

City of Glendale Council Workshop Agenda

June 18, 2013 – 1:30 p.m.

Welcome!

We are glad you have chosen to attend this City Council 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 City 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).

Council Meeting and Workshop Schedule

Council meetings to take official action are held two times each month. These meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. Council workshops are generally held two times each month. Workshops provide Council with an opportunity to hear a presentation by staff on topics that may come before Council for official action. These meetings are held on the first and third Tuesday of each month at 1:30 p.m. The City Council does not take official action during workshop sessions. All meetings are held in the Council Chambers, Glendale Municipal Office Complex, 5850 W. Glendale Avenue.

Executive Session Schedule

Council may convene in "Executive Session" to receive legal advice and 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, this session is 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 administador del ayuntamiento de Glendale, al (623) 930-2870 un día hábil antes de la fecha de la junta.

Meeting Agendas

Agendas may be obtained after 4:00 p.m. on the Friday before a Council meeting, at the City Clerk's Office in the Municipal Complex. The agenda and supporting documents are posted to the city's Internet web site, 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

Council 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. **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.

Workshop Meeting - There is no Citizen Comments portion on the workshop agenda.

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.

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

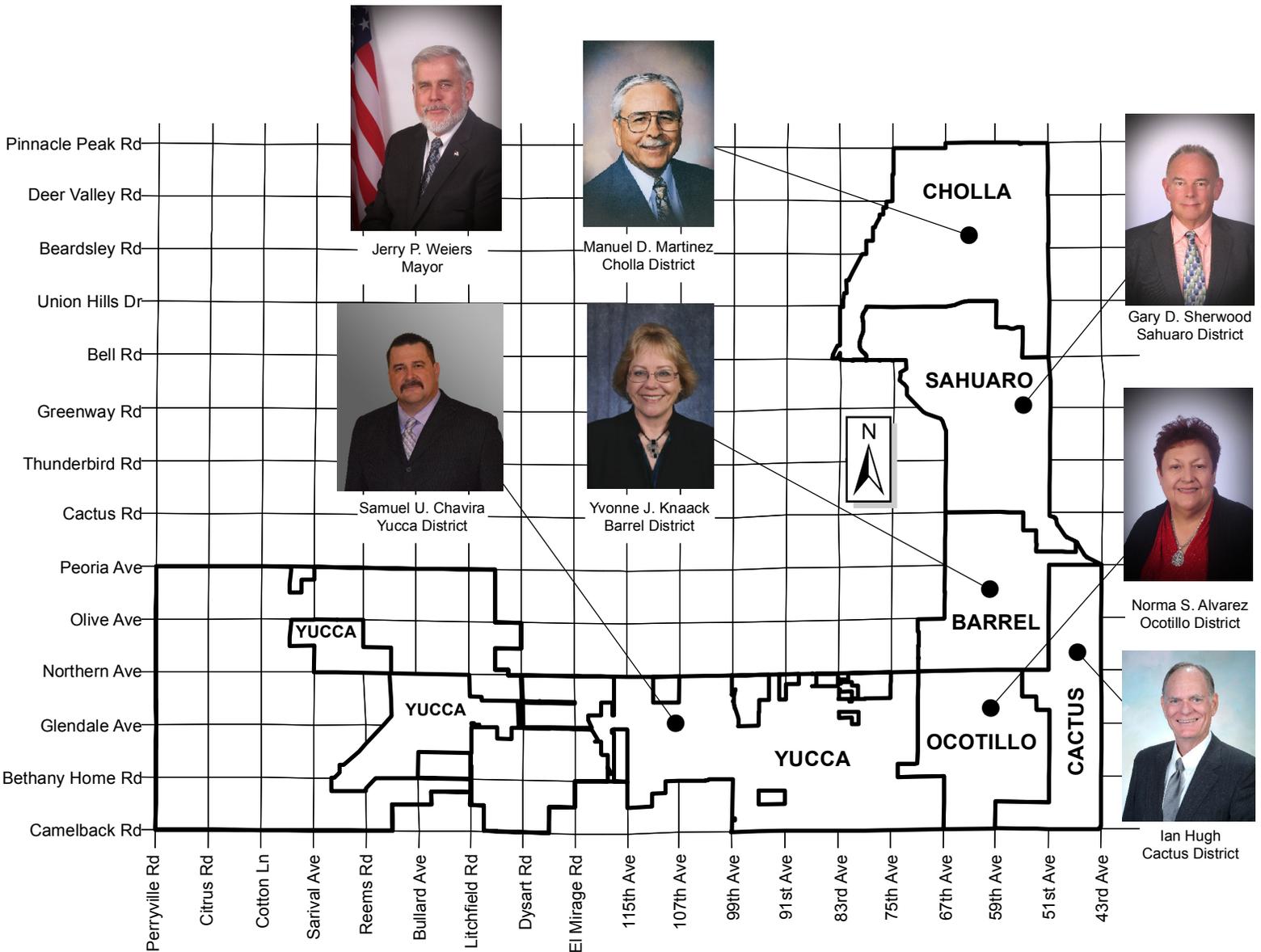
Vice Mayor Yvonne J. Knaack – Barrel District

Appointed City Staff

Richard Bowers – Acting City Manager
Nicholas DiPiazza – Acting City Attorney
Pamela Hanna – City Clerk
Elizabeth Finn – City Judge



Council District Boundaries





GLENDALE CITY COUNCIL WORKSHOP SESSION
Council Chambers
5850 West Glendale Avenue
June 18, 2013
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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

WORKSHOP SESSION

1. CITY CODE, CITY COUNCIL GUIDELINES, COUNCIL MEETING RULES AND PROCEDURES – REVIEW AND DISCUSSION
PRESENTED BY: Richard A. Bowers, Acting City Manager

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 Jose De Jesus Rivera, of Haralson, Miller, Pitt, Feldman & McAnally, P.L.C. for legal advice, discussion and consultation regarding the external audit. (A.R.S. § 38-431.03(A)(2)(3))

- B. 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. LEGAL MATTERS – PROPERTY & CONTRACTS

- A. The City Council will meet to discuss and consult with the City's attorneys for legal advice and designated representatives to consider its position and provide instruction regarding agreements related to Cardinals training camp, which are the subject of negotiations. (A.R.S. § 38-431.03(A)(3)(4)(7))
- B. The City Council will meet to discuss and consult with the City's attorneys for legal advice and designated representatives to consider its position and provide instruction in connection with potential agreements related to the management of the Arena, which are the subject of negotiations. (A.R.S. § 38-431.03(A)(3)(4)(7))
- C. The City Council will meet to discuss and consult with the City's attorneys for legal advice and designated representatives to consider its position and provide instruction in connection with potential agreements related to the Hockey Team, which are the subject of negotiations. (A.R.S. § 38-431.03(A)(3)(4)(7))

3. PERSONNEL MATTERS

- A. The City Council will meet to discuss and consider process and schedule for the City Manager recruitment and to provide guidance to the City's consultant, Bob Murray & Associates. (A.R.S. § 38-431.03(A)(1))
- B. The City Council will meet to discuss and provide guidance to the Human Resources Executive Director concerning the continuing process for the recruitment of the City Attorney position. (A.R.S. § 38-431.03(A)(1))

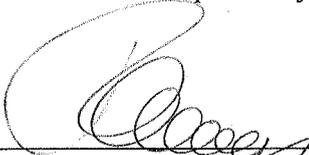
Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (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,



Richard A. Bowers
Acting City Manager



WORKSHOP COUNCIL REPORT

Meeting Date: **6/18/2013**
Meeting Type: **Workshop**
Title: **CITY CODE, CITY COUNCIL GUIDELINES, COUNCIL MEETING RULES AND PROCEDURES – REVIEW AND DISCUSSION**
Staff Contact: **Richard A. Bowers, Acting City Manager**

Purpose and Policy Guidance

Staff is seeking guidance from Council to amend the City Code, the Council Guidelines and the Council Meeting Rules and Procedures to better reflect the direction and philosophy of the current Mayor and Council.

Background

The Acting City Manager will facilitate a discussion to include the following:

1. Voting Meeting Time Change – The Code of the City of Glendale, Chapter Two, Article II, Section 2-16
2. Vice Mayor – Amend the City Council Guidelines (Section 8) to reflect a calendar year term as opposed to a fiscal year (January to January).
3. Council Committees – Amend the City Council Guidelines (Section 9) to reflect a two year term for Council Committees.
4. Amend the City Council Guidelines (Section 2, item #4) to reflect more time to respond to Council Items of Special Interest.
5. Order of Business – Amend the Council Meeting Rules and Procedures (Section 3) – Revise this section to include Moment of Silence after the meeting is called to order and move Public Comments to the beginning of the meeting following approval of minutes as well as other housecleaning items.
6. Workshop Meeting Location – Amend the Council Meeting Rules and Procedures to add the meeting location.

Previous Related Council Action

The City Council Guidelines adopted on May 26, 2009 and revised on January 8, 2013 were discussed at the Annual City Council Retreat held on February 21, 2013. At that meeting, Council considered several process items for meeting times and protocol.

Several Workshop meetings were held to discuss potential amendments and revisions to the City Council documents attached.



WORKSHOP COUNCIL REPORT

Attachments

City Code Excerpt

City Council Guidelines

Council Meeting Rules and Procedures

Excerpt of the City Council Retreat (Feb. 2013)

Sec. 2-16. - Regular meeting, date, time, etc. 

The city council shall meet regularly two (2) times each month and such regular meetings of the city council shall be held at 7:00 p.m. on the second and fourth Tuesday nights of each month, unless the council by a majority vote at a prior meeting changes the meeting night. If the council meeting night falls on a legal holiday, Christmas Eve or New Year's Eve, the council shall meet on the next succeeding legal day at the time aforesaid.

(Code 1963, § 2-2; Ord. No. 1198, § 1, 4-27-82; Ord. No. 1537, § 1, 4-12-88; Ord. No. 1743, § 1, 11-24-92)

Charter reference— Council meetings generally, Art. II, § 13.

Sec. 2-18. - Meeting place. 

The place for all meetings of the council shall be the Glendale Council Chambers.

(Code 1963, § 2-4)

May | 09

Glendale, AZ
City Council Guidelines

City Council Guidelines

City of Glendale, AZ

Adopted: May 26, 2009

Amended: January 8, 2013

INTRODUCTION

The Mayor and City Council agree to the following as fundamentally important to the effective and efficient conduct of the public's business. The Guidelines as adopted represent an agreed upon set of behaviors that will be evident in the performance of their duties as policy makers and representatives of their constituencies.

GLOSSARY OF TERMS

To avoid confusion in understand the intent of this document the following defines important terms being used:

- Council... The Council shall consist of a mayor and six (6) other members to be elected by the qualified electors of the City of Glendale.
- Councilmember... refers to each individual constituting the Council and includes the Mayor unless specifically excluded or referred to by the title Mayor.
- Mayor... The Mayor is the chairman of the Council and presides over its deliberations. When it is necessary to specifically identify the Mayor as separate from the other Councilmembers, the term "Mayor" is used.

1. STAFF ASSISTANCE FOR COUNCILMEMBERS

The City Manager's office will respond to requests from Councilmembers for information, assistance or research calling for multi departmental involvement. City Manager will designate staff to assign these requests to appropriate City staff and to track progress on the assignments. Councilmembers must use this process when contacting the City Manager's office for assistance.

Requests that involve more than eight hours of staff work by non-Council staff, a multi-department approach or expenditure of city monies other than budgeted Council funds must go through the process for placement of an item on the Workshop Agenda. The staff will be responsible for reporting such requests to the City Manager's office where the designee will notify the Councilmember(s) who made the original request.

2. PLACING ITEMS OF SPECIAL INTEREST ON A WORKSHOP AGENDA

1. "City Council Workshop Items of Special Interest" is listed on every Workshop agenda. This item will be a standing item and will be placed last on the Workshop agenda.

2. Under that agenda item, 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.
3. Each item introduced is referred to the City Manager for preparation of a brief initial assessment report including resources required, impact on other projects, relationship to work program priorities and Council strategies, and other related observations.
4. In 30 days the City Manager, or designated management staff, will report back to the Council on each item during a regularly scheduled Workshop. If for any reason, a Workshop is not scheduled shortly after the 30 day time period, the report will be presented at the next regularly scheduled Workshop. Council discusses to determine if they want to pursue any item further through more detailed analysis and/or policy action.
5. Council gives direction to the City Manager regarding the disposition of items discussed.

(Above section amended January 8, 2013 by Resolution, No. 4635 New Series)

3. COUNCILMEMBER BUDGET/EXPENSES

Each Councilmember elected from a district is provided \$18,000 each budget year for various expenses that have benefit to the City of Glendale and meet applicable budget expenditure laws. For example, the monies may be used for postage, attending conferences and seminars, equipment, and newsletters. Items purchased are for the use of the Councilmembers during their tenure, for City business only, and remain the property of the City of Glendale. All bidding requirements and conditions of the City's Purchasing Ordinance must be met. Monies not expended may not be carried over to subsequent years. The Mayor is not included in this appropriation.

4. COUNCIL DISTRICT IMPROVEMENT FUNDS

Each Councilmember elected from a district is provided \$15, 000 each budget year for projects related to the placement, replacement or enhancement of facilities or equipment within the City of Glendale. The Mayor is not included in this appropriation.

When a Councilmember determines a use for the funds, Council staff requests information from the relevant department. The department obtains cost estimates based on the project scope as outlined by the Councilmember. After cost estimates have been obtained, a Council staff completes a District Improvement form and sends to the Councilmember for comment and approval.

Departmental staff is responsible for making sure that all requirements of the City's Purchasing Ordinance have been met. If necessary, the assigned staff will be responsible for preparation, approval of and monitoring of agreements or contracts.

The Council Services Administrator must approve requests or other financial documents.

The Council staff retains copies of the related paperwork to follow up and assure that District Improvement funds are properly tracked.

The District Improvement fund accounts are charged for all expenses associated with the project with the exception of departmental charge backs for internal labor expenses.

Ongoing maintenance costs of capital projects enabled through this funding mechanism must be paid from related district funds in future years.

5. CITY TRAVEL POLICY

The Council agrees to conform to the regulations that govern all City employees on this matter. Accordingly, the current City Travel Policy is attached and will be replaced as changes are made in the future. *See attachment A: City Travel Policy, 6th Revision, 11/02/07*

6. OFFICIAL INVITATION EXPENSES

The City will cover expenses for any Councilmember and a guest at local events when the Councilmember and guest are jointly invited and the Councilmember is serving in an official capacity. The City does not otherwise reimburse Councilmembers for expenses incurred by their guests.

7. COUNCIL RETREAT

At a mutually agreed upon date, the Council will hold an annual retreat to discuss Council goals and other important issues.

8. SELECTION AND RESPONSIBILITIES OF THE VICE MAYOR

The Vice Mayor is selected by a majority vote of the Council. At the first workshop of June each year the Council will consider the appointment of a Vice Mayor for the following fiscal year. At that meeting 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 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.

City Charter: 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. (3-15-88)

9. COUNCIL COMMITTEES

At the first Workshop of June each year, the Council will appoint membership to standing Council committees for the following fiscal year. The Mayor will ask the Councilmembers to indicate on which committee they wish to serve .

Each committee will be comprised of three members. The members of each committee will select their own chairperson at their first committee meeting. Councilmembers may not serve as Chairperson of more than one committee at a time unless the number of committees is greater than the number of Councilmembers. In that case, the limit is two chairmanships.

If new Councilmembers are seated prior to the annual selection of committee membership, the new Councilmembers will fill vacant committee positions for the remainder of the one-year term.

If any Councilmember wishes to add, delete or adjust any committee, the process indicated in City Council Guidelines, Section 2, "*Placing Items of Special Interest on Workshop Agenda*" is followed.

10. BOARD AND COMMISSION APPOINTMENTS

Board and Commission members will be appointed to serve by the Council in accordance with the Ordinance related to each Board and Commission. When vacancies occur, Councilmembers making recommendations to the Council are required to forward the application and his/her written recommendation to the government Services Committee. The Government Services Committee will be responsible for reviewing the applications and making recommendations. The Committee will forward recommendations for Board and Commission membership and Chair designation to the full Council for discussion at Executive Session. The

Council will approve Board and Commission members and the respective Chairs unless otherwise prescribed by ordinance. The appointment will be made when the majority of the Council agrees with a recommendation and a vote taken at a Regular Council meeting.

An appointment is made when the majority of the Councilmembers agree with a recommendation and a vote is taken at a Regular Council meeting. When consensus cannot be reached, the Councilmember will be responsible for bringing forward another nomination. Councilmembers should recommend appointment of individuals from their geographical district. If the district councilmember believes that an exception should be made, the issue shall be brought to the full Council for consideration.

If a Board or Commission member is not carrying out their assigned duties, it is the responsibility of the Councilmember who recommended the appointment of the individual to counsel the member.

If a Board or Commission member has been properly counseled and is still not carrying out their assigned duties, the Code of Ethics addresses the removal of Board or Commission members for cause as follows, "Inappropriate behavior can lead to removal. Inappropriate behavior by a Board or Commission member should be communicated to the Chair of the Government Services Committee who will communicate to the Councilmember who presented the member for appointment. If inappropriate behavior continues, the situation will be brought to the attention of the Council and the individual is subject to removal from the Board or Commission in accordance with any applicable ordinance."

11. CONSTITUENT CONTACTS IN ANOTHER COUNCILMEMBER'S DISTRICT

As a courtesy, Councilmembers agree to keep each other informed of requests, telephone or personal contacts with constituents, businesspersons, etc., which may be of interest to another Councilmember or will impact them.

12. WRITTEN COMMUNICATIONS FROM COUNCILMEMBERS

"City letterhead may be used only when the Councilmember is representing and speaking on behalf of the City and within the Councilmember's official capacity. A copy of official correspondence should be given to the council office and mayor's office staff to be maintained as a public record." *Sec. 4.c, Code of Conduct*

If the council member is representing the City, that Councilmember must consistently support and advocate the City's official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position.

13. STATE/FEDERAL LOBBYING

“If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the council member must clearly state 1) whether his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the council.” *Sec. 4.a, Code of Conduct*

14. VIOLATIONS AND SANCTIONS

A. Process

- (1) The first and most important step in this section is the requirement that the offended Councilmember address the concern with the offending Councilmember including a description of the specific action observed, the relationship of that event to the Council Guidelines and, if applicable, the impact it had on the offended Councilmember. The purpose of this first step is to assure that an attempt has been made to discuss the issue and resolve the conflict without proceeding further. This step requires no formal action and no involvement of other Councilmembers.
- (2) Either party may request, and both must agree, to seek a third party who will assist in facilitating the discussion toward a mutually satisfactory conclusion. If any expenses are incurred they will be paid for equally from the district funds of each member engaged in the mediation.
- (3) If the situation cannot be settled through the process in steps (1) and (2), either Council member may choose to refer the concern to the entire Council for their review. The Council will serve as a committee of the whole for purposes of Guidelines violation and sanction consideration.
- (4) To present the concern to the Council, the offended member must advise the offending Councilmember that the issue will be taken to the Council and subsequently ask the City Manager to post the issue for the earliest upcoming executive session. All laws pertaining to executive session will apply. Included in those rules is the option for the offending Council member to exercise their right to request that the discussion be held in an open hearing. The City Attorney's Office will prepare notice to the Councilmember or Councilmembers that are to be discussed in executive session as required by law.
- (5) The Council will discuss the issue in order to:
 - a. become fully informed;
 - b. determine if there appears to be a violation of the Council Guidelines;

- c. seek resolution without further action or, if necessary schedule the issue for an upcoming public hearing for final determination regarding whether a violation occurred and if necessary;
 - d. determine what sanction is most appropriate; customarily, sanctions are limited to a letter of reprimand or censure.
- (6) A 2/3 vote of the Council at a regular council meeting will be required for a determination that a violation has occurred and likewise, a 2/3 vote for the sanction to be imposed.
- (7) If a sanction is imposed, the language will follow a specific format to be established by the Council and used consistently as such situations occur.

B. Effects of Violations

The Council Guidelines document alone does not provide a basis for challenging the validity of any final enactment, resolution, decision, determination, or recommendation of the council, a board or a commission.

RESOLUTION NO. 3136 NEW SERIES

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, MARICOPA COUNTY, ARIZONA, ADOPTING THE GLENDALE CITY COUNCIL "COUNCIL MEETING RULES AND PROCEDURES" AND THE GUIDELINES FOR PUBLIC HEARING ITEMS AND CITIZEN COMMENTS.

WHEREAS, the Council of the City of Glendale wishes to ensure that order and decorum at all meetings of the Council be preserved to allow the orderly conduct of the business of the meeting and to provide all persons in attendance a fair opportunity to provide input to the Council and to City administration.

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

SECTION 1. That the certain documents known as the Glendale City Council "Council Meeting Rules and Procedures" and the guidelines for public hearing items and citizen comments, three (3) copies of which are on file in the office of the City Clerk of the City of Glendale, Arizona, are hereby referred to, adopted, and made a part hereof as if fully set forth in this resolution.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Glendale, Maricopa County, Arizona, this 8th day of July, 1997.


M A Y O R

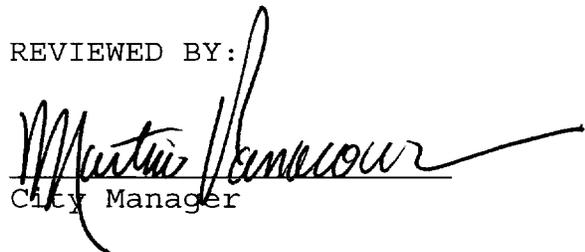
ATTEST:


City Clerk (SEAL)

APPROVED AS TO FORM:


Acting City Attorney

REVIEWED BY:


City Manager

GLENDALE CITY COUNCIL

COUNCIL MEETING RULES AND PROCEDURES

SECTION 1 - RULES, PURPOSE AND EFFECT.

- 1.1 The Council's meetings must be noticed and conducted in accordance with applicable open meetings statutes and other law.
- 1.2 These rules and procedures are adopted by the Council of the City of Glendale, under the Council's authority provided by the Charter and by law to determine its own rules, order of business, and to regulate the conduct of its meetings. Where not inconsistent with these rules and procedures, the current version of *Robert's Rules of Order* will be used as a supplementary guideline and general parliamentary procedure will be observed in the conduct of the Council's meetings.
- 1.3 The Mayor, or a majority of the Council, may suspend strict observance of these rules and procedures and any applicable provision of *Robert's Rules* for the timely and orderly progression of the meeting.

SECTION 2 - PRESIDING OFFICER.

- 2.1 As provided by the City Charter, the Mayor, or in the Mayor's absence, the Vice-Mayor, is the presiding officer of the Council and will preside at all Council meetings.
- 2.2 The presiding officer will preserve order and decorum at all meetings of the Council to allow the orderly conduct of the business of the meeting and to provide persons in attendance with an interest in all agenda items to have an opportunity to have their item of interest duly considered by the Council, including a fair opportunity for interested persons to speak on public hearing items. Any decision by the Mayor on procedural matters is final, subject only to appeal to the whole Council as provided in *Robert's Rules*.

SECTION 3 - ORDER OF BUSINESS.

- 3.1 The order of business at regular meetings of the Council ordinarily will be as follows:

Call to Order - Pledge of Allegiance.

Approval of Minutes.

Proclamations and Awards.

Consent Agenda.

Order of Business, continued.

Land Development Actions.
Bids and Contracts.
Liquor Licenses.
Ordinances.
Resolutions.
New Business.
Boards and Commissions.
Request for Future Workshop and Executive Session.
Citizen Comments.
Council Comments and Suggestions.
Adjournment.

- 3.2 The Mayor, or a majority of the Council, may decide to consider items out of sequence from the printed agenda for the meeting. The Council cannot act on any items not listed on the agenda unless an emergency exists.
- 3.3 The consent agenda matters are of a routine nature or matters which previously have been studied by the Council at a work session and may be adopted by one motion. Other than introduction of the items by the City Manager, there will be no discussion of separate items, unless members of the Council request that a specific item be discussed and considered separately.

SECTION 4 - WORKSHOP MEETINGS.

- 4.1 The Council may conduct workshop meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.
- 4.2 At workshop meetings the Council will receive information and presentation of issues from the City Manager and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another workshop meeting or a regular meeting of Council. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.
- 4.3 Final action on items is not taken at workshop or study sessions. No formal vote of the Council in favor or against any agenda item may be taken at a workshop or study session.

- 4.4 Workshops are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation.

SECTION 5 - ADDRESSING THE COUNCIL, REGULAR MEETINGS AND PUBLIC HEARINGS.

- 5.1 Any person wishing to address the Council, on a public hearing item or other agenda item, must fill out a speaker card and turn it in to the City Clerk, indicating the speaker's name, address, and the agenda item on which he or she wishes to speak. Persons wishing to speak under "Citizen Comments" should designate a subject matter on which they will speak. On agenda items that are not scheduled for public hearing, brief public comment may be allowed, time permitting. The time permitted for such public comment by each speaker will be limited as provided for public hearing items. The Mayor may close the public comment on non-public hearing agenda items, even if not all interested parties have spoken, or end the time for comment by a speaker, to allow the meeting to proceed.
- 5.2 The time for each speaker's comments during a public hearing will be limited to a maximum of five minutes. Speakers may be limited to less than five minutes apiece in consideration of the number of people wishing to speak, the length of the agenda, the number of public hearing items, and the timely and orderly progression of the meeting. Applicants on public hearing items and their attorneys, representatives, experts and supporting witnesses are not necessarily limited to a total of five minutes, but must be concise and coordinate their presentations to avoid repetition and unnecessary length. At the discretion of the Chair, rebuttal comments by the applicant or applicants' representative may be allowed. If allowed, rebuttal comments will address matters and questions raised in the public hearing, answers to questions by Council, and must be brief. Other than any rebuttal, no person will be allowed to address the Council after the public hearing is closed or after a motion is made on a non-public hearing item, without first securing the permission to do so.
- 5.3 Speakers on any item, whether a public hearing, other item on the agenda, or Citizen Comments, should address their comments to matters pertinent to the agenda item or subject matter at hand and should avoid repetition of the comments of previous speakers on the item. Simply stating agreement with the points raised by the prior speaker(s) will help move the meeting along so that all who wish to speak have the opportunity to do so within a reasonable time. Large groups whose members wish to speak on a matter may designate a spokesperson.

- 5.4 The purpose of public comment is to provide information and the speaker's views for Council consideration. Any questions raised by the speaker will not be answered by Council during the public hearing, but will be referred for follow-up by the City Manager or City staff after the conclusion of the public hearing. It is not appropriate in the public hearing or public comment period on another agenda item for the speakers to debate the matter under consideration with other speakers, the audience, or members of the Council. All comments should be addressed through the Chair. Questions may be posed to the speakers, any applicant's representatives, and City staff, by the Council, after being recognized by the Chair. Except when answering a direct question from a Council member, all remarks will be addressed to the Council as a whole, and not to individual members.
- 5.5. Proper decorum must be observed by members of the Council, by speakers in providing testimony and remarks, and by the audience. The Mayor 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 Mayor, 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 Mayor.
- 5.6 Exhibits, letters, petitions and other documentary items presented or shown to the Council on a public hearing item become part of the record of the public hearing. Eleven collated sets of written or graphic materials should be provided by the speaker prior to the commencement of the hearing to allow for distribution to the Mayor and Council, key City staff, and a copy for the City Clerk to include in the public record of the hearing, whenever possible. Reduced copies (8 ½ x 11 or 8 ½ x 14) of large graphic exhibits should be provided as part of the sets of materials for distribution to the Council, staff, and for the record. This requirement may be waived for signed petitions submitted by neighborhoods or other citizen groups, although these groups also are encouraged to provide eleven sets of petitions where possible.

Adopted __/__/97

GUIDELINES
FOR
CITIZEN COMMENTS

The “Citizen Comments” portion of the Council agenda provides an opportunity for citizens to bring to the attention of the City Council matters concerning Glendale city government that are not on the agenda of the meeting. **PLEASE FILL OUT A “CITIZEN COMMENTS” SPEAKER CARD AND TURN IT IN TO THE CITY CLERK BEFORE THE START OF THE MEETING.**

Council meetings are conducted in compliance with the Arizona Open Meetings Law. While the Open Meetings Law does not require the agenda to contain an item for “Citizen Comments”, the Council places this item on their agendas to provide this additional opportunity for citizen input to the Council and to City administration. Personal attacks on Councilmembers, City staff, or members of the public are not allowed. It is inappropriate to utilize Citizen Comments for purposes of making political speeches, including threats of political action. All remarks should be addressed to matters of Glendale City business. Depending on the number of items on the Council agenda and the number of “Citizen Comments” cards, the Mayor may establish shorter than the allowed maximum five minute time limit for speakers under “Citizen Comments”. Normal standards of decorum and courtesy should be observed by all speakers. It is within the Mayor’s discretion to cut short the “Citizen Comments” items, even if there are speaker cards remaining.

As provided by the Open Meetings Law, the Council cannot engage in discussion or take action on matters raised under “Citizen Comments”, unless an actual emergency exists. Council may refer the matter to the City Manager for follow-up. If City Council consideration is needed on an item, the Open Meetings Law will require the matter to be properly noticed as an item on a future Council meeting agenda.

At the Podium, please state your name and address for the record; then present your comments. As a courtesy to others, please be brief in your comments and refrain from being repetitive of the remarks made by previous speakers. Large groups may designate a spokesperson.

Thank you for your interest in Glendale City government.

GUIDELINES
FOR
PUBLIC HEARING ITEMS

Public hearings are held on certain items on the Council agenda, such as zoning cases and liquor license applications. **PLEASE FILL OUT A PUBLIC HEARING SPEAKER CARD AND TURN IT IN TO THE CITY CLERK BEFORE THE AGENDA ITEM IS CALLED ON WHICH YOU INTEND TO SPEAK.**

The public hearing provides an opportunity for citizens to provide input to the City Council on the matter noticed for hearing prior to Council making a decision on the agenda item. The public hearing is for the public to give input to the Council; it is not a debating session between the Council and the speaker. Questions may be asked by the Council to clarify the speaker's position or comments.

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. All remarks should be addressed to the matter which has been listed on the agenda and noticed for hearing. Depending on the number of items on the Council agenda and the number of speaker cards submitted, the Mayor may establish shorter than the allowed maximum five minute time limit for speakers under public hearing items. Normal standards of decorum and courtesy should be observed by all speakers. Speakers' remarks should be pertinent to the matter being heard.

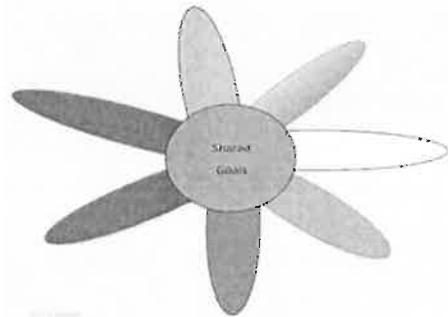
At the Podium, please state your name and address for the record; then present your comments. As a courtesy to others, please be brief in your comments and refrain from being repetitive of the remarks made by previous speakers. Large groups may designate a spokesperson. The City Council needs and wants your viewpoint, as well as that of as many other Glendale citizens as possible, to aid it in its deliberations. The most effective and useful comments are those which focus directly on the issues under consideration and which may even offer possible solutions or alternatives.

Thank you for your interest in Glendale City government.

Common Themes: Priorities

In an effort to reduce these comments to a set of shared goals, I looked for comments that could be reasonably combined with others to form a general consensus. This approach is a bit different than the previous few years as it should be when the makeup of the Council changes in such a substantial manner. The themes identified became topics for further discussion as the Council addressed key objectives for the coming budget year:

- **Transparency** internally and externally to assure the community that the decisions made for the well-being of Glendale are discussed openly with input invited.
- **Arena** management, debt service, hockey agreement and enhanced revenues will play a large role in policy formation and financial strategy. The above noted transparency will be vital to gaining community support for decisions necessary to optimize the arena value to the Glendale community.
- **Cooperation** among staff and Council as well as collaborative and creative interaction with other governmental and business entities to leverage greater efficiency in service to community and to form mutually productive interactions.
- **Fiscal sustainability** encompasses a broad array of comments focused on the need to have a balanced budget with the policies in place to incrementally move in the direction of strength and sustainability. Some hard choices will be needed.
- **Centerline and community events** are both part of the character and ambience of Glendale. The City Council is committed to forming the policies necessary to encourage downtown investment and visitor expansion.
- **Service levels** inevitably suffer when a weak economy hits so hard for so long. Engaging the public to help keep them informed and confident that the City Council and staff are doing the very best with limited resources is very important. Work to engage the community in maintaining the hometown appearance of Glendale.
- **Creative, innovative and benchmarked** ideas must be explored to expand the Glendale economic and image footprint. New ideas and entrepreneurial thinking can make a significant impact of the Glendale future. Encourage and support staff creativity. Consider City Council visits to benchmark communities to seek out best practices and creative successes.



Discussion: Guidelines and Meeting Management

The attention of the group then moved in the direction of Council Guidelines and several minor components of the CC process. The City Council Guidelines adopted May 26, 2009 and revised January 8, 2013, provided the specifics for discussion. Beyond

that, the CC considered several process items for meeting times and protocol. The following were identified as changes for the Council Guidelines:

- Sec. 3: There was some discussion about the \$18,000 annually for Councilmember expenses related to their public responsibility. Various ideas were expressed with the consensus being to leave it as is and each Councilmember will apply the funds based on the needs of their district and the City at large.
- Sec. 4: The current amount budgeted for each district for improvements within the district is \$15,000. That was likewise discussed and left to each to determine how best to apply those funds to best help their district.
- Sec. 8 & 9: The suggestion was made that the election of the Vice Mayor and appointment of Council Committee roles be held at the last scheduled Council meeting in January each year. That will go into effect in January 2014. In addition, the consensus was to limit the term on any committee to two consecutive years.
- The Council agreed that when speaking in public as a representative of the City, both Board and Commission members and Council Members are obligated to address the position of the City, not personal opinion.
- Council consensus supported the suggested change to move Council meetings to 6:00 p.m. instead of 7:00 p.m. and allow for public comments regarding items not on the agenda at the beginning of the meeting.

These changes will be brought forward in a workshop followed by the revision of the Council Guidelines to conform to the direction of the City Council.

Conclusion

This workshop, as noted above, was different than those in the past few years with the majority of the City Council, including the Mayor, were in the early months of their first term. The City Council goals that have been the standard for the past few years were acknowledged as very important ongoing principles and commitments that will be part of the City Council direction overall. The seven items noted above were identified as the key priorities for the 2013-14 budget year. These will shift a bit and be further defined as the budget is adopted and the budget year begins to unfold. It is a pleasure to be of service to the City of Glendale in this challenging time of change and financial recovery.



Respectfully submitted,

R. A. Bowers

Richard A. Bowers