



City of Glendale

5850 West Glendale Avenue
Glendale, AZ 85301

City Council Workshop Agenda

Mayor Jerry Weiers
Vice Mayor Ian Hugh
Councilmember Jamie Aldama
Councilmember Samuel Chavira
Councilmember Gary Sherwood
Councilmember Lauren Tolmachoff
Councilmember Bart Turner

Tuesday, October 20, 2015

1:30 PM

Council Chambers - Room B3

Workshop

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. [15-675](#) SALE OF CITY PROPERTY AND FACILITIES
Staff Contact and Presenter: Jack Friedline, Director, Public Works
Guest Presenter: Mr. Brent Moser, Executive Managing Director, Cushman & Wakefield
Guest Presenter: Mr. Brent Mallonee, Vice President, Cushman & Wakefield
Guest Presenter: Mr. Mike Coover, Senior Vice President, Cushman & Wakefield

Attachments: [Broker Opinion of Value - Sale of City Property and Facilities](#)
2. [15-682](#) PRESENTATION ON WESTERN AREA BRANCH LIBRARY CONCEPT
Staff Contact: Erik Strunk, Director, Community Services
Staff Presenter: Erik Strunk, Director, Community Services
Staff Presenter: Michael Beck, Chief Librarian, Community Services
Guest Presenter: Ms. Paula Wilson, Chairperson, Library Advisory Board

Attachments: [Western Area Branch Attachments](#)
3. [15-683](#) PROPOSED AMENDMENTS TO GLENDALE CITY CODE, CHAPTER 3 (ALARM SYSTEMS)
Staff Contact: Debora Black, Police Chief
Staff Presenter: Kent Strege, Public Safety Technical Services Administrator

4. [15-684](#) UNMANNED AIRCRAFT VEHICLES/SYSTEMS (DRONES)
Staff Contact: Debora Black, Police Chief
Staff Presenter: Nicholas C. DiPiazza, Deputy City Attorney/Legal Advisor
5. [15-681](#) COUNCIL ITEM OF SPECIAL INTEREST: THE AMPHITHEATER IN MURPHY PARK
Staff Contact: Erik Strunk, Director, Community Services
Staff Presenter: Erik Strunk, Director, Community Services
Staff Presenter: Tim Barnard, Assistant Director, Community Services

Attachments: [Amphitheater-Murphy Park 2015 Use Application](#)

6. [15-637](#) COUNCIL ITEM OF SPECIAL INTEREST: SERVICE LINE WARRANTY PROGRAM
Staff Contact: Craig A. Johnson, P.E., Director, Water Services
Staff Presenter: Craig A. Johnson, P.E., Director, Water Services
Staff Presenter: John Henny, Deputy Water Services Director
7. [15-697](#) SPECIAL EVENT PERMITTING AND ENFORCEMENT
Staff Contact and Presenter: Sam McAllen, Director, Development Services

Attachments: [City Code Sec. 29.2 Special Events](#)
[Guide to Minor & Major Events](#)

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.

CITY ATTORNEY'S REPORT

This report allows the City Attorney 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 Attorney 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.

MOTION TO GO INTO EXECUTIVE SESSION

1. CALL TO ENTER INTO EXECUTIVE SESSION

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))

B. Council will meet to discuss and consider records exempt by law from public inspection and are specifically required to be maintained as confidential by state or federal law. (A.R.S. § 38-431.03(A)(4))

2. PERSONNEL MATTERS

A. The City Council will meet to discuss the finalists for the position of City Manager. (A.R.S. § 38-431.03 (A)(1))

B. The City Council will meet with the City Attorney to receive legal advice and provide instruction and direction to the City Attorney regarding the City Manager position. (A.R.S. § 38-431.03 (A)(1)(3))

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).



Legislation Description

File #: 15-675, Version: 1

SALE OF CITY PROPERTY AND FACILITIES

Staff Contact and Presenter: Jack Friedline, Director, Public Works

Guest Presenter: Mr. Brent Moser, Executive Managing Director, Cushman & Wakefield

Guest Presenter: Mr. Brent Mallonee, Vice President, Cushman & Wakefield

Guest Presenter: Mr. Mike Coover, Senior Vice President, Cushman & Wakefield

Purpose and Policy Guidance

Staff is seeking City Council guidance on the sale or use of various city properties outlined during the September 2, 2014 Workshop. Nine city properties were identified to be reviewed/ analyzed that have the potential for re-occurring revenue through public/ private partnerships, may be good candidates for land banking, or may be put up for sale to generate immediate revenue. If Council provides guidance to begin the sale of city properties, staff will work with the city's real estate consultant to market the selected city properties according to the terms of the council approved professional services agreement with Cassidy Turley Commercial Real Estate Services, Inc. (Cassidy Turley), and doing business as DTZ.

Background

The city owns and/or leases real property assets used for diverse public purposes. Through a series of public Council Workshop meetings, staff was directed to evaluate the sale, lease, or exchange of nine city-owned properties. As such, it was determined that the city required professional assistance in identifying marketable assets, coordinating the appraisals of those assets, and managing the competitive real estate bidding process and other real estate-related transactions if the sale of any of these parcels is approved.

On May 12, 2015, the city entered into a professional services agreement (C-9969) with Cassidy Turley, doing business as DTZ, for Real Estate Consultant Services. Per the agreement, DTZ was retained to provide real estate consultant and brokerage services including, but not limited to, developing strategies and solutions for the sale or use of various city properties, market analysis, property appraisals, and any real estate transactions.

Analysis

The following is a listing of the city-owned properties and facilities evaluated by DTZ (Broker Opinion of Value), and general notes for each property.

1) Bank of America Building; and 2) Promenade and Parking Garage:

2.48 acres, combined total of 68,782 square foot multi-tenant office and retail (approximately 97% occupied as of January 1, 2016) with 600 space parking garage. Current Value: \$7.35 million. Annual Net Operating Revenue: Over \$600,000. Optional Use: As-is, Office, Retail and Garage.

- 3) Desert Mirage Golf Course:
40 acre, nine-hole public golf course with driving range. Current Value: \$450,000. Annual Net Operating Revenue: \$14,967. Optional Use: As-is, Golf Course.
- 4) Glen Lakes Golf Course:
44 acre, nine-hole public golf course with driving range, clubhouse and café. Current Value: \$5.2 million. Annual Net Operating Revenue: \$12,000. Optional Use: Single Family Residential - Medium Density Residential.
- 5) Future City Court Site:
6.8 acres of vacant land with foundation and basement parking area developed for future Court building. Current Value: \$3 million - \$5 million. Annual Net Operating Cost: None. Optional Use: Commercial.
- 6) Bead Museum:
6,867 square foot commercial building with 100% being leased by Inter Technologies, Inc. (Jivemind). Current Value: \$404,100 - \$505,125. Annual Net Operating Revenue: \$11,897. Optional Use: Commercial.
- 7) Saint Vincent de Paul Thrift Store:
14,000 square foot property with a 7,000 square foot building (currently vacant). Current Value: \$490,000 - \$630,000. Net Operating Cost: Minimal maintenance costs. Optional Use: Commercial.
- 8) Thunderbird Lounge and Adjoining Retail Space:
12,121 square foot of retail space (currently vacant). Current Value: \$666,655 - \$727,260. Net Operating Income: None (minimal maintenance). Optional Use: Commercial.
- 9) Northeast Corner of 99th Avenue and Bethany Home Road:
16 acre, undeveloped parcel. Current Value: \$7.5 million. Net Operating Costs: \$5,000 annually to maintain. Optional Use: Commercial.

Should Council direct staff to sell any of these city-owned properties, DTZ shall have six months to market and sell each selected property. In this event, DTZ shall:

1. Act as a real estate broker for the city, research and obtain property legal description, prepare appropriate maps, plats, building drawings and blueprints, and other exhibits as required.
2. Facilitate real estate transactions for the city, including but not limited to, advertising, reviewing deeds, titles, offers for purchase, sale, preparing purchase agreements, consent forms, and transfer of property ownership.
3. Negotiate with real estate buyers or investors on behalf of the city.

Staff Recommendations

As the Mayor and Council have taken steps to address financial stability and the assets provide flexibility for future development, overall, staff recommends a more conservative approach by evaluating the future use versus sale of these assets.

Based on the real estate consultants analysis and city staff's review of existing conditions, historic precedence and resident's expectations with reference to the land use for several parcels, staff recommends the

following:

1) Bank of America Building; and 2) Promenade and Parking Garage:

The Bank of America building and Promenade are approximately 97% leased with a net annual revenue over \$600,000. In the past, areas of this complex were used to house city offices and will serve as an excellent office space bank for the long-term future in the heart of the downtown. Staff recommends, continued operations of this facility, continuing a positive cash flow and making office space available for any future tenants and/or expansion of city offices.

3) Desert Mirage Golf Course:

The current lease-hold interest term does not expire until 2032. In fiscal year (FY) 2013-14, 19,416 rounds of golf were played at this facility. Staff recommends continuing the golf course use.

4) Glen Lakes Golf Course:

The course has been operating for many years with abutting communities enjoying the green space. In FY 2013-14, 22,788 rounds of golf were played at this facility. Staff recommends the continued use of this land as a golf course.

5) Future City Court Site:

Future projections continue to predict a need for expanded space for the city's Court. The city has invested approximately \$10 million in property acquisition, demolition, site preparation, design and construction of the basement parking. Staff recommends build out of this land for a new City Court Complex when finances and need demand it.

6) Bead Museum:

This structure is an integrated part of the City Center Complex, bordered by the Civic Center, the BofA Buildings and the Police and Fire Memorial. Staff recommends continued ownership of this strategically located building, and prior to expiration of the current lease a review of the lease rate for a possible adjustment to align closer to comparable rates in downtown Glendale.

7) Saint Vincent de Paul Thrift Store:

This vacant structure has great potential in adding value to the downtown core Business District and is ideally located for centralized business services. Staff recommends holding the property until decisions are made with reference to the downtown alignment of the High Capacity Transit System scheduled to be constructed in approximately 2026.

8) Thunderbird Lounge and Adjoining Retail Space:

This vacant structure is divided into several retail sections and has machinery from an old dry cleaning business, and an old bar/ restaurant section with equipment and built-in bar section that is in disrepair. Staff recommends cleaning up the interior space by removing all loose trash and debris left behind by the previous owner/ occupants to make the space more visually appealing for potential sale. The equipment and built-in furniture will remain in place and can be addressed during any future sales negotiations with prospective buyers of the property. Council will be updated on any negotiations and potential sale of this city property at future Executive Sessions.

9) Northeast Corner of 99th Avenue and Bethany Home Road:

This vacant, undeveloped parcel has been used for overflow parking for University of Phoenix Stadium events in the last year but may not be needed for this purpose in the near future. This lot was purchased by the city for \$10.5 million in 2007 and has an estimated worth of approximately \$7.5 million. Staff sees both value in selling this property under current market conditions, or holding the property in anticipation of its value increasing over time.

Previous Related Council Action

On May 12, 2015, Council authorized the City Manager to enter into a professional services agreement with Cassidy Turley, doing business as DTZ, for Real Estate Consultant Services.

At the September 2, 2014 Council Workshop session, staff presented a report on the possible sale of city properties. Council provided direction to begin the sale of city properties and to hire a company to conduct a comprehensive evaluation and appraisal of the selected properties.

At the May 20, 2014 Council Workshop session, staff presented a report on the possible sale of city properties. At this meeting Council received a listing of all city properties and requested staff to develop additional information on buildings that should be considered for sale.

At the October 2, 2012 Council Workshop session, staff provided a report to Council regarding several city properties that were potential candidates for sale.

Community Benefit/Public Involvement

If any of these city properties are sold, there may be a reduction in operating and maintenance costs, a possible pay down of bond debt and available one time dollars for general fund purposes, depending on the property being sold.

Specifically with regard to properties located in the Centerline area, the current estimated value of the properties is subject to change given the pending decision on the high capacity transit alignment.

All properties selected for sale by Council, if any, would be sold in accordance with Arizona Revised Statutes and presented to Council at that time.

Budget and Financial Impacts

When acting as a Consultant, DTZ shall receive a Consultant flat fee for services rendered in lieu of a commission should Council choose not to proceed with the sale of any properties. The total flat fee paid to DTZ for services rendered in lieu of a commission shall not exceed \$2,100.

The Consultant Flat Fee shall not exceed the following amount per property:

Bank of America Building, Promenade and Parking Garage	\$700.00/ Property
Desert Mirage Golf Course	\$200.00/ Property

Glen Lakes Golf Course	\$200.00/ Property
Future City Court Site	\$200.00/ Property
Bead Museum Building	\$200.00/ Property
Saint Vincent de Paul Thrift Store	\$100.00/ Property
Thunderbird Lounge and Adjoining Retail Space	\$100.00/ Property
Northeast Corner of 99th Avenue and Bethany Home Road	\$400.00/ Property

Should Council approve the sale of a property, DTZ shall perform real estate brokerage services for the city. If the property is sold, DTZ shall receive a Commission from the sale of the property per the fee schedule below, but not more than 6% of the final sale/ purchase price. Any commission due to Cassidy Turley dba DTZ will be paid from the sale of the property.

The commission/ fee schedule is as follows:

Purchase Price of under \$ 3 million	6% of final purchase price
Purchase Price between \$ 3 million to \$10 million	4% of final purchase price
Purchase Price over \$10 million	3% of final purchase price



BROKER OPINION OF VALUE

City of Glendale Properties

LAND GROUP

Brent Moser
Executive Managing Director
+1 602 224 4486
brent.moser@cushwake.com

OFFICE GROUP

Eric Wichterman
Executive Managing Director
602.224.4471
eric.wichterman@cushwake.com

RETAIL GROUP

Brent Mallonee
Vice President
+1 602 224 4437
brent.mallonee@cushwake.com



2375 E. Camelback Rd, Suite 300 | Phoenix, Arizona 85016
ph: +1 602 954 9000 | fx: +1 602 468 8588 | cushmanwakefield.com



CONTENTS

Section 1: Project Overview

City of Glendale Property List.....	4
General Marketing Strategy.....	6
Market Overview.....	10

Section 2: Land Sites

Water Services Lot.....	14
Future City Court Site.....	16
Glen Lakes Golf Course.....	18
Desert Mirage Golf Course	20

Section 3: Office Sites

Bank of America Building	26
--------------------------------	----

Section 4: Retail Sites

Bead Museum Building	36
Saint Vincent de Paul Store.....	38
Thunderbird Lounge & Adjoining Retail Space	40

LAND GROUP

Brent Moser
Executive Managing Director
+1 602 224 4486
brent.moser@cushwake.com

OFFICE GROUP

Eric Wichterman
Executive Managing Director
602.224.4471
eric.wichterman@cushwake.com

RETAIL GROUP

Brent Mallonee
Vice President
+1 602 224 4437
brent.mallonee@cushwake.com

2375 E. Camelback Rd, Suite 300 | Phoenix, Arizona 85016
ph: +1 602 954 9000 | fx: +1 602 468 8588 | cushmanwakefield.com

Cover Sources: tangeroutlet.com, GPEC, glendaleaz.com,
Tim Roberts Photography

Cushman & Wakefield Copyright 2015. The information contained herein was lawfully obtained from sources we consider reliable. Cushman & Wakefield is not responsible and expressly disclaims all liability, for errors, omissions, prior sales, withdrawal from the market or change in price. Seller (or Lessor, as the case may be) and broker make no representation as to the environmental condition of the property and recommend Purchaser's (or Lessee's) independent investigation.

City of Glendale Property List

LAND	Desert Mirage Golf Course	8710 W. Maryland Avenue
	Glen Lakes Golf Course	5450 W. Northern Avenue
	Future City Court Site	SW corner of Glendale and 47th Avenues
	Water Services Lot	NEC of 99th Ave & Bethany Home Road
OFFICE	Bank of America Building	5800 W. Glenn Drive
	Downtown Parking Garage & Promenade Space	5800 W. Glenn Drive
RETAIL	Bead Museum Building	5754 W. Glenn Drive
	Saint Vincent de Paul Store	7016 N. 57th Avenue
	Thunderbird Lounge & Adjoining Retail Space	6820-6832 N. 58th Avenue



General Marketing Timeline

First 15 Days

- 1** Map the site from different distances and show different information such as: transportation corridors, retailers, employers, schools, parks, etc.
- 2** Create in depth and high quality brochures.
- 3** Create Property Flash
- 4** Install signage
- 5** Hire professional photographer to fly the site and in order to obtain the most current aerial views of the property and surrounding area.

Days 16 - 30

- 6** Send Property Flash and brochures to targeted list of buyers and brokers.
- 7** Upload marketing materials to websites (CoStar, LoopNet, cushmanwakefield.com)
- 8** Develop Interactive Property Website (if necessary).
- 9** Create list of “likely” buyers.
- 10** Contact likely buyers.
- 11** Follow up with groups that have inquired directly or those who have viewed our email blast several times. (This is done through Cushman & Wakefield’s proprietary technology that tracks views of email marketing campaigns.)
- 12** Generate list of surrounding property owners.
- 13** Discuss the opportunity with economic development and community leaders in the area in which the property is located.

Days 31 - 60

- 14** Call surrounding property owners and/or send property information.
- 15** Create and place print and digital advertising campaigns.

Client Services: Sample Marketing Materials

In-House Printing & Publishing



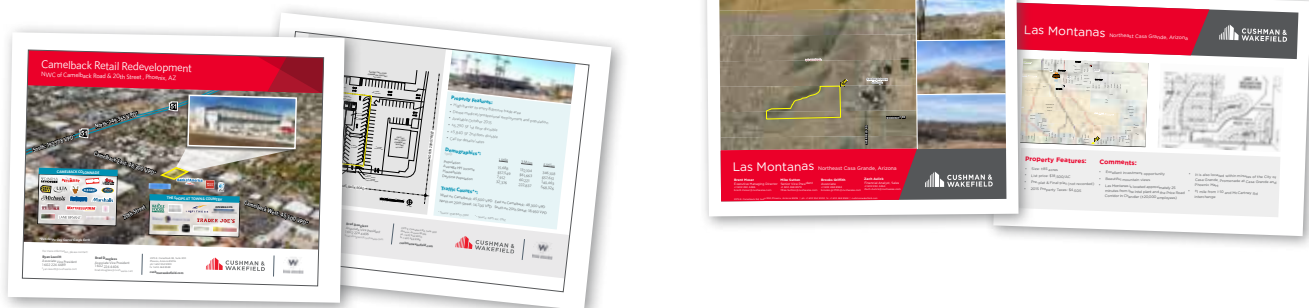
Advertising



Presentations



Brochures



Email & Web



Open House Gifts







MARKET OVERVIEW

LAND MARKET OVERVIEW

CURRENT PROPERTIES FOR SALE

167

Active Listings

1,670.48

Acres Total

10 acres

Average Parcel Size

\$7.09

Active Listings

SALE COMPS

18

Total Sales

119.8

Total Acres Sold

6.7 acres

Average Parcel Size

\$4.67

Average PSF

OFFICE MARKET OVERVIEW

OFFICE (ALL PROPERTIES)

368

Buildings

5,368,938

RBA

24.5%

Vacancy

63,770 SF

YTD Net Absorption

\$21.88/FS

Average Asking Rate

OFFICE (20,000+ SF)

49

Buildings

3,315,713

RBA

30.5%

Vacancy

19,470 SF

YTD Net Absorption

\$23.16/FS

Average Asking Rate

RETAIL MARKET OVERVIEW

ALL PROPERTIES

438

Buildings

11,865,805

RBA

10.3%

Vacancy

(37,748) SF

YTD Net Absorption

\$12.21/NNN

Average Asking Rate







LAND

Water Services Lot: NEC of 99th Ave & Bethany Home Road



Comparable Properties

No.	Location	Acres	Zoning	Price	Price/SF	Sale Date	Buyer	Comments
1	NW 99th Ave & Glendale Ave	10.0	PAD	\$3,031,337	\$6.96	6/23/2013	Credit Union West	Future HQ - Western Region
2	SWC Loop 101 & Bethany Home Rd	41.3	PAD	\$9,000,000	\$5.01	7/25/2103	American Furniture Warehouse	Existing Furniture Store
3	SW Loop 101 & Bethany Home Rd	5.4	PAD	\$1,880,000	\$8.05	12/23/2014	Western Maricopa Education Center	Planned office building

Water Services Lot: NEC of 99th Ave & Bethany Home Road

ADDRESS	Northeast corner of 99th Ave & Bethany Home Road
SIZE	16 acres
ZONING/LAND USE	Bethany Home Road – Loop 101 PAD (Planned Area Development)
CURRENT VALUE	\$7,500,000 or \$10.75 per square foot
DEBT	Yes
BOND ISSUE	Outstanding bond debt to be reviewed by the city's Bond Counsel
OPERATING COST/REVENUE	The land is vacant, costs \$5,000 annually to maintain and generates no revenue
OPTIMAL USE	Commercial

Submarket Analysis:

The Subject Property benefits from the surrounding amenities along the 101 corridor, including Westgate, University of Phoenix Stadium, and Gila River Arena. This corridor will continue to develop and see modest increases in land pricing. The proposed West Valley Resort and Casino, St. Joseph's Westgate Medical Center, Credit Union West's future HQ, American Furniture Warehouse are a few notable projects that enhance the attraction of this corridor.

Over the last 4 years, comparable sales in the Loop 101 Stadium and Entertainment District have averaged approximately \$10.65 per square foot (psf), and reached a high of \$14.80 psf in 2012. Comparing the 2013 and the 2014 YTD averages, the price per square foot has increased 133% to \$10.86 psf. We expect the area to be one of the more attractive submarkets as the market slowly continues to improve.

Marketing Strategy:

Our marketing strategy will focus on a number of different buyers, including but not limited to developers seeking property for Build-to-Suit projects. The property has a full diamond interchange at Bethany Home Rd, frontage on both Loop 101 and Bethany Home Rd, great visibility, and zoning that will allow for many different projects. We would target developers who specialize in the following land uses: entertainment, hospitality, office/light industrial, and retail.

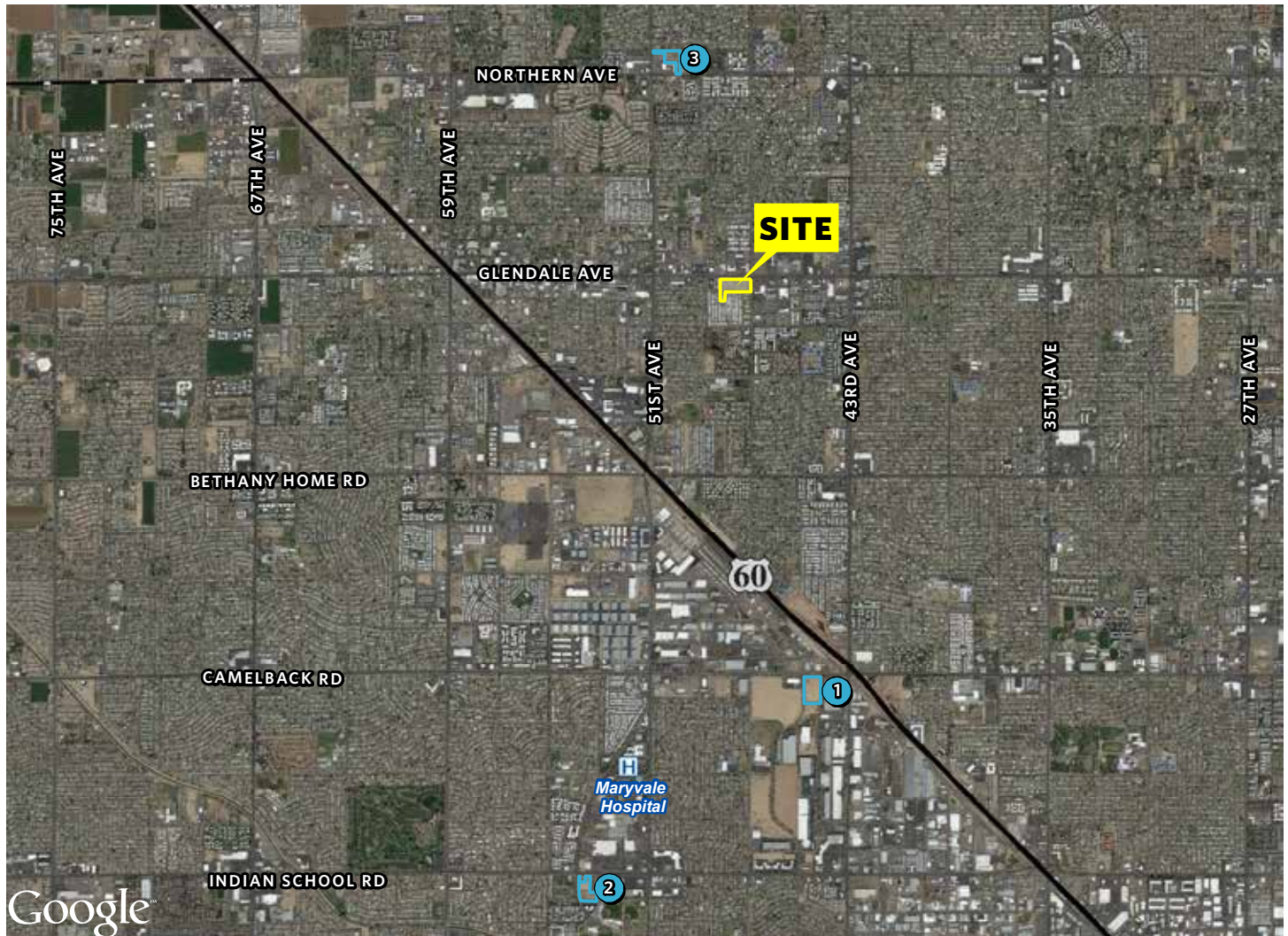
Property Valuation:

Our team recommends marketing the property for \$7,500,000 or \$10.75 per square foot.

Project Timeline:

We recommend bringing the property to market ASAP as this particular corridor is ripe for new development. We estimate it would take 4-8 weeks to find a suitable buyer. The escrow would likely take approximately 4-6 months to amend PAD zoning, if needed; Closing at approval of site plan.

Future City Court Site: SW corner of Glendale and 47th Avenues



Comparable Properties

No.	Location	Acres	Zoning	Price	Price/SF	Sale Date	Buyer	Comments
1	SEC 45th Ave & Camelback Rd	6.9	A-1	\$1,063,000	\$3.54	1/9/2014	R & S Mattress Liquidators	Plans to build 140,000 sf warehouse/showroom
2	SEC Maryvale Pkwy & Indian School Rd	4.8	C-2	\$506,559	\$2.43	1/2/2014	Educational Enterprises, Inc	School will be constructed
3	NEC 51st Ave & Northern Ave	4.3	PAD	\$830,000	\$4.46	4/30/2015	Assured Realty	Plans to build Assured Self Storage facility

Future City Court Site: SW corner of Glendale and 47th Avenues

ADDRESS	SW corner of Glendale and 47th Avenues
SIZE	6.8 acres
ZONING/LAND USE	C-2 (General Commercial)
CURRENT VALUE	\$3,000,000 - \$5,000,000
DEBT	Yes
BOND ISSUE	Outstanding bond debt to be reviewed by the city's Bond Counsel
OPERATING COST/REVENUE	None
CONTRACTUAL ISSUES	None
PATRONAGE/ACTIVITY	The property has remained vacant and no additional construction is planned in the five-year capital improvement plan. The new court building was anticipated to be 90,000 square feet when completed.
OPTIMAL USE	Commercial

Submarket Analysis:

Retail properties within a three mile radius of the subject site (SWC of Glendale & 47th Avenues – Future City Court Site) absorbed a total of 122,788 square feet (sf) in 2014. Due to strong demand the vacancy rate dropped 150 basis points year-over-year to 9.9%. The office sector experienced 30,973 sf of negative absorption during 2014. However, despite the negative absorption the direct average asking rate at the end of 2014 increased 4.4% since the end of 2013.

Marketing Strategy:

We would market the Subject Property to a variety of developers and/or investors. Retail, office/flex developers would be the best potential buyers to target in our campaign. Ideally we would be able to find a BTS user who could utilize the underground parking structure. This would achieve the highest price and allow for a quicker escrow. In terms of marketability, this property is in a relatively less desirable location and has vacant surrounding properties for sale,

specifically the ±17 acres at NEC 47th Ave and Glendale Ave which will land similar types of users. The increased competition to secure users will present a challenge, but at the right price we could find a developer willing to acquire the asset.

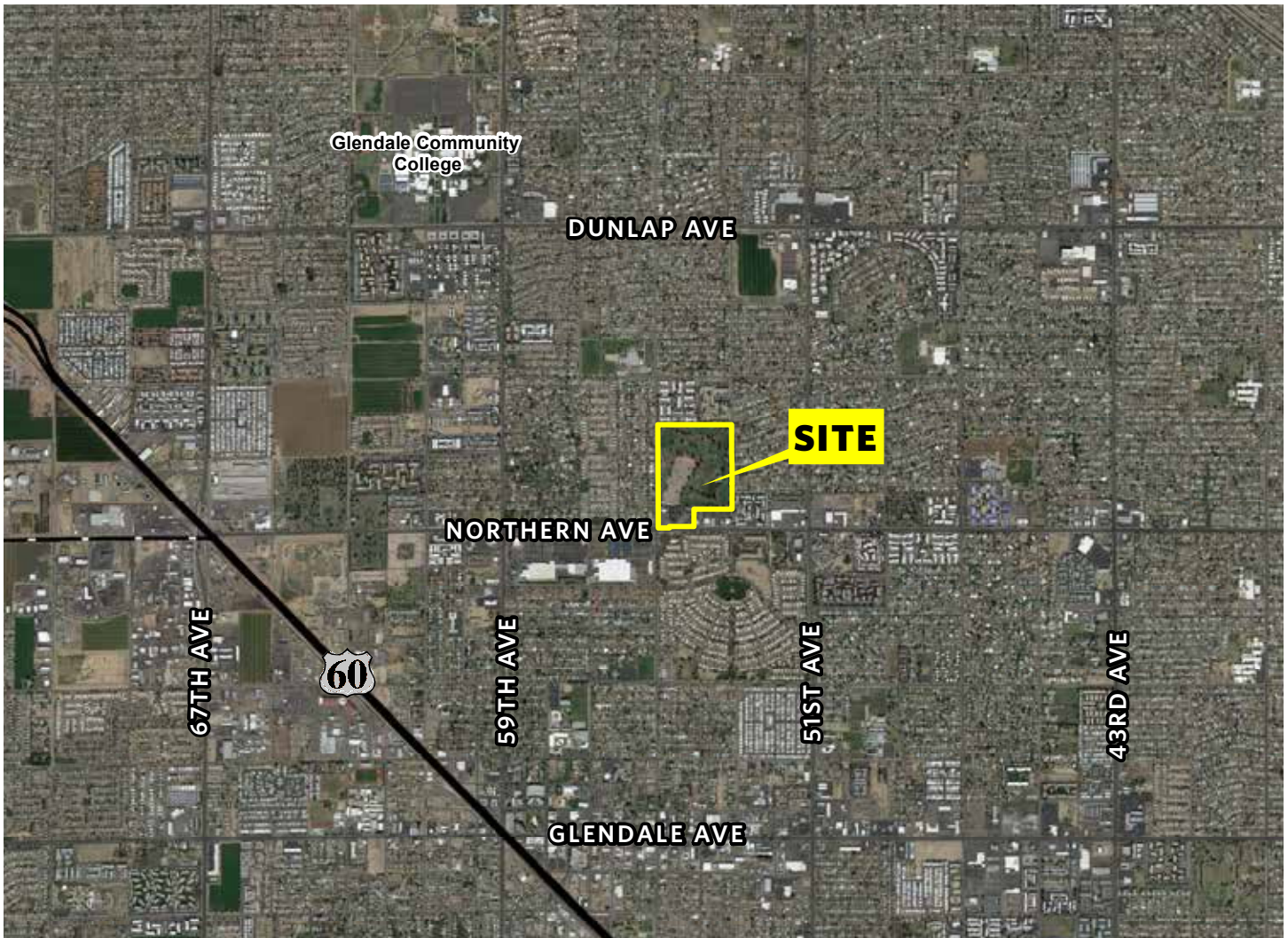
Property Valuation:

Our team estimates the value of the Subject Property is \$3,000,000 to an investor and \$5,000,000 to a Build-to-Suit developer.

Project Timeline:

Given the City's current investment in the Property (underground parking structure plus), we would need to know if the City is willing to take a loss in order to recommend whether or not the City should entertain marketing the site. Currently, we believe the site is best utilized by the City as the User/Buyer.

Glen Lakes Golf Course: 5450 W. Northern Avenue



Land Residual Analysis:

Assumptions:

- 200 lots (4.5 du/ac)
- New Home Price - \$225,000
- Finished Lot Value - \$50,625 (22.5% of new home price)
- Finished Lot Cost - \$550/FF (45-wide) or \$24,750/lot
- Platted Lot Value - \$26,055

Estimated Price: \$5,211,000 (200 lots @ \$26,055/lot)

Glen Lakes Golf Course: 5450 W. Northern Avenue

ADDRESS	5450 W. Northern Avenue
SIZE	44 acres including a 9-hole golf course, driving range, clubhouse and café and parking lot.
ZONING/LAND USE	A-1 (Agricultural). If the property were to be sold it would likely require a General Plan amendment and rezoning application to re-purpose the site.
CURRENT VALUE	\$5,200,000
DEBT	None
OPERATING COST/REVENUE	It is a public course that has been operated by Arizona Golf Ventures, LLC, since November 2012 at no cost to the City. / Per Agreement C-8241, which is a two-year license (with an option to extend one additional year) the operator is required to pay the City a flat fee of \$1,000 per month. For FY 14, this amounted to \$12,000.
CONTRACTUAL ISSUES	C-8241 will expire on December 1, 2014 if not renewed.
PATRONAGE/ACTIVITY	22,788 rounds of golf were played at Glen Lakes in FY14.
OPTIMAL USE	Single Family Residential - MDR

Submarket Analysis:

The property is located in an infill area that is ripe for new home development. There are no subdivisions under construction within three miles of the property which leads us to believe there is pent up demand for new product. Within approximately 3-4 miles of Glen Lakes GC, new homes are selling for an average price of \$227,210.

Marketing Strategy:

Our marketing approach in regards to the Glen Lakes GC property would include a campaign that targets single family homebuilders. In order to achieve the highest price we recommend selling the property with a recorded final plat to include roughly 175-225 single family detached homes. In order to achieve that status, the property's general plan needs to be amended to allow for the property to be zoned for single family residential.. Following the rezoning the Buyer

with need to record a final plat prior to closing. We anticipate this process taking approximately one year once we have a homebuilder in tow to work through each stage.

Property Valuation:

Our team estimates the property's value today is \$5,200,000 which assumes the prospective Buyer will be provided adequate time to amend the GP and complete other entitlements to allow for a residential development.

Project Timeline:

Once a homebuilder is in escrow to acquire the property we anticipate a closing no later than one year from the date of the executed PSA.

- 3-4 months to amend General Plan
- 4-6 months for zoning and record final plat

Desert Mirage Golf Course: 8710 W. Maryland Avenue



Desert Mirage Golf Course: 8710 W. Maryland Avenue

ADDRESS 8710 W. Maryland Avenue

SIZE A nine-hole golf course with driving range on 40 acres of land

ZONING/LAND USE SU (Special Use - Golf Course). Zoned SU

CURRENT VALUE \$450,000

DEBT None

OPERATING COST/REVENUE It is a public course that has been operated by Ready Golf, Inc., since September 2012 at no cost to the City. / Per Agreement C-3569, which is a 35-year lease-hold agreement the City entered into on April 28, 1997, the operator is required to pay the City 4% of its gross revenue each year. For FY 14 the Revenue totaled to \$ 14,967.

CONTRACTUAL ISSUES Although the land is owned by the City of Glendale, the right to operate it, the pro-club, restaurant and equipment, are owned via a lease-hold interest. The current operator - Ready Golf, Inc. - purchased this lease-hold interest from Stearns bank in 2012. The existing lease and its terms expire in 2032.

PATRONAGE/ACTIVITY During FY14 the course had 19,416 rounds played on it.

OPTIMAL USE As-is golf course

Desert Mirage Golf Course: 8710 W. Maryland Avenue

Evaluation

The property is currently being used as a golf course, and there are 17 years remaining on the leasehold agreement. With that being the case, we must understand how the local and national market is evaluating existing golf properties. In 2014, investors use two methods of evaluation to identify a price. The first is a traditional capitalization rate applied to positive net income generated through operations. The second is a multiple of gross revenue, based on similar sales.

In 2014, the average capitalization rate for golf courses sold across the country is approximately 11.0%. This comes out to approximately 8.9 times net income generated during the previous fiscal year. Because the 2014 gross revenue estimate of \$374,125 at Desert Mirage is considered far below national 9-hole standards, I do not feel that using a capitalization rate approach in our evaluation is appropriate. Over the last twelve months, golf course sales have also averaged 1.4 times gross revenue in the U.S. For properties that make a small profit or are break even, that number is far closer to 1 times gross revenue. In my opinion, the operator of Desert Mirage is making only a small profit in 2014. For that reason, I would use my market experience and local knowledge to apply a 1.2 times multiplier to the \$374,125 revenue. That comes out to an overall estimation of value of \$449,010, or \$450,000.

That is the price that Desert Mirage should generate if offered on a fee simple basis by a reputable golf brokerage expert to investors across the country.

I am currently working on two sales of golf courses in the Phoenix metro area. The first is Dove Valley Ranch Golf Club, an 18-hole, daily fee property in north Phoenix. The course will close escrow for \$2.7 million at the end of June. Of note are approximately \$2.25 million of gross revenue and it was basically a break even business.

The second property I am placing under contract as of today is Villa de Paz Golf Course on the far west side of Phoenix. The 50 year old, 18-hole golf course is a low end public facility with a below-average clubhouse. It generated \$938,000 in 2014 and lost just over \$100,000. We will be going under contract at \$1.1 million, which is a good price considering national acquisition criteria in 2015. Both of these courses fit in the 1.2 times multiple of gross formula, which was used to determine value for Desert Mirage.

Desert Mirage Golf Course: 8710 W. Maryland Avenue

Marketing Strategy/Ideas

As for marketing strategy, our team would plan to expose Desert Mirage GC to both local and national investors. We begin the process by sending a summary of the offering electronically to our more than 2,000 buyers. From that release, we would then follow up with interested parties and provide them with a full offering memorandum. Next, we would identify the 30 best prospects we personally know to discuss the property in greater detail. Finally, Insight Golf would discuss the club's availability with every golf course owner within a 20 mile radius of the property. From these contacts, numerous offers should be generated. If we identify multiple bidders, we have the option of going to a "best and final" scenario where each buyer has the option of increasing their final bids. Once an offer has been accepted, it is customary to expect a 30-45 day due diligence period followed by a 30-45 day close of escrow. A refundable deposit of \$25,000 would be deposited by the

investor at execution of the contract. That money would go non-refundable should they choose to proceed into the closing period. The entire sales process takes an average of 7-9 months.

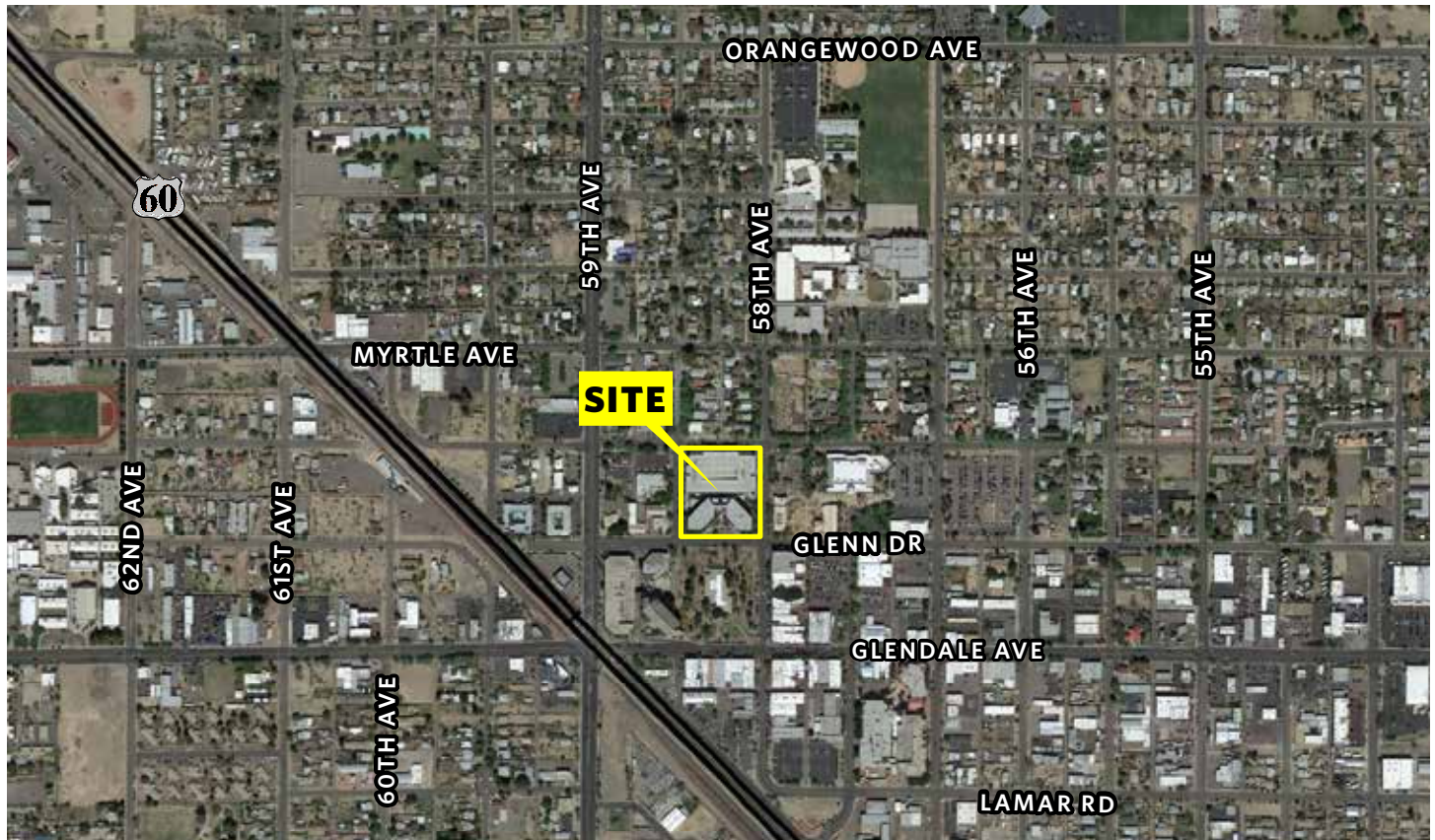
It is our opinion that the likely buyer for Desert Mirage would be an individual with a desire to run the course by himself. There are any number of golf professionals who would see this as an opportunity to own and operate a course without needing considerable debt. We are aware of numerous buyers in the Phoenix/Glendale market that fit that profile perfectly. Desert Mirage should be a highly sought after asset considering its location in a 12 month golfing season.





OFFICE

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive



Comparable Properties

Property Name Address	Property Type	Size Year Built Bldg. Class	Price Price/S.F. Sale Date	Occupancy Cap Rate	Terms Buyer Type Seller Type	Comments
1) Bureau of Land Management National Trail 9828 N. 31st Avenue Phoenix	Office Single Tenant	72,454sf 1994 B	\$10,566,000 \$145.83/SF 6/2015	100% 11.16%	New Financing REIT Private	Stable government tenant. Adjacent to Metrocenter Mall. Convenient freeway access to I-17. Metrocenter Mall amenities. 4 years remaining.
2) 1001 Office Building 1001 N. Central Avenue Phoenix	Office Multi-tenant	98,213sf 1960 B	\$10,195,000 \$103.81/SF 5/2015	100% 7.14%	Cash Private/Entrepreneurial Private	SOLD BY DTZ - Parking Garage included. Maricopa County occupies large portion. Significant renovation. High underlying land value.
3) Arizona DCS Office 3310 N. 19th Avenue Phoenix	Office Single Tenant	27,689sf 1983 B	\$3,150,000 \$113.76/SF 3/2015	100% 8.53%	New Financing Private/Entrepreneurial Private	SOLD BY THIS DTZ TEAM. Leased to DES. 6 years remaining. Government termination right for lack of funding.
4) Brookwood Commerce Centre 4425 W. Olive Avenue Glendale	Office Multi-tenant	209,182sf 1974 B	\$9,900,000 \$47.33/SF 3/2015	79% 11.86%	New Financing Private/Entrepreneurial Private	SOLD BY THIS DTZ TEAM. 6/1,000 parking. Newly renovated. Significant governmental tenants. Midrise office.
5) Siete Square I & IV 3737-3877 N. 7th Street Phoenix	Office Multi-tenant	115,414sf 1982 B	\$12,000,000 \$103.97/SF 12/2014	88% 9.00%	Cash Private/Entrepreneurial Private	60% of the Project leased to Federal and State governmental agencies and healthcare-related uses.
6) GSA Portfolio Sale 16241 N. Tatum Phoenix	Office Single Tenant	45,046sf 2001 B	\$6,214,093 \$137.95/SF 9/2014	100% 10.94%	New Financing Private/Entrepreneurial Private	GSA Social Security Portfolio - Avg. lease term is 4 years. The 15,444 sf 5907 W Kings Ave has a firm lease into 2020 and maturity of 2025.
Totals:		Total Sq.Ft.: 567,998 S.F.	Total \$: \$52,025,093	Avg. Price/S.F.: \$91.59/SF	Avg. Cap Rate: 9.77%	

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

ADDRESS	5800 - 5850 W. Glenn Drive
SIZE	Building is 68,782 square feet Promenade is 11,258 sq. ft. of retail space and is included in this square footage
UNDERLYING LAND SIZE	Land under the buildings and garage is 108,000 square feet or 2.48 Acres
ZONING/LAND USE	C-2
TENANCY	91% occupied, multi-tenant office and retail
PARKING STRUCTURE	Garage has 600 spaces (If sold separately; or retained all or in part, between 280 and 300 would need to be dedicated to the Bank of America & Promenade buildings for tenant parking)
CURRENT VALUE	\$7,350,000 or \$103.60 PSF
DEBT	No
NET OPERATING INCOME	\$249,523 Bank of America Office & Promenade/Retail Building & Parking Garage
OPTIMAL USE	As-is office, retail and garage

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

Property Location & Market:

5800 West Glenn Drive (the “Bank of America building”) is situated in the heart of Downtown Glendale. This 4-story 68,782 square foot multi-tenant office building (including its ±11,258SF promenade/retail space) is the premier office property in the immediate area. A ±600-space multi-level parking structure conveniently provides sheltered parking to both tenants and visitors.

This pedestrian-oriented location adheres to the trends that favor today’s younger populations. Walking to get your coffee or a meal—perhaps walking to/from work—from your primary residence is a major benefit the subject property enjoys when compared to its nearby competitors.

Additional amenities within the 101 Corridor supporting the area include: Westgate, University of Phoenix Stadium, Tanger Outlet Mall and Gila River Arena. Further strengthening the 101 Corridor are the proposed West Valley Resort and Casino, St. Joseph’s Westgate Medical Center, Credit Union West’s future HQ, and American Furniture Warehouse.

Market Statistics:

The Downtown Glendale office market—drawn as a one mile radius from its center—is comprised of ±444,000 square feet. The overall vacancy rate of this trade area is ±16.6% at present. Non-pedestrian office environments, such as multi-level buildings such as the subject building, are tending to struggle over office space one can drive up and walk into. After suffering losses into 2014, the Downtown Glendale market posts a positive net absorption for office space totaling 20,895 square feet. Though modest, this gain in absorption is encouraging.

Marketing Strategy:

The office building and garage share a single land parcel. Our proposed marketing approach for the parking garage & promenade space would be to pair the garage with the Bank of America office building in order to market as a single offering. The logic behind this is as follows. Investors interested in the office building will strongly prefer to own the parking it depends upon rather than to simply have rights to it. The target market for investors who would have interest in the parking garage and promenade alone would be substantially smaller than the target market for the office combined with the garage and promenade. A larger target market would increase interest (demand) and ultimate bidding, thereby creating a more competitive environment ideal for maximizing revenue from the sale.

We will target investors from our proprietary investor database which is heavily populated from our extensive near-term marketing campaigns that total over \$1 billion in consideration. This database is ideally positioned to target the most relevant pool of Investors. Our average deal size lies firmly within the pricing range of the combined value of the parking garage, Bank of America office building and the promenade space. We will extensively market the property through our internet marketing department. This department of Phoenix’s Cushman & Wakefield Office will managed a multitude of internet marketing sites to optimize exposure to the public. Further, our extensive database of metro Phoenix area brokers and regional-national brokers will be accessed through the extensive Cushman & Wakefield network.

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

Property Valuation & Suggested Ask Pricing:

Our team values the property at \$7,350,000 or \$103.46 per building square foot.

Our team recommends marketing the property for \$8,000,000 or \$112.60 per building square foot.

Project Timeline:

- 3-4 weeks to prepare marketing materials
- 4-8 weeks for marketing
- 2-4 weeks for contract negotiations
- 8-12 weeks to close the transaction

Total 17 to 29 weeks (4½ to 7¼ months)

Downtown Parking Garage & Promenade Space

The office building, promenade space and parking garage share a single land parcel. Our proposed marketing approach for the properties is to pair the garage and promenade with the office building and market as a single offering. The logic behind this is as follows. Investors interested in the office building will strongly prefer to own the parking it depends upon rather than to simply have rights to it. The target market for investors who would have interest in the parking garage and promenade alone would be substantially smaller than the target market for the office combined with the garage and promenade. A larger target market would increase interest (demand) and ultimate bidding, thereby creating a more competitive environment ideal for maximizing revenue from the sale.

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

NET OPERATING INCOME

September 2015 - August 2016

Income (1)

Signed Leases:	91.10%	64,719 Sq.Ft.	\$17.82 Avg.	\$1,153,380
Available Space:	8.90%	6,326 Sq.Ft.		\$98,400
		71,045 Sq.Ft.		
Reimbursement Income:				\$123,197
Parking Income (entire 600 space garage net income):				\$5,500
Gross Potential Income:				\$1,380,477
Less Actual Vacancy:				(\$98,400)
Effective Gross Income:				\$1,282,077

Less Operating Expenses (2)

(per/Sq.Ft.)

Repairs & Maintenance (AZ Child gross up):	\$71,045	(\$1.00)	
Elevator:	\$2,043	(\$0.03)	
HVAC:	\$18,235	(\$0.26)	
Est. Electricity (AZ Child gross up):	\$159,851	(\$2.25)	
Gas:	\$3,081	(\$0.04)	
Water & Sewer:	\$14,484	(\$0.20)	
Telephone:	\$2,643	(\$0.04)	
Trash Removal:	\$3,037	(\$0.04)	
Landscaping:	\$13,217	(\$0.19)	
Insurance (MARKET):	\$14,000	(\$0.20)	
Pest Control:	\$553	(\$0.01)	
Management:	\$36,400	(\$0.51)	
MARKET Real Estate Taxes:	\$142,090	(\$2.00)	
Day Porter:	\$7,592	(\$0.11)	
Janitorial (AZ Child gross up):	\$71,045	(\$1.00)	
Fire/Life/Safety:	\$3,884	(\$0.05)	
Total Operating Expenses:	\$563,200	(\$7.93)	(\$563,200)

In-Place Net Operating Income: **\$718,877**

Price: **\$7,350,000**
\$103.46 /S.F.

In-Place Capitalization Rate: **9.78%**

Footnotes: (1) 12-Month Net Income Analysis includes all scheduled rent increases and assumes the renewal of leases expiring before the end of the first year.

(2) Operating expenses are based on Actuals from July-13 - June 2014 and Budget.

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

RENT ROLL

Occupied Suites:

Suite	Tenant	Size	Term		Rent/SF	Rent/Yr	Increases		Stop	Comments:
100	Bank of America	7,220	8/1/87	7/31/17	\$24.40	\$176,168				Does not include annual increases.
140	Glendale Visitor's Center	2,152	1/5/09		\$0.00	\$0				
150 200 300 315 350	Arizona Department of Child Safety	36,540	1/1/16	12/31/20	\$17.30	\$632,142				Tenant may terminate lease with 60 days notice. One 5-year option to renew at market with notice.
250	Arellano Real Estate, LLC	418	4/1/10	3/31/15	\$18.00	\$7,524				
252	Jarnagin & Jarnagin, Inc.	1,224	10/1/08	11/30/16	\$11.00	\$13,464				Does not include annual increases.
260	Glendale Chamber of Commerce	4,171	6/1/13	8/31/23	\$9.00	\$37,539				Does not include annual increases.
310	Bain & Lauritano PLC	1,736	2/1/14	7/31/16	\$16.00	\$27,776				Does not include annual increases.
A-D&F-I	SW General, Inc.	10,025	8/16/11	8/31/21	\$21.60	\$216,540				Does not include annual increases.
E	By Chef Tom, LLC	1,233	1/1/14	5/31/18	\$7.00	\$8,631				Does not include annual increases.

Occupied Total: 64,719 Sq. Ft.

Percent Occupied: 91.10%

Vacant Suites:

Suite	Tenant	Size	Term		Rent/SF	Rent/Yr	Increases		Stop	Comments:
253	Available Space	1,398				\$0				
255	Available Space	2,002				\$0				
330	Available Space	2,750				\$0				Suites 300-330 are contiguous.
RET RR	Available Space	176				\$0				

Vacant Total: 6,326 Sq. Ft.

Percent Vacant: 8.90%

Total Property Size: 71,045 Sq. Ft.

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

STATIC CASH FLOW

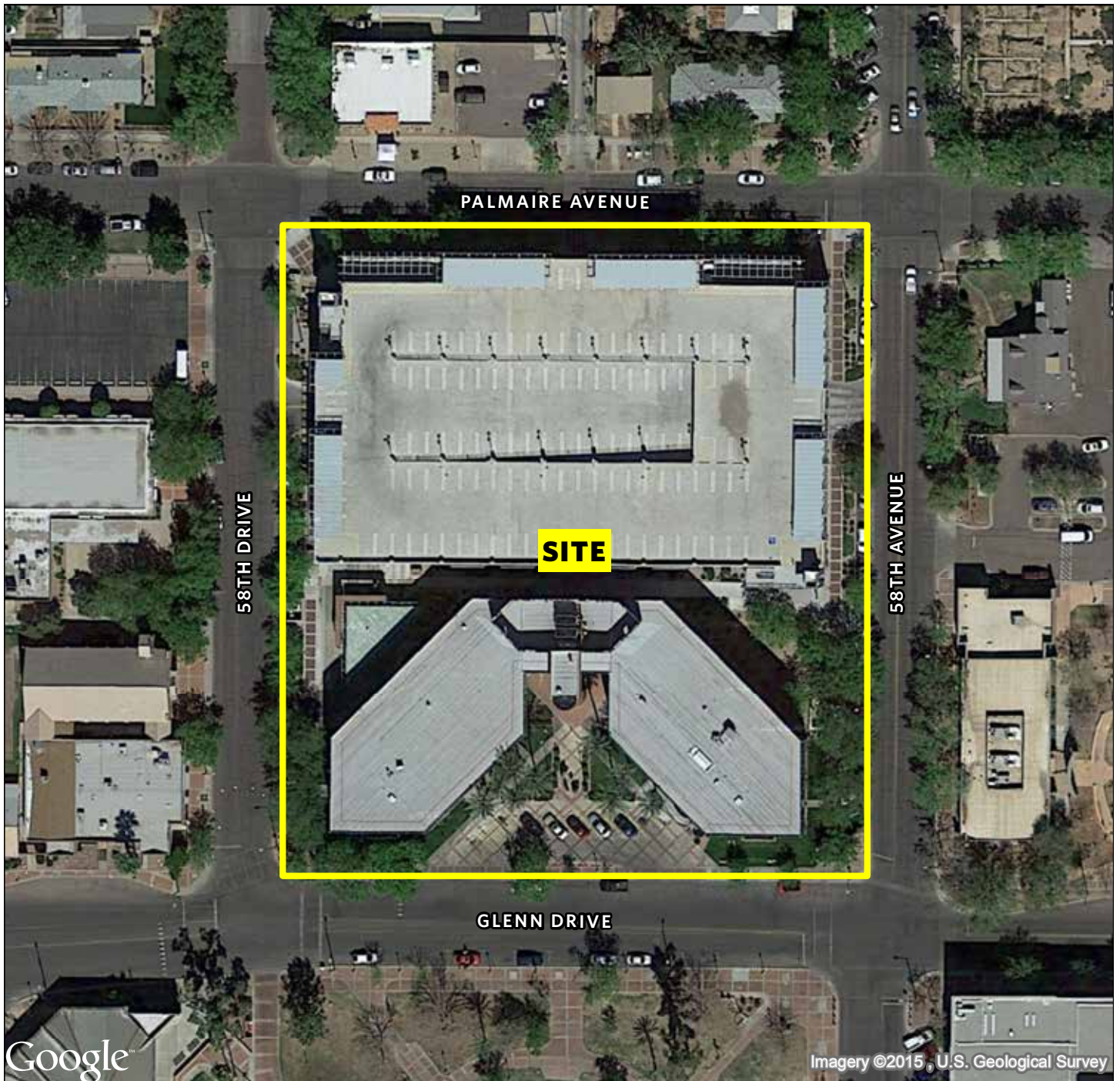
September 2015 - August 2016

Existing Tenants	Mkt Rate	Sq. Ft.	2015				2016								Total
			September	October	November	December	January	February	March	April	May	June	July	August	
Bank of America		7,220	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$14,681	\$176,168
Glendale Visitor's Center	\$16.00	2,152	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$2,869	\$34,432
Arizona Department of Child	\$16.00	36,540	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$52,679	\$632,142
Arellano Real Estate, LLC	\$16.00	418	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$557	\$6,688
Jamagin & Jamagin, Inc.		1,224	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$1,122	\$13,464
Glendale Chamber of Commerce		4,171	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$3,128	\$37,539
Bain & Lauritano PLC	\$16.00	1,736	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$2,315	\$27,776
SW General, Inc.		10,025	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$18,045	\$216,540
By Chef Tom, LLC		1,233	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$719	\$8,631
Existing Tenant Total:			\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$96,115	\$1,153,380

* Shaded areas indicate an expiration yielding a renewal or a releasing of the suite.

Available Suites	Mkt Rate	Sq. Ft.	2015				2016								Total
			September	October	November	December	January	February	March	April	May	June	July	August	
Available Suite	\$16.00	1,398	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$1,864	\$22,368
Available Suite	\$16.00	2,002	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$2,669	\$32,032
Available Suite	\$16.00	2,750	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$3,667	\$44,000
Available Suite	\$0.00	176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vacant Suite Total:			\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$98,400
ESTIMATED TOTAL:			\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$104,315	\$1,251,780

Bank of America Office & Promenade/Retail Building: 5800 - 5850 W. Glenn Drive

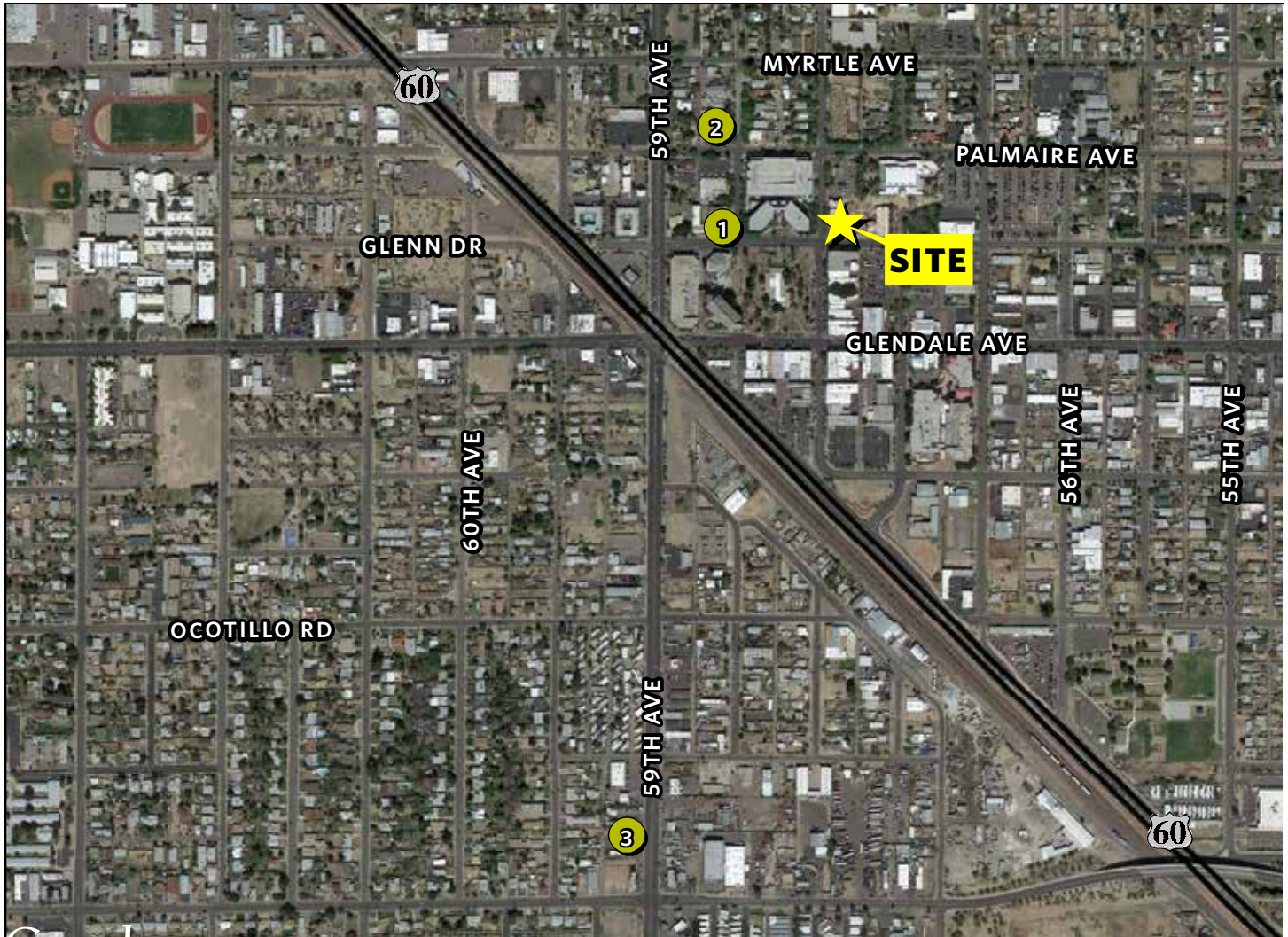






RETAIL

Bead Museum Building: 5754 W. Glenn Drive



Retail Comparable Properties

ID	Location	Acres	Zoning	Price	Price PSF	Sale Date	Buyer
1	NWC 58th Drive & Glenn Drive	0.08	C-TC	\$350,000.00	\$100.00	2/22/2011	Andra Shobe
2	NNWC 58th Drive & Palmaire Avenue	0.16	PAD	\$96,500.00	\$13.79	5/1/2013	Louise Chang
3	NNWC 59th Avenue & Maryland Avenue	0.4	C-C			5/8/2014	Residential Prop Inv & Mgmt, LLC

Bead Museum Building: 5754 W. Glenn Drive

ADDRESS	5754 W. Glenn Drive
SIZE	Building is 6,735 square feet
ZONING/LAND USE	C-2 (General Commercial)
CURRENT VALUE	Lease rate of \$8.00-\$12.00 PSF + NNNs Sales price of \$60.00-\$75.00 PSF. Investor sales price of \$35.00-\$55.00 PSF
DEBT	None
OPERATING COST/ REVENUE	FY 14 Expenditures were \$19,899* / Revenues were \$17,500 in rent *Expenses include electricity, natural gas, irrigation and landscape maintenance, and building maintenance.
CONTRACTUAL ISSUES	Approximately 6,559 square feet of the building is being leased by Inter Technologies, Inc, the parent company of Jivemind. The lease agreement was entered into on February 1, 2012 for an initial one-year period, with the option to extend an additional four, one-year renewal periods. The current lease period ends on January 31, 2015.
PATRONAGE/ACTIVITY	Jivemind is focused on promoting and growing the music community in the valley by working to bring musicians and opportunities together.
OPTIMAL USE	Commercial

Submarket Analysis:

Retail and office properties within a three mile radius of the subject site (Bead Museum Building at 5754 W Glenn Drive) have absorbed a total of 94,643 square feet (sf) of positive absorption in 2014. Due to the strong demand the vacancy rate has dropped 120 basis points year-over-year to finish 2014 at 13.1%. For retail and office properties within three mile radius, the average sale price and CAP rate in 2014 was:

Retail: Average price per square foot \$96.72;
Average CAP 6.47%*

Office: Average price per square foot \$59.62;
Average CAP 7.71%*

*For properties with stable, long-term, credit lease or leases in-place

Marketing Strategy:

This is a fairly contemporary and attractive single story red brick building with surface parking best suited for service

retail or light office use. The marketing strategy would first work to expand the current tenant into the entire building and secure them with a long term, five (5) years or more, lease at full market rate, on an absolute NNN basis. That would create an attractive investment opportunity that could be sold at a premium. The last option would be to sell the property vacant to an end user or investor, both options yielding a lessor value.

Property Valuation:

Our team estimates the value of the Subject Property is a lease rate of \$8.00-\$12.00 PSF + NNNs. A user sales price would be \$60.00-\$75.00 PSF. An investor sales price would be \$35.00-\$55.00 PSF.

Project Timeline:

We estimate a marketing timeline of 8 to 12 months for a sale, 3 to 6 months to execute a lease.

Saint Vincent de Paul Thrift Store: 7016 N. 57th Avenue



Comparable Properties

ID	Location	Acres	Zoning	Price	Price PSF	Sale Date	Buyer
1	SSEC 57th Avenue & Lamar Road	0.19	GCOD	\$325,000.00	\$38.69	6/2/2014	PRG Investments
2	SWC 55th Drive & Glendale Avenue	0.28	C-2	\$260,000.00	\$21.67	3/5/2014	Elva Investments, LLC
3	NNWC 59th Drive & Ocotillo Road	0.21	C-C	\$161,000.00	\$17.89	11/14/2012	John & Sorina Hreniuc

Saint Vincent de Paul Thrift Store: 7016 N. 57th Avenue

ADDRESS	7016 N. 57th Avenue
SIZE	The entire site consists of 14,000 sq. ft. and includes 24 uncovered parking spaces. The existing building is approx. 7,000 sq. ft.
ZONING/LAND USE	PR (Pedestrian Retail)
CURRENT VALUE	Sales price of \$35.00 - \$45.00 PSF for a User Sales price of \$20.00 PSF for an Investor Lease rate of \$5.00 PSF
DEBT	None
OPERATING COST/ REVENUE	City maintains roof and building at minimal cost and receives \$12,000 annually in rent.
CONTRACTUAL ISSUES	Extended Occupancy Agreement between the City and the Diocesan of Phoenix; termination language allows the city to terminate with notice.
PATRONAGE/ACTIVITY	The property was acquired in an effort to consolidate downtown property holdings for future redevelopment.
OPTIMAL USE	Commercial

Submarket Analysis:

Retail properties within a three mile radius of the subject site (Saint Vincent de Paul Thrift Store/7016 N 57th Avenue) have absorbed a total of 116,234 square feet (sf) of positive absorption in 2014. Due to the strong demand the vacancy rate has dropped 180 basis points year-over-year to finish 2014 at 9.1%. For retail and office properties within three mile radius, the average sale price and CAP rate in 2014 was:

Retail: Average price per square foot \$98.69;
Average CAP 6.47%*

Office: Average price per square foot \$60.00;
Average CAP 7.1%*

*For properties with stable, long-term, credit lease or leases in-place

Marketing Strategy:

The marketing strategy for this property is to first start with the adjacent property owners as the most likely buyers. The

property is located on the corner of the block, but at two minor streets. The small size of the property limits the ability to develop it on its own to any more contemporary use or configuration.

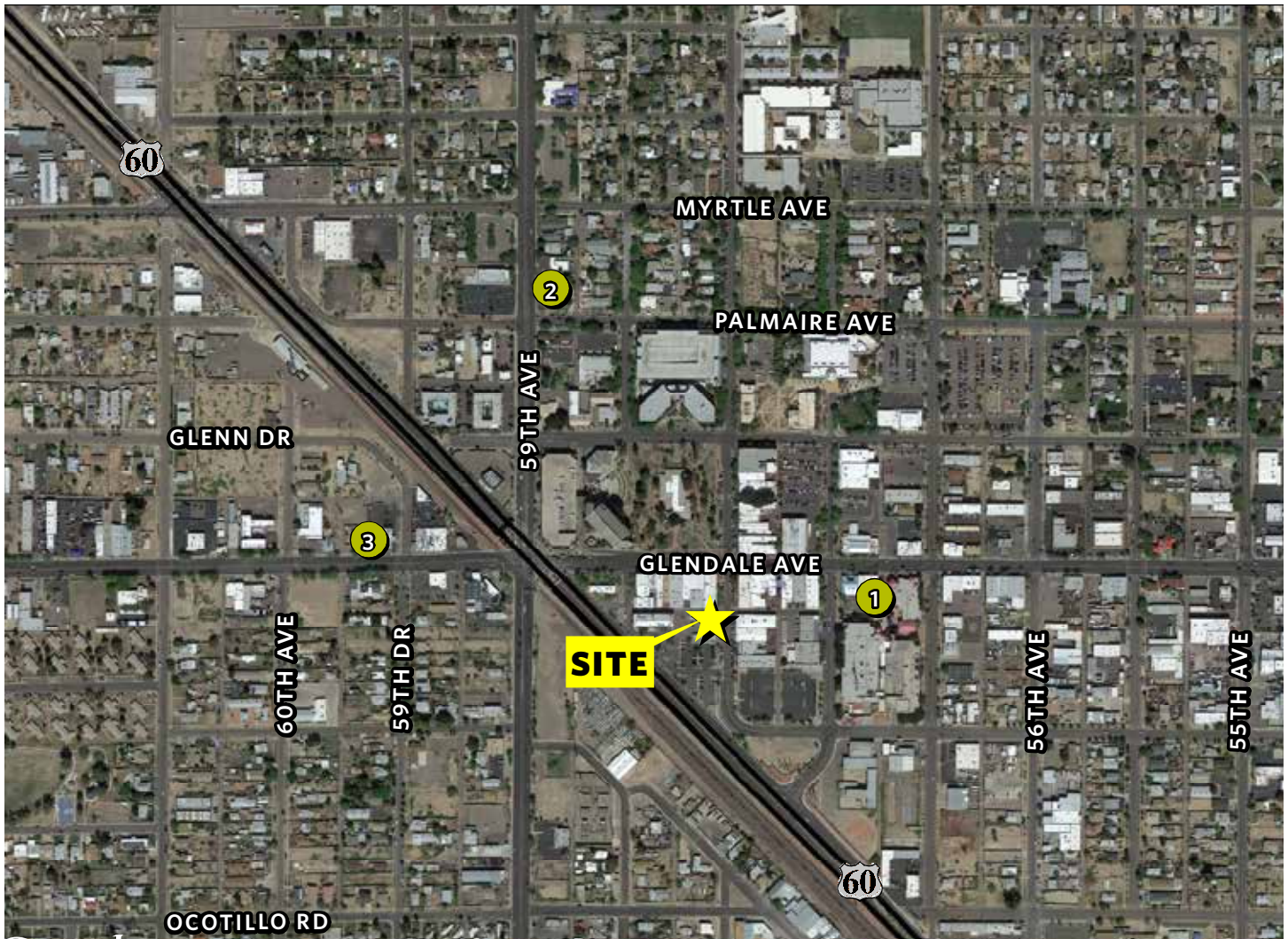
Property Valuation:

Our team estimates the value of the Subject Property is \$35.00 - \$45.00 PSF for a User, sub \$20.00 PSF for an Investor or \$5.00 PSF if leasing the property.

Project Timeline:

We estimate a marketing timeline of 8 to 12 months for a sale, 3 to 6 months to execute a lease.

Thunderbird Lounge and Adjoining Retail Space: 6820-6832 N. 58th Avenue



Comparable Properties

ID	Location	Acres	Zoning	Price	Price PSF	Sale Date	Buyer
1	ESEC 57th Drive & Glendale Avenue	0.07	C-TC	\$100,900.00	\$31.05	6/3/2013	Jon Cenoz
2	NEC 59th Avenue & Palmaire Avenue	0.3	PAD	\$75,000.00	\$5.77	3/6/2012	Matthew H. Borwski
3	ENEC 59th Drive & Glendale Avenue	0.28	C-2	\$165,000.00	\$13.54	8/25/2011	Felipe & Christina Guzman

Thunderbird Lounge and Adjoining Retail Space: 6820-6832 N. 58th Avenue

ADDRESS	6820-6832 N. 58th Avenue
SIZE	12,121 square feet of pedestrian retail zoned space
ZONING/LAND USE	PR (Pedestrian Retail), C-2 (General Commercial)
CURRENT VALUE	Sales price of \$55.00 - \$60.00 PSF for a User Sales price of \$45.00 PSF for an Investor Lease rate of \$10.00 PSF
DEBT	Yes
BOND ISSUE	Outstanding bond debt to be reviewed by the city's Bond Counsel
OPERATING COST/ REVENUE	None (buildings are vacant, generating no cost or revenue in FY14).
PATRONAGE/ACTIVITY	Property was acquired to consolidate downtown property holdings for future redevelopment.
OPTIMAL USE	Commercial

Submarket Analysis:

Retail properties within a three mile radius of the subject site (Thunderbird Lounge/6820-6832 N 58th Avenue) have absorbed a total of 127,006 square feet (sf) of positive absorption in 2014. The vacancy rate dropped 210 basis points year-over-year to finish 2014 at 8.8%. This is a 41% decrease from the peak of 15% in 2010. For retail properties within three mile radius, the average sale price and CAP rate in 2014 was:

Retail: Average price per square foot \$96.18;
Average CAP 6.47%*

*For properties with stable, long-term, credit lease or leases in-place

Marketing Strategy:

There is a small handful of owners that own multiple properties adjacent to this property, fronting on Glendale.

They own these store fronts as investments leased to local tenants. They are the most likely buyers and would act the quickest to close a transaction for the asset. The alternative would be to sell the property to an owner/user that would operate the lounge and would most likely lease out the adjacent space or use the space for supporting operations.

Property Valuation:

Our team estimates the value of the Subject Property is \$55.00 - \$60.00 PSF for a User, \$45.00 PSF for an Investor or \$10.00 PSF if leasing the property.

Project Timeline:

We estimate a marketing timeline of 8 to 12 months for a sale, 3 to 6 months to execute a lease.

CONFIDENTLY GLOBAL,
EXPERTLY LOCAL.

cushmanwakefield.com

Global Commercial Real Estate Services





Legislation Description

File #: 15-682, **Version:** 1

PRESENTATION ON WESTERN AREA BRANCH LIBRARY CONCEPT

Staff Contact: Erik Strunk, Director, Community Services

Staff Presenter: Erik Strunk, Director, Community Services

Staff Presenter: Michael Beck, Chief Librarian, Community Services

Guest Presenter: Ms. Paula Wilson, Chairperson, Library Advisory Board

Purpose and Recommended Action

This is a request for City Council to review and provide guidance on a potential Western Area Branch Library Concept. Specifically, staff is seeking Council direction whether to move forward with a Library Advisory Board recommendation to locate a new Western Branch Library at Heroes Regional Park and, if so, provide direction as to a proposed public education plan regarding the concept.

Background

At the request of Councilmember Turner at the March 17, 2015, Council Workshop, staff was asked to analyze the feasibility of potentially using a portion of the existing Glendale Media Center (KGLN Channel 11) into which a Western Area Branch Library could be located. As a part of this analysis, the current scope of existing public library services was reviewed with the Library Advisory Board at its August 8 and September 9, 2015 meetings. At these meetings, the Library Advisory Board also reviewed and discussed several other possible options for location, service and programs.

The City of Glendale currently has three library facilities at which a full-range of library services and programs are offered to all residents and patrons. The 33,000 square foot Foothills Branch Library was opened in July 1999 to serve the area from Pinnacle Peak to Greenway, 51st - to 83rd/Loop 101; the 65,000 square foot Main Library was opened in June 1987 to serve the area from Greenway - to Northern, 43rd/51st - 67th Avenues and also serves as a city-wide central library; the Velma Teague Branch Library was opened in 1969 to serve the area from Northern - Camelback, 43rd - 67th. In FY 14-15, the Glendale Public Library System served a total of 640,246 patrons, circulated 1,671,534 items, including eBooks and was open to the public 111 hours per week (Main is open 43 hours per week; Foothills = 36 hours per week and Velma Teague is open 32). Through its use of technology, the Glendale Public Library also offers a 24-hour virtual accessibility, seven days a week, to any library card holder with access to a smart phone, PC, or tablet.

Due to the rapid growth of the western area and an interest to provide library services to this underserved portion of the community, the City began planning for the construction of a fourth branch library to be located at what is now Heroes Regional Park, located at Bethany Home Road and 83rd Avenue. The service area for this branch would be the area of 67th Avenue to Luke Air Force Base, Northern Avenue - Camelback Road, in which approximately 40,000 persons reside. In 1998, the City Council authorized the purchase of an 88.6 acre parcel of land that is centrally located in this area, with the intent to fully develop a regional park,

including a recreation center, an aquatics center, and a new 33,500 square foot library facility (a fourth library branch).

Design work for this facility was commissioned by the City in 2008, however, due to the economic downturn that led to the “Great Recession”, funding necessary for its construction was moved to the “out years” of the City Capital Improvement Plan (CIP), and then deferred altogether. The deferral of this project from the CIP occurred in the 2010 time-frame when the City no longer had the fiscal ability to issue new bonds for construction nor the General Funds needed for ongoing operation and maintenance costs that would be required of a new library facility at the Heroes Regional Park. Although there were (and still are) Development Impact Fees (DIF) in the amount of approximately \$4 million that can only be used for new library services caused by growth, lack of General Funds to pay for the ongoing costs of such a facility prevent it from being constructed.

It is within this financial context that the Library Advisory Board met on August 8 and September 9, 2015, to review and discuss the following options for a new Western Area Branch Library:

- Glendale Media Center
- Modular Structure @ Heroes Regional Park
- Possible Purchase of Vacant Facility
- Partnership with Local School
- Automated Book Distribution Machine

Analysis

A. Service Assumptions

To provide a consistent “across the board” analysis for each of the options (with the exception of the Automated Book Distribution Machine - which would not require it), staff developed a series of comparative variables base that could be applied to any of the potential Western Area Library Branch sites, as presented to the Library Advisory Board. They are as follows:

1. Size - In keeping with the space available currently at the Glendale Media Center, all comparisons of alternative sites were based on a 7,500 - 8,000 square foot range.
2. Hours of Operation - A standard and consistent service model base was developed and based on a 40-hour per week operation that would result in the new Western Area Branch Library being open six days a week - Monday (12 p.m. -8 p.m.), Tuesday (10 a.m.-6 p.m.), Wednesday (12 p.m. - 8 p.m.), Thursday (10 a.m.-6 p.m.), Friday (1 p.m. - 5 p.m.), and Saturday 1 p.m. - 5 p.m. The library would be closed on Sunday.
3. Programs and Services - After review of US Census information, Maricopa Association of Governments (MAG) population information and analysis of annual Library customer surveys, the following scope of general services would be provided at a Western Area Branch Library: it would host a 25,000-volume collection based on consumer demand; provide dedicated areas for technology & technological access; develop early literacy programs; support small business-entrepreneurial literacy; establish green screen/digital media programming & equipment (either at a new Western Branch Library and/or by

partnering with Channel 11 for the periodic use of its facility); provide a multi-purpose room for library programs; and materials could be ordered and delivered to patrons within 24-48 hours. These service areas would also be reflective of three major themes shared by the public during the exploration of the Foothills Library Branch relocation discussion earlier this year - that Glendale libraries need to: a) provide programs and materials for children; b) provide a balanced blend of books, materials and technology; and c) embrace the importance of being a community gathering place.

4. Operating Expenses - To provide suitable staffing levels and all other ongoing operating expenses and maintenance costs for a 40-hour per week library operation, it is estimated that it would cost approximately \$584,000 per year. This does not include a special, one-time \$25,000 contingency request for the first year of operations. The break-out is as follows:

Estimated Ongoing O&M Costs	
Item	Proposed
Staffing (A6000)	\$ 452,000.00
Supplies (A7000)	\$ 102,000.00
Electrical (A7000)--Facilities	\$ 25,000.00
Water (A7000)--Parks	\$ 5,500.00
Estimated Total Cost:	\$ 584,500.00

As indicated previously, unless directed by City Council to secure needed ongoing funds from elsewhere in the City budget, there are currently no additional General Funds available for a Western Area Branch Library.

5. Capital Expenses - As indicated earlier, there are currently no bond monies or General Funds available for the construction of a Western Area Branch Library. Unless other funds in the City budget are re-prioritized for this concept, the only available funds are Development Impact Fees that were collected specifically for the Library prior to the City's 2014 adoption of a new a DIF schedule. In total, this amounts to approximately \$4,522,827. Of this amount, approximately \$2 million have been encumbered over the next four years in the City Capital Improvement Plan (CIP) for new books and materials purchases related to population growth, with the balance (\$2.5 million) slated for growth related enhancements to the Library System (which can include the construction of a new library facility). It is important to note that the \$2 million in funds currently earmarked for new books and materials can also be used for construction related expenses should a decision be made to move forward with a Western Area Branch Library. However, if so, it would result in a reduction to the amount available for new book and materials purchases. By law, these funds have to be expended or obligated for eligible growth-related library expenses by January 1, 2019. If not, the DIF funds must be refunded.

B. Review of Options by Library Advisory Board

As indicated, staff presented the Media Center concept and four other options at a special August 8 Library Board meeting, in addition to its regular meeting on September 9, 2015. A synopsis of the various options and analysis are as follows:

1. Media Center: This concept would be to locate a Western Area Branch Library on the vacant third floor of the existing Glendale Media Center. To do so would cost approximately, \$890,000 in tenant improvements and materials. There was general consensus among Board members that there may be too many operational issues with a Media Center Library option.
 - The lack of sufficient and convenient access to parking under current agreements
 - As designed, the building ingress/egress is not convenient to the public as a library site
 - There could be up to approximately 70 event dates that may disrupt service and access
 - The Media Center is located in a retail/commercial area and not a neighborhood-setting
2. School/Public Library Partnership: The estimated cost to partner with a school and either complete tenant improvements in available space at a school and/or to construct additional space would be between \$1 - 1.5 million. While such a collaboration has occurred in the City of Scottsdale, the Board expressed its concern over this potential option and not support this concept for the following reasons -
 - There may be concerns about differentiating public users with school access
 - There may be potential security issues, safeguarding of student body
 - The Library would need to be separate from the regular campus
 - The Glendale Public Library staff is not an academic library staff
 - May be liability when mixing the general public with members of the student body
 - Library staff duties should not be commingled with teacher/student responsibilities
3. Storefront/Free Standing Building Acquisition: This concept would entail the purchase of an existing vacant building and redevelop to a new library. It is estimated that this would cost approximately \$1.75 - \$2 million. The Board expressed its concern over this potential option and did not support this concept for the following reasons -
 - There was no support of having a library in a commercial strip mall
 - This type of location would not be neighborhood or pedestrian friendly
 - There would be less autonomy, control, visibility and accessibility
 - There was discussion about compatibility with adjacent businesses
 - It would be in a business area vs. residential area
 - Depending on location, parking may be at issue
 - Hours of operation
4. Pre-fabricated/Modular Buildings at Heroes Park: This concept would cost approximately \$1.75 - \$2 million and result in the location of a 7,500 - 8,000 square foot pre-fabricated structure located directly across from the existing X-Court and splash pad/playground area of Heroes Regional Park. The Board expressed its interest and support of this concept. Among the points raised include -
 - The use of a pre-fabricated/modular building and design components would be flexible
 - Pre-fabricated/modular building could be designed to complement Heroes Park
 - Safer surroundings inside park, public safety facility would be adjacent
 - The location would be in the "heart" of the surrounding neighborhoods

- There would be room for growth and expansion over time
- It would enhance the area's quality of life
- The location honors the original library plans and site location
- With park location, the library would be very visible and have patronage
- It is an established model for providing library service (i.e. Aguila Branch in Wickenburg)
- Green screen and technology could be added
- This option addresses three major themes learned from the Foothills Branch Library
- It would not have to compete against special events and parking restrictions
- Seems to be the most feasible option - there would be good public will

5. Automatic Library Book Dispenser: This item was previously discussed with the City Council as part of the FY 15-16 budget process and would involve the purchase of an automated machine that could be used to check-out and return books with a city-issued library card. It would be located in the existing X-Court building at Heroes Regional Park. The Board expressed its support of this concept if none of the other options are pursued. Among the observations raised include:

- It represents a use of technology for an underserved area
- It is not a Library, there would be no programming and no personnel
- It would provide access to a 3,800 item collection, e-downloads and e-Commerce
- It would cost \$251,937 for construction/design + \$312,693 for the unit = \$564,630
- Additional parking would be included for proposed site
- The unit could be relocated elsewhere if necessary

C. Recommendation

At its September 9, 2015 meeting, each Board Member again had an opportunity to share their perspective and vote on which of the options to recommend to City Council. Based on information provided by staff, the Board reached unanimous consensus that should a possible Western Area Library Branch be funded, it would be more neighborhood and user-friendly to use pre-fabricated/modular-style building construction for a new facility at Heroes Regional Park. At the same time, the Board expressed great interest in potentially partnering with the Media Center to provide supervised, educational learning opportunities for library patrons to access existing green-screen technology and digital video equipment in a manner that would not disrupt normal KGLN programming or operations. Staff concurs with this recommendation.

D. Public Outreach Strategy

Should the Council provide direction to move forward with a Western Area Branch Library, it will be important to provide the general public with the opportunity to provide comment and feedback on the proposed recommendation and the types of library service and programs it would find beneficial.

As such, based on staff recommendation, the Library Advisory Board would sponsor a series of public outreach sessions later this fall that would include:

- A coordinated effort with City's Creative Services Department

- A minimum of two public meetings to be held in the Yucca District
- Conducting surveys at each branch location, recreation centers, Gallery Glendale
- The creation of a special website to provide opportunity for input
- The creation of a telephone hotline and voicemail
- Online user-surveys through our social media outlets
- Compile public feedback into concise spreadsheet

Any and all commentary received would be shared with the Library Advisory Board at a meeting early next year and be made public to all interested parties. It would be analyzed and used in developing services and programs at a new Western Area Branch Library.

Community Benefit/Public Involvement

This item was first raised as a Council item of interest at the Council meeting of March 17, 2015. Regular public updates related to this were made at the April, May and June 2015 Library Advisory Board meetings. A detailed discussion of the item was conducted at a special public meeting of the Library Advisory Board on August 8, 2015, and the item was further discussed and voted on at the September 9, 2015 Board meeting.

Budget and Financial Impacts

If directed to pursue a Western Area Branch Library as recommended by the Library Advisory Board, the annual operating expense would amount to approximately \$584,400. These funds would be in addition to current funding levels required by the Community Services Department to function. The use of Development Impact Fees (DIF) could be used to provide construction funds for this new service. Although there is approximately \$4.5 million in available DIF for construction purposes, it is recommended that at least \$1.5 million be set aside for the book and materials fund over the next four years. This would leave approximately \$3 million in remaining DIF for the construction of a new Western Area Branch Library. It is also estimated that a new branch library would generate approximately \$35,000 year in room rentals, fines and fees.

**Western Area Branch Library Attachments
October 20, 2015 Council Workshop**

Contents

- June 17, 2015 Memo to Council
- August 6, 2015 Glendale Star Article
- August 8, 2015 Library Advisory Board (LAB) Agenda and Attachments
 - Publicly Posted Agenda
 - Staff Memo to Library Advisory Board
 - PowerPoint Presentation Depicting Possible Options
 - Meeting Minutes of August 8, 2015 LAB Meeting
- August 28, 2015 Update Memo to Council
- September 9, 2015 LAB Agenda and Attachments
 - Staff Memo to LAB
 - Draft Meeting Minutes of September 9, 2015 LAB Meeting
- September 10, 2015 Glendale Star Article



Community Services Department

MEMORANDUM

DATE: June 17, 2015
TO: Mayor and Council
FROM: Erik Strunk, Community Services Department Director
SUBJECT: Update on Possible Library Operations at the Media Center

This memo is in response to Councilmember Turner's request from the City Council workshop meeting of March 17, 2015. Specifically, Councilmember Turner requested staff examine the possibility of re-purposing a portion of the Channel 11 Media Center as a new western area branch library.

Background

As you know, the Media Center is owned by the City and connected to the Renaissance Glendale Hotel and Spa complex located in Westgate directly adjacent to the Gila River Arena and University of Phoenix stadium. Exclusive of the Convention Center, the Media Center was constructed in 2008 and consists of three floors and a rooftop viewing area – all of which were designed for use by Glendale Channel 11 as studio, office and production area space. The first floor consists of an approximately 400 square foot television control room, a 1,200 square foot television studio, a 3,000 square foot “green screen” studio, and a 180 square foot guest waiting area, and restrooms. The second floor consists of a 5,829 square foot area that provides room for staff office cubicles, a conference room that can seat up to 12 persons, and two separate enclosed edit bay areas for Channel 11 programming. The third floor is 5,544 square feet in size and is currently vacant. It is used for special city functions and on occasion, is rented by the Renaissance Hotel for private functions. The rooftop area is accessible by the elevator system and consists of approximately 2,270 square foot outdoor viewing area that has been used by local and national media outlets for televised programs showcasing many of the national and international “mega-events” that have occurred at the University of Phoenix Stadium since it opened in 2008 (i.e. – Super Bowl, the Bowl Championship Series, soccer events, and the Fiesta Bowl). By contractual agreement, the Media Center is allocated 21 parking spaces located outside at the main entrance to the facility.

Analysis

As requested, a preliminary analysis indicates that a portion of the second floor could be used by library staff for office space, the third floor could be used to house a 5,544 square foot public library and the fourth floor could be used as an open-air, outdoor reading area. Additionally, the City could consider a future opportunity to issue an RFP to partner with a qualified, outside organization to provide proper supervision and instruction to library patrons regarding the use of the of the green screen room and edit bays by Glendale residents and business owners for educational and economic development opportunities.

Although portions of the Media Center may be viable for the provision of library services, preliminary staff analysis has identified the following initial challenges:

- ☐ Ongoing Costs: As envisioned, the Western Area Branch Library at the media center would be open 40 hours each week. With staffing, supplies and utilities, it is conservatively estimated that it would cost approximately \$472,000 a year to operate the library at this site (with an additional \$25,000 first-year operating contingency). This does not include future technology replacement costs that would be incurred in future years. Unless reprogrammed from elsewhere at the direction of Council, no funds have been appropriated to pay for these new, ongoing, expenses.
- ☐ Parking: By contract, there are 21 parking spaces available to the Media Center which can be used by the City at all hours of the day, regardless of what activities are taking place in or around the Westgate, Arena and Stadium area. The use of the Media Center as a Western Area Branch Library would require that approximately 40-50 spaces be reserved for patrons and library staff. There are an additional 440 spaces available to the City during non-event days at the Arena; however, they are maintained and operated by the Renaissance Hotel. On non-event days, they could be used for a Media Center Library; however, outside of the existing agreement (C-6300), the City would have to negotiate with the hotel for access and use parking spaces by library patrons. Additionally, under the current agreement, the parking spaces would not be available for Library patrons during Arena event days. These events would consist of Arizona Coyotes games (2 pre-season games plus 41 regularly scheduled hockey games each year) and approximately 15-20 non-hockey events. Each of these would “black out” use of the parking garage to the City for approximately 60 event nights per year. Other parking obligations are in place for the Arizona Cardinals games (10 pre-season and regularly scheduled NFL home games each year), the Fiesta Bowl (one event per year), and 2-3 “mega-events” type activities the University of Phoenix Stadium each year (concerts, other sporting events such as international soccer). This does not include special mega events of an international significance at the Stadium such as the Super Bowl, the College National Championship, the Final Four event or post-season play-off games. Unless negotiated, sufficient parking will be at issue.
- ☐ Convenience to Public: Unless additional parking is secured, the impact of the planned and unplanned events at the arena and University of Phoenix Stadium will prove to be problematic from an operational standpoint. As indicated, it is envisioned a Western Area Branch Library at the Media Center would be open 40 hours per week. This would amount to 2,080 hours per year. While the sports schedules are established almost a year in advance for both professional teams (the Arizona Cardinals, Arizona Coyotes, Fiesta Bowl, etc.), the prospect of non-hockey events, play-offs and additional, unplanned “Mega-Events” will present difficulty in developing a consistent schedule for the operating hours of a proposed library at the Media Center. It will restrict the ability to provide evening hours (typically hockey games are played on Saturday, Tuesday and Thursday, 6 – 10 p.m., however, exact times are subject to annual change by the NHL) and hours on Sunday (for Cardinal’s games – roughly 10 a.m. – 6 p.m.). This would not include any special black-out dates related for events that occur over multiple days (i.e. - Super Bowl, BCS, Final Four). While it would be possible to operate, the impact of these events will result in an irregular/intermittent schedule for hours of operation and the days of the week and will change from year to year – which will have a direct impact on library patronage and use of the library.
- ☐ Strategic Shift: The current community expectation calls for a 35,000 square foot library at Heroes Regional Park. Due to funding constraints, such a facility is not currently an option nor will it be for the foreseeable future. As such, the last key item is whether the potential relocation of library

services from Heroes Regional Park to the Media Center would be a permanent or temporary solution for library services for this portion of the City. Should a decision be made to move forward with the Media Center location, it will be essential to communicate the rationale and justification for doing so. It is envisioned that this would occur as a part of a public presentation and conversation with the Library Advisory Board.

- Use of Development Impact Fees (DIF): There are one-time capital expenses that would amount to approximately \$935,000 (which includes a 10% contingency). These consist of items such as furnishings, remodeling expenses, opening-day collections and shelving and other items such as computers, tablets, phones, tablet dispensers, 3D printers and regular printers. These funds are currently available in the Library DIF, are eligible for this use and would be used to pay for these necessary expenses (they are restricted for library use only). The use of these funds for this purpose would require Council approval. If so, it is recommended the automated book distribution machine currently planned for Hero's Regional Park in the FY 15-16 CIP budget no longer be pursued.

Conclusion

At this point in time and for the aforementioned reasons, staff recommends exploration of other possible locations for a Western Area Branch Library and return to Council later this year with a menu of options from which to possibly choose. **Staff also recommends this also be done in partnership with the Library Advisory Board through public engagement.** Quick samples of other possible options might include:

- The placement of manufactured buildings on land owned by the City at Heroes Regional Park
- A possible partnership with existing school sites
- The possible purchase of a vacant building
- The automated library book machine

If you have any questions or concerns, please feel free to call me at 930-2827. Thanks and we look forward to presenting more detailed information to Council later this year.

C: Dick Bowers, Acting City Manager
 Tom Duensing, Interim Assistant City Manager
 Joe Hengemuehler, Interim Marketing and Communications Director
 Tim Barnard, Assistant Director, Community Services
 Michael Beck, Chief Librarian
 Jenna Goad, Council Services Administrator
 CSG Staff
 File Copy

Debate continues over western Glendale library

Posted: Thursday, August 6, 2015 12:00 am
By **STERLING FLUHARTY**, Staff Writer | 0 comments

The debate over providing library services in western Glendale likely resumes this month as city officials return from their summer break and discuss whether empty space at the city's media center at Westgate can fill that need.

The latest proposal for a western area branch library gained traction when Councilmember Bart Turner asked city staff, during a March 17 city council workshop, to study the issue and prepare a report.

Do you believe the city's media center should be repurposed to include a library for western Glendale?

Yes
22.6%

No
77.4%

Community Services Department Director Erik Strunk responded with a June 17 memorandum to the mayor and other members of the council.

"A preliminary analysis indicates that a portion of the second floor could be used by library staff for office space, the third floor could be used to house a 5,544 square foot public library and the fourth floor could be used as an open-air, outdoor reading area," Strunk wrote.

Strunk then identified five areas of concern.

The ongoing costs to operate that branch library would be at least \$472,000 per year. "Unless reprogrammed from elsewhere at the direction of council, no funds have been appropriated to pay for these new, ongoing, expenses," his memo said.

The media center has been assigned 21 parking spaces, with others available depending on the nearby Renaissance Hotel and the schedule of sports and other events at Westgate. Strunk estimates library staff and patrons would require 40 to 50 spaces.

Members of the public might feel inconvenienced if they could not access the branch library certain days and times, such as Sundays for football games and Saturday, Tuesday and Thursday evenings for hockey games, Strunk said.

Those obstacles are not insurmountable, according to Turner. "I believe the media center magnet library concept remains the most viable option for providing long overdue library service to western Glendale. Parking and scheduling library

hours around major events are challenges that I identified early on and I am certain they can be resolved,” he wrote in a June 26 email.

Strunk says using the media center would represent a strategic shift. “The current community expectation calls for a 35,000-square-foot library at Heroes Regional Park. Due to funding constraints, such a facility is not currently an option, nor will it be for the foreseeable future,” he told the council.

If the council decides to use about \$935,000 in development impact fees to remodel and furnish the media center for its use as a branch library, Strunk explained, “it is recommended the automated book distribution machine currently planned for Heroes Regional Park in the FY 2015-16 Capital Improvement Plan budget no longer be pursued.”

Turner agrees that funding is available for a branch library at the media center.

“The funding necessary for the remodeling and initial inventory of books and electronic media is available in the development impact fees library fund, and I am confident the operating expenses can be accommodated within the FY ‘15-‘16 budget and through grants and sponsorships,” he wrote.

Because of the challenges he identified, Strunk presented four alternatives:

- “The placement of manufactured buildings on land owned by the City at Heroes Regional Park,”
- A possible partnership with existing school sites,”
- “The possible purchase of a vacant building” and
- “The automated library book machine.”

“Staff recommends exploration of other possible locations for a Western Area Branch Library and return to council later this year with a menu of options from which to possibly choose. Staff also recommends this also be done in partnership with the Library Advisory Board through public engagement,” Strunk wrote.

That board last met June 10. It is scheduled to discuss “Possible Western Branch Library Service Concepts” at a retreat Aug. 8, from 8:30 to 11:30 a.m., in the Fruit Packing Shed at Sahuaro Ranch Historic Area Park, 9802 N. 59th Ave.

City of Glendale
Library Advisory Board Retreat
Sahuaro Ranch Historic Area Park – Fruit Packing Shed
9802 N. 59th Avenue
Glendale Arizona, 85302

Saturday, August 8, 2015
8:30 – 11:30 a.m.

RETREAT AGENDA

I. Call to Order

II. Roll Call

III. Loyalty Oath of Office – 5 minutes

Summary: Newly appointed Library Advisory Board Member Koory will take the Loyalty Oath of Office and the Board & Commission Oath.

Recommendation: For Information only.

IV. Introductions and Ice-Breaker – 15 minutes

Summary: Staff and the commission will conduct an “ice-breaker” exercise that will provide all retreat attendees an opportunity to better understand their reasons for serving the Glendale public.

Recommendation: Conduct the “ice-breaker”.

V. Role and Mission of Library Advisory Board – 20 minutes

Summary: Staff will provide an overview of the mission, scope and function of the Library Advisory Board.

Recommendation: For information and discussion.

VI. Possible Western Branch Library Service Concepts – 45 minutes

Summary: Interest was recently expressed by the City Council to explore the potential location of a western area branch library at the existing Glendale Media Center. Staff has undertaken a comprehensive analysis of this concept and will make a presentation to the Library Advisory Board on its findings. Additionally, other potential concepts are being explored and staff will also present these to the Library Advisory Board. The analysis will be presented to the City Council later this fall. The Board members will have the opportunity to ask questions and provide staff direction.

Recommendation: For information, discussion and decision.

VII. Break – 10 minutes

VIII. 2015 Annual Library Customer Survey Findings – 30 minutes

Summary: Library staff will present the 2015 Annual Library Customer Survey findings with the Library Advisory Board members. The Board members will have the opportunity to ask questions and provide staff direction.

Recommendation: For information, discussion and decision.

IX. Library Advisory Board 2015-2016 Action Plan – 30 minutes

Summary: Staff will facilitate a discussion with the Board about its direction, goals and role in working within the parks system for the upcoming fiscal year.

Recommendation: For information and discussion.

X. Vote to Vacate August 12, 2015 Advisory Board Meeting – 5 minutes

Summary: The Board will vote to vacate or keep the August 12th, 2015 Library Advisory Board meeting.

Recommendation: For discussion and vote.

XI. Board Comments & Suggestions –10 minutes

Summary: This is an opportunity for the Board to share any observations or comments it may have. Staff will follow-up as appropriate.

Recommendation: For discussion.

XII. Adjournment

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, August 12, 2015 at 6:00 PM** or at the **Main Library** on **Wednesday, September 9, 2015** pending Board action on Agenda item #10.



Special Accommodations: For special accommodations, please contact Cameron Dewaele at 623-930-2824 at least three working days prior to the meeting for special accommodations. Hearing impaired persons may use the Arizona Relay Service (1-800-367-8939).



Community Services Department

MEMORANDUM

DATE: August 8, 2015
TO: Community Development Advisory Committee
FROM: Erik Strunk, Director, Community Services Department
Mike Beck, Chief Librarian
SUBJECT: Possible Western Area Branch Library

Recommendation

Review, discuss and take action as appropriate.

Background

Earlier this year, staff was asked to analyze the feasibility of potentially using a portion of the existing Glendale Media Center for a Western Area Branch Library. As a part of this analysis, staff will present an overview to the Library Advisory Board on its initial findings of this concept. Additionally, it will review additional options for a possible Western Area Branch Library.

The initial memo regarding this analysis is attached for consideration. Staff will also conduct a presentation on this concept. The Board will then be asked to discuss and provide input on the possible options and process. It is the intent of staff to present this item to the Council later this year.



Library Advisory Board August 8, 2015 Retreat Western Branch Library Concepts



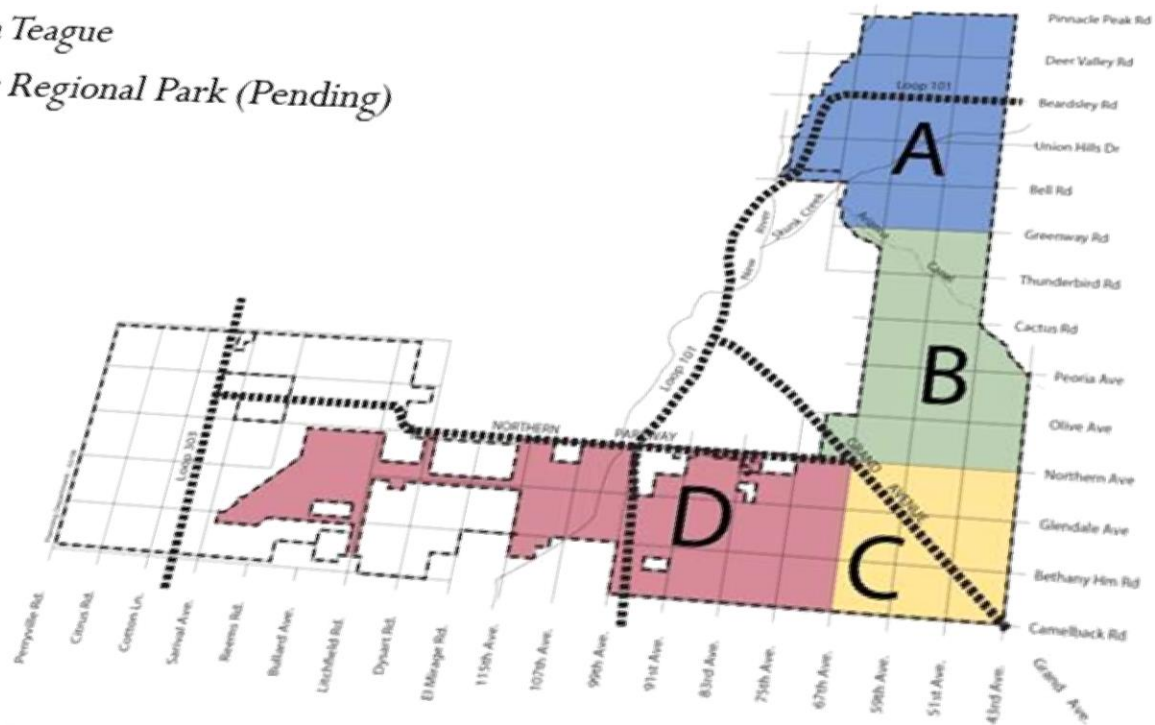
CURRENT LIBRARY SERVICES AREAS

A = Foothills Branch

B = Main Library Branch

C = Velma Teague

D = Hero's Regional Park (Pending)



TIMELINE FOR WESTERN AREA LIBRARY SERVICES

- 1998: Council Approves 88.6 Acre Purchase for Hero's Regional Park
- 2003: Gateway Public Safety Facility Completed
- 2005: Phase I of Hero's Regional Park Completed
- 2007: Phase II "X-Court" & Park Infrastructure Completed
- 2008: Council Approves Design Contract for new 33,500 sq. Ft.. Library
- 2009: Phase III of Hero's Regional Park Completed
- 2010: Poor Economy Result in Deferral of Proposed New Library
- 2014: DIF No Longer Collected for Libraries
- 2015: Request to Locate New Library in Western Glendale

FINANCIAL ANALYSIS

- July 1, 2015: \$4.5 million in DIF Available
- Of this amount, \$500,000 per year for next five years earmarked for growth-related book budget.
- Balance of Remaining DIF = \$2 million.
- Must Be Committed/Expended by January 1, 2019.
- No General Fund Revenue for New Operating Expenses
- Estimated New Operating Expenses: 8.5 FTE's @ 40hours/week

Estimated On-Going Costs

Item	Proposed
Staffing (A6000)	\$380,000.00
Supplies (A7000)	\$30,000
Premiums* (A7500)	\$15,000
Facilities (Work Orders)	\$7500
Electrical (A7000)--Facilities	\$25,000
Water (A7000)--Parks	\$4,000
5% Contingency	\$23,075
Total:	\$483,735.00

* Includes workers comp, fire & liability, and telephone

- Estimate Approximately \$35,000 in Revenue.

POSSIBLE LIBRARY HOURS OF OPERATION

- 40-Hour Operating Schedule
- Open Six-days a Week
- Weekly Hours

<u>Day</u>	<u>Hours</u>	<u>Total</u>
Monday	12-8	8
Tuesday	10-6	8
Wednesday	12-8	8
Thursday	10-6	8
Friday	1-5	4
Saturday	1-5	4
Sunday	Closed	0

POSSIBLE LIBRARY SERVICES

- Up to 7500 Square Feet in Size
- 25,000-volume Collection Based on Consumer Demand
- Dedicated Areas for Technology & Technological Access
- Early Literacy Programs
- Small Business-Entrepreneurial Support
- Expanded Spanish Language Collections and Programs
- Multi-Purpose Room for Library Programs
- Materials Ordered and Delivered within 24-48 hours
- Special Library Partnership Events

REVIEW OF POTENTIAL OPTIONS

- Glendale Media Center
- Modular Structure @ Heroes Regional Park
- Possible Purchase of Vacant Facility
- Partnership with Local School
- Automated Book Distribution Machine

GLENDALE MEDIA CENTER FACILITY

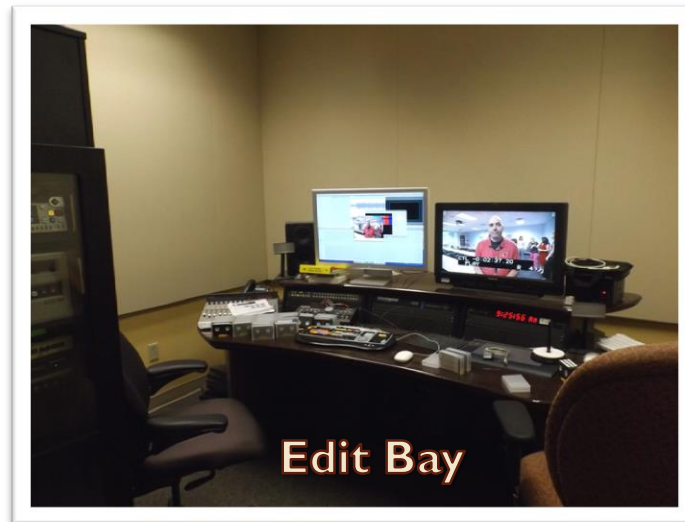


Ongoing Annual Cost: \$483,735
Tenant Improvements: \$890,000

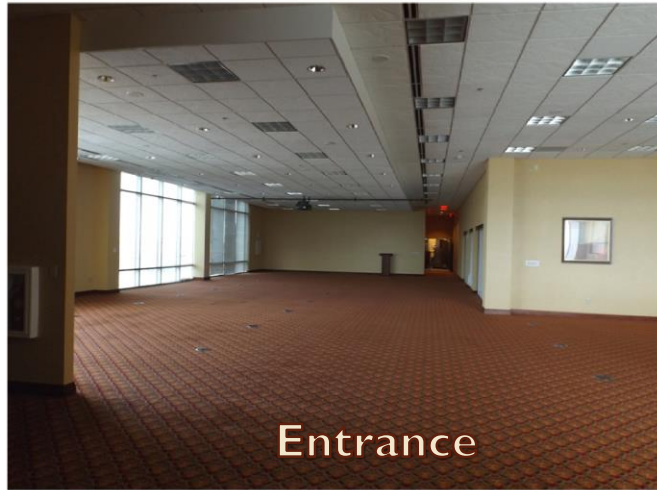
FLOOR #1: GLENDALE MEDIA CENTER FACILITY



FLOOR #2: GLENDALE MEDIA CENTER FACILITY



FLOOR #3: GLENDALE MEDIA CENTER FACILITY



Entrance



Entry Area



Rear View



Break Area

FLOOR #4: GLENDALE MEDIA CENTER FACILITY



ITEMS TO CONSIDER

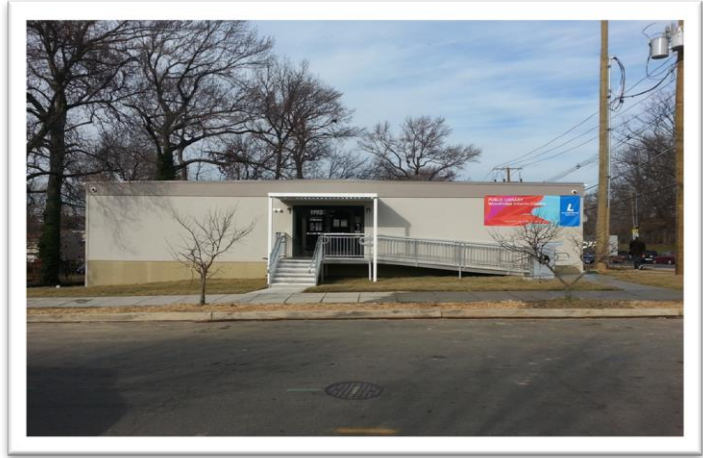
- Hours of Operation & Area Events
- Community Expectation
- Conversion of Dual-use Facility
- Parking: 21 Available Spaces; Availability at Parking Garage and Fee-based

MODULAR BUILDING @ HEROES PARK



Ongoing Annual Cost: \$483,735
Construction Cost: \$1.75 - \$2 million

MODULAR BUILDING @ HEROES PARK



ITEMS TO CONSIDER

- Honors Original Location of Western Area Branch Library (But Not Original Design)
- Existing Parking at X-Court – Additional Needed
- Existing Infrastructure (New Fiber Optic Lines Needed)
- Excellent Accessibility, Visibility & No Blackout Dates
- Manufactured Building & Design Standards
- Expansion with Additional Modules
- Located in Existing Neighborhood, Park and Public Safety Facility
- Singular Library Functionality

PURCHASE OF VACANT FACILITY



Ongoing Annual Cost:	\$483,735
Construction Cost:	\$1.75 - \$2 million

PURCHASE OF VACANT FACILITY



ITEMS TO CONSIDER

- Use of DIF to Purchase Building to Meet Legal Requirements
- Less Autonomy, Control, Visibility
- Compatibility with Adjacent Businesses
- Business Area vs. Residential Area
- Possible Issues with Accessibility
- Parking May Be At Issue
- Hours of Operation (Mall Hours, Game Days)

CITY-SCHOOL PARTNERSHIP



Ongoing Annual Cost: \$483,735
Construction Cost: \$1 - \$1.5 million

SCHOOL-CITY PARTNERSHIP



Sunset Ridge



Copper Canyon



Desert Mirage



Kellis High School

ITEMS TO CONSIDER

- Established Model for Library Service
- Collections Concerns (Ownership)
- Censorship Concerns (Print & Digital)
- School vs. City IT Networks
- Hours of Operation and School Calendar
- IGA (Responsibility of Facility)
- Programming (Shared Space May Limit Program Options)
- Students and Library Patrons Compete for Accessibility
- Use of DIF and Ownership
- Possible Parking Limitations

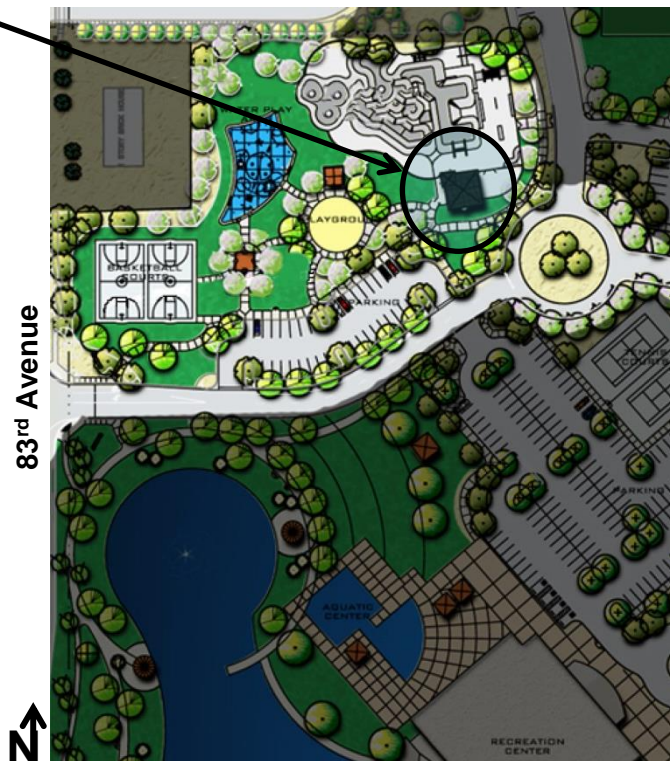
AUTOMATED BOOK DISPENSER



Ongoing Annual Cost:	\$3,650
Construction Cost:	\$564,630

AUTOMATED BOOK DISPENSER

Current X-Court Building



Heroes Regional Park

ITEMS TO CONSIDER

- Use of Technology for an Underserved Area
- Not a Library, No Programs, No Personal
- Additional Parking for Proposed Site
- \$251,937 for Construction/Design + \$312,693 for Unit = \$564,630
- 3,800 Item Collection, E-download and E-Commerce
- Items Delivered within 48 Hours
- Remaining DIF Would Be Used for New Growth Related Items
- Can Be Relocated with Expense
- Will Require Locating Inside Existing X-Court Building

August 8 - Library Advisory Board Retreat



QUESTIONS?



**City of Glendale
Library Advisory Board Meeting Minutes
Sahuaro Ranch Historic Area Park – Fruit Packing Shed
9802 North 59th Avenue
Glendale, Arizona 85302**

**Saturday, August 8, 2015
8:30am**

I. Call to Order – Approximately 8:30am

Chairperson Wilson called the meeting to order at approximately 8:30am.

- II.** Roll Call - Board members Shelly, Koory, Collett. Aborne (arrived at 8:32am), Vice Chairperson Sommer (arrived at 8:49am), and Chairperson Wilson were in attendance. Board member Fallucca was absent.

Michael Beck, Chief Librarian, Erik Strunk, Community Services Director, and Karen Reed, Librarian, were present from the City of Glendale.

Guest: Nikki Gibala

- III. Loyalty Oath of Office** – Chairperson Wilson called for this agenda item. Mr. Beck introduced newly appointed Library Advisory Board Member Koory who took the Loyalty Oath of Office and the Board and Commission Oath. The Board members welcomed her.

- IV. Introduction and Ice Breaker** – Chairperson Wilson called for this agenda item. Mr. Beck suggested the retreat to begin with board members introducing themselves and stating their favorite library related memory. The Board members as well as staff participated.

- v. Role and Mission of the Library Advisory Board** – Chairperson Wilson called for staff's presentation regarding this item.

Mr. Beck began the presentation with the Mission basics. He included a statement noting the Board shall have nine members with two being teen members. Each shall be a resident of Glendale and are appointed by the City Council.

Board member Koory noted that Board member Aborne was serving a third term. Board member Aborne expressed she was contacted by Council member Chavira's office asking if she would serve a third term.

Board member Aborne stated Board member Koory asked for clarification regarding the Board secretary. Board member Aborne said the ordinance states the Board should vote on the secretary position.

Vice Chairperson Sommer asked if a board member could participate in a meeting via telephone. Mr. Strunk said yes, however, it is always preferred the board member participate in person.

Mr. Beck continued by reviewing the Board members' duties adding they serve in an advisory capacity to the City Council by providing information to the elected officials as needed. He reviewed the staff liaison's responsibilities to the Board stating the liaison would provide timely information to the Board and support to the Board.

No action was taken as this item was for information and discussion only.

VI. Possible Western Branch Library Service Concepts – Chairperson Wilson called for this item. Mr. Beck introduced this item and he and Mr. Strunk presented a PowerPoint providing information and displaying which areas of the city were serviced by the existing libraries. It is clear the western area is in need of library service. Mr. Strunk continued by providing information regarding the potential locations and ideas for library service in the western area.

Mr. Strunk explained the financial component. He said when the economy took a downturn in 2007-2008 the library as well as other city projects were placed on hold. Mr. Strunk provided detailed information as to what occurred with library funding. He reviewed how and when the purchase of the property at 83rd Avenue and Maryland Avenue took place.

Mr. Beck stated staff is envisioning a 7,500 square foot library which is about half of the size of Velma Teague. This facility would have computers and laptops similar to the other three libraries in the city. He noted there would be materials in the Spanish language as well. Board member Koory felt this was needed; however, she believed second and third generation children will not need Spanish language materials as they will be using English language materials.

Chairperson Wilson asked if the multipurpose room is included in the 7,500 square feet. Mr. Beck said yes, that is included in the square footage estimate.

Mr. Strunk, through a PowerPoint presentation, reviewed the possibility of the library being located at the media center, which is a city owned building located north of the Stadium. He explained the opportunities as well as the challenges having a library facility located in this building on the third floor.

Mr. Beck explained what is included on each floor of the building. He then explained where the books, videos, computers, and circulation desk would potentially be located with staff offices located on the 2nd floor of the building. He added there is only an elevator at this time to access the 3rd floor. He said this location offers the potential use of KGLN's 'green screen'.

Vice Chairperson Sommer expressed what a great opportunity it would be for those interested in using the green screen. She suggested the Board take a field trip out to the media center when time permits.

Ms. Nikki Gibala agreed it would be a great opportunity for students to allow them and provide them for the chance of creating their own productions using the green screen.

Mr. Beck continued by displaying pictures of the great views of the city from the windows on the 3rd floor.

Vice Chairperson Sommer stated how she initially didn't believe a library could be functional on the 3rd floor of a building. However, she realized other cities' libraries are located in high-rise buildings not just single story buildings.

Mr. Strunk added library staff could utilize space on the 2nd floor of the media center so that not to occupy any additional space on the 3rd floor.

Board member Shelly was concerned with the lack of the ability to expand in the event the library could not accommodate the patrons.

Chairperson Wilson said accessibility to the library, especially for those children riding their bicycles, is a high priority to her.

Mr. Strunk added there would be parking restrictions (approximately 70 blackout dates) occasionally throughout the year based upon the events occurring in the area. This might make it challenging to operate the library during 'normal hours'.

Board member Aborne asked if this was considered Westgate and if it had to operate under the rules of Westgate. Mr. Strunk said no.

Mr. Beck proceeded with information showing a modular building, which can be constructed on site at Heroes Park. The infrastructure is already constructed in the Heroes Park area where the library was initially planned. He displayed a map indicating where the modular building could be placed and showed the parking area as well as the entrance / exit to the proposed library. He added all the options shown would be approximately half of the size of the Velma Teague Library.

Mr. Strunk acknowledged the Board members wish to have a permanent facility as soon as possible.

Board member Collett asked if there would be security on site. Mr. Beck said the cost of a security guard would be factored into the proposal.

Next, Mr. Beck said the library could be located in a strip mall. He displayed various libraries currently existing in strip mall locations. The City would have to purchase the building. Also, the parking lot would be shared with stores in the area.

The last potential option would be the automated library dispenser. This option was previously shown to the Board. Mr. Beck reviewed the functions of the dispenser.

After some discussion, the Board agreed on a concept. The Board agreed a facility, or modular buildings, located at Heroes Park in the area previously reserved for the Western Area Library would be their preference.

VII. 2015 Annual Library Customer Survey Findings – Chairperson Wilson called for staff's presentation. Mr. Beck reviewed the findings received from the 2015 surveys distributed at the libraries. He said

there were 135 responses received. Patrons indicated they were very satisfied with the library staff. Also, they enjoyed the cleanliness and comfort of the facility. Patrons indicated they were very satisfied with the physical book and DVD collections available. Mr. Beck said those who responded suggested they would like more operating hours and more new and popular books and DVD titles. They also indicated the computers needed improvement.

Mr. Beck reviewed for the Board a chart showing the decrease in physical circulation and the extreme increase in electronic circulation.

He also showed charts comparing physical circulation, library visits, and computer sessions among the three library branches.

Mr. Beck noted some recent improvements that have taken place such as an increase in operating hours at the Velma Teague Library as well as a major renovation at that library.

Mr. Beck noted a few improvements for the near future are increasing the bandwidth at the libraries, providing new computers for the patrons, and Envisionware PC Management, as well as incorporating two LSTA Grant programs.

The Board thanked Mr. Beck for this information which was for discussion only.

- VIII. Library Advisory Board 2015-2016 Action Plan** – In consideration of the Board members' and staff's time, Chairperson Wilson called for a motion to move this item to a future meeting.

Board member Aborne made a motion to move this item to the next Board meeting. Vice Chairperson Sommer seconded the motion, which was approved with a vote of 6 to 0.

- IX. Vote to Vacate August 12, 2015 Advisory Board Meeting** – Chairperson Wilson asked for a motion to vacate the August 12, 2015 Board meeting.

Board member Aborne made a motion to vacate the August 12, 2015 meeting. Board member Collett seconded the motion, which was approved with a vote of 6 to 0.

x. Board Comments and Suggestions –

Chairperson Wilson called for Board Comments and Suggestions.

The Board members welcomed new Board member Koory. Board member Koory stated she was happy to be part of the Board.

Vice Chairperson Sommer thanked staff for the presentations and information provided at the retreat.

Board member Aborne asked if there were potential teen members participating on the Board. Mr. Beck stated that Ms. Nikki Gibala may be a potential board member in the near future. Board member Aborne stated she would like to recruit for any openings.

xi. Adjournment – With no further business, Chairperson Wilson adjourned at the meeting at 12:10pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, September 9, 2015, at 6 PM.**



Community Services Department

MEMORANDUM

DATE: August 28, 2015
TO: Mayor and Council
FROM: Erik Strunk, Community Services Department Director
Mike Beck, Chief Librarian
SUBJECT: Update on Possible Library Operations at the Media Center

Background

As mentioned in a June 17 memo regarding the possible location of a new, western area branch library at the Glendale Media Center, staff indicated it would be prudent to meet and discuss the concept with the Library Advisory Board. As indicated in the same memo, several other possible service models would be slated for discussion as well.

Please note that this discussion took place at the Board's annual retreat on Saturday, August 8, at which all board members except one were present and there was a quorum.

While the Library Advisory Board did not take a formal vote on which of the potential options it favored, Chairperson Wilson asked that each Board Member openly convey their initial reaction and recommendation. Each Board member shared their perspective and the Board reached consensus that should a possible western area branch be funded, rather than locate it at the Media Center, it would be more neighborhood and user-friendly to use pre-fabricated/modular-style building construction for a new facility at Heroes Regional Park. At the same time, the Board expressed great interest in potentially partnering with the Media Center to provide supervised, educational learning opportunities for library patrons to access existing green-screen technology and digital video equipment in a manner that would not disrupt normal KGLN programming or operations.

The Board further indicated it would like to explore the concept more in-depth at its regularly scheduled meeting at 6 p.m. on September 9, and discuss the possibility of conducting open, public meetings to seek further public input. The intent of this conversation will be to further discuss and recommend a formal option and public input process to Council for further direction, prior to any further exploration of this concept. It is expected that this item and the Board recommendation will be presented to Council at the October 20 workshop for discussion and direction.

Analysis/Board Perspective

With regard to the options discussed at the August 8, Library Advisory Board retreat, the following update is offered:

- a) Media Center: There was general consensus among Board members that there may be too many operational issues with a Media Center Library option. The majority of concerns were as follows:
- The lack of sufficient and convenient access to parking
 - The design of the Media Center does not lend itself to public ingress/egress as a library site

- There could be up to approximately 70 event dates that may disrupt service and access
- The Media Center is located in a retail/commercial area and not a neighborhood-setting

b) School/Public Library Partnership: The Board expressed its concern over this potential options for the following reasons:

- There may be concerns about differentiating public users with school access
- There may potential security issues, safeguarding of student body
- The Library would need to be separate from the regular campus
- Facility concerns and logistics, separate or attached building (i.e. - who is responsible for certain functions and expense)
- The Glendale Public Library staff are not an academic library staff, there is a difference
- A may be liability when mixing the general public with members of the student body
- Library staff duties should not be commingled with teacher/student responsibilities

c) Storefront/Free Standing Building Acquisition: The Board did not express its general support of this concept:

- Not neighborhood or pedestrian friendly
- There was no support of having a library in a commercial strip mall

d) Modular Buildings at Heroes Park: Of all the options, the Board expressed its interest and support of this concept:

- The use of pre-fabricated/modular building components would be flexible with regard to design and construction
- Pre-fabricated/modular building components would look nice and can be designed to complement Heroes Park Green screen and technology could be added and/or there might be a partnership with KGLN to use its technology
- There would be room for growth and expansion over time
- Safer surroundings inside park, public safety facility would be adjacent
- The location would be in the "heart" of the surrounding neighborhoods
- It would enhances the area's quality of life
- The location honors the original library plans/site location
- This option addresses three major themes learned from the Foothills Branch Library relocation input of "books, children and community place"
- This option would be satisfying the public
- The library would be very visible (in the park, built-in audience)
- The option would have the least amount of barriers with respect to special events and parking
- Seems to be the most feasible option – there would be good public will

e) Automatic Library Book Dispenser: The Board expressed its support of this concept if none of the other options are feasible. The proposed location of this facility would be located at the existing X-Court Building in Heroes Park.

Conclusion

The next meeting of the Library Advisory Board will be on September 9. Staff will endeavor to seek further direction from the Board and plans to return this item to the Council for broader public discussion at its October 20 workshop.

If you have any questions or concerns, please feel free to call me at 930-2827 or Mike Beck, Chief Librarian, at 930-3546. Thanks.

C: Library Advisory Board
 Dick Bowers, Acting City Manager
 Tom Duensing, Interim Assistant City Manager
 Joe Hengemuehler, Interim Marketing and Communications Director
 Tim Barnard, Assistant Director, Community Services
 Michael Beck, Chief Librarian
 Jenna Goad, Council Services Administrator
 CSG Staff
 File Copy

**City of Glendale
Library Advisory Board Meeting
Glendale Public Library, Main Library, Large Meeting Room
5959 W. Brown Street
Glendale Arizona, 85302**

**Wednesday, September 9, 2015
6:00 p.m.**

AGENDA

I. Call to Order and Introductions

II. Approval of Minutes – June 10, 2015 and LAB Retreat August 8, 2015

III. Business from the Floor (15 minutes)

Summary: At this time the Board will hear comments from the public. The Board, however, may not discuss or consider items not appearing on the agenda, but may refer the matter to the Community Services Department Director for follow-up.

IV. Western Area Branch Library Recommendation (45 minutes)

Summary: Community Services Executive Director, Erik Strunk and Chief Librarian, Michael Beck will continue discussing with the Library Advisory Board staff work regarding Western Branch library service concepts. The Board is being asked to conduct a formal vote on its recommendation, which will then be subject to further discussion and direction by the City Council. The members will have the opportunity to ask questions and provide staff formal direction.

Recommendation: For information, discussion, decision and vote.

V. Development of the Library Advisory Board 2015-2016 Action Plan (30 minutes)

Summary: Each year the Library Advisory Board members create goals to accomplish during the fiscal year. The Board members will participate in the creation of their 2015-2016 Action Plan in developing goals and action steps through discussion and decision making.

Recommendation: For information, discussion and decision.

VI. Chief Librarian Update (15 minutes)

Summary: The Chief Librarian will present and update members on current Library activities, operations and projects.

- Hoopla, Envisionware and Edelweiss
- Upcoming Programs
- Other

Recommendation: For information only.

VII. Library Advisory Board Comments and Suggestions

Summary: This is an opportunity for the Board to share any observations, comments, reflections and discussion. Staff will follow-up as appropriate.

Recommendation: For information and discussion.

VIII. Adjournment

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, October 14, 2015** at **6:00 PM**.



Special Accommodations: For special accommodations, please contact Cameron Dewaele at 623-930-2824 (voice) or 623-930-2197 (TDD) at least three working days prior to the meeting for special accommodations. Hearing impaired persons may use the Arizona Relay Service (1-800-367-8939).



Community Services Department

Memorandum

DATE: 9/9/2015
TO: Library Advisory Board Members
FROM: Mike Beck, Chief Librarian
Erik Strunk, Director, Community Services Department
SUBJECT: Western Area Branch Library Recommendation

Recommendation

Review, discuss and take action as appropriate.

Background

Earlier this year, staff was asked to analyze the feasibility of potentially using a portion of the existing Glendale Media Center to locate a Western Area Branch Library. As a part of this analysis, staff provided a presentation and overview on its initial findings of this concept to the Library Advisory Board at public meeting conducted on August 8, 2015. Attached to this you will find two previously distributed memos and the presentation used for at August 8 discussion. This presentation also included several potential alternative options for the Library Advisory Board to consider.

After review and discussion of the various options as presented, the Library Advisory Board reached consensus in favor of a possibly constructing a prefabricated/modular unit facility at Hero's Regional Park. It was indicated by staff that along with a proposed public participation plan, this item would be presented to the Board for formal consideration at its September 9, regular meeting. Once finalized, the formal recommendation would be prepared and presented to the City Council later this fall, for further discussion, review and direction.

As discussed by the Board at the August 8 meeting, one of the recommendations would be to ensure that the public have the opportunity to provide comment and feedback on this recommendation. In order to accomplish this, staff is recommending the following outreach strategy this fall, should the Council provide direction to move forward with a new Western Area Branch Library:

- Conduct at least to public meetings held in the Yucca District
- Surveys at each branch location and Gallery Glendale
- The creation of a special website to provide context and avenue for input
- Conduct user-surveys through our social media outlets

The purpose of this outreach would be to identify potential service needs with regard to the construction of a pre-fabricated Western Area Branch. As such, staff is seeking Library Advisory Board direction and approval of this public participation plan and the possible location of a Western Area Branch Library.

Attachments

City of Glendale
Library Advisory Board Meeting Minutes
Glendale Public Library, Main Library, Large Meeting Room
5959 West Brown Street
Glendale Arizona 85302

Wednesday, September 9, 2015
6:00 p.m.

I. Call to Order

Vice Chairperson Sommer called the meeting to order at approximately 6:00pm. Board members Fallucca, Aborne, Collett, Koory, and Chairperson Wilson (arrived at 6:21pm) were present. Board member Shelly was absent.

Erik Strunk, Community Services Director, Michael Beck, Chief Librarian, and Karen Reed, Library Manager, were present from the City of Glendale.

Vice Chairperson Sommer introduced Vice Mayor, Ian Hugh, and welcomed him to the meeting. He stated on behalf of the Council they truly appreciate the Boards and Commissions. Vice Mayor Hugh stated he served on a variety of boards himself. He said this Board and the Parks and Recreation Board also have teen volunteer members and that makes the Library Board and the Parks Board special. Again, he thanked the Board members for their volunteerism.

The Board thanked him for coming to the meeting.

Also in attendance was Dominic Fallucca, son of Board member Fallucca.

II. Approval of Minutes – June 10, 2015

Vice Chairperson Sommer asked if there were any revisions or corrections to the minutes of June 10, 2015.

Board member Aborne stated she would like to add the following after the second paragraph under Item II. Approval of Minutes, "Board member Aborne noted the summary minutes have not been posted on the website for the March 11, 2015 meeting".

Board member Aborne stated she would like the dollar amount included in the minutes regarding the award of the LSTA grants. Mr. Beck said he could gather that information.

Board member Aborne stated she had a clarification under Item X., Library Advisory Board Comments and Suggestions. She would like it to read as follows:

Board member Aborne thanked Board member Fallucca for all the research on the March 11, 2015 minutes. She suggested the Board be alerted when staff presents information to the City Council regarding the proposed dispenser. Board member Aborne also suggested the Board see any presentations prior to staff presenting to the Council so that they could provide feedback or a final review. Also, she would like to have the Yucca District host a community meeting regarding only the library if possible. Board member Aborne suggested that staff provide information to the Board prior to presenting to City Council for final approval. She said she is looking to promote Wee Readers at Westgate. Last, she thanked the grant writers for their great work.

Board member Aborne suggested the cost of the community meeting be funded from the Council member's budget. She has already been in contact with Council member Chavira regarding this proposal.

Vice Chairperson Sommer called for a motion.

Board member Koory made a motion to accept the minutes as amended. Board member Collett seconded the motion, which was approved with a vote of 5 - 0.

Approval of Minutes – August 8, 2015

Vice Chairperson Sommer called for a motion for the minutes of August 8, 2015.

Board member Aborne stated Board member Koory asked for clarification regarding the Board secretary. Board member Aborne said the ordinance states the Board should vote on the secretary position. She would like this information added to the minutes.

Board member Aborne would also like the number of surveys received noted although the majority of them were from the Foothills Library. There were over 135 responses.

Board member Aborne stated Item VIII. should read, "Board member Aborne moved, not motioned".

Board member Aborne stated Item IX. should read, "Board member moved, not motioned".

Chairperson Wilson asked that the 70 black out dates when parking would not be provided at the proposed library across from the Cardinals' Stadium be included in the minutes.

Chairperson Wilson would like the information or slide included as to how the Board reached their conclusion based upon the factors with which they were dealing. She would like information inserted under Item VI., Possible Western Branch Library Service Concepts. Staff stated the financial information could be inserted into the minutes if the Board wished.

Vice Chairperson Sommer called for a motion.

Board member Koory made a motion to approve the August 8, 2015, minutes as amended. Board member Fallucca seconded the motion, which passed with a vote of 6 to 0.

Chairperson Wilson assumed the gavel.

III. Business From The Floor

Chairperson Wilson called for any business from the floor. There were no comments.

IV. Western Area Branch Library Recommendation

Chairperson Wilson called for this item.

Mr. Strunk provided information to the Board in memo form noting the various concepts, concerns and ideas. After the Board deliberated, staff composed information regarding the Board's comments and concerns. Mr. Strunk thanked them for their time. He stated the Board was provided a copy of communications between staff and Council as they had previously requested.

Board member Aborne asked why staff sent a memo immediately following the Library Board's Retreat to the Community Development Advisory Committee to discuss this. Mr. Beck said this may have been a mistake and the wrong letterhead may have been used. This memo was not sent to another Board.

Mr. Strunk explained the Community Development Advisory Committee oversees federal monies and would not play a part in the Western Area Library Concept.

Mr. Strunk continued and stated all the information was provided to the Mayor and Council for their consideration, and will be presented on October 20, 2015, at City Council Workshop. At this point, Mr. Strunk asked the Board if they need any clarification regarding any information previously provided and also the Board should make a motion to forward to the City Council for their consideration.

Mr. Strunk gave a PowerPoint presentation reviewing each slide. He stated the Board had agreed upon a modular building to be located at Heroes Regional Park. He stated the ongoing annual cost would be \$483,735 with a construction cost of approximately \$1.75 million to \$2 million. Mr. Beck reviewed the Board's discussion items regarding the modular building and why this is the best option. He reviewed each bullet item for the Board.

Mr. Beck said this site is very flexible and easily accessible. There are no black out dates or "no parking dates" at this location, which was the original location for the library. This is the most viable of the five options presented at the Board Retreat.

He asked for questions or comments.

Vice Chairperson Sommer said she felt this is the most viable option and has no other questions.

Board member Koory agreed.

Chairperson Wilson stated she felt this summarized what was discussed. She wanted to keep in mind that there might be some grant money through the Arts Commission to make the outside of the building design very innovative and different. She also thought there might be something exceptional that could take place with the landscaping. She would like something special about this library to make it unique.

Mr. Beck said as the process continues, conceptual plans will be reviewed.

Board member Aborne would like to pull in local builders who might want to keep it local and keep it innovative. She suggested a contest with local students.

Board member Koory asked if it could be made bigger. Mr. Beck said that it would be possible to expand the modular building(s) or the site in the future.

Mr. Beck said as part of the Retreat, decisions would be made public. In a review of information, he stated staff will coordinate efforts with the City's Marketing and Communication Department; conduct at least two public meetings held in the Yucca District; utilize Library Advisory Board and Friends members; have surveys and opportunities available at each branch location and P&R facilities; create a special website to provide context and input; create a telephone hotline and voicemail; conduct online user surveys through our social media outlets; and compile public feedback for further discussion.

Board member Aborne would like to include Ocotillo residents in the process as they are included in the underserved area. Mr. Beck made note.

Mr. Beck said all information would be compiled for presentation purposes.

Board member Aborne verified that the above information would be provided to the Board and to the Council. Mr. Beck said yes.

Board member Koory would like staff reach out to the schools.

Board member Aborne was concerned about rumors. She spoke about rumors she heard during the time the Foothills Library was potentially for sale.

Chairperson Wilson asked what staff and the Board is seeking when the outreach is being conducted. Mr. Beck said services, programs, items and materials, and the viability. Mr. Beck said the community would be included in the decision making.

Board member Aborne verified the community outreach is not for them to choose the option, but to see what the Board has recommended. Mr. Strunk said yes.

Mr. Strunk explained the Council process to the Board regarding the next steps.

Board member Aborne was concerned with the public having access to minutes, agendas, and other information. She was asking how staff would control rumors prior to the October 20, 2015 Council Workshop. Mr. Strunk said staff would address and answer any questions as they are asked prior to the Workshop.

Board member Aborne brought up an article in *The Glendale Star*.

Board member Koory asked if general fund money could be used. Mr. Strunk said no. As everyone knows, not all information in the newspapers is always correct.

Mr. Beck confirmed only DIF monies are available for the use of the library.

Board member Aborne wanted to be sure the public knows they were limited in the parameters used for deciding on a western area library facility. She wants the public to realize this factor. She is concerned about the rumors which may begin and that the citizens might think they will never receive a better library, only this proposed modular building. She would like this fact included in the motion.

Mr. Beck said staff tried to be consistent with the each proposal similar in size and in costs.

Board member Aborne said the public might question why they are receiving a 7,500 square foot modular building when they were promised a 35,000 square foot permanent library structure years ago.

Board member Collett said this was the area that was earmarked and this does not have any parking limitations as other facilities.

Chairperson Wilson reminded that any interested parties can access minutes, agendas, reports, and any other needed information the

Board has reviewed so they can understand why the Board reached the conclusion and made a decision for the modular building.

Chairperson Wilson called for a motion.

Board member Koory made a motion stating the Library Advisory Board is in favor of modular building(s) at the Heroes Regional Park. Vice Chairperson Sommer seconded the motion, which passed with a vote of 6 to 0.

Board member Aborne stated she is still bothered by the motion.

Vice Chairperson Sommer asked if she was interviewed by the media, if she can provide information. Mr. Strunk said yes, this is public information. He said to feel comfortable referring them to city staff if needed.

v. Development of Library Advisory Board 2015-2016 Action Plan

Chairperson Wilson called for this item.

Mr. Beck reviewed the Action Plan for the Board which was tabled at the August Retreat. He said he had attached last year's goals for their convenience. He reviewed key questions and asked for the Board's comments.

The Board agreed to continue to meet monthly.

Board member Aborne said the Code of Ordinances states a secretary should be elected. She suggested staff research and verify this issue and revise the Code if they use staff as a secretary rather than voting in a member of the Board member. She said they may be in violation of the law.

Mr. Strunk said staff can get clarification from the Government Services Committee and return before the Board.

Chairperson Wilson asked why they are a Board and not a Commission. She asked if previously they were a Commission. She asked the difference between a Board and Commission.

Chairperson Wilson stated they need to figure out a way to recruit teen board members.

Board member Aborne stated she has actively been trying to recruit teen board members. She said the city's website continues to show the Mayor's teen board members and she wishes to team up with the "PR" shown to the Mayor's board. She said she has written to her Council member and asked to be included on the district newsletter to recruit teens and she has received no answer.

Chairperson Wilson stated the American Library Association is rolling out a new program called Libraries Transformed. She distributed information to the Board members. The perception needs to be changed to teach that libraries are essential.

Board member Aborne said they need to come up with a better way to promote Wee Readers. This program has been taking place for approximately two years at Westgate. She was hoping for a large display located at each library.

Mr. Beck stated the Library does over 1,300 programs a year and does its best to promote each one. He said this could be included as a goal if the Board wishes to promote all programs and activities.

Vice Chairperson Sommer said they should continue to promote community programs as a goal.

Chairperson Wilson summarized the Board would like to, 1) promote representation; 2) libraries transformed, and 3) increase program attendance.

Chairperson Wilson asked for a motion.

Vice Chairperson Sommer made a motion to add three goals to the FY15-16 Action Plan. Board member Fallucca seconded the motion, which passed with a vote of 6 to 0.

Chairperson Wilson would like to hear from the teen librarian to explain how she or he works with the teens in order to gather information as to how the Board can better recruit a teen member.

Board member Aborne stated board members should email the Chair if they have items they wished to see on the agenda.

VI. Chief Librarian Update

Chairperson Wilson called for the Chief Librarian Update. Mr. Beck presented updates on the following:

- Hoopla, Envisionware, and Edelweiss – Mr. Beck said there are a number of electronic enhancements being made to the library system. He explained Hoopla and how it functions. He said there is no wait time and no late fee when using Hoopla. Mr. Beck said Envisionware is new to the library and is management software which will help staff gather statistics regarding library use. He also said Edelweiss would be used to gather information regarding collections. It will help staff to gather what purchases of which materials need to be made.
- Upcoming Programs – Mr. Beck distributed the September and October Events pamphlet.
- Other – There are positions posted and opened in the Library.

VII. Library Advisory Board Comments and Suggestions

Chairperson Wilson asked the Board members for comments.

In response to a question from Board member Koory, Mr. Beck said there is no history of what items were read in the current system for privacy purposes.

Mr. Strunk thanked Mr. Beck for his assistance to recent refugees new to our city, community and country. Mr. Beck has been instrumental in helping to accommodate this group so they may have the opportunity to learn the culture and history of Arizona.

Board member Koory said she was excited to be part of this Board.

Board member Collett said she was excited about this idea regarding literacy with the refugees.

Board member Aborne said she commends Mr. Beck for his willingness to assist with the literacy program for the refugees.

She also noted the city's website is missing many of the Board's meeting minutes. Mr. Beck said the retreat summary minutes are now on the website, but will follow up with the City Clerk to see which minutes need to be uploaded. She added March 11, 2015 is still missing as well. Board member Aborne said March is very important.

Board member Fallucca thanked the staff for their assistance.

Chairperson Wilson said she commends staff for the smart use of technology by streamlining some of the library uses. She is looking forward to the incorporation of the management software programs.

VIII. Adjournment

With no further business, Chairperson Wilson called for a motion.

The meeting ended at 8:05pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library on Wednesday, October 14, 2015, at 6 PM.**



Glendale on ice

This week, Glendale City Council joined the Coyotes' Ownership Group in adding "Glendale Arizona" to the center ice logo at the city's Gila River Arena. The Coyotes are busy preparing for their home opener Oct. 10 against the Pittsburgh Penguins. Shown at center ice are Coyotes' owner Anthony LeBlanc, Mayor Jerry Weiers, city council members and Howler.

Photo courtesy City of Glendale

Pass It On Day tomorrow at The Tulip Tree

Just a reminder that Glendale florist Judy Haenel will repeat her annual tradition of giving away thousands of free roses.

Haenel said, "this year is the 20th anniversary of Pass It On Day and 14 years since 9/11 and the tragedy in New York City. We now dedicate Pass It On Day to remembering the people and events of Sept. 11, 2001. We have turned the day into a celebration of being good neighbors and community members, and to

honoring all first responders and military members."

Haenel, the owner of The Tulip Tree at 59th Avenue and Bell Road, estimates that by the end of the day, 4,000 flowers will have been distributed at no charge.

She invites people 18 and older to come to the shop and pick up a dozen roses apiece. Each person is asked to keep one rose and pass along the other 11 to friends, neighbors, co-workers, or whoever they

want to honor or thank with a beautiful flower. It's a no-strings-attached arrangement and everybody is on the honor system.

Haenel said, "I cover the cost myself because it's something I believe in. I think it's important these days to connect with each other - especially when there is so much that comes between us. It is important to be reminded that we have much to be thankful for. The rose is an American symbol of friendship and love."



Photo by Jody Serey

Volunteer Natalie Stahl is shown preparing roses last year to be given away.

Pilot program for medical service starts Monday

By CAROLYN DRYER
EDITOR

It won't be a fleet of ambulances hitting the streets Sept. 14, but it will be a pilot program to determine the viability of a city-based, low acuity response paramedic-staffed unit. The pilot program will be in place for one year.

Calling on Mesa Fire

Chief Harry Beck, Glendale City Council members listened to how that major East Valley city has resorted to a system that relies on various health-care partners to assist in its transformation.

Beck said it was not his department's goal to replace primary physicians, but with 20 engines and five ladder trucks responding to more than

3,000 calls a year, he said, "We decided we needed to partner with a hospital, and get a physician assistant."

The Mesa FD found a partner in Mountain Vista Medical Center, which provides physician assistant services. It has been four years since Mesa began providing the low-acuity response service. Mountain Vista bills the

insurance company.

After data collection began, Mesa FD found that 30 percent of its medical calls for service were for behavioral health issues. Each trip to the emergency room was costing \$2,500. With the behavioral health hold-over, the bill could rise to \$6,000 and even higher to \$10,000. If the patient had a two-week wait, that cost

rises considerably, at a rate of \$2,500 per day.

Under a low acuity response system, the fire department calls for a physician assistant, who comes to the patient's home, and a behavioral health patient can be transported directly to a psychiatric facility. This saves the city money, if a police officer does not have to chaperone a pa-

tient in a hospital room. The officer is released to work the streets.

"We're now working with Mercy Maricopa, which provides state Medicaid," Beck said.

What all of this means is a fire-based EMS, through the 911 system, could provide minimal medical treatments to pa-

MORE PILOT ON 5

City library board favors building at Heroes Park

By STERLING
FLUHARTY
STAFF WRITER

The Library Advisory Board, at its recent retreat, expressed the most support for a modular or manufactured building at a city park, when presented with five ways to provide library services in western Glendale.

"Of those options presented, it is my belief that placement of a library at the Glendale Heroes Regional Park would allow the library to best meet its mission of providing free and equitable access to information, technology,

cultural, and educational materials and services to residents of the Yucca District," said Chairperson Paula Wilson in an Aug. 28 email.

Erik Strunk, director of community services, said, via email the same day, he wants "to receive city council direction on which, if any, options they would like us to explore further. Once we receive this, we'll know which of the options to focus on."

The council has previously discussed using available space at the Glendale Media Center and installing a book dispenser at Hero's Regional

Park. The other options before the board were purchasing a vacant facility and partnering with a local school.

"The next meeting of the Library Advisory Board will be on Sept. 9, where staff will to seek further direction from the board. The intent is to return this item to the council for broader public discussion and presentation at its Oct. 20 workshop for further direction," Strunk added.

The presentation for the board's Aug. 8 retreat, which was led by Strunk and Chief Librarian Mike

MORE HEROES ON 12

WE STILL HAVE THREE MONTHS OF HEAT LEFT IN THE VALLEY!



Call **NOW** to replace your current A/C system with a new American Standard system! Take advantage of up to \$300 cash back with Cool Blew Cash or Finance as low as \$100 a month for a new A/C system. Easy Qualifying!

PLUMBING • HEATING • AIR CONDITIONING • SOLAR • ELECTRIC

Cool Blew Now Offering Electrical Services
Outlets, Ceiling Fans, PV Electric Panel,
Security Lighting, Residential & Commercial

Locally Owned & Operated in PEORIA, AZ

Military & Senior Discounts Available. Just Ask When You Call!

Member of PORA - APS & SRP Qualified Contractors

Nate Certified Techs • HOA Friendly • Se Habla Español

AZ H.P. Plumb

Licensed • Bonded • Insured

ROC Lic #175587 • #250322 • #220056

COOL BLEW
American Standard.
HEATING & AIR CONDITIONING
americanstandardair.com

623-872-2900

coolblew.com • Financing available OAC

HEROES: Cost of modular would nearly drain development impact fee funds, From 1

Beck, began with a timeline for library services in the western area.

The council, in 1998, approved the purchase of 88.6 acres that became Hero's Park. Improvements at the park were completed in 2005, 2007 and 2009.

In 2008, the council approved a design contract for a new 33,500-square-foot library. Two years later, the poor economy caused the city to defer construction of that proposed library in western Glendale.

By 2014, the law had changed and development impact fees were no longer collected for libraries.

The board also heard a financial analysis of the five options.

As of July 1, the city had \$4.5 million available in old DIF funds. Half a million dollars have been earmarked each year for the library system's collection's budget, up from \$200,000 annually. The remaining \$2 million has to be committed or expended by 2019.

The city does not expect the revenue coming

into its general fund can cover any new operating expenses for libraries.

The operating expenses for a library building in western Glendale, which would include 8.5 full-time employees, are estimated at \$484,000 annually. Revenues each year would likely amount to \$35,000.

A library facility, with up to 7,500 square feet of floor space, could be open for 40 hours and six days per week, house 25,000 volumes and have areas for technology and various programs.

According to the library board presentation, tenant improvements at Glendale Media Center, primarily on its empty third floor, would cost \$890,000. That would leave enough DIF funds to cover two years of operating costs.

City staff have previously raised concerns about the limited number of parking spots at the media center and the possible conflict with nearby arena events. Councilmember Bart Turner said those obstacles are not insur-



Illustration courtesy City of Glendale

Members of the Library Advisory Board were shown this example of a modular or manufactured building, which could be installed at Heroes Park, during their retreat last month, at which they selected that kind of building as their favorite option for library services in western Glendale.

mountable.

"It is important that libraries are accessible to neighborhood residents so that people can ride, walk or skate to the library. And, when they drive there is ample parking for them, as well as space for book drops," Wilson added.

Construction of the proposed modular building would cost between \$1.75 million and \$2 million. That would nearly drain the DIF funds and make it difficult for the city to

come up with money to cover the \$484,000 in annual operating expenses.

Those construction costs at Hero's Park would include the need for additional parking and new fiber optic lines. The site has excellent accessibility and visibility, without any blackout dates, and could be expanded with additional modules.

The purchase of a vacant facility, such as an empty storefront in a strip mall, would involve the same construction costs

The presentation outlined some drawbacks, such as less control and visibility and competition for parking spots.

The cost of constructing a library through a city-school partnership is estimated at \$1 million to \$1.5 million. That would free up enough DIF funds for a year or two of operating expenses.

Partnerships of this sort are already in place at a few schools in the Valley. They usually require negotiations over who

owns the books, whether to censor materials or websites made available to students and operating hours outside of the school year.

The city puts the price tag for purchasing and installing an automated book dispenser at \$565,000. The annual cost to operate that machine, which would make 3,800 items available without any personnel expenses, is estimated at under \$4,000.

Installing that machine in the X-Court building at the park would require some more parking, which is included in the construction costs, but it would also make available more DIF funding for the library to expand its collections or grow in other ways.

In the last half decade, the number of cardholders in the city's library system fell significantly, from 137,428 in 2010-11 to 67,220 last year. Over the same period, physical visits declined 28 percent and electronic circulation increased nearly four-fold.



**PEORIA
FARMERS
MARKET**

**FRESH. LOCAL.
DELICIOUS.**

**SATURDAY,
SEPTEMBER 19th
9AM – 2PM**

**PARK WEST
9744 W. NORTHERN AVE.
PEORIA, AZ 85345**



**PARK
WEST**

Howard Hughes
THE PARKS GROUP





Legislation Description

File #: 15-683, Version: 1

PROPOSED AMENDMENTS TO GLENDALE CITY CODE, CHAPTER 3 (ALARM SYSTEMS)

Staff Contact: Debora Black, Police Chief

Staff Presenter: Kent Strege, Public Safety Technical Services Administrator

Purpose and Policy Guidance

This is an opportunity for staff to provide information to Council relating to Glendale City Code, Chapter 3 (Alarm Systems), with respect to permitting fees and false alarms, while presenting possible alternatives aimed at reducing the number of false alarms the police department responds to. Staff is seeking guidance from Council on the proposed alternatives that would apply to false activation of automated burglar alarms.

Background

Glendale City Council adopted Ordinance No. 2732 on June 22, 2010 to institute the required permitting (registration) of alarms and assessment of fees for 2 or more false alarms in a 365 day period. This ordinance was aimed at obtaining updated contact information for responsible parties, and producing a reduction in false alarms through a financial disincentive for alarm subscribers having multiple false alarms responded to by police department personnel. Glendale City Council adopted Ordinance No. 2902 on August 12, 2014 to allow an annual \$20 fee for the required alarm subscriber permits.

Ordinance No. 2732 implemented a permit requirement for alarm subscribers and instituted an advancing fee schedule for multiple false alarms at the same address within a given timeframe. During the 2 years following the enactment of the false alarm program, burglary alarms called in to the Communications Center decreased from 6,914 alarms in calendar year 2011 to 6,407 in 2012; however, since that time the alarms and the associated number of false alarms has begun to increase, from 6,491 in 2013 to 7,177 in 2014. Comparing the year to date numbers from 2014 to 2015, it appears that the trend is continuing (Data is reflective of 459A Burglar Alarm only):

<u>Calendar Year</u>	<u>Alarms</u>	<u>False Alarms</u>	<u>% False</u>
2015 YTD thru 9/13/2015	5,073	4,833	95.3%
2014 YTD thru 9/13/2014	5,059	4,830	95.5%
2014	7,177	6,849	95.4%
2013	6,491	6,266	96.5%
2012	6,407	6,202	96.8%
2011	6,914	6,696	96.8%

The police department currently has 8,243 active registrations in the alarm tracking system, of those registrations, 20% are classified as non-residential systems. A review of recent alarm response data shows that of addresses requiring 4 or more police response to alarms during a 365 day window, 84% of the alarm

responses were to businesses.

An analysis of response data shows that on average an alarm call for service lasts 16 minutes from the time the call is dispatched until the time the officers clear the incident. In general, 2 officers respond on alarm calls but this may increase based upon factors such as size or type of the premise. Using these numbers, a minimum of 3,652 hours were spent by Glendale Police officers responding to false alarm calls in calendar year 2014.

By amending the City Code in 2010, a fee was assessed for non-registration of the alarm system, as well as a fee schedule for increasing numbers of false alarms requiring officer response. In 2014, an annual \$20 fee was instituted for the alarm permits, effective with the 2015 calendar year. The \$20 permit fee was put in place and notices were sent out beginning late 2014. Shortly after notices were sent, the alarm coordinator, staff, and elected officials began receiving many calls and emails from residents who were upset about paying the fee or requesting information as to why and when a fee was instituted. Though Glendale was one of the last cities in the valley to implement a permit fee, it was met with much dissatisfaction from the residents.

The following chart summarizes the revenue associated with the alarm program.

<u>Fiscal Year</u>	<u>False Alarm/Unregistered Alarm</u>	<u>Permit</u>	<u>Total</u>
2011	\$10,750.00	\$0.00	\$10,750.00
2012	\$153,518.00	\$0.00	\$153,518.00
2013	\$221,933.00	\$0.00	\$221,933.00
2014	\$169,345.00	\$0.00	\$169,345.00
2015	\$162,086.47	\$145,972.00	\$308,058.47

Analysis

It will soon be time for the police department to send out the annual permit renewals covering the 2016 calendar year. If the Council would like to make any changes to the City Code relating to alarms, now would be the time. Options for going forward fall into the following categories:

- Do nothing (Option 1) - Keep the City Code as it currently stands and continue to collect a \$20 annual permit fee.
- Discontinue regulating alarm subscribers and false alarms (Option 2) - Adopt an ordinance amending the City Code to no longer collect fees for permits nor for false alarms, leaving intact the regulation of alarm companies.
- Modify current City Code (Option 3) - Restructure the City Code to assess the cost of false alarm response to subscribers and alarm companies responsible for generating the false alarms and implement more stringent practices to reduce the number of false alarms reported to the police.

Option 1 - Leave the City Code as currently structured: An administrative change in form design and processing may help reduce the number of resident complaints. Many of the complaints were based upon a delay in processing permit fees or inefficiency in the registration system. Many of the complaints received

during the registration process were reflected again in the survey. The current implementation has not resulted in desired reduction of false alarm responses.

Option 2 - Strike the current City Code language that requires permits, permit fees or regulation of false alarms: This will leave intact the portion of the City Code that requires state licensing of the companies that install and monitor alarm systems. This would remove any financial support of the program generated from assessed fees. It would not address the frequency of or resources needed to respond to false alarms.

Option 3 - Modify the current City Code to address the assessment of fees and institute an approach to false alarms aimed at reducing them: The recommended long term solution is a hybrid of our current system coupled with practices found in other cities around the country and locally. The underlying basis is that the burden of police response to only valid alarms lies with the alarm subscriber and the alarm company. It would shift the cost from all residents to those directly responsible for incurring the cost of police response to false alarms. The police department would focus attention on solving the problem of the false alarm by identifying the cause of the false alarm and instituting a subscriber for the problem. This solution can provide an opportunity for Glendale Police Department Community Action Team (CAT) officers to partner with alarm subscribers and the alarm companies to achieve a positive outcome.

The basics of the program would be:

- Discontinuing required registration and collection of associated permit fees.
- Requiring “enhanced call verification” by the alarm monitoring companies, which increases the information provided to officers, in turn enabling a more appropriate and safe response. Enhanced call verification includes:
 - Activation of multiple sensors, or
 - Contact with alarm subscriber or designated alternate, or
 - Video / Audio verification
- Utilizing the following schedule:

False Alarm

1st
2nd
3rd
4th through 9th
10th
60 days non-payment

Associated Action(s)

Informational notice sent to alarm subscriber
Warning notice sent to alarm subscriber & alarm company
Fee assessed and corrective action plan required
Increasing fees assessed
No further alarm responses for 365 days*
Sent to collections/no further alarm responses*

*Alarm subscribers making the account current by paying outstanding fees and/or submitting the required correction plan will reinitiate response to alarms at the address. The false alarm fee schedule can be adjusted to support the cost associated with false alarm response.

These changes are designed to lead to a combination of reducing the number of false alarms received by the police department, fewer police resources being utilized on false alarms, and shifting the burden of monetarily supporting false alarm response to those alarm subscribers that actually utilize the resources.

Previous Related Council Action

On August 12, 2014, Council adopted an ordinance amending Glendale City Code, Chapter 3, Article 1, Section 3-5 (Alarm Subscriber's Duties), and adopted a resolution establishing the fee for residence and business alarm subscriber permits.

On June 22, 2010, Council adopted an ordinance amending Glendale City Code, Chapter 3, relating to alarms, and adopted a resolution establishing fees for the Alarm Program.

Community Benefit/Public Involvement

In late summer the police department surveyed a sample of alarm permit holders to gather input on their alarm systems and related issues. The police department received 877 responses to the online survey, of which over 97% had 2 or fewer false alarms in the last year. Sixty three percent of those answering the survey felt that no fee should be charged for police response to false alarms.

The survey provided the opportunity for open input on the alarm system and the police department received comments from nearly 430 survey respondents. Reviewing these comments gave the police department feedback on areas where it can improve the program, and those ideas were used in preparing this presentation.



Legislation Description

File #: 15-684, Version: 1

UNMANNED AIRCRAFT VEHICLES/SYSTEMS (DRONES)

Staff Contact: Debora Black, Police Chief

Staff Presenter: Nicholas C. DiPiazza, Deputy City Attorney/Legal Advisor

Purpose and Policy Guidance

This presentation is an opportunity for staff to provide information to City Council regarding the non-commercial hobby use of unmanned aircraft vehicles/systems (drones) within city limits and the potential need for regulation. Staff is seeking direction from Council on whether to move forward with a proposed ordinance, and guidance as to nature and extent of the regulation, if desired.

Background

One million drones are expected to be sold in the United States this year. The federal government effectively regulates commercial drone uses, but technology has bypassed the law with respect to hobby uses. Neither federal nor state law provides effective regulation of hobby drone uses. Although Federal Aviation Administration (FAA) regulations, including control of airspace surrounding airports, and temporary flight restrictions are in place, under existing law, when violations occur, police response is limited to reporting the violations to the FAA. Consequently, Glendale faces two growing areas of concern: 1) the risk to public safety and security; and 2) infringement on privacy. New and more efficient tools are required for police to effectively address the quickly emerging risks.

Analysis

The safety and security of Luke Air Force Base and the Glendale Municipal Airport has always been a Glendale priority. Midair collisions involving drones, with commercial and private planes, are a growing concern. Threats to public safety, particularly at NFL games and Mega Events; and interference with Police, Fire, and Helicopter Air-Medical Logistics Operations (HALO) medevac are also concerns. In addition, there is a concern for infringement on privacy by hobby drone users. The capabilities and the availability of drones are rapidly expanding, as the cost of this technology is steadily decreasing. Although there are laws in place to respond to incidents after they occur; there are no effective laws or regulations in place to proactively mitigate the risk posed by the unrestricted hobby use of drones.

Representatives of the Police, Fire, the Municipal Airport, Water Services, Public Works and Community Services Departments met and discussed their pertinent concerns and views. Concerns for public safety, security, and privacy were identified as shared concerns, as was respect for responsible hobby users. Options for going forward include the following:

- Do nothing and allow the continued hobby use of drones within city limits without regulation

- Adopt an ordinance limiting the hobby use of drones, e.g.
 - Based on size and/or capabilities
 - Restricting near designated areas
 - Prohibiting, except in designated locations

Community Benefit/Public Involvement

Thoughtful local regulation of drones within city limits will mitigate risk of injury to persons and damage to property resulting from inappropriate hobby users. It will also enhance privacy.

Budget and Financial Impacts

There is no cost associated with the hobby drone regulation. There may be impact on city resources, if Council elects to designate certain city areas for hobby drone uses.



Legislation Description

File #: 15-681, Version: 1

COUNCIL ITEM OF SPECIAL INTEREST: THE AMPHITHEATER IN MURPHY PARK

Staff Contact: Erik Strunk, Director, Community Services

Staff Presenter: Erik Strunk, Director, Community Services

Staff Presenter: Tim Barnard, Assistant Director, Community Services

Purpose and Policy Guidance

At the August 4, 2015 Council Workshop, Vice-Mayor Ian Hugh requested a staff analysis of how to possibly calendar more activities at the Amphitheater in Murphy Park. The purpose of this item is to present information on the current use of the Amphitheater in Murphy Park and to receive Council direction on possible methods to expand community-based programs at no cost to the City.

Background

The Amphitheater in Murphy Park was opened in 1984 as a part of the construction of the Glendale City Hall. It consists of a 2,100 square foot performance area and can host approximately 400 persons. The last major renovation of the facility occurred in August 2005, where new handrails, patio-style seating and irrigation enhancements were constructed. In February 2014, a new sound system was purchased and in October 2014, a new state-of-the-art LED lighting system was installed at a cost of \$22,000. The amphitheater is designed for stage performances and each year is host to community activities such as the free Summer Band series and the Glendale Glitters Kick-Off Event (both of which draw sizable crowds to Murphy Park). It has also been used to stage plays, special cultural celebrations and has been rented for private and/or commercial purposes.

Currently, the Amphitheater is "open" the same hours as Murphy Park, which is Monday through Sunday, 8 a.m. to 10 p.m., for a total of 14 hours per day (or, 5,110 hours per year). Although there are a few day-long events throughout the year that involve an occasional Saturday or Sunday, the "premier" use time is typically Thursday through Sunday, between the hours of 4 p.m. to 10 p.m., for a total of 1,248 use hours.

Analysis

For FY 15-16, there are a total of 47 planned events for Murphy Park, of which 31 will require the use of the Amphitheater. Examples of these events would include the Summer Band Series; Glendale Glitters; and a series of City of Glendale Performing Arts Partnership Program grant-funded events sponsored by the Arizona Theater Company ("A Midsummer Night's Dream"), the Brelby Theater Company ("Annual Halloween Evening of Stories"), the Ironwood Band Community Foundation ("Music Masters"), Jivemind ("Pillars Music Experience"), and the Phoenix Conservatory of Music ("Music Moves Glendale Schools").

The cost to rent the Amphitheater is \$55/hour for residential; \$65/hour for non-residents; \$80/hour for

commercial purposes. A commercial purpose is generally defined as an event that is fee-based and/or designed to generate revenue beyond what it costs for the use of the facility. There is a flat one-time \$50 set-up fee for the use of the background curtain, and the Community Services Department charges \$15/hour for each staff person needed to operate the light and system and for other assistance requested by an amphitheater patron.

Overall, the use of the Amphitheater over the past three fiscal years is as follows:

	FY 12-13	FY 13-14	FY 14-15
City Reservations	52	54	43
Private Reservations	2	6	10
Total Reservations	54	60	53

A “City Reservation” would be any time the Amphitheater was reserved and used by a City Department and no fees are charged. Some examples would be Chocolate Affair, Glendale Glitters, the Summer Band, the annual employee Wellness Fair and United Way Fund raising events, etc. A “Private Reservation” would be any time a non-City organization reserves the facility for a function not affiliated with the City of Glendale and the reservation fee would be applied. Recent examples would include faith-based functions and performing arts organizations using it for their events.

Of the 1,248 programmable “premier” hours at the amphitheater (Thursday - Sunday, 4 p.m. - 10 p.m.), a three-year use total-use average comes to 200 hours per year, which represents a 16% total use. Of this amount, 191 hours would fall into the “City Reservations” category and nine hours are “Private Reservations.” The balance of the remaining hours (3,862) occurs during the work week (8 a.m. - 5 p.m.) and is not optimal to generating patronage for performances or special events.

Staff Recommendation

For the purpose of this section, both the Amphitheater and Murphy Park will be considered synonymous. Both facilities are located in the Centerline Initiative area and can be used as a tool to better enhance the vibrancy of downtown Glendale, sense of connection and its redevelopment.

As such, staff is recommending a multifaceted, action plan to increase use of both the Amphitheater and Murphy Park by 10% each year, for the next two-years. This will pertain to performances or events that draw less than the total number specified in the City’s Special Events Ordinance (currently, 500 or less). For events expected to draw 500 or more, all provisions of the Special Event Ordinance will be followed, unless waived by the City Manager (and for non-public safety requirements only). It is envisioned the following steps would be implemented, effective January 1, 2016, for the balance of the FY 15-16 and continue until the end of FY 17-18, whereupon the City’s efforts would be assessed.

- A. For events at the Amphitheater and Murphy Park that are expected to draw 500 people or less -
- The City will waive all rental fees for non-commercial, public event organizers for events at the Amphitheater and Murphy Park. For profit or faith-based ventures would not be eligible for a rental

fee waiver.

- The City will create a simple application process for non-commercial entities (community groups, non-profits, local schools, interested merchants) for the use of both facilities. This will also serve as planning tool for staff to adequately prepare for the event.
- The City will establish a community-based team (i.e. - Chamber of Commerce, Downtown Merchants, staff, a member of the Parks and Recreation Advisory Commission, etc.) to promote and coordinate events in both facilities. This team will be responsible for connecting potential users to the Amphitheater, in addition to reviewing and approving successful completion of an application for use.
- Once a qualified organization is selected, City staff will actively partner with it for planning and implementation purposes. This will be coordinated in conjunction with the City's Special Events staff, based on approved facility events.
- All City tax and license requirements and department vendor fees, as appropriate and related to the commercial business transactions, would remain in effect.
- All City requirements regarding liability insurance and indemnification would remain in effect.

B. For events at the Amphitheater and Murphy Park that are expected to draw 500 people or more (as specified in the City's Special Event Ordinance) -

- Unless waived by the City Manager (and for non-public safety requirements only) all provisions of the Special Event Ordinance will be followed, which will be coordinated by the Marketing and Communications, Special Events Division. All other items, as listed above, would apply.

It is important to note that the City will monitor the number of events scheduled during the proposed two-year period, keeping the number of additional events held within budgeted resources and using best practices for the ongoing maintenance and aesthetics of the park and amphitheater.

Community Benefit/Public Involvement

The Centerline Initiative, which was adopted by City Council in June 2011, is a broad-based approach to the redevelopment of the area located from 43rd - 67th, Ocotillo to Myrtle Avenues. One of the key elements of this strategy is to create a "sense of place" by providing additional opportunities for public open spaces, programing, culture and the arts. The Amphitheater and Murphy Park can play a central role in helping to accomplish this transformation by creating more event opportunities for visitors, shoppers, and potential developers to experience and enjoy downtown Glendale. Examples of potential events would include art displays/events in the park, additional performances on the stage, farmers markets, music in the park, family event days, movies in the park, trade/hobby shows and displays.

Budget and Financial Impacts

Over the past three years, the amphitheater generated a total of \$4,032 in income, while Murphy Park rentals

have generated a total of \$293. A proposed two-year fee waiver for use of the Amphitheater and Murphy Park by qualified groups will therefore have a negligible revenue impact on the City. However, it is recommend that as a part of the FY 16-17 budget process, a \$15,000 appropriation per year be considered in order to offset expected maintenance and staff costs that will occur for use of the Amphitheater, as additional events occur.



City of Glendale

Amphitheater/Murphy Park Non-Commercial Use Application

By completing this form, you are requesting the use of Murphy Park and/or the Amphitheater at Murphy Park for a free public event. Although if approved there will be no charge to your organization for the event, please note that approval of such requests may not preclude the City from charging for additional staff-related services as necessary, requiring proof of insurance, or requiring special provisions for events that may impact public safety or the public welfare. These will be determined based on the scope and size of your proposed event. Please note that any request to use Murphy Park and/or the Amphitheater at Murphy Park for a free public event may be subject to the following requirements:

1. Insurance. If insurance is required, Performer agrees to maintain general liability insurance with a limit of not less than \$1,000,000 for each occurrence while this Agreement is in effect. Insurance shall name the City as an additional insured. Proof of insurance must be provided to the City no later than the effective date of this Agreement. _____ (initials)
2. Indemnity. To the extent permitted by law, Performer agrees to defend, indemnify and hold harmless City (its officers, officials, agents and employees) from any and all claims, actions, liabilities, damages, losses or expenses, including attorneys' fees and costs ("claims"), arising out of the acts or omissions of Performer or Performer's agents, employees, or authorized volunteers in connection with performance under this Agreement. It is the specific intention of the parties that the City will, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the City, be indemnified by Performer from and against any and all claims. _____ (initials)
3. Release. To the extent permitted by law, Performer releases and discharges the City from any liability for personal injury or property damage whatsoever connected with the performance(s) under this Agreement. Performer understands that this release is a contract with legal consequences. _____ (initials)
4. Non-performance. If the performance(s) under in this Agreement are prevented or interfered with by weather or other circumstances that make it impractical or unfeasible to conduct or finish the event, City will have no obligation to Performer. _____ (initials)
5. Copyrights. City has copyright agreements with BMI, ASCAP and SESAC. Performer is limited to performances licensed by the organizations above. Performer has the duty to verify the proper licensure of music. Performer agrees to defend, indemnify and hold City harmless of any fees, charges, penalties, or other costs that result from the performance of any materials subject to the copyrights for which the appropriate permission has not been secured. Performer understands that: performances at Glendale festivals are taped for broadcast on the City's cable station, Glendale 11, and submitted to YouTube for the City's YouTube channel. _____ (initials)
6. Independent Contractor. Performer is an independent contractor and not an employee of City. Performer is responsible for paying all State and Federal and Social Security taxes and any applicable royalties or fees. _____ (initials)

Please print legibly and use black ink only as this form must be copied for final review.



City of Glendale
Amphitheater/Murphy Park Non-Commercial Use Application

Application Submittal Date: _____ Event Date: _____

Name of Event: _____

Location of Event: _____

Organization Requesting Support *(must be same as renter)*: _____

Address: _____

Address

City/State/Zip

Website: _____

Facebook: _____ Twitter: _____

Type of Organization

☐ 501(c)(3) Corporation Name: _____ EIN #: _____

If yes, attach a copy of proof of non-profit tax exempt status to this application and the organization must be in "Good Standing" with the Arizona Corporation Commission.

☐ School Name: _____

☐ Other: _____

Applicant Name: _____ Title: _____

Phone #: _____ Cellular #: _____

Fax #: _____ E-mail: _____

Event Information

Type of Event: ☐ Theatre ☐ Dance ☐ Music ☐ Public Speaker ☐ Meeting ☐
Concert ☐ Parade ☐ Festival ☐ Awards ☐ Other: _____

Event Times: _____ Set-Up: _____ Event: _____ Strike: _____

Provide a description of the event. Include all activities and entertainment you will be providing.

of Anticipated Attendance: _____

Is the event open to the general public? ☐ Yes ☐ No

Will there be vendors at the event? ☐ Yes ☐ No

If so, attach a list of vendors including name, business/group, and services to be provided.

Are vendors paying rent for their space at this event? ☐ Yes ☐ No

Are you receiving a commission from vendors? ☐ Yes ☐ No

What is the target audience for this event (age, economic bracket, ethnic community, etc.)?

Describe the assistance you are requesting from the city of Glendale. Attach additional pages if necessary to complete summary detail.

How will the event be advertised?

How will the Glendale community benefit from this event?

The information provided on this application is accurate to the best of my knowledge. I have full authorization to submit this request on behalf of the organization listed on page 1 of this application. By signing this, I agree to follow all established City of Glendale rules and regulations pertaining to the use of either Murphy Park and/or the Amphitheater at Murphy Park.

Print Name of Person Submitting Application

Title

Signature

Date

Approval

City Manager or Designee Signature

Date

DRAFT



Legislation Description

File #: 15-637, Version: 1

COUNCIL ITEM OF SPECIAL INTEREST: SERVICE LINE WARRANTY PROGRAM

Staff Contact: Craig A. Johnson, P.E., Director, Water Services

Staff Presenter: Craig A. Johnson, P.E., Director, Water Services

Staff Presenter: John Henny, Deputy Water Services Director

Purpose and Policy Guidance

During the May 19, 2015 Council Workshop, Councilmember Sherwood identified a Council Item of Special Interest, requesting information on service line warranty programs. This report provides the City Council information related to private water and sewer line protection programs.

Background

Water Services staff was contacted by three different service line warranty providers: American Water, HomeServe USA; and Utility Service Partners, Inc., DBA Service Line Warranties of America (SLWA) which is endorsed by the National League of Cities. Each of the service line warranty providers had a desire to partner with the City to offer their version of a service line warranty program to Glendale residents. These programs are private homeowner service line warranties, which cover repairs for broken or leaking water and sewer lines on private property and outside the City's area of responsibility. For water lines, the City's responsibility for repairs is up to and including the water meter. For sewer lines, the City is responsible for repairs within the City's right-of-way.

On May 7, 2014, the Water Services Department presented information related to service line warranty programs to the Water Services Advisory Commission (WSAC). The WSAC expressed a belief that these types of programs were not ones it felt the City should pursue and by way of vote declined an opportunity to endorse these programs.

As indicated by the private service line warranty providers, forming a partnership with the City tends to benefit them by increasing the penetration rate within a given market. Additionally, no direct costs to the City for participation have been identified, and the service line warranty provider would administer the program in its entirety.

The City's obligation is to allow the use of the City logo on marketing material including letters, and advertising sent to Glendale residents. While there have not been any direct costs identified, there would be an indirect cost of staff time to manage the contract and review marketing materials. In return, the City would receive a license and/or royalty fee for the right to use the City's name and logo. The revenue received by the City is dependent on the terms and conditions of the partnership agreement.

Currently staff is aware of five cities in Arizona that have a service line warranty program within their

community, four of which partner with an outside provider. Those Cities include: Phoenix, Tucson, Avondale, Mesa and Tempe. The cities of Phoenix, Tucson, Avondale and Mesa have an agreement with Service Line Warranties of America (SLWA). Tempe's Service Line Protection Program is self-funded and administered in-house. The Cities of Mesa and Avondale manage their contracts through the Marketing Department and the Cities of Phoenix and Tucson manage their contracts through the City Manager's Office. Tempe's program is managed through the Engineering Department.

Analysis

A service line warranty is a private insurance policy that provides homeowners the ability to safeguard themselves from unexpected, costly service line repairs that are caused by normal wear and tear such as tree roots and aged service lines.

The service line warranty providers want to partner with the City in offering their product. As indicated by the providers, partnering with the City and utilizing the City's logo on marketing material tends to increase the penetration rate within a given market.

These insurance policies are optional for Glendale residents and there are no direct costs to the City for participation. However, there is an indirect cost for staff time to manage the contract and review marketing materials. If the Council chooses to move forward with a service line warranty program, Council may want to consider the following:

1. Advertise by way of a Request for Proposal (RFP), whereby interested providers would have the opportunity to present their programs.
2. Select a program that is administered by the provider and refrain from a self-funded, self-administered program.
3. Look at a Non-Exclusive agreement to allow for contractual flexibility.

Community Benefit/Public Involvement

Recognized benefits of a service line warranty program to consider include:

1. No cost to the City to participate.
2. Revenue sharing opportunity with the City.
3. Optional program for Glendale residents.
4. Creates awareness by informing homeowners of their service line responsibilities.
5. Repairs are made by local contractors when possible.

Budget and Financial Impacts

While there have not been any direct costs identified, there would be an indirect cost of staff time to manage the contract and review marketing materials. In return, the City would receive a license and/or royalty fee for the right to use the City's name and logo. The revenue received by the City is dependent on the terms and conditions of the partnership agreement.



Legislation Description

File #: 15-697, Version: 1

SPECIAL EVENT PERMITTING AND ENFORCEMENT

Staff Contact and Presenter: Sam McAllen, Director, Development Services

Purpose and Policy Guidance

This report provides the City Council with background information related to special event permitting and enforcement. Planned process improvements and recommended changes to the Special Events Ordinance (City Code Chapter 29.2) are identified which will improve the special event permit/review process for customers. Staff is seeking input and guidance from City Council related to potential changes to the Special Event Ordinance which could promote additional special events taking place within Glendale.

Background

The City of Glendale has a proven track record of hosting very successful Signature Festivals and special events. Because of our amenities, Glendale is the desired location for event producers and others to host their special events too. In demonstration of their support of Glendale's "Signature Events", the City Council has included Signature Events as one of their Key Priorities for the past couple of years.

In 2007, City Council approved a new Special Event Ordinance (City Code Section 29.2 - Special Events) to streamline the special event permit process and ensure consistency when reviewing special event applications. Events planned to draw 500 or more attendees at a public facility or draw less than 500 attendees and impact streets, sidewalks, parking lots or public rights of way were addressed with the new ordinance. Other events (outdoor and/or indoor) taking place on private property fall under the purview of the Building Safety Official and Fire Marshal who have developed the Minor Special Event and Major Special Event classifications to assist with ensuring safety of events for participants. Depending on the intended use and anticipated attendance at a special event, supplemental permits, additional department approvals/inspections and additional fees may be required. The fees associated with the supplemental permits are established by City Council annually in the Community Development Fee Schedule.

In addition to the Special Event Ordinance, the Zoning Ordinance (Section 7.503 - Seasonal Sales and Special Events) contains a provision that allows temporary sales or display of goods or special events on private property and additional "special events" can take place at city parks and recreation facilities and in the form of neighborhood block parties. The processes for each of these types of seasonal sales and special events is handled by the Planning, Parks and Recreation and Transportation Divisions respectively and are not part of this report, however they are noted in this report as they are additional ways that events can take place within the city.

Analysis

The city's process for receiving and approving special events applications can be confusing. The city has multiple classifications of special events (Special Event and Large Special Event) per the Special Event Ordinance (City Code Chapter 29.2) and additional event classifications (Major Special Event and Minor Special Event) for private property events established by the Building Safety Official and Fire Marshal. There are currently different applications and different fees associated with these classifications. The city also directs applicants to different locations physically at City Hall and electronically via the city's web page to receive information about holding special events in Glendale. Special Events (Special and Large Special Events) are directed to the Special Events Office while Major Special Events and Minor Special Events applicants are directed to submit materials to the Development Services Center.

Regardless of where an applicant applies, the applications are distributed to the various disciplines and departments within the city that need to evaluate the application for compliance with city codes, safety, appropriateness and any specialty needs associated with the proposed event. The Fire Marshal's Office, Planning, Building Safety, Transportation and Tax and Licensing Divisions and Special Events Office are commonly called upon to evaluate applications submitted for consideration. Depending upon the size and location of a proposed event, additional plans, permits and follow up inspections may be required. With multiple types of permits and different review processes, there have been instances where an event approved through one process ended up conflicting with another event that was approved through a separate process because both events took place at the same time and in the same place.

The responsibility for enforcement actions at special events depends on who is hosting the event. At the City's Signature Festivals, the Special Events Office coordinates enforcement action by having a dedicated Police Department contact who manages the public safety and enforcement concerns inside the footprint of the event. The Special Events Office worked with the Code Compliance Division during the 2014-15 event season to address non-permitted vending violations and has coordinated to work with them again to address non-permitted vending violations taking place inside and outside the footprint of Signature Events this year. Private event promoters are responsible for their own enforcement and many times rely on the Glendale Police Department to enforce issues when others illegally enter/trespass into their event's footprint. Additionally, the Special Event Ordinance allows the city to take civil action to preclude an event that is conducted or which may be conducted without a permit and authorizes the City Manager to suspend or revoke a permit issued under City Code Chapter 29.2 for a violation of that chapter. Penalties associated with conducting an event without a permit, making a false statement in connection with an application or violating any provision of Chapter 29.2 are a class 1 misdemeanor.

City staff has received input from special event promoters and special event applicants with some reporting that the city's current special event application and approval process is confusing and requires applicants to provide duplicative information. Staff is working to improve the customer experience for all who consider holding a special event in Glendale and is looking for opportunities to become more of an event facilitator when it comes to hosting and encouraging the hosting of special events in Glendale. Staff believes the process improvements and recommendations identified in this report will address concerns expressed about the application and permitting process will make the process easier for those who apply for future special events permits.

Previous Related Council Action

On October 9, 2007, City Council adopted Ordinance Number 2591 creating the Special Events Ordinance (Chapter 29.2) to make adequate preparations for events, recoup costs associated with providing services, and protecting the health, safety and welfare of Glendale residents and visitors.

Process Improvements

Staff will be making the following changes to improve the special events application and approval process:

- Create an All-inclusive Special Event Application: Staff will create an all-inclusive special event application that will be used by all applicants regardless of the size or location of their proposed special event.
- Create a One Stop Shop for Special Event, Large Special Event, Major Event and Minor Event Application Submittals: The Development Services Center will become the location where all special event applications are submitted.
- Create a Special Event Application Review Committee: Staff will create a special event application review committee that will meet and review all special event applications.
- Update the Guide to Minor and Major Events: An updated and more concise version of the Guide to Minor and Major Events will be created.
- Revise the Special Event Website: The special event website will be updated to reflect process improvements and any changes to the Special Events Ordinance.
- Include Special Events Related Fees in the Community Development Fee Schedule: Fees for special event services will be added to the Community Development Fee Schedule and presented to City Council for approval so fees can be charged and collected by the Development Services Center.

Staff Recommendations

Staff is recommending the following changes to the Special Event Ordinance to improve the special events application and approval process and to address outdated information in the Special Events Ordinance. Staff will incorporate input provided by City Council and bring ordinance revisions forward to City Council for consideration at a future voting meeting.

- Modify the special event permit application submittal requirement from thirty (30) days to forty-five (45) days prior to the first day of an event. This modification will allow the Special Event Application Review Committee time to meet and discuss submitted special event applications.
- Modify the time period associated with permit issuance or denial of an application from ten (10) calendar days to twenty-five (25) days after an application has been submitted. This modification will allow the Special Event Application Review Committee time to meet and discuss submitted special event applications.
- Consider waiving the special event application fee for qualified non-profit organizations that are conducting a special event that is free and open to the general public.
- Allow repetitive and consecutive special events (same promoter, same location, same time period, same layout, etc.) to be permitted through the submission of one application and paying one application fee.
- Modify the current thresholds associated with Special Events (expected to draw less than five hundred

(500) attendees) and Large Special Event (expected to draw five hundred (500) or more attendees) and allow the City Manager or designee the ability to establish thresholds based upon each public facilities capacity, design and amenities.

- Update the text of the Special Events Ordinance related to insurance requirements to reflect the current insurance requirements identified by the Risk Management Division.

Conclusion

Special events held in Glendale are opportunities to have a positive impact on our community, create a sense of community pride, draw large crowds to Glendale, attract commerce and the city's Signature Festivals and special events are seen as defining elements giving Glendale regional identity. Staff identified improvements that will improve the special events application and permitting process and is seeking guidance from City Council related to modifications of the city's Special Event Ordinance. Staff will revise the Special Event Ordinance (29.2 - Special Events) to include the input and direction provided by City Council and will bring a revised ordinance before City Council for consideration at a future voting meeting.

Chapter 29.2 - SPECIAL EVENTS

ARTICLE I. - DEFINITIONS

Sec. 29.2-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Event: Shall mean either a Large Special Event or Special Event as defined herein.

Large Special Event: A preplanned, single gathering event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature, sponsored by an individual or entity that is expected to draw five hundred (500) or more attendees and proposed to be held at a public facility.

Public facility: Land, outdoor park and recreational facilities, streets, sidewalks, parking lots and rights-of-way that are owned, leased, operated, maintained or controlled by the city.

Special Event: A preplanned, single gathering event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature, sponsored by an individual or entity that is expected to draw less than five hundred (500) attendees and proposed to be held at a public facility and which could either: result in activity impeding or impairing the normal flow of vehicles and pedestrians on streets, sidewalks or other public facilities used primarily for travel or require the partial closing or obstruction of such; or requires the necessity of public safety or traffic control measures not already provided at the proposed site of the event.

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-2, 29.2-3. - Reserved.

ARTICLE II. - APPLICABILITY

Sec. 29.2-4. - Regulation of events.

This chapter shall govern all special or large special events as defined herein.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-5. - Regulation of city parks.

Events at public facilities commonly known as city parks or recreational facilities and expected to draw less than five hundred (500) attendees, and not otherwise an event under this chapter, are governed by Glendale City Code, Chapter 27, Article III, Division IV (Parks and Recreation).

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-6, 29.2-7. - Reserved.

ARTICLE III. - GENERAL PROVISIONS

Sec. 29.2-8. - Permit requirement.

Any event on a public facility shall require a permit.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-9. - Permit applications.

- (a) Any person seeking the issuance of a permit for an event shall make application with the city in a form prescribed by the city manager.
- (b) The application shall be filed at least thirty (30) calendar days prior to the first day of the event. Applications involving a political march or rally, or other exercise of rights guaranteed by the First Amendment of the United States Constitution or Article II, Section 6, of the Arizona Constitution, shall be filed at least fifteen (15) calendar days prior to the first day of the event.
- (c) There shall be a non-refundable application fee for each application. All application fees shall be assessed under a schedule of fees as determined by city manager regulations.
- (d) Permits are specific to the time, place and manner authorized by the city. A permit is only applicable to that event set forth in the application and is subject to the conditions on which the permit is issued.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-10. - Application processing.

- (a) Applications for permits shall be processed in order of receipt and the use of a particular public facility or part thereof shall be allocated in order of receipt of a permit application accompanied by the application fee. After submission of the application, the city may request supplemental information which may include but not be limited to: a schedule of planned activities or performances; a parking map/plan; a traffic operations plan; a detailed parade or road race route; a map of the event layout; and the location and size of tentage, generators fencing and designated entries and exits.
- (b) An application will not considered to be completed until all requirements listed in paragraph (a) above have been fulfilled.
- (c) Applicants shall obtain any required permits or licenses from state or county agencies. Applicants shall also obtain other permits or licenses as required by the city such as transportation, building safety or fire permits or business licenses. No event permit shall be issued unless all applicable city fees, permits, licenses and agreements have been obtained and executed and all timelines met as prescribed under this chapter or by administrative regulation.
- (d) The city shall issue either a permit or denial of application within ten (10) calendar days of a completed application. Provided, however, the city may extend the period of review for an additional five (5) calendar days by issuance of a written notice of extension.
- (e) The city shall issue a permit when, from a consideration of the application and from such other information as may otherwise be obtained, upon a finding that:
 - (1) The conduct of the event is not reasonably likely to cause injury to persons or property or create a hazard to the health, safety and welfare of the public;

- (2) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location or route;
 - (3) The conduct of the event will not require the diversion of an amount of public safety personnel and resources that would impede normal and routine operations for public safety;
 - (4) The concentration of persons, animals or vehicles at the event will not unduly interfere with public safety in the areas or the event or contiguous to the location or route of the event; or
 - (5) The conduct of such event will not interfere with the movement of public safety personnel responding to calls for service.
- (f) Any denial of an application for permit shall clearly set forth the grounds upon which the permit was denied. To the extent permitted by law, the city may deny an application for a permit if the applicant or the person on whose behalf the application for permit was made, has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior permits issued to or on behalf of the applicant. The city may also deny an application for an event permit on any of the following grounds:
- (1) The application for permit, including any required attachments and submissions, is not fully completed and executed;
 - (2) The applicant has not tendered the required application fee with the application or any required deposit, indemnification or user agreement, insurance certificate or surety within the prescribed time;
 - (3) The application for permit contains a material falsehood or misrepresentation;
 - (4) The applicant is legally incompetent to contract or to sue and be sued;
 - (5) The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged city property, or has other outstanding and unpaid debts to the city;
 - (6) A prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the public facility or part thereof;
 - (7) The use or activity intended by the applicant would conflict with previously-planned programs organized and conducted by the city and previously scheduled for the same time and place;
 - (8) The proposed use or activity is inconsistent with the type of public facility;
 - (9) The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, of other users of the public facility, of city employees, or of the public;
 - (10) The applicant has not complied or cannot comply with applicable licensure requirements, codes or regulations of the city concerning the sale or offering for sale of any goods or services;
 - (11) The use or activity intended by the applicant is prohibited by law, by Glendale City Code or by the regulations of the city manager;
 - (12) The event will substantially interrupt the safe and orderly movement of aerial navigation, or of public transportation or other vehicular and pedestrian traffic in the area of the event, will cause conflicts with construction or development in public rights-of-way or at the public facility where the event is held; or will close streets or significantly restrict the number of traffic lanes during peak commuter hours on weekdays between 7:00 a.m. to 9:00 a.m. or between 4:00 p.m. to 6:00 p.m.; or
 - (13) The expected attendance at the event will exceed the lawful capacity of the public facility under the city's fire code or the parking available at the public facility will be inadequate to accommodate the expected attendance at the event.

- (g) Written notice of denial or notice of extension of time for the city to review an application shall be served on the applicant by personal delivery or by deposit in United States mail, with proper postage prepaid, return receipt requested, to the name and address set forth on the application for permit. Appeal of a denial under this section shall be processed in accordance with the provisions of Section 29.2-41 herein.
- (h) Any substantive amendment or revision of an application or permit for purposes of determining the priority of the application for permit or for determining the time in which the city shall grant or deny the application for permit and serve notice of such grant or denial, shall be computed from the date of the amendment or revision.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-11. - Attendance estimates.

For purposes of this chapter, attendance estimates by the permit applicant shall be accompanied by an affidavit for the basis of the estimate. Each estimate shall be based upon all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in the city and comparable communities, the price of admission, and the extent of advertising and promotion planned. The city may accept the applicant's affidavit if it appears to be based on realistic and appropriate information. If the city rejects the attendance estimates, the city shall substitute a reasonably determined estimate for the applicant and the applicant shall be responsible for all attendant costs and requirements associated with the revised estimate. If, for unforeseen reasons, an estimate did not in fact reflect the actual and necessary resources for the event, the city may seek cost recovery from the applicant in such amounts as determined by the city manager.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-12. - Application deadline.

The city manager, upon good cause and in the best interests of the city, has the authority to consider any application not filed within the timeframes as required by Section 29.2-9(b) herein.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-13. - Rules and regulations.

The city manager may, from time to time, establish reasonable rules and regulations which may include, but not be limited to: application fees, processes, cost recovery for public safety, sanitation and transportation personnel, resources, surety and insurance requirements. Such rules and regulations shall be based on due regard for public health, safety, and welfare of citizens and event attendees.

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-14—29.2-19. - Reserved.

ARTICLE IV. - SPECIAL EVENTS

Sec. 29.2-20. - User agreement.

- (a) The applicant shall enter into a user agreement with the city prior to the special event, in which the applicant agrees to bear all costs of clean up and restoration of the public facility upon conclusion of the special event and to reimburse the city for costs related to any damage or use beyond normal wear and tear on the public facility. The user agreement shall require the applicant to provide full reimbursement to the city within thirty (30) calendar days of the conclusion of the permitted event. The assessed reimbursement amount shall be subject to the procedures for appeal contained in Section 29.2-41.
- (b) For special events clearly involving a political march or rally, or other non-commercial exercise of rights guaranteed by the First Amendment of the United States Constitution or Article II, Section 6, of the Arizona Constitution, the provisions of Section 29.2-34 shall be applicable.

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-21—29.2-24. - Reserved.

ARTICLE V. - LARGE SPECIAL EVENTS

Sec. 29.2-25. - Findings and intent.

- (a) The city council finds that large special events offered to the general public or a substantial segment of the public often attract a large gathering of people which may cause adverse public health and safety conditions requiring municipal regulation in addition to that required for other events in order to assure adequate public safety personnel and resources, sanitation and sewage disposal facilities, parking, traffic control and crowd control, and other regulations in the interest of public safety and public health.
- (b) It is the intent of the city council that this article be enacted to protect and promote the health, welfare and safety of the citizens of and visitors to the city. It is the further intent of the council that this article be construed liberally in favor of protecting and promoting the health, welfare and safety of the citizens of and visitors to the city.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-26. - Code compliance; additional application requirements.

To ensure that the public health, welfare and safety are protected, applicants shall comply with all city plumbing and electrical code requirements; provide for public safety personnel and resources (police, fire and emergency medical), sanitation and sewage disposal facilities, and indemnification and insurance. If the event will be held during hours of darkness, the applicant shall comply with lighting standards prescribed in this city code for streets and public property.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-27. - Indemnification agreement.

- (a) At the time of application, the applicant shall enter into an indemnification agreement with the city under which the applicant assumes full responsibility and liability for and indemnifies, defends and holds the city harmless against:

- (1) All liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the holding of the large special event, including the preparation, set-up, holding and closeout; and
- (2) All expenses incurred by the city for public safety, sanitation and transportation personnel and resources required to preserve public order and protect public health, safety and welfare, together with any other expenses or costs that may be incurred by the city as a result of the large special event. The applicant shall indemnify the city against all charges, expenses and costs, including the city's legal department services incurred on account of or by reason of any such injuries, damages, liability, claims, suits or losses and all damages growing out of the same.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-28. - Insurance.

- (a) The applicant shall deliver to the city manager, within fifteen (15) calendar days of the submission of a completed application or within two (2) calendar days of the event, whichever occurs first, proof of insurance in the amounts and types of coverage as determined by city manager regulation. All issuers of insurance shall be authorized to do business within the State of Arizona and carry an A.M. Best Company, Inc., FSR rating of at least B++. Minimum coverage shall include, but not be limited to: commercial general liability; automobile liability; and liquor and aircraft coverage as the type of event may necessitate. The city may also require special coverage that would protect against liabilities in case of the provision of activities involving child care. All such insurance shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the city. Prior to commencing any work on the event, certificates of insurance approved by the city's division of risk management demonstrating the maintenance of the required insurance shall be furnished to the city. The certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until fifteen (15) business days after receipt of written notice by the city. If one or more cranes or similar heavy equipment pieces are used for any activity associated with the large special event, the proof of insurance will clearly demonstrate that the general liability coverage includes coverage for such equipment and has no limitation specific to use of the equipment. If fireworks displays or pyrotechnic displays are included in the large special event, the proof of insurance will clearly demonstrate that general liability coverage is provided to include coverage for such display(s) with no limitation specific to the display(s). Such evidence must be provided by the organization(s) responsible for such display(s). The failure by the applicant to provide or the failure of the city to demand an insurance certificate as required in this section shall not relieve the applicant's obligation to provide the required insurance.
- (b) All coverages are to be provided on a "per occurrence" form. If coverage is only available on a "claims made" form, the insured shall agree to maintain extended reporting coverage for a minimum of two (2) years past the expiration of the annual policy term.
- (c) The coverage(s) required under this section shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of particular policies for insurance coverages.
- (d) All coverages shall be primary and non-contributory with respect to all other available sources. Where the city is named as an additional insured, it shall be by endorsement and not solely as a listed party on the certificate of insurance. The city shall be an additional insured to the full limits of coverage purchased by the applicant even if those limits are in excess of the minimums required by this section.
- (e) Federal, state and local government agencies may submit a statement of self-insurance or proof of eligibility for sovereign immunity allowed by the applicable state or federal statute. Such statement will be acceptable in place of insurance requirements defined herein.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-29. - Surety bonds and payment for city resources.

- (a) The applicant shall deliver to the city within fifteen (15) calendar days after the submission of a completed application or within two (2) calendar days of the event, whichever occurs first, surety by a cash bond, payment and performance bond, or a continuing letter of credit in an amount equal to the costs of providing public safety, sanitation and transportation personnel and resources at the event. The surety shall be released if no claims are made against it no later than fifteen (15) business days from the last date of the large special event. Such surety shall be conditioned upon the applicant faithfully observing, fulfilling and performing all obligations under the application, contract and provisions of this chapter, and shall be in a form approved by the city's legal department according to the standards set forth in this section. The purpose of such surety is to insulate the city from financial loss due to the large special event. Cash bonds shall be deposited into a non-interest bearing account designated for such deposits by the city.
- (b) In addition to the requirements above, the applicant shall pay the city by cash, cashier's check, certified check, wire transfer or money order within fifteen (15) calendar days after the submission of a completed application or within two (2) calendar days prior to the event, whichever occurs first, fifty percent (50%) of the total costs for city resources as listed in paragraph (a) above. The balance due shall be paid to the city in the same manner by no later than thirty (30) calendar days following the conclusion of the event. If the applicant is unable to obtain surety as required above, then the applicant must pay in advance by cash, cashier's check, wire transfer, certified check or money order within ten (10) calendar days of submission of a completed application, the total costs for city resources as listed in paragraph (a) above.
- (c) The city may seek recovery of the costs listed in paragraph (a) above for large special events conducted without a permit.
- (d) If the event a large special event is cancelled due to a state of emergency declared by the Governor or the Mayor of the city, the city, at the applicant's request, shall refund to the applicant all deposits paid hereunder to the extent the costs have not already been incurred by the city, and shall release the net remaining surety posted as soon as practicable.
- (e) Costs for city resources shall be determined by the city pursuant to city manager regulation.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-30. - Restrictions; safety precautions.

- (a) In addition to any city manager regulations relating to the use of public facilities, the following conditions shall apply to large special events:
 - (1) No person shall possess:
 - a. Any beverage containing alcohol, unless the promoter of the large special event provides all necessary insurance required by this chapter, and meets all requirements of Glendale City Code, Chapter 4 (Alcoholic Beverages). If alcohol is to be served, that fact must be disclosed to the city manager at the time of filing an application for a permit, and all applicable requirements of Arizona Revised Statutes, Title 4 (Alcoholic Beverages) must be met.
 - b. Any container made of glass unless specifically authorized in writing by the city manager.
 - (2) The large special event promoter shall be responsible for the orderly and safe conduct of the event and for the avoidance of adverse public health and public safety conditions or incidents, and, upon failure to comply, shall be liable to the city for all damages resulting therefrom.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-31. - Public safety.

For public safety, the following will be observed at all large special events:

- (a) The Glendale Police Department shall be the primary provider of law enforcement and security at large special events. If the promoter of a large special event wishes to use private security providers for personal safety or property security at large special events, such entities must be approved by the city and serve as only supplemental support to the services provided by the Glendale Police Department.
- (b) Fire protection services (including fire prevention, inspection, suppression and special operations) and emergency medical services, including transportation, for large special events shall be provided by the Glendale Fire Department.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-32. - Sanitary facilities; solid waste; transportation.

- (a) Sanitary facilities and solid waste collection services shall be provided by applicants, promoters or sponsors of large special events to supplement the available facilities.
- (b) The applicant, promoter or sponsor shall be responsible for adequate solid waste collection areas and transportation of such for appropriate disposal.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-33. - Restricted commercial activities.

The city manager may define a specified area surrounding a large special event within which commercial activity on a public facility shall be restricted in order to protect the health, safety and welfare of event attendees and to preclude deceptive business practices.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-34. - Cost waivers authorized for First Amendment expression; alternative venues for events.

- (a) The city manager upon the advice of the city attorney, is authorized to waive the application fee, surety, indemnification, insurance, or cost recovery for public safety, sanitation or transportation personnel and resources for large special events when the city manager determines that the event is exclusively or primarily for speech or other expressive activity that is not commercial in nature and which is protected by the First Amendment to the United States Constitution or Article II, Sections 5 and 6 of the Arizona Constitution.
- (b) An applicant, promoter or sponsor seeking a waiver for the exercise of non-commercial free speech as provided in this section shall file an affidavit stating that it is made under oath and under penalty of perjury and that the large special event's purpose is exclusively or primarily for such First Amendment speech or expression purposes, and that they have determined that the financial considerations listed in section (a) above would be so financially burdensome that it would constitute an unreasonable restriction on the right of First Amendment expression, or that it has been or would be impossible due to the indigence of the applicants, promoters or sponsors to obtain the required coverage or guarantee or to stage the large special event.
- (c) Upon a claim of indigence of an applicant, promoter or sponsor seeking a waiver for the exercise of non-commercial free speech, the applicants, promoters or sponsors shall complete as part of the affidavit, a listing on a monthly basis of information about income, assets, expenses and liabilities of

the applicant or of any organization promoting or sponsoring the event on a form prescribed by the city manager. Such affidavit shall also include the name and address of at least two (2) State of Arizona licensed insurance agents, sureties, or other sources of insurance contacted to determine premium rates for coverage or guarantee. Notwithstanding any waiver authorized by this section, the applicant, promoter or sponsor of the large special event shall be required by agreement to defend, indemnify and hold harmless the city from any claim or liability occasioned by the large special event. Upon receipt of the affidavit, the city manager shall conduct an investigation as expeditiously as possible, but within no later than ten (10) calendar days, as to the income, assets, expenses, and liabilities listed to determine if any discrepancies exist. If any discrepancies are found, the applicants, promoters or sponsors shall be so notified at the conclusion of the investigation and shall be given an additional five (5) calendar days to explain or correct any incorrect information discovered. If the discrepancies are due to inaccurate or incomplete information provided to the city manager in the affidavit, the request for a waiver of fees, costs and/or bond requirements due to indigence shall be denied, in which event all fees and costs required by this article shall be paid and posted, or a permit shall not be issued.

- (d) Approvals of waivers shall be granted by the city manager, upon the advice of the city attorney, after completion of the financial investigation, unless a discrepancy has been discovered. A waiver may be denied if the city manager determines that: (1) inaccurate or incomplete information was provided; (2) there is no undue burden on First Amendment rights; or (3) there is no demonstrated indigence. The city manager shall provide the applicant with written reasons for any denial.
- (e) For purposes of this section, an applicant, promoter or sponsor of an event involving the exercise of non-commercial free speech shall be considered indigent if the monthly expenses and liabilities disclosed by the affidavit exceed the monthly income and the equity available in any owned assets. For purposes of this section, compliance with the fees, costs and bond requirements of this chapter shall be deemed unduly burdensome and unreasonably restrictive of First Amendment rights of expression if such compliance would impose a severe hardship financially which could foreseeably cause indigence to occur within ninety (90) calendar days after compliance.
- (f) In any case where an applicant, promoter, or sponsor fee, cost or bond waiver is granted for an event involving the exercise of non-commercial free speech, the costs and expenses waived shall be paid and absorbed by the city, and the large special event shall be allowed to proceed as requested if the other requirements of this chapter are timely met.
- (g) With respect to events that are exclusively or primarily for protected non-commercial First Amendment expressive activity, a particular venue need not be made available if there are scheduling conflicts or if the city's unreimbursed costs to make the venue available will make the use of budgeted funds impractical in light of other budgetary requirements. In such situation, the city will seek to make available an alternate venue at which the expressive activity can be conducted.

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-35—29.2-39. - Reserved.

ARTICLE VI. - EXEMPTIONS; APPEALS; WAIVERS

Sec. 29.2-40. - Exemptions.

The following activities shall be exempt from the permit requirements of this chapter:

- (1) Activities at any college, junior college, high school, middle school or elementary school stadium or gymnasium;

- (2) Activities conducted by any person or organization pursuant to a license, lease or use agreement for use of public facilities entered into with the city;
- (3) Any activity sponsored in whole or in part by the City of Glendale; or
- (4) Any activity on private property unless the activity's impact on any adjacent public facilities would otherwise qualify as an event as defined by this chapter.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-41. - Procedures for appeal.

- (a) Review by city manager.
 - (1) Any city action for which a right of appeal is available under this chapter may, within five (5) calendar days of the service of notice of such determination, file a written appeal for reconsideration by the city manager;
 - (2) The city manager shall have ten (10) calendar days from the date on which the appeal was received in which to serve upon the appellant a notice that the decision has been affirmed, modified or reversed;
 - (3) Such notice shall be deemed served upon the appellant when it is personally delivered or when it is sent by United States mail, with proper postage prepaid, return receipt requested, to the name and address set forth on the application for permit.
- (b) Form of appeals. Any appeals filed pursuant to this chapter shall specifically state the grounds upon which it is asserted and why the determination should be modified or reversed. The appeal shall be accompanied by copies of the application for permit, the written notice of the determination of the city, and any other information material to the determination.

(Ord. No. 2591, § 3, 10-9-07)

Secs. 29.2-42—29.2-44. - Reserved.

ARTICLE VII. - ENFORCEMENT

Sec. 29.2-45. - Enforcement; revocation or suspension of permit.

- (a) The city may take any appropriate civil action to preclude an event that is conducted or which may be conducted without a permit.
- (b) The city manager may suspend or revoke a permit issued under this chapter for violation of this chapter; for violating any federal, state or local laws during an event; or for making any material false representation in an application for a permit or for an exemption certificate. Upon suspension or revocation, the appeal provisions of this chapter shall apply commencing with the date the suspension or revocation notice is provided to the applicant.

(Ord. No. 2591, § 3, 10-9-07)

Sec. 29.2-46. - Penalties.

- (a) It is unlawful and a class 1 misdemeanor to:

- (1) Conduct or stage an event without a permit.
 - (2) Knowingly make a false statement in connection with an application.
 - (3) Violate any provision of this chapter.
- (b) Each day a violation of any provision of this chapter exists shall constitute a separate offense.

(Ord. No. 2591, § 3, 10-9-07)

CITY OF GLENDALE
GUIDE TO MINOR & MAJOR EVENTS
FIRE MARSHAL'S OFFICE
BUILDING SAFETY
PLANNING
AND
TAX & LICENSE
PERMIT REQUIREMENTS

TABLE OF CONTENTS

<u>Overview</u>	3
<u>Special Event General Requirements</u>	4
Circumstances Requiring a Permit	4
Submittal Requirements – Procedures	5
<u>Definitions</u>	8
<u>Exhibits/Trade Shows & Concert Requirements</u>	9
<u>Vehicle Displays at Exhibits/Trade Shows & Concerts</u>	10
<u>Cooking & Warming Devices</u>	11
<u>Bleachers, Stages, Platforms, Lighting Towers or Similar Temporary Structures</u>	12
<u>Electrical – Exhibits/Trade Shows & Concert Requirements</u>	12
<u>Electrical Requirements for Stages</u>	13
<u>Generators</u>	13
<u>Electrical Requirements for Tents/Enclosures</u>	15
<u>Special Permits Required</u>	17
<u>Outdoor Event Requirements</u>	17
<u>Tents, Canopies & Temporary Membrane Structure Requirements</u>	18
<u>Electrical Requirements for Tents/Enclosures</u>	16
<u>Exiting for Tents, Canopies & Temporary Membrane Structures</u>	20
<u>Seating – Bonding of Chairs – Arrangements</u>	21
<u>Portable Exterior Cooking in Tents, Canopies & Temporary</u> <u>Membrane Structure Requirements</u>	22
<u>Fireworks, Pyrotechnics, Special Effects and Lasers Requirements</u>	24
<u>Outdoor</u>	25
<u>Indoor</u>	26
<u>Flame Art Performances</u>	29
<u>IMPORTANT PHONE & FAX NUMBERS</u>	32

OVERVIEW

INTRODUCTION

This **Guide** is **designed to assist in the planning, setup, and operation of special events** such as concerts, professional and amateur sporting events, street fairs, trade shows, high school and college graduations, prom nights, events at large public venues such as the Jobing.com Arena and the University of Phoenix Stadium, and for events in locations where large numbers of people do not normally gather. **If your event is to take place on city-owned land or an outdoor park, recreational facility, city streets, city sidewalks, city parking lots and city rights-of-way that are owned, leased, operated, maintained or controlled by the City of Glendale, a separate application is required through the City of Glendale's Marketing Department.**

Permits are required for Fire Department and/or Building Safety Department, Planning or Tax & License Departments for a number of these special events when they involve the gathering of people for entertainment, exhibits, tent and canopy setup, the sale or consumption of alcohol (unless at a private gathering such as weddings, private parties, etc.), and larger events such as **concerts, professional and amateur sporting events, street fairs, trade shows, off campus high school and college graduations, proms and events in large public venues** such as the Jobing.com Arena and the University of Phoenix Stadium.

The purpose of obtaining permits is to assure safety for the public in terms of being able to safely evacuate the event in an emergency and to assure compliance with standards for electrical safety, fire safety, structural safety, mechanical safety as well as zoning requirements and tax and license requirements. Therefore, **information about your event needs to be submitted to the City of Glendale Development Services Center by completing the [Application for Minor & Major Events](#).**

PURPOSE

The purpose of this Guide is to provide information to assist the applicant in submitting plans and obtaining required permits and inspections for special events.

The codes applicable to special events are the International Fire, Building, Mechanical and National Electrical Codes, all as amended by the City and City of Glendale Ordinance #2591. The Fire Marshal and Building Official shall have the sole authority to make Fire and Building Code interpretations.

The City of Glendale is committed to promoting and ensuring public safety while assisting all parties to provide a level of service that will ensure a safe and successful event. To avoid any last minute changes in your setup, we ask that you read and comply with the information in this handbook as it pertains to your event. **This Guide is not intended to be all-inclusive, but to address the common issues concerning special events. It is the applicant's responsibility to either have the requisite knowledge or to contract with qualified persons to represent them in this process.** There may be other requirements for special conditions; therefore, if you have any questions, please call the Fire Marshal's Office at (623) 930-3401, special events plans review section.

SPECIAL EVENT GENERAL REQUIREMENTS

FIRE MARSHAL • BUILDING SAFETY • PLANNING • TAX & LICENSE PERMITS

The following will guide you through the requirements for Fire and Building special events permits. Submitted plans shall accurately represent the event, seating arrangement, booth or display arrangements, aisles, 20' fire lanes, exits and any cooking operations.

INSPECTION REQUIREMENTS

A fire and building inspector will be assigned for each event. **An event site inspection is required prior to, during and after set up.** The fire inspector shall verify compliance with fire department requirements and will advise the responsible event person of any corrections required. In addition to the event site inspection, **pre-event production meetings, pre-event inspection meetings, event oversight and post-event critique/inspections may be required.**

FIRE INSPECTIONS: Please schedule Fire inspections at least two business days prior to the date of the event by calling the **Glendale Fire Marshal's Office at (623) 930-4420**, Monday – Friday, 8 a.m.-5 p.m. You may leave a message if calling after hours.

BUILDING SAFETY INSPECTIONS: When a Building Safety inspection is required, it must be scheduled no later than 5:00 a.m. the day of the inspection by calling the **AUTOMATED INSPECTION SYSTEM** at (623) 915-3263. Use inspection code #414. If you have any questions regarding building safety inspections, please call (623) 930-2800 during normal business hours, 8 a.m. – 5 p.m.

CIRCUMSTANCES REQUIRING A PERMIT

- An event at a building not classified for an assembly use which will be used as a public assembly involving 50 or more people.
- A special event held in the stadium or arena other than the normal professional sporting events including concerts, exhibits/trade shows and motor events.
- A special event held in the stadium parking lot which presents a fire or life safety hazard to the public, or to City property.
- A tent over 400 square feet or canopy over 1200 square feet erected within the City. See [Tents, Canopies & Temporary Membrane Structure Requirements](#).
- Fireworks or pyrotechnics displays, special effects or laser shows that are conducted anywhere within the City. See [Fireworks, Pyrotechnics, Special Effects and Laser Requirements](#).
- An exhibit/trade show conducted in the City. [See Exhibit/Trade Shows and Concert Requirements](#).
- Use of an open flame device during a public gathering.
- Any type of liquid or gas fueled vehicles or equipment on display.
- An outdoor special event that requires the area to be fenced, or there is a change in the existing use of a street, park, or area for the purpose of a public gathering such as street fairs, block parties, etc. See [Outdoor Events Requirements](#).
- A temporary extension of an existing building, outdoor facilities or related premises which will be used for the purpose of public or private gathering.

- A public or private **school** holding **graduation** night or **prom** off campus at venues such as the University of Phoenix Stadium, Jobing.com Arena, Glendale Civic Center, the Renaissance Hotel & Spa, the Glendale Media Center, Glendale Conference Center or other similar facilities.

SUBMITTAL REQUIREMENTS

All required Fire Marshal, Building Safety, Planning and Tax & License permits or approvals must be obtained prior to the date of the event. All permits shall be posted at the site or kept in an approved location on the premises.

In order to ensure adequate time to review the event plan and to process and issue permits, the following information must be provided a minimum of 30 City of Glendale business days prior to the date of event. To submit an application, complete the [Application for Minor & Major Events](#) and submit along with supporting documents such as site plans, specification documents, flame certificates, proof of license, etc., as outlined below.

SUBMITTAL PROCEDURES

The Application for Minor & Major Events can be obtained:

- on line at [Application for Minor & Major Events](#) OR
- from the Fire Marshal's Office. Call (623) 930-3401 to request an application be mailed to you, OR
- pick up an application at the City of Glendale Development Services Center (DSC) counter on the second floor of City Hall at 5850 W. Glendale Avenue, Glendale, Arizona, 85301.

The completed Application with supporting documents shall be turned in no later than 30 City of Glendale business days prior to the event (click [here](#) to view calendar) and submitted by:

- hand delivery to the City of Glendale Development Service Center (DSC) counter on the second floor at 5850 W. Glendale, Glendale, Arizona, OR
- submitted electronically to minormajorevent@aglendaleaz.com. Prior approval is required to submit electronically in portable document format (pdf) or computer aided document (cad) format. Simply call the Fire Marshal's Office at (623) 930-3401 and ask to speak with the special events plans reviewer.

Submit the Application for Minor & Major Events with the following information:

- Name of the special event, trade show, exhibit or concert
- Name & location (address of the site is necessary)
- Date and time of special event, exhibit/trade show or concert (including load in/load out, event set up and event dates and times)
- Total square footage of area (this is important especially for events inside buildings)
- Approximate anticipated attendance and/or maximum occupant load

A minimum of four sets of plans shall be submitted if not submitted electronically. Please obtain prior approval through the Glendale Fire Marshal's Office to submit event plans on pdf or cad (usually for small events).

PLAN REVIEW

The plan review process for a special event requiring Fire & Building Safety Dept. review is as follows:

- Application and plans will be reviewed by the Fire and Building Safety Dept.'s special events personnel.
- An application fee is due at time of submittal and all related fees are due at the time of permit pick up.
- All required corrections will be noted on the plans OR communicated through e-mail. Please provide day time phone numbers for the event coordinator should there be any questions during the plan review phase. This will allow the special event plan reviewer/inspector to clarify any minor discrepancies on the plan and increase the likelihood of an approval at first review.
- Plans will be stamped "APPROVED" OR "CORRECTIONS REQUIRED" and returned to the applicant. Corrections shall be made to the plans and resubmitted with all comments addressed.
- Building Safety will stamp approved plans "REVIEWED" and return the plans to the applicant.

TIMETABLE

The normal turn around time for Fire & Building Safety special event plan review is 30 City of Glendale business days (click [here](#) to view calendar). Any plans that require plan review less than 30 business days because of extenuating circumstances shall be considered "expedited" and are subject to the expedited plan review fee, which is 300 percent of the normal fee. **PLANS WILL NOT BE ACCEPTED FOR REVIEW WHEN LESS THAN SIX BUSINESS DAYS remain before the first day of the event, unless approved by the Fire Marshal and Building Official.**

PERMIT ISSUED: CALL FOR INSPECTIONS

Permits are issued through the City of Glendale Development Services Center (DSC) at 5850 W. Glendale Avenue, Glendale, Arizona, 85301, (623) 930-2800.

Once the permits are issued a call will be placed to the applicant to pick up and pay for the permit(s). With permits in hand, the event coordinator shall schedule an event inspection.

FIRE INSPECTIONS: Please schedule fire inspections at least two business days prior to the date of the event by calling the Glendale Fire Marshal's Office at (623) 930-3401, Monday – Friday, 8 a.m.-5 p.m. (Leave a message if calling after/before business hours.)

BUILDING SAFETY INSPECTIONS: When a Building Safety inspection is required, it must be scheduled no later than 5:00 a.m. the day of the inspection by calling the AUTOMATED INSPECTION SYSTEM at (623) 915-3263. Use inspection code #414. If you have any questions regarding building safety inspections, please call (623) 930-2800 during normal business hours.

The special event shall be set up as indicated on the approved plans. The assigned fire and building inspectors can approve MINOR revisions and note them on the plan during the setup process. When changes to the plan are necessary and require major revisions, a revised plan must be submitted. Additional fees may be charged when revisions require plan review. Always call the Fire Marshal's Office and Building Safety Dept. before making any changes to an approved plan.

FEES

The fees for Fire Marshal, Building Safety and Planning permits and are based on the current City of Glendale council approved **adopted fee schedule** as prescribed by the relevant resolution. **The current fee schedule is available online at** <http://www.glendaleaz.com/buildingsafety/documents/SPLPS714060911340.pdf>.

EVENT SPONSOR'S RESPONSIBILITIES

- a. In addition to the Fire or Building Safety permit(s) required by the Fire Marshal's Office or Building Safety Dept., the event sponsor **shall obtain permits from other City departments such as Tax & License and/or Marketing** to host the special event.
- b. Submit an [Application for Minor & Major Events](#) for the special event. See **SUBMITTAL PROCEDURES** above.
- c. **Provide a listing of all vendors** and their purpose. Example: vendors who are cooking shall include booth locations and the method of cooking (propane, BBQ grill, sterno etc).
- d. **Supply each vendor with the information** required for loading in and loading out of the special event.
- e. Distribute to each vendor **who is cooking**, a copy of this **Guide to Minor & Major Events**.

VENDOR'S RESPONSIBILITIES

- a. Vendors **shall coordinate with the event coordinator** prior to loading in and loading out of the event.
- b. Vendors shall keep **all fire lanes and aisles clear** at all times.
- c. **Food vendors** shall **familiarize themselves with the requirements** contained in this **Guide to Minor & Major Events**.
- d. Vendors **shall comply with all fire safety requirements** at all times while participating in any special event.
- e. Vendors shall be **ready for a fire and building safety inspection on the morning of the event or at any time of the day**. All vendors **shall be 100 percent ready for final inspection** a minimum of **one hour before the event start time**.
- f. Failure to comply with all of these requirements will result in delays in opening the event until such time all corrections have been made.

ADDITIONAL INFORMATION

If you plan to have food, craft or retail-type vendors, please provide your vendor contact list to the following:

Fire Marshal's Office – (623) 930-4405	Finance Dept. – (623) 930-2233
Building Safety Dept. – (623) 930-2800	Maricopa County Health Dept. – (602) 506-6978
Tax & License Office – (623) 930-3190	Marketing Dept. – (623) 930-2961

DEFINITIONS

OUTDOOR ASSEMBLY EVENTS

Private and public events conducted outdoors, including but not limited to beer gardens, mazes, carnivals, fairs, concerts and street events having a projected attendance of 500 or more.

SPECIAL EVENT, MAJOR

Public events conducted in a building or a portion of a building (permanent or temporary), including concerts, motor events, circuses, professional sporting events, college sporting events and events involving general admission floors or areas or similar events as determined by the Fire Marshal or Building Official.

SPECIAL EVENT, MINOR

Private and public events conducted in a building or portion of a building (permanent or temporary), not classified as a major special event having a projected occupancy of greater than 300 or similar events as determined by the Fire Marshal and Building Official.

SPECIAL EVENTS, TEMPORARY EXTENSION OF PREMISE

An extension of an existing building or portion of a building for the purpose of a public or private gathering including but not limited to the installation of temporary structures, barricades fencing or similar events as determined by the Fire Marshal and Building Official.

EXHIBITS AND TRADE SHOWS

Public or private displays or events held **in buildings** or portions of buildings (permanent or temporary) for the purpose of demonstration, a setting or presentation of something in open view, or showing the merits of a product or service to a prospective consumer or similar events as determined by the Fire Marshal and Building Official.

PROFESSIONAL SPORTING EVENTS

A single annual permit for each Coyote Hockey Season, the Cardinal Football Season and the Sting Lacrosse Season **shall be issued**. The permit shall remain **valid as long as there are no changes** to event. This annual event permit does not include any fireworks, pyrotechnics, special effects or laser shows. A separate permit shall be required. **Fireworks, pyrotechnics, special effects or laser shows can be obtained for the entire season as long as there are no changes.**

ANNUAL PERMITS

A tent or canopy that requires a separate **permit can be obtained for the entire calendar year**, as long there are no changes and the [Tents, Canopies and Temporary Membrane Structure Requirements](#) are met.

A single annual permit for the display of liquid and gas fueled vehicles and equipment **inside buildings** is required and may be allowed provided they meet the requirements outlined in the [Liquid and Gas Fueled Vehicles and Equipment for Display](#) section.

STANDBY FIRE MARSHAL PERSONNEL

When it is deemed necessary for the safety of life and property from fire, explosion, panic, or other hazardous conditions, which may arise in the temporary use of building, outdoor facilities, or related premises, **one or more** standby fire personnel **may be required** to be present before and during the activity. The Fire Marshal or designee will determine the need for standby Fire Marshal Office Personnel and the number necessary for the event.

These include **events held in buildings not classified for assembly use which will be used as such; concerts** inside the stadium or sports arena; all **fireworks displays** and/or **special effects** including **lasers; concerts held in buildings other than** those classified for **public assembly use; fenced outdoor special events** and any other special event when it is deemed appropriate.

There will be fees for the hours for the services of each standby fire person, and a minimum requirement of two hours work per person. The amount of fees shall be determined by the fee standard in effect on the date of the payment. View the current fee schedule at www.glendaleaz.com/buildingsafety/documents/CommunityDevelopmentFeeSchedule7-07.pdf.

EXHIBITS/TRADE SHOWS AND CONCERT REQUIREMENTS

GENERAL REQUIREMENTS

- a. All exhibit/trade shows and concerts **shall be set up per the approved plans.**
- b. **Seating, table and display arrangements** shall be **identified on the plan** and approved prior to set up.
- c. **All exhibit construction and decorative material** shall be **flame retardant**. Oilcloth, tarpaper, nylon, plastic cloth, and certain other materials that cannot be rendered flame retardant are prohibited. **Vertical carpet is also prohibited unless** it has a **FLAME SPREAD RATING of 0-25**. If documentation for the material is not available, then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701. This is the responsibility of the customer.
- d. **Plywood** less 1/4" in thickness shall be flame retardant **treated lumber**. The product shall not be painted, or similarly modified until the material has been inspected and the flame retardant mark/labeling verified.
- e. **Exits and aisles** shall be **clear** of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc.
- f. A minimum of **three foot clearance** shall be provided **around all fire extinguishers, fire hose cabinets, automatic external defibrillators, and fire alarm pull stations**. These devices shall be also clearly accessible and visible from the aisles. If fire extinguishers are obstructed then the client is responsible for providing accessible full operational 2A-10BC fire extinguishers.
- g. **Combustible materials** such as pamphlets and other paper products shall be **limited to a one day supply** and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.
- h. **Combustible containers** such as wood crates and empty cardboard boxes shall be **stored outside of the building or inside an approved storage area**.
- i. All **ordinary combustible freight storage** in the docks shall be **limited to 12' in height**. Storage shall be confined to the event assigned docks slips. Combustible storage is not allowed under trailers.
- j. Operational **single station smoke detectors** shall be provided **in all enclosed exhibits 120 square feet and larger** with roofs (e.g., recreational vehicles, mobile homes, tents, trailers, etc.). **Enclosed exhibits** with roofs **exceeding 400 square feet** shall obtain prior approval and comply with additional **automatic sprinkler requirements, emergency lighting and exit signs**. See [ELECTRICAL REQUIREMENTS FOR TENTS/ENCLOSURES](#) and [EXIT SIGNS](#).
- k. **Booths** which require **more than 50 feet travel distance to an exit aisle** shall be provided with a **minimum of two exits** remote from each other.
- l. Any **structure** designed **with a second level** intended to be occupied **shall submit structural plans** stamped by a State of Arizona licensed engineer prior to move in. These booths shall be reviewed and approved by the Glendale Fire and Building Safety Departments prior to set up.
- m. Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of 10 persons on the second level.
- n. **Exit signs** shall **visible from all directions**. If not, temporary exit signs shall be posted as approved by the Fire or Building inspector.

- o. Aisles shall be a **minimum of ten feet wide**. A reduction to eight feet may be approved upon review for smaller events or based upon the type of event. **This may also be increased based upon the show type and setup.**
- p. Vehicles, freight, storage, cabling or other **items shall not be stored or left in the path of roll-down or sliding doors**. At no time shall the doors be obstructed from self-closing.
- q. Emergency alerting or **fire alarm** systems or **devices shall not be obstructed, covered**, or rendered inaccessible.
- r. FIRE ALARM SYSTEMS SHALL NOT BE MODIFIED WITHOUT PRIOR APPROVAL OF THE FIRE MARSHAL.

LOBBY AREAS

A lobby area may be utilized for registration provided:

- **Storage** of combustibles necessary for registration (i.e. paper, boxes, etc) shall be **limited to one day's supply and**
- Registration booths and lounge areas shall be **set up only in the designated areas shown on approved plans** and shall not impede required egress.

VEHICLE DISPLAYS AT EXHIBITS/TRADE SHOWS & CONCERTS

- a. All fuel tank **fill caps shall be closed and sealed to prevent the escape of flammable vapors and tampering**.
- b. **Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five U.S. gallons (18.9L), whichever is less.**
- c. **Fueling or removing fuel from the tank inside the building is PROHIBITED.**
- d. **Both battery cables shall be removed** from the main battery **while the vehicle is on display** in the building. Both loose battery **cable ends shall be taped** to cover all exposed metal.
- e. **If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.**
- f. Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG) , Nitrous Oxide (NOS), **propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valves shall be closed.**
- g. **RV's, campers, tractor-trailers, and other vehicles with more than 120 sq feet of ceiling shall have an operational smoke detector per divided section.**
- h. **Vehicles shall not be moved during show hours.** Exception. Vehicle Auctions.
- i. **Fuel storage** shall be located **outdoors** in approved cabinets at a location approved by the Fire Marshal.
- j. All **vehicles** shall be **inspected** to ensure compliance with the above requirements. For this reason **access to the vehicle and keys shall be available** to the fire inspector at all times. All vehicles being inspected at a designated time normally works best.
- k. **If the vehicle's battery is inaccessible, a kill switch may be acceptable.** The kill switch shall be in the off position and the **handle removed**.
- l. If the vehicle uses a **magneto ignition system**, the **vehicle shall be grounded and bonded** in an approved manner. Typically it is acceptable to disconnect and remove the spark plugs and tape so no metal is exposed.

VEHICLE DEMONSTRATIONS

- ❖ **Vehicles**, including motorcycles or any other motorized devices that are demonstrating, **competing, performing tricks** or other **similar activities** such as monster trucks, motorcycles and the like **shall have a dedicated crash/rescue and EMS team**.
- ❖ **No repairs** involving welding or breaking of any fluid lines shall be **permitted inside** the building. All **refueling or defueling** shall be conducted **outside**, and a minimum distance of **20 feet away from the building**.

COOKING AND WARMING DEVICES

- a. All cooking and warming shall be **approved by the Fire Marshal**. All cooking and warming **devices shall be listed** by a recognized testing laboratory such as Underwriters Laboratories (UL) or Factory Mutual (FM).
- b. Cooking and warming devices shall be isolated from the public by either placing the devices a minimum of 48 inches from the public accessible area, or providing a 16 inch tall fire rated plexiglass between the public and the devices.
- c. Warming devices and heated products may be accessible to the public. Safety precautions necessary to **prevent burns** shall be taken as necessary for each device. Note: **Sterno may be used for warming trays**.
- d. **Individual cooking or warming devices shall not exceed 288 square inches of cooking surface**.
- e. The **table surface** holding the cooking or warming devices shall be of **non-combustible** material.
- f. A minimum of **two feet** shall be provided **between devices**.
- g. **Combustible materials** (including booth drapes) shall be maintained a horizontal distance a minimum of **four feet from any cooking and warming device**.
- h. **FIRE EXTINGUISHERS:** A wet chemical type “K” fire extinguisher shall be **located within 30 feet** of cooking devices **using animal or vegetable oil**. An ABC rated fire extinguisher and a metal lid for each device shall also be provided for all other cooking areas not utilizing oils. If an automatic extinguishing system is provided, portable fire extinguishers are **still required**. The fire extinguishers shall be **within 30 feet of** and not closer than 10 feet from the **cooking** or warming device.
- i. **ONLY** the use of **listed, self-contained FRYERS equipped with AUTOMATIC EXTINGUISHING SYSTEMS** may be used at **cooking demonstration events**. The use of **tabletop fryers without self-contained automatic suppression system MAY NOT BE USED**.
- j. **Butane burners** are **allowed** provided that:
 - k. The cylinders and **appliances** shall be **listed**.
 - l. Appliances shall **not have more than two 10oz (296-ml) non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb (.490 kg)**.
 - m. All cylinders shall be **connected directly** to the appliance, **without a hose** and shall **not be manifolded**.
 - n. Cylinders shall **not be in the building after show hours**.
 - o. A **maximum of 24 -10oz butane containers** can be **stored inside** in an approved manner and any **additional replacement and empty cylinders** shall be **stored outside** the building.

BLEACHERS, STAGES, PLATFORMS, LIGHTING TOWERS OR SIMILAR TEMPORARY STRUCTURES

Stages, platforms and lighting towers shall be designed, constructed and erected in accordance with the International Building Code.

Plans shall be submitted through the Development Services Center a minimum of 30 City of Glendale working days (click [here](#) to view calendar) for review and approval. Assembly or erection of any structures prior to the issuance of a permit is strictly prohibited.

A separate detailed plan of the bleachers, stage, platform or lighting tower shall be provided. The plan shall identify and provide dimensions for the length, width, height (elevations) along with structural calculations addressing the membrane structures, support ropes, guy wires etc. as required by the Building Safety Dept.

- Stage and platform areas shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire resistance rated construction.
- Stage and platform height shall be measured from the lowest point on the stage/platform floor to the highest point of the roof or floor deck above the stage/platform.
- Attachment of rigging shall be attached to existing steel trussing within 6 inches of the web connection to the bottom cord when so used and approved.

Plans for bleachers, stages, elevated platforms, lighting towers, elevated rigging or similar temporary structures shall include structural plans and calculations stamped by an engineer registered in the State of Arizona and submitted with the the [Application for Minor & Major Events](#).

ELECTRICAL – EXHIBITS/TRADE SHOWS & CONCERT REQUIREMENTS

No equipment shall be energized without prior approval from the Fire Marshal's Office and the Building Safety Dept.

All lighting shall be located a minimum of 12" away from fabric or combustible material. These distances may be increased depending on the type of fixture used.

All connections shall comply with the NEC, specifically Articles 525, 250 and 400.

Any free standing metal structure/stage receiving any power from a generator or electrical service shall be bonded to the generator/service with a conductor sized per NEC 250-122.

All grounding connections shall be listed for the purpose and use.

All connections shall be installed per the manufacturers' installation instructions.

Any events, tents, amusement rides, stages, trailers or other equipment and installations that are fed from multiple generators or services must maintain a minimum separation of 12 feet between the above equipment or, the sources of supply to the equipment shall be bonded together by a grounding conductor sized per NEC 250.122.

ELECTRICAL REQUIREMENTS FOR STAGES

Stage **lighting** shall be **suitable for the purpose**. Where used **outdoors** the **lighting shall be listed for a wet location**.

Stage/Set lighting, cords and appliances shall be **in good working order** with no visible frayed cords or loose connections.

Panels, distribution boards and equipment

1. Shall be **opened** and **inspected prior** to energizing equipment.
2. Shall be **listed** for the purpose.
3. Shall **NOT** be **modified**. Panels shall not contain equipment that is not listed for use with the enclosure. The addition of receptacles, connectors or other equipment is **strictly prohibited**.
4. Where utilized **in wet or damp locations** it shall be **listed for a wet location**.
5. **The neutral** (grounded conductor) shall be **isolated** by installation on a neutral bar. The neutral bar shall have no connection to the equipment grounds or grounding electrode conductors except at the service equipment.
6. **Shall be in first class condition**. Any equipment **exhibiting the following shall not be permitted** and will be required to be taken out of service immediately until repaired or replaced:
 - a. **Missing** dead fronts, circuit breaker blanks, KO seals.
 - b. **Damaged** or missing parts.
 - c. **Rusted enclosures**.
 - d. **Repairs made** on equipment **that did not utilize manufacturers' components**.
 - e. Enclosures or equipment **showing significant wear or improper operation**.
 - f. Panels must have **circuit breakers** installed **that are manufactured by the same company** as the panel. Example: A Square D panel shall only utilize Square D circuit breakers.
 - g. Any **improper connection** between the grounded conductor or equipment grounds.
 - h. All panels and distribution equipment shall be **located so as not to be accessible** to the general public.

Any **alternative means** of protection are **subject to PRIOR approval** of the Building Safety Dept.

GENERATORS

1. Shall be located a minimum of **20 feet from any structure**.
2. **Electrical permits** and inspections are **required** for all generators that are **rated 20KW or more**.
3. All installations shall comply with the applicable standards listed below, regardless of size.
Generators smaller than 20KW (these are **portable generators**) **will not require ground rods**.
4. All generators shall be **fenced and secured** so as not be accessible to the general public.
5. A minimum of **two-8 foot ground rods** shall be installed a minimum of **6 feet apart** for **generators rated 20KW or more**. NOTE: Due to the potential to damage underground utilities, you will be required to **contact Arizona Blue Stake at: (602) 263-1100 or (800) 782-5348 prior to the installation of any ground rod** or begin any excavation.
6. **Generators or services** feeding buildings **shall be grounded** to the distribution system with a conductor sized per NEC 250-122.
7. **Buildings or other structures** served by **more than one source of energy** shall have those supply systems **bonded** together.
8. A main **bonding jumper** shall be **installed within the generators**.

CABLES/CORDS

All cables shall be **listed** for “Extra Hard Usage” and shall be free from damage or defects. Listed cables/cords have this information written on the cord set. All **damaged cords** shall be immediately **removed from the site** or discarded.

All cords shall have an **equipment ground and grounding attachment plug**.

All **cord connectors/caps** shall have **strain relief connectors** or shall be **molded** into the cord.

All cords and cable connectors (**cord caps, receptacles, twist locks and pin connectors**) shall be **suitable for the purpose** and designed for the intended use. The **exterior sheath of the cable shall extend into the cord connector** in all applications.

All cables shall be installed so as to be **free from abrasion** and shall **not** be installed in **locations subject to vehicular traffic or susceptible to damage**. Cords routed through parking lots or areas **subjected to vehicular travel** shall be **protected by ramps** that are suitable for the purpose.

Pipe and drape systems shall be **installed** so as **not** to **rest upon cords or cables**. Display booths, tents or other such assemblies shall **route all cords** so as to be **free from foot traffic**. Cords shall **not** be **run under carpets** unless suitably protected.

Cords shall **not** be installed **through doorways** or in locations **where the cords may be pinched or damaged**.

All cables entering enclosures shall be **firmly secured** to the enclosure by means of **listed clamps**.

All cable connectors shall be **water proof** or elevated **above** the surrounding grade a minimum of **6 inches** where installed in **wet or damp locations**.

Single conductor cable shall be **limited** to conductors that are **#2 AWG or larger**.

Any **cable** routed through or across isles or areas subject to pedestrian traffic shall be **effectively protected/ramped**.

- a. All ramps shall have an **ADA** compliant crossing a **minimum of 6 feet wide** with a **color that contrasts** with the other portions of the cable ramp(s) and the floor/ground color.
- b. All ramps shall be **free from damage** or deleterious compounds such as grease or oil.
- c. Ramps shall have a **minimum separation from adjacent cable ramps of 6 feet**.
- d. Ramps shall be **clearly marked**, identified or colored so as to be readily and easily recognizable **to limit potential tripping hazards**.
- e. **Excess lengths** of cords shall be **placed such that materials may not be stored upon or next to the cord**. **Lengths of bundled or coiled cords can cause high temperatures and create a fire hazard**.
- f. **Alternative means** of protection are **subject to approval** by the Building Safety Dept.

All **120 volt, 15, 20 and 30 amp receptacles** served by cables shall be **protected by a GFCI** except emergency egress lighting circuitry and comply with the following:

- a. The length of cord used to feed this equipment **shall be kept as short as possible AND** an assured equipment **grounding program** shall be in place as required by NEC 590.6(B)(2).
- b. **Twist lock cord connectors** shall be the **only** connection permitted for these cable connections.
- c. **Grounding** of this system **shall be verified** through an “Assured Equipment Grounding Conductor Program” as outlined in NEC 590.6(B)(2).

Other Cables, receptacles and equipment.

- Other cables **rated more than 30 amps or cables that supply loads that serve 120/240 or 240 volt loads shall be protected by an “Assured Equipment Grounding Conductor Program”** as outlined in NEC 590.6(B)(2).
- All cable connections of this type **shall be one of the following; Pin and sleeve, twist lock or cam lock.** Receptacles or attachment **plugs that will not “lock” shall not be permitted.**

Overcurrent protection shall be **provided** per NEC 240 and NEC 400

- 4/0 CU single cables covered by NEC 400 shall have a maximum overcurrent protective device (OCPD) of 300 amps, but shall not be loaded beyond 277 amps.
- 1/0 CU single cables covered by NEC 400 shall have a maximum OCPD of 200 amps but shall not be loaded beyond 181 amps.
- #6 CU cables covered by NEC 400 shall have a maximum OCPD of 70 amps.

ELECTRICAL REQUIREMENTS FOR TENTS/ENCLOSURES

Any **tent that exceeds 350 square feet** will require **emergency lighting** supplied by battery backs to illuminate the area at not less than 1 foot candle or the emergency lighting shall be fed from a separate power source.

- Any circuitry for emergency egress lighting shall **NOT** be protected by GFCI.
- The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B)(2).
- Emergency lighting shall be provided on the exterior of buildings, tents or canopies at each exit unless the ambient light level from other sources such as lighting standards or poles provides sufficient lighting acceptable to the Building Safety Dept..

Twist lock cord connectors shall be the **only connection permitted** for these cable connections.

Exit signs will be required **for any tent/enclosure** that is **not completely open on two sides.**

- Exit signs shall be illuminated by emergency lighting with integral battery packs or shall be fed from a completely separate supply source as that as the normal lighting.
- Any circuitry for emergency egress lighting shall **NOT** be protected by GFCI.
- The length of cord used to feed this equipment shall be kept as short as possible AND an assured equipment grounding program shall be in place as required by NEC 590.6(B)(2).

OPEN FLAME DEVICE

Open flame devices are **prohibited.** Welding or soldering is PROHIBITED. **Exceptions** include the following:

- **Cooking** or warming **devices in compliance with the Cooking and Warming Devices Section.**

- **Items reviewed and approved by the Fire Marshal** (i.e. candles, bead burning, fire jugglers/entertainment acts)
- **Sterno** may be used for warming trays **with** an operational, visible, and accessible **2A10BC rated fire extinguisher**.

HOUSEKEEPING

Every building or portion of a building shall be **maintained** in a neat, **orderly manner**, free from any condition, which would add to or contribute to the rapid spread of fire or obstruct egress. **All trash** containers shall be **emptied regularly**.

FIRE EXTINGUISHERS

All fire extinguishers shall conform to the following:

- All extinguishers shall be **mounted** and **secured** so that it will not fall over.
- All extinguishers must be **visible and accessible**, and located a maximum of 75 feet travel distance from all portions of the structure. The **minimum size** shall be **2A10BC**. Except Cooking Operations where a class “K” extinguisher is required for cooking with animal or vegetable oil.
- All extinguishers must have been **serviced within the last year** and have a service tag attached. (Note: **If** the fire extinguisher is **new**, **a copy of the receipt** shall be attached to the cylinder/body of the fire extinguisher.)

HAZARDOUS MATERIALS

Material Safety Data Sheets (MSDS) are **required** to be onsite **for all approved hazardous materials** brought into the facility. All hazardous materials shall be **approved** by the Glendale Fire Dept. **prior to being brought into the facility**.

a. **The following hazardous materials are prohibited:**

- **Flammable compressed gases** such as acetylene.
- **Flammable liquids**, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum based liquids unless allowed in section [Liquid and Gas Fueled Vehicles](#).
- Hazardous materials such as **pool chemicals, pesticides, corrosives, herbicides, poisons**, etc.
- **Explosive materials** unless approved by the Fire Marshal. Including pyrotechnic material.
- **Cryogenic** (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.
- **Explosive Materials**, however, small arms ammunition may be allowed under certain conditions.

PROPANE (LPG) POWERED EQUIPMENT & CYLINDERS SHALL COMPLY WITH THE FOLLOWING:

- At no time **shall** cylinders, **not** attached to a piece of equipment, **be stored in the building** including the lower loading docks or ramps. This applies to empty, partially empty and full cylinders.
- At no time shall a single cylinder **exceed 45-lb (20-kg)** LP-Gas capacity.
- The **number of cylinders attached to a piece of equipment shall not exceed two**.
- **When** the equipment is **not in use**, the **cylinder shutoff valve** shall be **closed**.

- **Stored equipment with cylinders** attached shall **be separated from the public** by a minimum of one-hour fire rated wall.
- **Cylinders used on equipment** shall have **fully operational pressure relief valves**. These valves shall be replaced by a new or unused valve within 12 years of date of the manufacture of the cylinder and every 10 years thereafter. The Glendale Fire Dept. can inspect the cylinders at any time and deny their use in the facility.
- **Cylinders may be exchanged indoors provided** one of the following is met to minimize the release of fuel.
 - ◆ **Using an approved quick closing coupling in the fuel line, OR**
 - ◆ **Closing the shutoff valve** at the cylinder and **allowing the engine to run until the fuel** in the line is **exhausted**.

SPECIAL PERMITS REQUIRED

- a. **A separate permit is required** to erect or operate a **tent or air supported temporary membrane structure** having an area **in excess of 400 square feet**, or a **canopy used as a place of assembly in excess of 1,200 square feet**. Tents used exclusively for recreational camping purposes are exempt.
- b. **A separate permit is required** if the event includes **pyrotechnic special effect materials, flame effects, fireworks or lasers**. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements](#). Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to obtain a permit and conduct an approved display or show.
- c. **Class 2 and greater type lasers require a permit** from the **Arizona Radiation Regulatory Agency** (<http://www.arra.state.az.us>) in addition to the City of Glendale Special Event Permit.
- d. State liquor license permits or County Health Dept. permits may also be required. See [Important Numbers](#) for phone numbers.
- e. A Special Event Permit is required to be filed 30 days before an event on public facilities. See [INTRODUCTION](#).

FIRE WATCH

A fire watch, meeting the Glendale Fire Dept. standards, **shall be in place during** the following conditions:

- a. **Any time fog, smoke, or haze is used.**
- b. **Pyrotechnics, special effects, fireworks or lasers.**
- c. **The fire alarm is in a modified mode.**
- d. When the Glendale Fire Marshal's Office determine **the hazards associated with an operation or event warrants a fire watch.**

OUTDOOR EVENTS REQUIREMENTS

SITE PLAN

NOTE: If your event is to take place on land, an outdoor park and recreational facility, city streets, city sidewalks, city parking lots and city rights-of-way that are owned, leased, operated, maintained or controlled by the City of Glendale, a separate application is required through the City of Glendale's Marketing Department.

- a. An accurate scale or dimensioned **site diagram showing locations** of structures/events and distances from tents or temporary structures to permanent buildings, access drives, parking areas, other tents or canopies, cooking and heating appliances and equipment, property lines and roadways.
- b. **Four copies** of the site plan shall be submitted with the completed permit application if not submitted electronically.
- c. The site plan should always be **drawn with the north side on the top of the page** and geographic locations identified.
- d. **All roads** on north, south, east and west boundaries need to be **identified**.
- e. **Fire hydrants, fire department connections, and all fire lanes** must remain **unobstructed**. Your event must have a **20' fire lane** throughout the event site **for emergency access**. **Location and width** of all weather fire access roads shall be **identified on the plan**.
- f. A **canopy** (75 percent open) **larger than 1200 square feet** that is **used as a place of assembly** requires a permit. See [Tents, Canopies and Temporary Membrane Structures Requirements](#).
- g. A **tent larger than 400 square feet** requires a permit. See [Tents, Canopies and Temporary Membrane Structure Requirements](#).
- h. **Generators of 20 kilowatts or more** need to be **permitted**. If you plan to have generator, please **indicate location on your site plan**. If the generators are **commercial grade**, it is the responsibility of the generator company to **obtain all necessary permits**. See [Generators requirements](#).
- i. Specific areas for **parking** of vehicles shall be **detailed on the site plan**.
- j. Provide **all exit locations** when outdoors events are fenced including the **fencing dimensions and type**.
- k. **Provide the type, amount and storage container information for flammable or combustible liquids** being used, if any.
- l. Provide the **location and dimension of stages, non-food booths and cooking areas**.
- m. Provide a **detail or close-up of the food booth and cooking area configuration**.
- n. Provide **booth identification signs or numbers of all vendors cooking with flammable gases or BBQ grills**.
- o. **If the event includes pyrotechnic special effect materials, flame effects, fireworks or lasers; a separate permit is required**. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements](#).
- p. If the event is **near a residential/business area and there will be amplified sound**, it will require the **approval of the Planning Dept.**
- q. If the event **impacts the neighborhood or merchants in the area**, it will require the **approval of the Planning Dept.**
- r. Please include a **statement that identifies the intended use of all structures and the dates** for which the permit is required.

TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

SITE PLAN

- a. **An accurate scale or dimensioned site diagram showing locations of structures/events and distances from tents or temporary structures to permanent buildings, access drives, parking areas, other tents or canopies, cooking and heating appliances and equipment, property lines and roadways.**
- b. **Four copies** of the site plan shall be submitted with the completed permit application if not submitted electronically.
- c. The site plan should always be drawn with the **north side on the top of the page and geographic locations identified.**
- d. **All roads** on north, south, east and west boundaries need to be **identified.**
- e. **Tents, canopies or other temporary structures** shall be located a minimum of 20 feet from **lot lines, buildings, other tents, canopies or temporary structures.**
- f. Tents canopies or other temporary structures **15,000 square feet or more shall not be located less than 50 feet from any lot lines, buildings, other tents, canopies or temporary structures.**
- g. **Fire hydrants, fire department connections, and all fire lanes** must remain **unobstructed.** Your event must have a **20' fire lane throughout the event site** for emergency access. Location and width of all weather fire access roads shall be identified on the plan.
- h. A **canopy (75 percent open) larger than 1200 square feet used as a place of assembly** requires a **permit.**
- i. A **tent larger than 400 square feet** requires a **permit.**
- j. **Generators of 20 kilowatts or more** need to be **permitted.** If you plan to have generator, please **indicate location** on your site plan. If the generators are **commercial grade**, it is the **responsibility of the generator company to obtain all necessary permits.** See [Generators.](#)
- k. Specific areas for **parking** of vehicles shall be **detailed on the site plan.**
- l. Provide **all exit locations when outdoors events are fenced** including the **fencing dimensions and type.**
- m. **Provide the type, amount and storage container information for flammable or combustible liquids being used, if any.**
- n. Provide the **location and dimension of stages, non-food booths and cooking areas.**
- o. Provide a **detail or close-up of the food booth and cooking area configuration.** Provide booth **identification signs or numbers of all vendors cooking with flammable gases or BBQ grills.**
- p. If the event includes **pyrotechnic special effect materials, flame effects, fireworks or lasers;** a **separate permit** is required. See [Fireworks, Pyrotechnics, Special Effects and Lasers Requirements.](#) A statement that **identifies the intended use of all structures and the dates** for which the permit is required.

A **FLOOR PLAN** showing the following:

- ⇒ Proposed **seating arrangements**.
- ⇒ Locations and **dimensions of tables**.
- ⇒ Locations and **types of all other interior obstacles**.
- ⇒ **Exit locations**; number and dimensions required.
- ⇒ Locations of **all emergency exit pathways** to be maintained.
- ⇒ Locations of **NO SMOKING** signs.
- ⇒ Locations and type of **emergency lighting**, including proposed power source(s).
- ⇒ Locations and types of **EXIT signs**.
- ⇒ Location size and type of **portable fire extinguishers**.
- ⇒ Location, arrangement and **type of heating, cooling, and electrical equipment**.
- ⇒ **Generators 20 Kilowatts or more** require a **separate electrical permit** from Building Safety. See [Generators](#).

Flame retardant certificates for tent/canopy material. Membrane structures, tents and canopies shall **also** have a permanently affixed label bearing the identification of size and fabric or material type. The required certificate shall include:

- Names and address of the owners of the tent, canopy or air-supported structure.
- Date the fabric was last treated with flame-resistant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested

Type of floor surface proposed inside tent, canopy or membrane structure.

Location and width of all weather fire apparatus access roads.

Locations of any additional emergency equipment such as hose lines or emergency power supplies.

A statement that indicates the **type** and **proposed use** of any **heating and/or cooking equipment or open flame device** in conjunction with the event. See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structures Requirements](#).

Additional permits may be required. A statement that discloses the proposed maximum occupant load shall be **posted** at the entrance **when it is 50 or more**.

EXITING - FOR TENTS, CANOPIES & TEMPORARY MEMBRANE STRUCTURES

- a. Exits shall be **spaced** at approximately **equal intervals** around the perimeter of the tent, canopy or membrane structure and shall be located such that **all points are 100' or less from an exit**.
- b. The **number and width** of exits shall be **in accordance with the table below**.

Table 2403.12.2

Minimum number of means of egress and means of egress widths from temporary membrane structures tents and canopies.

Occupant load	Minimum number of means of egress	Minimum width of each means of egress (Inches)	Minimum width of each means of egress (Inches)
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

- c. **When the occupant load exceeds 3,000, the total width of means of egress in inches shall not be less than the total occupant load multiplied by 0.2 inches per person.**
- d. Exit **openings** from tents **shall remain open** unless covered by a flame retardant curtain or approved doors, as required by IFC Chapter 24, provided that:
- **Curtains shall contrast** with the tent in color. Curtains shall be **free sliding** on a metal support. The **support** shall be a minimum of **80” above the floor** level at the exit.
 - **Aisles** having a minimum width of not less than **44”** shall be **provided from all seating areas**. Aisles **may require additional space** based upon the number of occupants in accordance with IFC Chapter 24.
 - Exits shall be **maintained** with a **clear width**. Guy wires, ropes, fences and other **support members shall not cross a means of egress at a height of less than 8 feet**.

SEATING

BONDING OF CHAIRS. Loose seats, folding chairs or similar facilities that are not fixed to the floor shall be **bonded together in groups of three or more when in excess of 200 seats**. Bonding is not required when the seats are used at tables.

ARRANGEMENTS. Seats arranged in rows and aisles shall meet the spacing requirements of IFC Chapter 10. Call the Fire Marshal’s Office plans review section with questions.

FIRE EXTINGUISHERS

Provide a minimum of one portable fire extinguisher rated at least 2A10BC within 75 feet travel distance from all portions of the structure. Cooking Operations have additional requirements. See [Portable Exterior Cooking prepared in Tents, Canopies, Temporary Membrane Structure Requirements.](#)

HEATING AND COOKING EQUIPMENT

Proposed **enclosures for cooking purposes shall be in accordance with the mechanical code** and enforced by the Glendale Fire Marshals Office. Additional permits may be required. See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structure Requirements.](#)

Gas, solid and liquid fuel burning cooking equipment **located outside of a tent, canopy or temporary membrane structure shall not be located within 20 feet of such structures** in accordance with the International Fire Code, Chapter 24.

Heaters shall **not** be located **inside or under a tent, canopy or temporary membrane structure.**

Cooking and heating equipment shall **not** be located **within 10 feet of exits or combustible materials.** See [Portable Exterior Cooking prepared in Tents, Canopies and Temporary Membrane Structure Requirements](#) for exceptions.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Flammable liquid-fuels shall **not be used in a tent, canopy or temporary membrane structure.**

Flammable or combustible liquids shall **not be stored** in a tent, canopy or temporary membrane structure, **or less than 50 feet from such structures.**

Refueling shall be **performed in an approved location** not less than **20 feet from tent, canopy or temporary membrane structures**

LP-GAS

Containers 500 gallons or less shall be **located** no less than **10 feet from the tent, canopy or temporary membrane structure.**

Containers > **500 gallons** shall be located a **minimum of 25 feet** from the tent, canopy or temporary membrane structure.

Containers shall be **positioned so that the safety release valves are pointed away from the tent, canopy or temporary membrane structure.**

Plumbing and hoses shall be **listed**, labeled and of the appropriate type and tested.

HOUSEKEEPING

Weeds, combustible vegetation, hay, trash and other flammable material shall be **removed** from the **interior** floor and surrounding area occupied by a tent, canopy or membrane structure for a minimum of not less than 30 feet.

The floor surface inside tents, canopies or temporary membrane structures and the grounds outside and **within a 30-foot perimeter** shall be **kept clear of combustible waste.** Such waste shall be stored in approved containers until removed from the premises.

PORTABLE EXTERIOR COOKING IN TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURE REQUIREMENTS

CONSTRUCTION, LOCATION & FLOOR PLAN

All structures shall be **located a minimum of 20 feet from any permanent or temporary structure.** (Note: If condition warrants it, the **distance may be reduced when approved by the Fire Marshal** and the following requirements are met:

- <10,000 square feet aggregate
- Meets IBC requirements
- Means of egress (exiting) requirements met
- Access road provided

Cooking structures must be **separated from non-cooking structures by 20 feet**. NOTE: Support ropes and guy wires are considered as part of the tent, canopy or membrane structure.

All fabric or pliable canopy covers, side/back drops and decorative **material must be fire resistive and labeled as such**. In addition **flame retardant certificates** for tent/canopy material shall be **submitted with the plan and available on site**. Membrane structures, tents and canopies shall also have a **permanently affixed label** bearing the identification of size and fabric or material type.

Exit openings shall be a **minimum of three feet wide** and six feet, eight inches in height.

Vehicles shall **not be parked closer than 20 feet away** from the tent/canopy.

Floor plan shall indicate **details** of the means of **egress, seating** capacity, arrangement of the seating and **location** and **type of heating and electrical** equipment.

COOKING EQUIPMENT

- a. **Cooking & heating equipment shall be at least 10 feet from exits.**
- b. **All cooking equipment** shall be of an **approved type**.
- c. Coleman-type stoves shall conform to the following requirements:
 1. **No gasoline or kerosene** may be used.
 2. **No fueling** of a stove may be **done in a tent/canopy**.
 3. There may be **no storage of fuel in the tent/canopy**.
- d. A **minimum of 5 feet of clearance** must be maintained **between the public and all cooking devices**.
- e. **Butane or propane** equipment shall conform to the following requirements:
 1. LPG tanks used for cooking in a tent, canopy or temporary membrane structure shall be a minimum of 10 feet outside the tent/canopy. Tanks larger than 125 gallons require a separate fire permit.
 2. All tanks **shall have a shut-off valve**.
 3. **Hoses** shall be an **approved type** for use with the equipment.
 4. All **tanks** must be **protected from damage** and **secured** in the upright position.
 5. **Tanks in excess of 5 gal.** capacity must have **pressure regulators**.
 6. There shall be **no storage of butane or propane in the tent/canopy**.
 7. All **tanks** must be **turned off when not in use**.
 8. Prior to use, all **connections** must be **tested (may be done with a soap and water solution)**.
- f. A minimum of **18 inches** shall be provided **between the tent/canopy backdrop material and cooking appliance**. (Note: Clearance may be reduced as approved by the Fire Marshal.)
- g. **Charcoal Barbeque Cooking** shall conform to the following requirements:
 1. Charcoal barbeque cooking is **prohibited inside of tent/canopies**.
 2. Charcoal cooking shall be **performed only in areas away from public access** and shall be located a **minimum of 10 feet from any tent/canopy or any permanent structure**.

3. **Only commercially sold charcoal lighter fluid or electric starter** may be used (no gasoline, kerosene, etc)
4. **Storage of starter fuel in tents/canopies is not permitted.**
5. **Coals** shall be **disposed** of only **in metal containers** that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.

h. **Deep Fat Frying/Flambé Cooking** shall conform to the following requirements:

1. Deep fat frying or flambé cooking operations shall be **located in a separate enclosure where only cooking operations are performed.** Such enclosures shall conform to tent/canopy construction requirements as previously outlined.
2. A **minimum of 16 inches** shall be provided **between deep fat frying appliances/works and open flame stoves.** An **alternative** to the 16 inch separation requirement would be to **provide a 16 inch high, full width splash guard.**
3. The **event sponsor shall supply each vendor with any information required for loading in and loading out of the special event.**

FIRE EXTINGUISHERS

Each cooking tent/canopy shall be provided with a **minimum 2A10BC all purpose-type** portable fire extinguisher. **Deep fat frying or flambé** cooking operations **also require a Class “K”** rated extinguisher. Extinguishers need to be **within 30 feet** of the cooking area and **not closer than 10 feet** from the appliance(s) it is protecting.

Fire extinguishers shall conform to the following:

- All extinguishers shall be **mounted and secured** so that it will not fall over.
- All extinguishers shall be **mounted and secured** so that it will remain in the same location throughout the event. **A C-clamp can be used to clamp the mounting bracket onto a pole, table leg or other stable object.**
- All extinguishers must have been **serviced within the last year** and have a service tag attached. (**Note: If** the fire extinguisher is **new**, a **copy of the receipt** shall be **attached** to the cylinder body of the extinguisher.)

HOUSEKEEPING

Every building, structure, or portion of the structure shall be **maintained** in a **neat, orderly** manner, **free from any condition which, would add to or contribute to the rapid spread of fire or obstruct egress.**

The Fire Marshal **encourages** the **use of non-combustible materials** in the cooking areas and any combustibles kept away from heat sources.

Empty all trash containers regularly.

Clean all cooking surfaces regularly to prevent the build up of grease.

ADDITIONAL FIRE SAFETY TIPS

- a. **Know where** the fire extinguishers are **located and how to use** them.
- b. **Do not leave food cooking unattended.**
- c. **Don't wear loosed-fitting clothing** when cooking.
- d. In case of an emergency, call 9-1-1.

FIREWORKS, PYROTECHNICS, SPECIAL EFFECTS, FLAME ART & LASER REQUIREMENTS

OUTDOOR SITE PLAN REQUIREMENTS

These diagrams should be **drawn to scale** and shall contain the information described in this section.

- a. Display site shall **identify ground factors, public right of ways, significant buildings** or structures, **overhead obstructions, parking** areas and **spectator viewing areas**.
- b. The **manner and location** of **storage** of all pyrotechnic devices, materials prior to, during and after the display.
- c. **Fallout area**, including dimensions. If over water, explain/provide criteria for prohibiting watercraft into the fallout area.
- d. The site plan should always be drawn with the **north side on the top of the page** and geographic locations identified.
- e. **All roads** on north, south, east and west boundaries need to be **identified**.
- f. **Fire hydrants, fire department connections** need to be **identified**.
- g. **Location of emergency vehicle staging area and access routes**. All **fire lanes** must remain **unobstructed**. Your event must have a **20' Fire Lane throughout the event site for emergency access**. Location and width of all weather fire access roads shall be identified on the plan.
- h. **Likely wind direction**.
- i. **Traffic plans** indicating flow of vehicles in and out of site before and after the display.
- j. **The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler** who supplied all items in the fireworks exhibition.
- k. Provide **evidence of financial responsibility** to include proof that satisfactory liability insurance is carried for all employees of the applicant.

Click [here](#) for a Fireworks/Pyrotechnics Application.

OUTDOOR DISCHARGE DETAILS

- a. All fireworks materials and devices **shall be transported** to the fireworks discharge site **in accordance with Title 49, Code of Federal Regulations**.
- b. **Diagrams** shall be prepared and submitted to **illustrate the general arrangement and size of mortars and the location of shell storage** at the discharge site.
- c. These diagrams shall include the **location of the electrical firing unit**.
- d. The **sponsor** of the display **shall make provisions for adequate fire protection and emergency medical services** for the display.
- e. The **sponsor** shall **consult with the Fire Dept. and the exhibitor/operator to determine the level of fire protection and emergency medical services required**.
- f. The **sponsor** shall provide **monitors whose sole duty shall be the enforcement of crowd control** located around the display area.

- g. **Monitors shall be positioned around the discharge site to prevent spectators or unauthorized persons from entering the site.**
- h. **Until the Fire Dept. has completed the post display inspections, the discharge site shall be restricted.**
- i. **During the period before the display where pyrotechnic materials and devices are present, unescorted public access to the site shall not be permitted.**
- j. **No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnic materials are present.**
- k. **No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non prescription) that could adversely affect mobility, stability, or impair judgment.**
- l. **Prior to placement, mortars shall be inspected carefully for defects. Defective mortars shall not be used.**
- m. **Mortars shall be positioned so that the shells are propelled away from the spectators and over the fallout area. Under no circumstances shall mortars be angled toward the spectator viewing area.**
- n. **Mortars shall be buried to a depth of at least 2/3 to 3/4 of their length, either in the ground or in above ground troughs or drums.**
- o. **Securely positioned mortar shells shall be permitted for the firing of single break shells not exceeding 6 inches (152mm) in diameter.**
- p. **Mortars shall be of sufficient strength and durability to fire the aerial shells safely.**
- q. **Mortars shall be of sufficient length to cause aerial shells to be propelled to safe heights.**
- r. **Two or more portable fire extinguishers of the proper classification and size as approved by the Fire Dept. shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired. In all cases, at least two pressurized water or pump extinguishers shall be available.**
- s. **Following the display, the firing crew shall conduct an inspection of the fallout area for the purpose of locating any unexploded aerial shells or live components. This inspection shall be conducted before any public access to the site is permitted.**
- t. **The proper handling and disposal of any unfired shells shall be provided by the operator/exhibitor.**
- u. **When in the opinion of the Fire Marshal, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected. Should high winds, precipitation, or other adverse weather conditions prevail such that a significant hazard exists, the fireworks display shall be postponed until weather conditions improve to a reasonable level.**
- v. **It is the responsibility of the license exhibitor/operator to ensure compliance with the provisions under which the fireworks permit was granted.**

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

INDOOR REQUIREMENTS (FIREWORKS, PYRO, SPECIAL EFFECTS, FLAME ART & LASERS)

Diagrams shall be drawn to scale and shall contain the information described in this section. Click [here](#) for a Fireworks, Pyrotechnics, Special Effects, Flame Art and Laser Application.

- a. Display site shall **identify indoor factors, stages, platforms, significant buildings or structures, overhead obstructions and spectator viewing areas.**
- b. The **manner and location of storage** of all flame art and pyrotechnic devices, materials, prior to during, and after the display.
- c. The site plan should always be **drawn with the north side on the top of the page** and geographic locations identified.
- d. All **interior exits** on north, south, east and west **boundaries** need to be **identified.**
- e. Identify the **building name, address and location of the display** within the facility.
- f. A diagram of the **location** within the facilities **where the production is to be held.**
- g. Provide the **number, sizes, and types of pyrotechnic devices and materials to be discharged.**
- h. The **location of on-site assembly of the pyrotechnic and flame art devices.** Pre-approval by Fire Marshal shall be required.
- i. Provide the Material Safety Data Sheets (**MSDS**), for the pyrotechnic devices and materials being used.
- j. **Certifications** that the set, scenery and rigging materials are inherently **flame retardant** or have been treated to achieve flame retardancy.
- k. The **name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler** who **supplied all items** in the fireworks exhibition.
- l. Provide **evidence of financial responsibility** to include **proof** that **satisfactory liability insurance is carried for all employees of the applicant.**

INDOOR DISCHARGE DETAILS

- a. **Monitors** shall be **positioned around the discharge site** to prevent spectators or unauthorized persons from entering the discharge site.
- b. Each pyrotechnic **device** fired during a performance **shall be separated from the audience by at least 25 feet but no less than twice the fallout radius of the device.**
- c. **Mortars and flash pots** shall be constructed to **not fragment when** the pyrotechnic material is **fired** and their shapes are distorted after use. Distorted mortars and flash pots shall not be used
- d. **All pyrotechnic devices** shall be **mounted in a secure manner** to maintain their proper positions and orientations **so when they are fired, the pyrotechnic effects are produced as described** in the plan submitted by the permittee.
- e. Pyrotechnic devices shall be **mounted so that no fallout from the devices endangers human lives, results in personal injury, or property damage.**
- f. **All holders** shall be constructed and secured to **remain in an affixed position** when the pyrotechnic device is fired.
- g. **Binary systems** shall be **mixed and used in accordance with the manufacturer's instructions.**
- h. **Where** a pyrotechnic special effect is **placed on or in contact with a performer's body**, a means of **shielding or containment adequate to prevent any injury** to the performer **shall be provided.** This protection shall be **sufficient to protect against the normal functioning of the pyrotechnic special effect as well as any possible malfunction.**
- i. Because of the potential hazard, **concussion mortars** shall be **placed in a secure location preventing the audience and support personnel from gaining access.**
- j. **Before firing** the pyrotechnic special effects device, the **operator** or designated security staff **shall prevent unauthorized entry into the area.**
- k. Pyrotechnics devices **shall be fired only when** the effect area is **clear view of the operator/exhibitor** or an assistant is **in direct communication** with the operator.

- l. Before the Fire Marshal approves the permit, **a walk-through with a representative and a demonstration of the pyrotechnics used in the performance shall be done.**
- m. **Where the performance necessitates the bypassing of any fire alarm devices, the permittee shall arrange for a fire watch to be available during performance and rehearsals.**
- n. All **devices shall be reactivated as soon as the likelihood of false alarms has passed.**
- o. **Two or more portable fire extinguishers** of the proper classification and size as approved by the Fire Dept. shall be **readily accessible** while the pyrotechnics are being loaded, prepared for firing, or fired. **In all cases, at least two pressurized water or pump extinguishers shall be available.**
- p. During the period before the display where pyrotechnic materials and devices are present, **unescorted public access to the site shall not be permitted.**
- q. **No smoking** shall be allowed within 50 feet of any area where fireworks or other pyrotechnics are present.
- r. **No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non prescription) that could adversely affect mobility, stability, or impair judgment.**
- s. When in the opinion of the Fire Marshal, **wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.**
- t. It is the **responsibility of the license exhibitor/operator to ensure compliance with the provisions under which the fireworks permit was granted.**

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Marshal prior to the performance/display.

EVENT PROCEDURES (FIREWORKS, PYRO, SPECIAL EFFECTS & LASERS)

- a. A **description of the public display event shall be prepared by the sponsor and submitted for review and approval.**
- b. Event descriptions shall **include the time and schedule of events, attendance, estimates, and procedures for the following:**
 - **Communications**
 - **Weather monitoring**
 - **Site security**
 - **Crowd control**
 - **Emergency medical services, and fire fighting notification**

FIRING PROCEDURES

- a. Operating procedures should be **prepared and submitted** for review and approval, and contain the following information:
 - **Identification of operator**
 - **Copies of applicable display personnel licenses permits, or certificate of fitness**
 - **Description of the firing method being used**

TERMINATION PROCEDURES

A description of the **procedures to be taken upon completion of the display shall be prepared and submitted** and shall contain the following information:

- Procedures for **inspecting the discharge site and fallout area** for any defective or unexploded fireworks, pyrotechnics, special effects or lasers.
- Procedures for **disposing of defective and used fireworks, pyrotechnics, special effects and laser materials**.

EMERGENCY PROCEDURES

Emergency instructions shall be **prepared and submitted** for approval. These procedures shall include the following:

- Description of the **means of alerting staff** of emergencies.
- **Identification of the signal** and means to notify the display operator, sponsor or both to terminate the loading or firing of fireworks, pyrotechnics, special effects or lasers in the event a hazard arises during the display.
- Identification means of **notifying the scene security**.
- **Emergency reporting** instructions describing the information that should be provided to emergency responders.
- **Effective notification of spectators** on conditions affecting their safety. **Public address announcements** should be used to ensure an orderly spectator response. The following are situations that can be anticipated at an event of this type: **fire, medical emergency, vehicle accident, crowd disturbance, adverse weather conditions**.

INSURANCE REQUIREMENTS

A **bond or certificate** of insurance in the amount of **\$1,000,000** shall be included with the application. The **City of Glendale** shall be **named as an additional insured**.

PERMISSION OF THE LAND OWNER OR PROPERTY MANAGER

The application must be **signed by the owner or property manager** of the property where the fireworks, pyrotechnics, special effects or lasers display is to occur.

FLAME ART PERFORMANCES

The following information is provided for use by Fire Performance Artists. Failure to adhere to these procedures may endanger the public and/or the artist. Also, failure of the procedures could lead to the revocation of the permit. A special event application is required to be submitted for performances, the application can be found on the City of Glendale web site, www.glendaleaz.com. A video, proof of insurance (**one million dollars minimum liability**) and list of performances that cover the last two years is required at the time of application. Also, a written fire safety plan for the act during and after each performance to include but not limited to:

1. Type of fuel used during performance
2. Material Safety Data Sheet for each fuel used
3. Name, experience and training of the performer
4. Experience and training of performance safety personnel
5. Dates and times of each performance
6. If outdoors wind limitations
7. Supplemental fire protection features
8. Emergency response procedures
9. Means of egress

- I. Space Considerations:** A 15 foot distance shall be maintained between the fire-involved item and ANY member of the audience, combustible decorations, and any combustible item within the immediate performance area. A minimum of 20 foot ceiling height is also required for indoor performances. A site plan of the performance area in relation to the audience will require measurements of performance area, audience location, audience separation barriers, safety equipment and any pertinent information requested.
- II. Extinguishing agents:**
- A minimum of one 2A10BC minimum classification fire extinguisher shall be required for each performance to combat any flammable liquid fires. The Fire Marshal or his/her representative may require additional extinguishers, dependent upon the circumstances of the performance and occupancy.
 - A minimum of one 2.5 gallon pressurized water extinguisher or minimum of one five gallon bucket of water shall be in the area of the performance.
- III. Personal Safety:**
- One five gallon open topped bucket of water shall be provided for each fire performance area, the intent is for use to cool burns to performers or audience members. The Fire Marshal or his/her representative may require additional water buckets, dependent upon the circumstances of the performance and occupancy.
 - One trained spotter shall be provided for each performer within each performance. The spotter shall be positioned between the active performer and the audience. Spotters should be aware of first aid measures for burns and be knowledgeable in the use of and have ready access to fire extinguishers and extinguishing agents. The spotter may be a performer who is not currently performing. Additional spotters may be required by the Fire marshal or his/her representative for larger performances.
- IV. Fuels:** Common fuels include
- Denatured alcohol
 - Lamp Oil (smokeless/odorless)
 - Fire Water – brand fuel
 - Kerosene – outdoor use
 - Stove fuel
 - Shell Sol T – brand fuel
 - Allume Feu – brand gel fuel
 - NOTE: Gasoline is prohibited as a show fuel and in the area of the performance. A maximum of one gallon of show fuel is allowed for the performance and must be kept sealed in the original container.**
 - The show fuel sealed in the original container shall be kept a minimum of 25’ from the performance area.
- V. Wicks:** It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials shall be avoided.
- VI. Clothing:** The clothing of performers should be of fire resistant materials such as natural fibers, Nomex and/or PBI.
- VII. Smoking:** Smoking shall be prohibited within 20’ of the performance area and the area of fuel storage.
- VIII. Audience:** The audience shall maintain a minimum of 15’ from any flaming device. This measurement shall be from the flame protrusion and not the performer. It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety

precautions and dangers of such activity. This may include a verbal warning prior to the performance.

- IX. Permit:** A separate special event permit is required for this performance and the current City of Glendale fees shall be applied.

* * *

IMPORTANT NUMBERS

MARKETING	PHONE(623) 930-2960 FAX (623) 915-2629
FIRE MARSHAL'S OFFICE	PHONE(623) 930-4420 FAX (623) 915-7960
BUILDING SAFETY DEPT.	PHONE(623) 930-3128 FAX (623) 915-2695
DEVELOPMENT SERVICE CENTER	PHONE(623) 930-3289 FAX (623) 915-2695
TAX & LICENSE	PHONE(623) 930-3190 FAX (623) 915-2827
PLANNING DEPT.	PHONE(623) 930-2597 FAX (623) 915-2695
MARICOPA COUNTY HEALTH	PHONE(602)506-6978
NON EMERGENCY FIRE	PHONE(623) 931-5600
NON EMERGENCY POLICE	PHONE(623) 930-3000