interested in annexation. The number of neighborhood meetings necessary to address property owners' questions and concerns vary greatly and are determined on a case-by-case basis. The Annexation Disclosure Statement is presented to the attendees of these meetings as well as mailed out to all property owners within the proposed annexation area in an effort to educate property owners about the annexation process for developed areas.
4. **Property Management Team** – Review of city owned property and annexation activity occurs monthly. The Team will review the Self-Inventory Packets and provide a preliminary list of infrastructure improvements that would need to be completed by the proposed annexation area.
5. **Annexation Analysis** - An analysis of all potential short-term and long-term costs and long-term benefits of any annexation request. Arizona Revised Statutes annexation criteria are also included as part of the formal analysis. This does not include a complete Code Compliance evaluation at this point in the process. The Code Compliance evaluation will be completed after the infrastructure improvements have been done.
6. **City Manager/Management Team (CM/MT) Briefing** – Presentation and discussion of the annexation request for a developed area, the results of the Property Management Team evaluation of the Self-Inventory Packet and other pertinent information from the Annexation Analysis. CM/MT will provide direction to either proceed to a City Council workshop or to obtain additional information before specific direction can be provided.

CITY OF GLENDALE ANNEXATION POLICY

AMENDED July 12, 2005

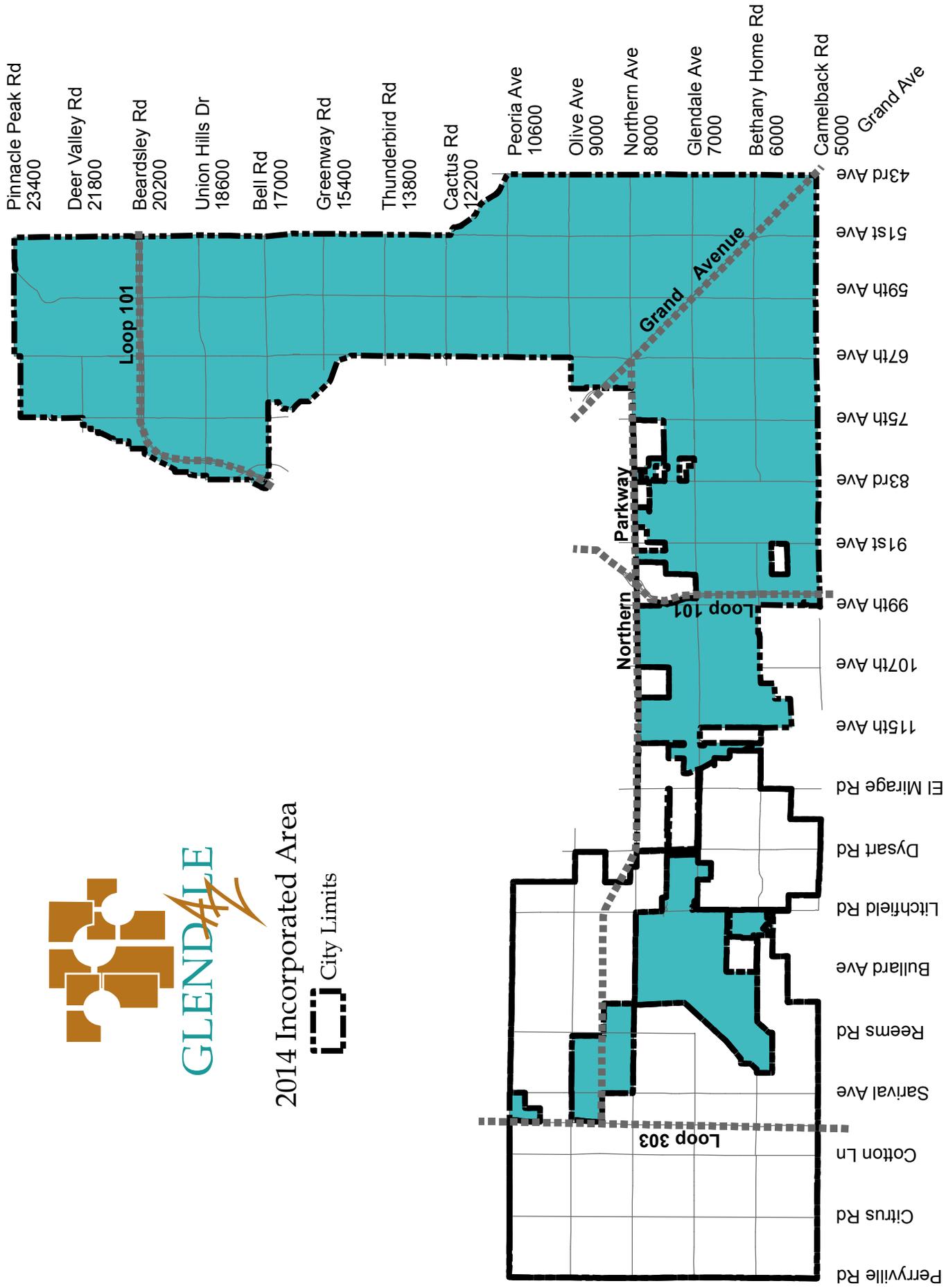
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Page 12 of 13

7. **City Council Workshop** – The City Council will be briefed at a workshop on the annexation request. Direction will be requested from the City Council regarding the preparation of a Pre-Annexation Agreement and initiation of the formal annexation process, as outlined in the Arizona Revised Statutes.
8. **Pre-Annexation Agreement** - Prepare and present the Pre-Annexation Agreement for approval by the City Council. The Agreement shall include at a minimum: a listing of infrastructure improvements required, verify receipt of payment of the Municipal Service Fee, details on design and constructions standards to be met, how inspection of the improvements will be accomplished, and who the review, permitting, and inspection entity will be for this area.
9. **Infrastructure Improvements** - After the Pre-Annexation Agreement has been fully executed the developed area will proceed and pay for all design, engineering, and construction of the required infrastructure improvements.
10. **Recordation of Blank Petition**
11. **Public Hearing on the Blank Petition**, within the last 10 days of the required 30-day waiting period.
12. **Collection of Signatures**, after the 30-day waiting period has expired.
13. **Verification** of signatures and assessed valuation percentages [50% +1]
14. **City Council adoption of the Annexation Ordinance.**

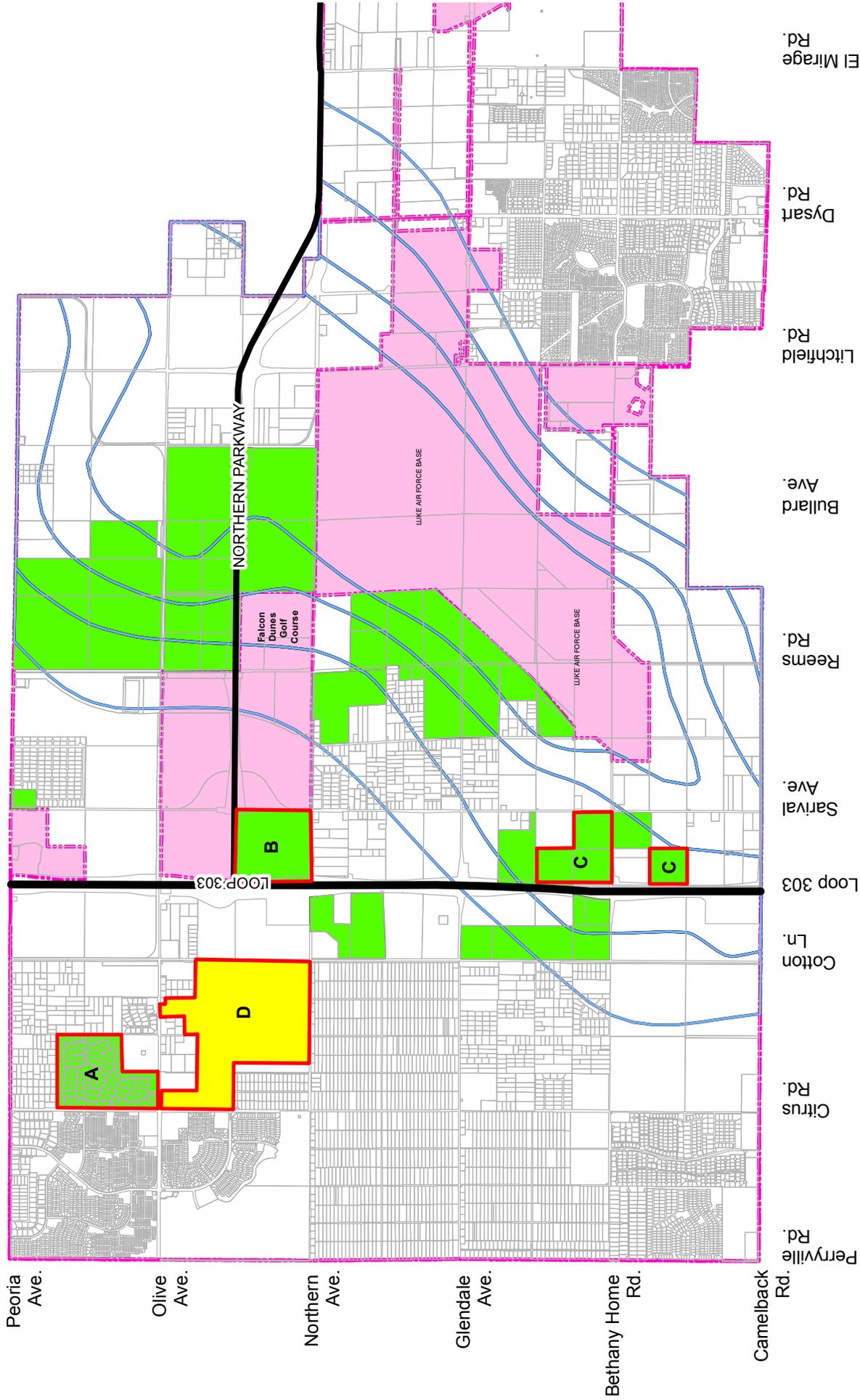


2014 Incorporated Area



Loop 303 Corridor Area

January 2014



- A** - Zanjero Pass
- B** - Northern Parkway Investors
- C** - Sabre Business Park
- D** - Granite Vista

- Legend**
- City of Glendale
 - Annexation Request Participants in Pre Annexation Development Agreement (PADDA)
 - Future Annexation Granite Vista





WORKSHOP COUNCIL REPORT

Meeting Date: **1/21/2014**
Meeting Type: **Workshop**
Title: **COUNCIL SELECTION OF VICE MAYOR**
Staff Contact: **Kristen Krey, Council Services Administrator**

Purpose and Policy Guidance

Pursuant to City Council Guidelines, this is a request for Council to discuss and consider the appointment of a Vice Mayor. Nominations for Vice Mayor will be discussed by Council. If nominations are indicated by Councilmembers at this workshop, a formal nomination and selection process will be placed on the agenda for the next regular Council meeting.

Background

Mayor and Council adopted the City Council Guidelines at the May 26, 2009 Council meeting and amended Section 8 pertaining to selection of the Vice Mayor on August 13, 2013. The Guidelines regarding the appointment of a Vice Mayor, Section 8, state as follows:

The Vice Mayor is selected by a majority vote of the Council. Effective August 13, 2013, at the first workshop of January of each year the Council will consider the appointment of a Vice Mayor for the year, with the Vice Mayor serving a calendar year term (January to January). At that workshop nominations for Vice-Mayor will be discussed by the Council. If nominations are indicated by Councilmembers at the workshop, a formal nomination and selection process will be placed on the agenda for the next regular voting meeting following the workshop. If the Vice Mayor vacates the position for any reason, the selection for replacement will proceed in a timely fashion following the process above and the selected Councilmember will serve for the remainder of the one-year term.

The Glendale City Charter provides for the composition of the Council. The Charter states:

Art. II, Sec. 7. Vice Mayor: The council shall designate one (1) of its members as vice mayor, who shall serve in such capacity at the pleasure of the council. The vice mayor shall perform the duties of the mayor during the mayor's absence or disability.



WORKSHOP COUNCIL REPORT

Meeting Date: **1/21/2014**
Meeting Type: **Workshop**
Title: **AUTHORIZATION TO AMEND COUNCIL MEETING RULES PROCEDURES**
Staff Contact: **Kristen Krey**

Purpose and Policy Guidance

As per previous Council discussion staff is seeking action from Council to amend the Council Meeting Rules and Procedures to better reflect the direction and philosophy of the Mayor and Council.

Background

At the June 18, 2013 City Council Workshop, Council discussed the Order of Business for public comments at city Council meetings. At the August 13, 2013 and September 10, 2013 city Council meeting action was taken to move public comments to the beginning of the meeting for a trial period.

Order of Business - Move Public Comments to the beginning of the voting meetings for the next six months to determine if this is an effective measure for public participation. At this time, the Council Meeting Rules and Procedures (Section 3) will not be revised and this item will be brought forward to Council at the end of the six month trial period. By this action, the Council is authorizing the six month trial period effective 9/10/2013.

Public Comments were placed at the beginning of the Council meeting agendas in September 2013, therefore it has been five months (September, October, November, December, January) and in order to prepare agendas for March of this year, staff is requesting direction from Council as to determine placement of the Public Comments on the agenda.

Previous Related Council Action

At the June 18, 2013 City Council Workshop, Council discussed the Order of Business for citizens comments at city council meetings. At the August 13, 2013 and September 10, 2013 city Council meetings action was taken to move public comments to the beginning of the meeting.