



# 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 Ray Malnar*  
*Councilmember Lauren Tolmachoff*  
*Councilmember Bart Turner*

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Tuesday, June 7, 2016

1:30 PM

Council Chambers

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### 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. [16-259](#) REQUEST FOR POLICY GUIDANCE: LANDSCAPE IRRIGATION  
MANAGEMENT SYSTEM AND FARMING ON UNDEVELOPED PARK LAND  
Staff Contact and Presenter: Erik Strunk, Director, Community Services  
Staff Presenter: Tim Barnard, Assistant Director, Community Services  
Staff Presenter: Mike Gregory, Parks and Recreation Administrator
2. [16-249](#) APPOINT MEMBERSHIP TO STANDING COUNCIL COMMITTEES FOR THE  
2016-2017 FISCAL YEAR, PURSUANT TO THE CITY COUNCIL GUIDELINES  
Staff Contact: Brent Stoddard, Director, Intergovernmental Programs
3. [16-261](#) COUNCIL ITEM OF SPECIAL INTEREST: DOWNTOWN BEAUTIFICATION  
Staff Contact and Presenter: Jean Moreno, Economic Development Officer  
Staff Contact and Presenter: Jon Froke, AICP, Planning Director  
  
Attachments: [CIOSI Downtown Beautification Service Area Map](#)
4. [16-266](#) COUNCIL ITEM OF SPECIAL INTEREST: CITIZENS' COMMISSION ON  
HUMAN RELATIONS AND DIVERSITY  
Staff Contact and Presenter: Jim Brown, Director, Human Resources and  
Risk Management  
  
Attachments: [Draft Ordinance](#)

#### 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. Various terms have expired on boards, commissions and other bodies. The City Council will be discussing appointments involving the following boards, commissions and other bodies. (A.R.S. § 38-431.03(A)(3)(4))

1. Arts Commission
2. Aviation Advisory Commission
3. Board of Adjustment

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

B. The City Council will meet to provide instruction and direction to the Human Resource Director regarding the City Clerk position. (A.R.S. § 38-431.03 (A)(1))

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

- (i) discussion or consideration of personnel matters (A.R.S. § 38-431.03(A)(1));
- (ii) discussion or consideration of records exempt by law from public inspection (A.R.S. § 38-431.03(A)(2));
- (iii) discussion or consultation for legal advice with the city's attorneys (A.R.S. § 38-431.03(A)(3));
- (iv) discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4));
- (v) discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. § 38-431.03(A)(5)); or
- (vi) discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. § 38-431.03(A)(7)).

#### Confidentiality

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



## Legislation Description

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**File #: 16-259, Version: 1**

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### **REQUEST FOR POLICY GUIDANCE: LANDSCAPE IRRIGATION MANAGEMENT SYSTEM AND FARMING ON UNDEVELOPED PARK LAND**

Staff Contact and Presenter: Erik Strunk, Director, Community Services

Staff Presenter: Tim Barnard, Assistant Director, Community Services

Staff Presenter: Mike Gregory, Parks and Recreation Administrator

### **Purpose and Recommended Action**

The purpose of this item is to seek City Council direction on two potential initiatives reviewed and discussed by the Parks and Recreation Advisory Commission: a) a program to utilize a web-based irrigation service to manage neighborhood park and retention basin sprinkler and drip irrigation systems; b) the use of undeveloped city-owned park land for “urban farming” and community gardens.

### **Background**

The use of the City’s park land for recreational purposes is central to the quality of life within the greater community. The City has approximately 2,180 acres of parkland, of which, approximately 2,000 acres are “developed”, 1185 acres make up the Thunderbird Conservation Park and will remain free from commercial/residential encroachment, and approximately 180 acres are categorized as “undeveloped”. The undeveloped portion of the City’s park system consists of three main parcels: approximately 50 acres located at Heroes Regional Park (83<sup>rd</sup> & Bethany), approximately 38 acres at Orangewood Vista Park (71<sup>st</sup> & Orangewood), and approximately 28 acres at the Northern Horizon Park (65<sup>th</sup> & Northern). Each of these areas is significant in size and not likely to be developed for at least 3-5 years. As such, the Parks and Recreation Division works to ensure these undeveloped portions are maintained as needed (weed, debris and trash removal).

In addition to maintaining the aesthetic appearance of the park system’s undeveloped land, the Division is also responsible for the maintenance of all other, developed park spaces. A significant element of this maintenance is the provision of functional water irrigation services to keep the City’s parks green and vibrant. Each year, the City invests approximately \$1.5 million in water to accomplish this mission, which equates to almost 431 million gallons of water each year.

Currently, the City has an antiquated and inefficient system of monitoring its irrigation delivery system and its 200 controllers located throughout the parks system. The City does not have an automated “telemetry” system that provides instant data regarding water use and/or allows for appropriate adjustments in a central, coordinated fashion. It currently uses a manual system for each of these 200 controllers. As such, there is an interest to invest in a web-based irrigation management system that will allow for real-time monitoring and instantaneous and remote adjustment.

## **Analysis**

The purpose of this item is to seek Council direction on two potential initiatives:

1. In an effort to “green up” and maintain those larger portions of the undeveloped park system at no cost to the City, the Parks and Recreation Advisory Commission has expressed interest in issuing a request for proposals to identify if there is interest by the local agricultural industry to use them for “urban farming”. In addition, it is envisioned that this concept may lend itself to the establishment of community gardens at the locations previously identified, which could be part of any potential agreement for the farming on city property.
2. The Parks and Recreation Division would like to conduct a request for proposals to identify potential irrigation telemetry firms that would install such water saving technology in the City’s 46 neighborhood parks and 19 retention basins, at no cost to the City and in exchange for a portion of the water savings. In doing so, needed technology would be provided that would result in a new and more efficient 24 hour, seven day a week water management system; update the existing infrastructure with current technology; irrigate the nearly 1000 acres of park and basin landscaping more efficiently; and identify leak detection and/or water use abnormalities in real time, so as to avoid the unnecessary loss of water. In addition to the expected water savings, staff is anticipating a reduction in energy savings, reduced cost in contractual landscape water service calls, and possibly reduced landscape maintenance costs by using this cutting edge technology, such as fertilizer injection through the new irrigation infrastructure that will be installed.

If directed to pursue both opportunities, staff will work with the Parks and Recreation Commission to move forward with both concepts.

## **Community Benefit/Public Involvement**

An improved irrigation system will enhance the benefits of urban parks as healthy and well maintained green space can help increase property values, while also attracting and retaining businesses to an area. Well maintained green space provides gathering places for the community and aide in developing social skills as people engage one another at parks. Properly watered and maintained trees and shrubs provide a destination for children and adults to gather for shade and picnics.

The leasing of undeveloped park land would provide improved land management through regular crop planting and harvesting as well as bringing aesthetic improvements and a “greening” of these undeveloped areas.

Both items have been reviewed and discussed previously by the Parks and Recreation Advisory Commission, which has indicated its support.

## **Budget and Financial Impacts**

If directed by Council to move forward, both items would be pursued to ensure no additional costs to the City of Glendale. The costs to conduct “urban farming” of undeveloped park land would be entirely born by the

successful RFP respondent and be subject to final review and approval by the Council. Likewise, the financial expense of a new water telemetry system would be incurred by a successful RFP respondent, in exchange for the City to repay the respondent with a portion of any water savings, over a multi-year agreement. As with the urban farming concept, the City Council would have the opportunity to review and approve any such agreement.



## Legislation Description

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**File #: 16-249, Version: 1**

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### **APPOINT MEMBERSHIP TO STANDING COUNCIL COMMITTEES FOR THE 2016-2017 FISCAL YEAR, PURSUANT TO THE CITY COUNCIL GUIDELINES**

Staff Contact: Brent Stoddard, Director, Intergovernmental Programs

#### **Purpose and Policy Guidance**

This is a request for Council to discuss and appoint membership to standing Council committees for the 2016-2017 Fiscal Year, pursuant to the City Council Guidelines.

#### **Background**

Section 9 of the City Council Guidelines specifies that the Council shall consider appointments to Council committees at the first workshop in June of each year. There are currently two Council committees, the Government Services Committee (GSC) and the Sustainability Committee, which has been inactive since 2012. The Council has the discretion to establish as many committees as it deems appropriate to discuss any topics it would like to study in depth.

Adopted City Council Guidelines, Section 9, pertains to the appointment of membership to committees and reads as follows:

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

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

Effective August 13, 2013, a two-year consecutive term limit with appointment annually for membership of councilmembers on Council subcommittees begins.

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

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

#### **Analysis**



The current members of the GSC are Councilmember Tolmachoff (who serves as the Chair), Councilmember Aldama, and Councilmember Malnar. The Guidelines specify that Councilmembers may only serve on the same committee for two consecutive years. Councilmembers Aldama and Tolmachoff were appointed to the GSC in June 2015, therefore they are eligible for an additional year on the committee. As specified in the Council Guidelines, Councilmember Malnar assumed former Councilmember Sherwood's seat on the GSC in November 2015 and is also eligible to continue serving on the committee.

### **Previous Related Council Action**

On November 10, 2015, Councilmember Malnar was sworn in as the councilmember for the Saguaro district and assumed former Councilmember Sherwood's seat on the GSC.

At the June 2, 2015 Council Workshop, Council determined that Councilmembers Aldama and Tolmachoff would be appointed to join Councilmember Sherwood on the GSC.

On June 3, 2014, Councilmember Martinez resigned his seat on the GSC and Council met in Executive Session to consider his replacement on the committee. Councilmember Sherwood was selected to fill the vacated seat.

On September 10, 2013, Council amended, by Resolution 4722, the City Council Guidelines. The amended sections included: Placing Items of Special Interest on a Workshop Agenda (section 2), Selection and Responsibilities of the Vice Mayor (section 8), and Council Committees (section 9).

At the February 5, 2013 Council Workshop, Council determined that Councilmembers Chavira and Hugh would be appointed to join Councilmember Martinez on the GSC.

At the May 26, 2009 Council meeting, Council adopted, through Resolution 4269, the City Council Guidelines.



## Legislation Description

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**File #: 16-261, Version: 1**

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### **COUNCIL ITEM OF SPECIAL INTEREST: DOWNTOWN BEAUTIFICATION**

Staff Contact and Presenter: Jean Moreno, Economic Development Officer

Staff Contact and Presenter: Jon Froke, AICP, Planning Director

### **Purpose and Policy Guidance**

At the January 19, 2016 City Council Workshop, Councilmember Aldama identified a request for a specific plan to address beautification in the heart of downtown and Catlin Court areas. Specific requests included:

1. Examination of changing the downtown pedestrian light poles from black to green;
2. Establishing a program for common area maintenance (sidewalk sweeping, power-washing, alley debris cleaning, and flower planting/maintenance, bench maintenance, tree maintenance);
3. Painting the clock located in Murphy Park; and,
4. Creating a better plan for post-festival clean-up.

### **Background**

In the late 1980's the city established a comprehensive Downtown Development Design Standards Manual that specifies certain amenities for the downtown area located generally between 55th and 59th avenues, from Lamar Road to Myrtle Avenue. The design manual was established for the purpose of developing a uniform application of consistent place making aesthetics that would create a walkable, pedestrian friendly environment with an improved physical appearance and streetscape. The design standards were consistent with tenets of subsequent planning documents including the Magnetic Mile and Glendale City Center Master Plan. Some of the items addressed in the design standards include streetscape, decorative pedestrian sidewalks and crosswalks, benches, tree placement, bollards, pedestrian lights, trash receptacles, bike racks, newsstands, street lights, and bus stops.

In 2007, the City Council reinvigorated the mission to create a vibrant city center which ultimately culminated in the development of the Centerline initiative. Over the course of roughly two years, the City Council and staff participated in a variety of local community engagement initiatives to gather key stakeholder and community input regarding the continued development of the Glendale Avenue corridor. The result of these efforts was the development of key objectives for Centerline which included broadening the view of downtown, creating a brand for the Glendale Avenue corridor, establishing economic partnerships, developing a new core identity for the area, and advancing an ongoing redevelopment strategy and support tools.

As part of that process, in FY2008 City Council allocated funding in a dedicated budget for Downtown Beautification and Promotion as shown below (1000-16040). There were a number of key priorities that the funding was utilized for including downtown security patrols, events and promotions, and common area

maintenance. The division had a total of four full-time employees (two security officers and two Service Worker II positions). Ultimately the funding was phased out as a result of budget reductions and there has been no specific budget allocation since FY2013. Since that time, Public Works has provided right of way maintenance and street sweeping services for the downtown area in accordance with city-wide standards; and, trash receptacle maintenance was absorbed into the Parks and Recreation operating budget.

Year	Budget	Actuals	% of Budget Used	FTEs
FY2008	\$800,453	\$637,925	80%	4
FY2009	\$338,118	\$331,563	98%	4
FY2010	\$313,000	\$239,944	77%	4
FY2011	\$266,453	\$265,199	99.5%	4
FY2012	\$256,857	\$260,759	102%	4
FY2013	\$132,125	\$120,793	91%	2

In addition, for many years, the City has provided funding for downtown specific promotions and events. Those events include Glitter Spectacular, Enchanted Evening, Glitter and Glow, Chocolate Affaire, Jazz Festival, and Summer Band concert series. The average budget allocation for these events and activities over the last six fiscal years (FY2011-16) was approximately \$850,000 per year with an average revenue collection of about \$543,000 for an average net investment of about \$307,000 to support downtown events.

### **Analysis**

The downtown area is a unique pedestrian-oriented area that is intended to create a walkable environment with a variety of shopping, dining, and entertainment activities with accessible public parking options. Other significant pedestrian-oriented developments located in Glendale are privately owned and common area maintenance is addressed by the property owner/developer. Examples of similar pedestrian-oriented developments include Arrowhead Towne Center and Westgate Entertainment District.

Many communities in the metropolitan area fund downtown beautification and promotion through the use of an enhanced municipal services district, sometimes referred to as a business improvement district or BID. The development of an enhanced municipal services district is governed by A.R.S. § 48-575 which states that an improvement district may be formed within a designated area to provide public service within the district at a higher level or greater degree than provided in the remainder of the community, including such services as public safety, fire protection, refuse collection, street or sidewalk cleaning or landscape maintenance in public areas, planning, promotion, transportation, and public parking.

The formation of an enhanced municipal services district is a community-driven initiative and requires a petition for the formation of a district to be presented to the governing body of the jurisdiction. Some examples of communities with successful districts operated by independent downtown organizations include Chandler, Phoenix, Mesa, and Tempe. A district of this nature involves a tax assessment to fund the program of enhanced services. The scope of services provided by the district can include anything that the community decides is a priority for funding. Some communities form completely separate organizations and in others, the downtown association becomes a function of an existing organization like the Chamber of Commerce or Convention and Visitors Bureau. The formation of a district of this nature requires a community champion, a desire of the business community, and is only facilitated by the city generally through the use of a professional consultant. Consulting fees vary based on the scope of services, but are likely to fall within the

\$50,000 to \$80,000 range.

The following sections address each of the requested areas:

1. Downtown Pedestrian Lighting

The Downtown Development Design Standards Manual specifies that the downtown pedestrian lighting, also referred to as the “gas lamp” style poles, be constructed of aluminum or steel with a cast aluminum base in flat black, powder-coated paint process and that the paint shall conform to specific standards of quality. The purpose of the design standards is to create uniformity in design and color throughout the downtown area. As such, consideration of a color change for the pedestrian lighting would impact other design features included in the design standards manual that specify the color as flat black such as bollards, bike racks, standard street lights, and traffic signals.

There are 726 gas lamp poles in the downtown area and the city typically replaces about two poles per year due to damage. As such, changing the design standard from black to green and addressing the replacement through attrition is not ideal as it would detract from the intent of the design standards of creating uniformity in color and design throughout the downtown.

Staff researched a variety of options and obtained preliminary cost estimates to conduct the work at various quality levels. All of these estimates are strictly preliminary and each would be subject to a formal bid process so the actual cost could end up being higher or lower.

Hand Paint in Place - \$100,000

This is the least costly approach, but the most likely to yield negative results and create significant ongoing maintenance issues. Utilizing this method for changing the color introduces significant potential for color variation, risk for peeling over time due to the heat which would create an unsightly appearance, and is likely to result in an increased cost for ongoing maintenance. This is not a method that would be beneficial to the city or the community.

Remove/Sandblast/Paint - \$500,000

This method would require hiring a vendor to perform the scope of work which would involve the incremental removal of several pedestrian lights at one time, transfer to an off-site location to sandblast the surfaces, repaint the poles utilizing the specified paint quality standards, and reinstall them. A scope of work for how long the project would take, how many could be done at one time, and how long they would be out of service would be included in a formal bid process. This is not an ideal method as it would result in several lights being out of service for multiple days and would likely take a significant amount of time to accomplish.

Full Replacement - \$1,650,000

This method would allow for the full replacement of the poles at one time to allow for the color change. The length of time to conduct the replacement would be included as part of the bid process. This would be the most efficient method for accomplishing the color change; however, the city would likely be replacing poles that do not need to be replaced which would not be an effective use of taxpayer dollars.

The existing design standard and color for the pedestrian lighting and other design features has been in place for over 30 years. The gas light style pedestrian lighting is intended to mimic historical street lighting features in America dating back to the early 1800's. The predominate standard for this type of lighting is a cast metal base in flat black or sometimes bronze which is reflective of this era. Staff does not recommend a change from the flat black design standard because the current standard is reflective of the historical significance of the design, it would impact the color scheme of other design features in downtown, and to do it with quality is costly.

However, in conducting a visual assessment of many of the pedestrian lights, some are in need of maintenance and all of the poles should be inventoried and labeled with a pole number so they can be tracked for maintenance purposes. The cost to conduct an assessment of the condition of all 726 poles, affix pole numbers, and clean the lenses is approximately \$25,000.

## 2. Common Area Maintenance

The table below shows the common area maintenance items that were previously funded as part of the downtown beautification program along with the current level of service being provided for each.

Work Description	Former Service Level	Current Service Level
Trash Receptacles	Daily	3 times per week
Alley Debris Cleaning	3 times per week	Monthly
Alley Sweeping	As Needed	Monthly
Street Sweeping	Weekly	Monthly or Quarterly*
Sidewalk Sweeping	Weekly or more as needed	None
Pedestrian Alley Cleaning	2 times per week	None
Potted Plants Maintenance	3 times per week	None
Patrol for General Clean-up	Daily	None

\*Service schedule for individual streets is based on need, but is done on a quarterly basis at a minimum, some streets are serviced monthly.

It should be noted that alley and street sweeping services were absorbed into the Enterprise Fund operations and the trash receptacle maintenance was absorbed by the Parks and Recreation operating budget. One item that was not a part of the previous downtown beautification program is the maintenance of the teak benches found throughout the area. The Neighborhood Services volunteer program has been managing the maintenance of these benches for the past several years through the use of volunteers; however, a program for professional maintenance is more desirable and would yield better quality.

Staff researched options for contracting enhanced common area maintenance services and obtained preliminary cost estimates for the work. The proposed service area is bounded by 56<sup>th</sup> avenue to the east, 59<sup>th</sup> avenue to the west, Myrtle Avenue to the north, and Lamar Road to the south (see attached map for details). All of these estimates are strictly preliminary so the actual cost could end up being higher or lower. The total for adding these services as part of a downtown beautification program is estimated at \$148,316. This estimate does not include costs associated with the services already absorbed by the Enterprise Fund and Parks and Recreation.

Work Description	Service Level	Cost
Alley & Pedestrian Alley Debris Cleaning	Weekly	\$47,280
Sidewalk Sweeping	Weekly	\$28,116
Potted Plants Maintenance	3 times per week	\$47,280
Bench Maintenance	30 per year, 5 year cycle	\$ 6,000
Sidewalk Power Washing	Quarterly or as needed	\$19,640

3. Murphy Park Clock

The clock in Murphy Park was installed in 1987 and is also flat black to match the design standards of the gas lamp pedestrian lights. Since the time of the original request, the clock was repainted, inspected, and cleaned. The cost for the maintenance was approximately \$1,200 and was absorbed by the Parks and Recreation operating budget.

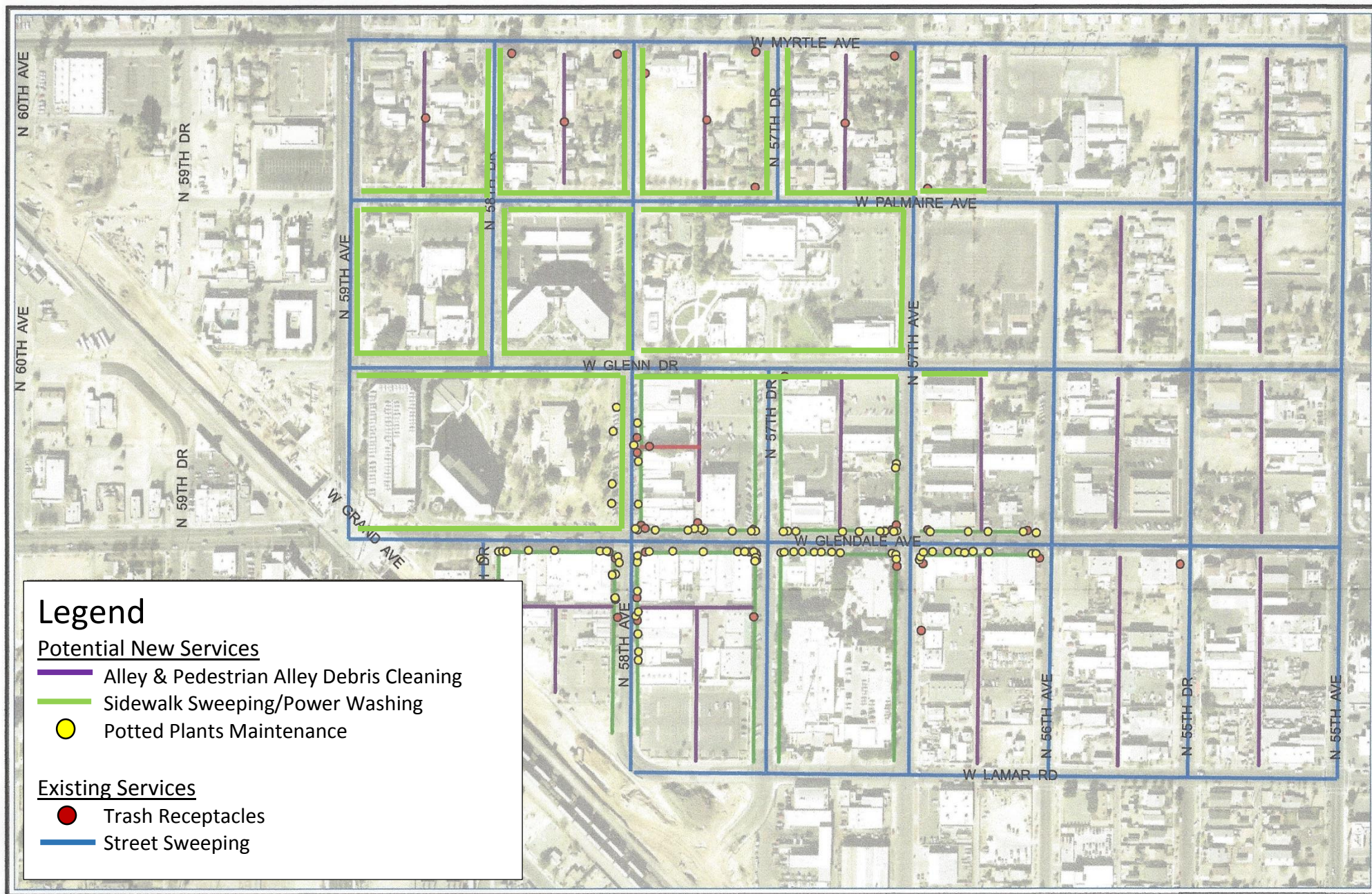
4. Post Festival Clean-Up

The Special Events division utilizes Parks and Recreation part-time staff on a contract basis to address the clean-up needs before, during, and after all festivals. Staff begins one hour before each event by checking all trash containers to ensure they have bags and emptying any that are full. As the event progresses, up to six additional staff persons (three from Parks and Recreation and three from Solid Waste Management) are added to address trash pickup and control litter. The area is continually policed throughout the event and at the event conclusion, two staff persons remain until the area is thoroughly policed. In response to neighborhood concerns, for the past several years temporary trash containers have been set up in the residential neighborhoods north of Myrtle Avenue on 58<sup>th</sup> Avenue and 58<sup>th</sup> Drive up to Gardenia where neighborhood parking often occurs. In addition to the event footprint, clean-up crews are also deployed to the neighborhood after the event to police the area for litter and collect the temporary receptacles. Because the clean-up activity typically takes place up until 1:00 a.m. with vendors not being completely vacated until 3:00 a.m., it is difficult to ensure that all litter is removed due to nighttime lighting. The Monday morning after the event concludes, Special Events staff patrols the event footprint for one final litter removal effort. Solid Waste Management staff are ultimately responsible for trash removal and disposal at the end of the event.

**Budget and Financial Impacts**

Should Council provide direction to move forward with any of these services, a request for a contingency transfer would be required as there are no budgeted funds in place for FY2017.





Council Item of Special Interest – Downtown Beautification  
June 7, 2016





## Legislation Description

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**File #: 16-266, Version: 1**

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**COUNCIL ITEM OF SPECIAL INTEREST: CITIZENS' COMMISSION ON HUMAN RELATIONS AND DIVERSITY**

Staff Contact and Presenter: Jim Brown, Director, Human Resources and Risk Management

**Purpose and Recommended Action**

At the February 2, 2016 Council Workshop, the City Council gave direction to bring to a future workshop additional information for a citizens' commission on Human Relations and Diversity for review, discussion and possible Council action.

**Background**

The Human Resources and Risk Management Department reviewed valley benchmark cities' Human Relations Commissions and in general, these commissions were similar in purpose, structure and function. Based on the analysis, the Human Resources Department recommended to Council in the February 2nd workshop, a structure and function of a citizens' Human Relations and Diversity Commission based on the best practices of the valley cities that were researched. Council discussed that the commission should be advisory in nature and should have the ability to review policies related to diversity and advise the council on such policies. It was discussed that this commission should also be able to hold a public forum in which citizens and stakeholders could be heard and information presented to the commission in those forums could be brought to the Council for consideration. At the conclusion of the workshop, the direction from Council was to bring back a Human Relations and Diversity Commission ordinance recommendation that included an appropriate number of commissioners and that the commissioners should be representative of the citizens, businesses, educational institutions, and public safety.

**Analysis**

Based on the workshop discussions with the council, the recommendation for the Human Relations and Diversity commission is as follows:

The Commission shall be composed of 11 members, who shall be selected and appointed by the City Council. Members of the commission shall be residents of the City of Glendale, representatives of businesses located within Glendale, or stakeholders representing educational institutions within Glendale. The term of appointment shall be for a period of two years; however, the term of six original members shall be for a three-year term as determined by the City Council. The chairperson and vice-chairperson shall be nominated by the government services committee of the City Council and approved by a majority vote of the City Council. The term of appointment for the chair and vice-chair shall be for a period of one year.

All vacancies shall be filled by the City Council for the remainder of the term of the member causing the vacancy.



It is the goal of the City Council that the members of the commission individually and collectively be broadly representative of the diverse demographics of the community.

The commission shall advise the mayor and council regarding issues, regulations or policies affecting persons of diverse race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or disabled communities.

The commission shall also:

- (a) Advocate and promote all aspects of diversity
- (b) Act as an advisory body to the mayor and council to make recommendations on ways to encourage mutual respect and understanding among the residents and businesses of Glendale
- (c) Discourage prejudice and discrimination among the residents and businesses of Glendale
- (d) Work towards cultural awareness and unity among the residents and businesses of Glendale
- (e) Recognize the contributions of persons from the diverse communities within Glendale by supporting and sponsoring cultural and community events and providing education about such persons to the general public
- (f) Serve as a public forum for stakeholder input on issues related to the purpose and functions of the commission
- (g) Collect information with regard to complaints of discrimination and advise the Council on the results of such information collection.
- (h) The commission shall provide assistance to City staff, as requested, on matters involving diversity within the City's workforce and the community at large.
- (i) The commission may establish such rules, regulations or bylaws as it deems necessary for its government and the faithful performance of its duties.
- (j) The commission may meet with individuals or representatives of Glendale businesses regarding matters within its jurisdiction.
- (k) The commission may establish such sub-committees as it deems necessary to assist the commission in fulfilling its powers and duties. The members of the sub-committees need not be commission members and shall be appointed by the commission. Each sub-committee shall be chaired by a member of the commission who shall be appointed by the chairperson of the commission. The sub-committee shall have no authority to act independent of the commission.

Staff also recommends that staff members from Public Safety service as liaisons to the Human Relations and Diversity Commission.

#### **Previous Related Council Action**

Council discussed the merits of a Human Relations and Diversity Commission initially in the November 17, 2015 workshop and again in the February 2, 2016 with direction on both occasions for Human Resources to

bring back additional information for further discussion and consideration.

**Community Benefit/Public Involvement**

Establishing a Diversity/Human Relations Commission benefits the public by helping the community to become more harmonious, respectful, and cohesive.

ORDINANCE NO. NEW SERIES

AN ORDINANCE OF THE COUNCIL OF THE CITY OF  
GLENDALE, MARICOPA COUNTY, ARIZONA, AMENDING  
CHAPTER 2, ARTICLE VIII, DIVISION 4 OF THE CITY CODE  
TO ESTABLISH A HUMAN RELATIONS AND DIVERSITY  
COMMISSION.

WHEREAS, the City of Glendale is committed to fostering and supporting diversity and inclusion of all persons in its community; and

WHEREAS, to demonstrate its continued commitment to diversity and inclusion, the City Council wishes to create a Human Relations and Diversity Commission; and

WHEREAS, the purpose of the Human Relations and Diversity Commission shall be to advise the Mayor and City Council regarding issues, regulations or policies affecting persons of diverse race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or disabled communities.

WHEREAS, the commission shall also: (i) advocate and promote all aspects of diversity; (ii) act as an advisory body to the mayor and council to make recommendations on ways to encourage mutual respect and understanding among the residents and businesses of Glendale; (iii) discourage prejudice and discrimination among the residents and businesses of Glendale; (iv) work towards cultural awareness and unity among the residents and businesses of Glendale; (v) recognize the contributions of persons from the diverse communities within Glendale by supporting and sponsoring cultural and community events and providing education about such persons to the general public; (vi) serve as a public forum to take stakeholder input on issues related to the purpose and functions of the commission; and (vii) collect information regarding complaints of discrimination and advise the Council on the complaints and the information collected.

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

SECTION 1. That Chapter 2 (Administration), Article VIII (Boards, Commissions, Etc.), Division 4 (Reserved) is hereby amended as follows:

CHAPTER 2 – ADMINISTRATION

ARTICLE VIII

DIVISION 4 – HUMAN RELATIONS AND DIVERSITY COMMISSION

**Sec. 2-300. - Established.**

There is hereby established within the City of Glendale a Human Relations and Diversity Commission.

**Sec. 2-301. - Members.**

(a) The Commission shall be composed of eleven members, who shall be selected and appointed by the City Council. Members of the commission shall be residents of the City of Glendale, representatives of businesses located within Glendale, or stakeholders representing educational institutions located within Glendale. The term of appointment shall be for a period of two years; however, the term of six original members shall be for a three-year term as determined by the City Council. The chairperson and vice-chairperson shall be nominated by the government services committee of the City Council and approved by a majority vote of the City Council. The term of appointment for the chair and vice-chair shall be for a period of one year.

(b) All vacancies shall be filled by the City Council for the remainder of the term of the member causing the vacancy.

(c) It is the goal of the City Council that the members of the commission individually and collectively be broadly representative of the diverse demographics of the community.

**Sec. 2-302. - Powers and duties.**

(a) The commission shall advise the mayor and council regarding issues, regulations or policies affecting persons of diverse race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or disabled communities.

(b) The commission shall also: (i) advocate and promote all aspects of diversity; (ii) act as an advisory body to the mayor and council to make recommendations on ways to encourage mutual respect and understanding among the residents and businesses of Glendale; (iii) discourage prejudice and discrimination among the residents and businesses of Glendale; (iv) work towards cultural awareness and unity among the residents and businesses of Glendale; (v) recognize the contributions of persons from the diverse communities within Glendale by supporting and sponsoring cultural and community events and providing education about such persons to the general public; (vi) serve as a public forum to take stakeholder input on issues related to the purpose and functions of the commission; and (vii) collect information regarding complaints of discrimination and advise the Council on the complaints and the information collected.

(c) The commission shall provide assistance to City staff, as requested, on matters involving diversity within the City's workforce and the community at large.

(d) The commission may establish such rules, regulations or bylaws as it deems necessary for its government and the faithful performance of its duties.

(e) The commission may meet with individuals or representatives of Glendale businesses regarding matters within its jurisdiction.

(f) The commission may establish such sub-committees as it deems necessary to assist the commission in fulfilling its powers and duties. The members of the sub-committees need not be commission members and shall be appointed by the commission. Each sub-committee shall be chaired by a member of the commission who shall be appointed by the chairperson of the commission. The sub-committee shall have no authority to act independent of the commission.

SECTION 2. That the provisions of this ordinance shall become effective thirty (30) days after passage of this ordinance by the Glendale City Council.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Glendale, Maricopa County, Arizona, this                      day of                      , 2016.

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M A Y O R

ATTEST:

\_\_\_\_\_  
City Clerk (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

REVIEWED BY:

\_\_\_\_\_  
City Manager  
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