

City of Glendale Council Workshop Agenda

May 6, 2014 – 1:30 p.m.

Welcome!

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

Form of Government

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

Voting Meetings and Workshop Sessions

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

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

Executive Sessions

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

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

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



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

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

Councilmembers

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



MAYOR JERRY P. WEIERS

Vice Mayor Yvonne J. Knaack – Barrel District

Appointed City Staff

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

Meeting Agendas

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

Public Rules of Conduct

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

How to Participate

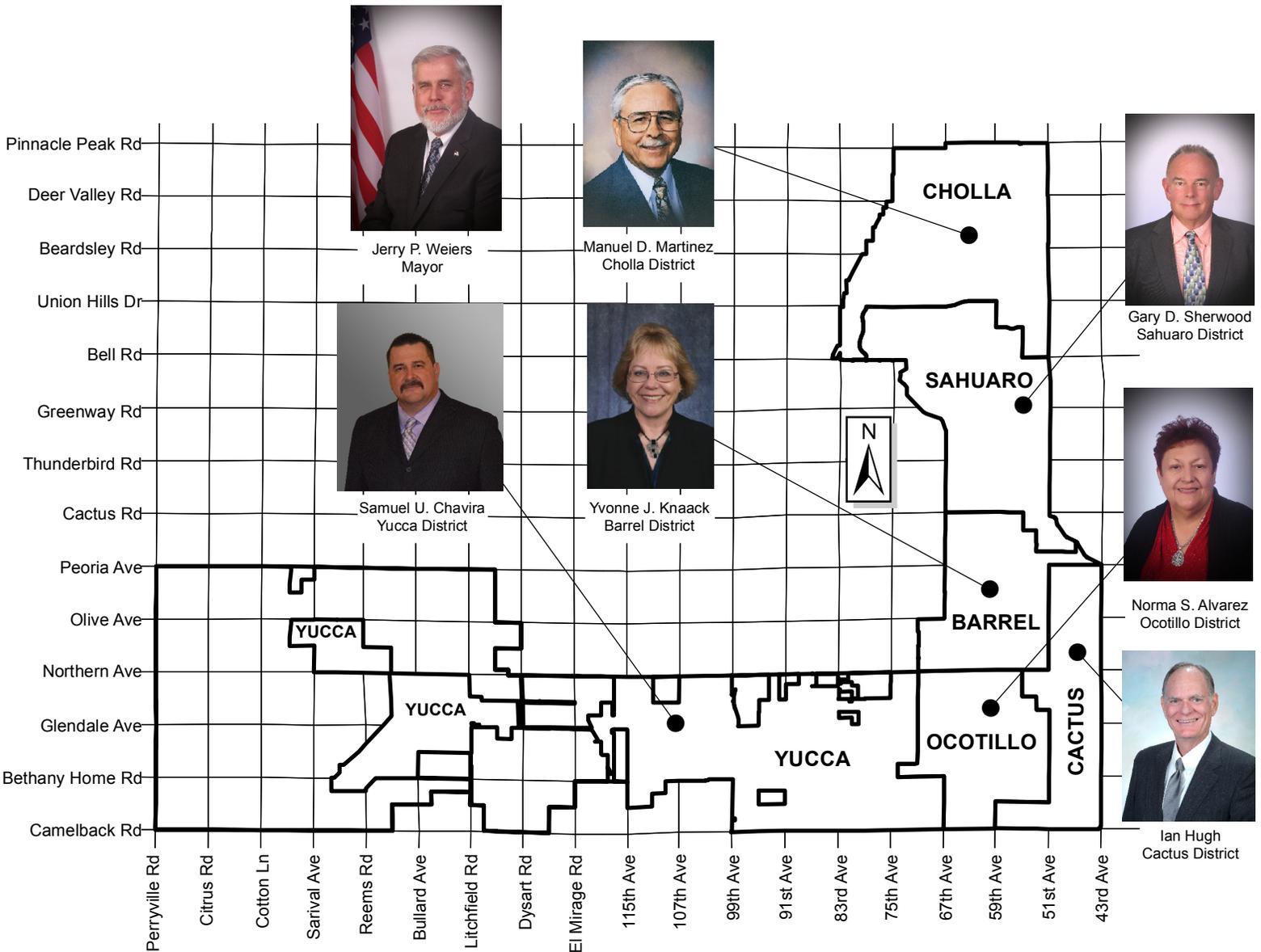
Voting Meeting - The Glendale City Council values citizen comments and input. If you wish to speak on a matter concerning Glendale city government that is not on the printed agenda, please fill out a blue Citizen Comments Card. Public hearings are also held on certain agenda items. If you wish to speak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

When speaking at the Podium - Please state your name and the city in which you reside. If you reside in the City of Glendale, please state the Council District you live in.

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



Council District Boundaries





GLENDALE CITY COUNCIL WORKSHOP SESSION
Council Chambers – Room B3
5850 West Glendale Avenue
May 6, 2014
1:30 p.m.

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

CALL TO ORDER

WORKSHOP SESSION

1. **GLENDALE 2035 GENERAL PLAN UPDATE**
PRESENTED BY: Jon M. Froke, AICP, Planning Director
Celeste Werner, AICP, Vice President, Matrix Design Group
Rick Rust, AICP, Vice President, Matrix Design Group
2. **WEST PHOENIX/CENTRAL GLENDALE LIGHT RAIL UPDATE**
PRESENTED BY: Cathy Colbath, Interim Executive Director, Transportation Services
Stephen Banta, Chief Executive Officer, Valley Metro
Benjamin Limmner, Capital Planning Manager, Valley Metro
3. **COUNCIL ITEM OF SPECIAL INTEREST: ADDING ELECTRONIC VOTING MODULE TO GRANICUS AGENDA MANAGEMENT SOFTWARE**
PRESENTED BY: Chuck Murphy, Executive Director, Technology & Innovation
Diana Bundschuh, Deputy Chief Information Technology Officer
Chris Voorhees, Senior Enterprise Account Manager, Granicus, Inc.
Thao Hill, Vice President of Sales, Granicus, Inc.
4. **FY14-15 BUDGET FOLLOW-UP ITEMS**
PRESENTED BY: Tom Duensing, Executive Director, Financial Services

CITY MANAGER'S REPORT

This report allows the City Manager to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from

discussing or acting on any of the items presented by the City Manager since they are not itemized on the Council Workshop Agenda.

COUNCIL ITEMS OF SPECIAL INTEREST

Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.

EXECUTIVE SESSION

1. LEGAL MATTERS

- A. Council will meet to discuss and consider records exempt by law from public inspection and is specifically required to be maintained as confidential by state or federal law. (A.R.S. § 38-431.03(A)(4))
- B. The City Council will meet with the City Attorney for legal advice, discussion and consultation regarding the city's position in pending or contemplated litigation, including settlement discussions conducted in order to avoid or resolve litigation. (A.R.S. § 38-431.03(A)(3)(4))
- C. The City Council will meet with the City Attorney and City Manager to receive legal advice, consider its position and provide instruction and direction to the City Attorney and City Manager regarding the City's position in connection with the property at or near 91st and Northern Avenues. (A.R.S. § 38-431.03(A)(3)(4))

2. LEGAL MATTERS - PROPERTY & CONTRACTS

- A. Discussion/consultation with the City Attorney and City Manager to receive an update, to consider its position, and to provide instruction/direction to the City Attorney and City Manager regarding Glendale's position in connection with one or more agreements associated with Camelback Ranch that are the subject of negotiations. A.R.S. § 38-431.03(A)(3)(4)(7))
- B. Discussion or consultation with the attorneys of the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiation, pending or contemplated litigation, or settlement negotiations related to existing and future billboard license agreements with Lamar Central Outdoor, LLC. (A.R.S. § 38-431.03(A)(3)(4))

3. PERSONNEL MATTERS

- A. Various terms have expired on boards, commissions and other bodies. The City Council will be discussing appointments involving the following boards, commissions and other bodies. (A.R.S. § 38-431.03 (A)(1))
1. Arts Commission
 2. Audit Committee
 3. Aviation Advisory Commission
 4. Board of Adjustment
 5. Citizens Bicycle Advisory Committee
 6. Citizens Transportation Oversight Commission
 7. Commission on Persons with Disabilities
 8. Community Development Advisory Committee
 9. General Plan Steering Committee
 10. Glendale Municipal Property Corporation
 11. Historic Preservation Commission
 12. Industrial Development Authority
 13. Judicial Selection Advisory Board
 14. Library Advisory Board
 15. Parks and Recreation Advisory Commission
 16. Personnel Board
 17. Planning Commission
 18. Public Safety Personnel Retirement Board/Fire
 19. Public Safety Personnel Retirement Board/Police
 20. Risk Management/Workers Compensation Trust Fund Board
 21. Water Services Advisory Commission

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

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

Confidentiality

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

for violation of the statute unless the City Council takes a legal action at a properly noticed open meeting to approve of such expenditure prior to incurring any such obligation or indebtedness. A.R.S. § 38-431.07(A)(B).

Items Respectfully Submitted,



Brenda S. Fischer, ICMA-CM
City Manager



WORKSHOP COUNCIL REPORT

Meeting Date: **5/6/2014**
Meeting Type: **Workshop**
Title: **GLENDALE 2035 GENERAL PLAN UPDATE**
Staff Contact: **Jon M. Froke, AICP, Planning Director**

Presented by: **Celeste Werner, AICP, Vice President, Matrix Design Group**
Rick Rust, AICP, Vice President, Matrix Design Group

Purpose and Policy Guidance

Staff will provide a status report of the General Plan Update and introduce to Council the consultants who are working with staff to develop the plan, Matrix Design Group. The city's General Plan is required by state law to be periodically updated and the Planning Division is beginning this process. As part of the General Plan Update, the Planning Division will be assisted by a professional Planning firm.

This is for Council information only.

Background

The General Plan is required by state law and serves as the official policy statement of the city to guide the public and private development of the community through new development and redevelopment initiatives. Both content and character of the plan are largely proscribed by state statutes. Elements of the General Plan, both those required by state law as well as elements specific to Glendale make up the plan, along with goals, objectives, and policies for each element.

The City of Glendale last updated its General Plan in 2001-02. This General Plan, "Glendale 2025 The Next Step", was adopted by the City Council on May 28, 2002 and ratified by Glendale voters with 86% approval on the November 5, 2002 General Election. Council adoption and voter ratification is required for the 2016 update as well.

Preliminary work on the General Plan Update has begun and will continue through the rest of this year, 2015, and 2016. Staff has developed the framework and a working title for the update to be known as "Envision Glendale 2035". The Matrix Design Group will play an important role in the formation and development of this planning endeavor.

Staff, with the assistance of Matrix Design Group, intends to update the text and mapping of the current plan to reflect current conditions such as the development of the Sports and Entertainment District and construction of the Loop 303 and Northern Parkway. In addition, new



WORKSHOP COUNCIL REPORT

elements and sections now required by State Statutes which were not required at the time of earlier General Plans such as the 1980, 1989 and 1992 General Plan will be included.

As part of the budget process, the Community and Economic Development Department secured funding to hire a planning consulting firm to assist with the citizen participation efforts and preparation of the plan update. Matrix Design Group will verify staff work associated with revised text and mapping and would lead the efforts associated with the required citizen participation efforts and outreach.

Planning Commission recommendation and City Council adoption is anticipated in 2016, with the new plan proposed to be referred to the voters for voter ratification during the regularly scheduled General Election of November 8, 2016.

Analysis

The Glendale General Plan process constitutes an update of the 2002 General Plan, including the addition of components and strategies to address build-out of the City and a shifting emphasis from growth to preservation, enhancement, and redevelopment.

The writing of the General Plan will be an intensive effort during 2014-16, including extensive citizen participation and featuring neighborhood meetings to discuss the General Plan in each of the 6 City Council districts.

During the 2001-2002 update of the General Plan, a consultant was hired to assist staff and the steering committee of interested citizens in the writing of the General Plan. Staff, the citizen members of the Steering Committee and Matrix Design Group will work closely on the current General Plan Update.

Previous Related Council Action

On March 25, 2014, February 25, 2014, and January 28, 2014 City Council appointed members to the General Plan Steering Committee

On February 25, 2014 City Council authorized the City Manager to enter into a professional services agreement with Matrix Design Group, Inc. for professional planning services to update and rewrite portions of the General Plan.

On January 28, 2014, City Council adopted an Ordinance amending the establishment of the General Plan Steering Committee to add additional members to the Committee.



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On January 14, 2014, Council adopted an Ordinance establishing a General Plan Steering Committee to be made up of interested citizens and community stakeholders.

At the December 17, 2013 City Council Workshop, Council provided guidance to staff to continue with the formation of a Steering Committee for the update of the General Plan.

A presentation was made to the Government Services Committee on November 7, 2013 on the process for moving forward with the formation of the Steering Committee.

During the 2001-2002 update of the General Plan, a consultant was hired to assist staff and the citizen focus group in the writing of the General Plan.

Once the consultant, staff, and the Focus Group completed its work in 2002, the City Council adopted the General Plan, Glendale 2025 The Next Step, on May 28, 2002, and the voters ratified the plan with 86% approval on the November 5, 2002 General Election.

Community Benefit/Public Involvement

State law requires each municipality in Arizona to adopt written procedures to provide effective, early, and continuous public participation in the development of its General Plan, from all geographic, ethnic, and economic areas of the city. Matrix Design Group will meet regularly with the citizen Steering Committee and the community to solicit input.

The consultant will assist with public participation efforts, which will provide citizens an opportunity to assist with the writing of the General Plan. Increasing citizen involvement will assist the public in understanding, supporting, and implementing the General Plan.

Attachments

None



WORKSHOP COUNCIL REPORT

Meeting Date: **5/6/2014**
Meeting Type: **Workshop**
Title: **WEST PHOENIX/CENTRAL GLENDALE LIGHT RAIL UPDATE**
Staff Contact: **Cathy Colbath, Interim Executive Director, Transportation Services**

Presented by: **Stephen Banta, Chief Executive Officer, Valley Metro**
Benjamin Limmer, Capital Planning Manager, Valley Metro

Purpose and Policy Guidance

This report presents an update on the Valley Metro Study, initiated in 2013, in cooperation with the cities of Phoenix and Glendale, to analyze potential high-capacity transit improvements in the West Phoenix/Central Glendale study area. The purpose of this report is to inform the City Council of the study progress and to seek input in preparation for public meetings in May 2014.

Background

In 2001, the voters of Glendale approved matching funds for a light rail corridor from 43rd Avenue to downtown Glendale. In 2005, regional voters approved funding for a high-capacity transit (HCT) corridor extending from 19th Avenue to downtown Glendale. Funding was based on a combination of local, regional and federal sources. The most recent regional Transit Life Cycle program includes funding to complete a high-capacity transit corridor in Glendale by 2026.

Analysis

In 2013, Valley Metro, in cooperation with the cities of Phoenix and Glendale, initiated an Alternatives Analysis study to analyze potential transit improvements that encompass portions of west Phoenix and central Glendale. The study area is bounded by 19th Avenue to the east, State Route Loop 101 on the west, Northern Avenue on the north and Camelback Road on the south.

The initial analysis determined that the eastern portion of the study area, between 19th and 67th avenues, has the greatest potential for high-capacity transit service within the study area. This area has the highest population density and concentration of transit-dependent residents. These factors increase the likelihood of successfully competing for the federal funds necessary to complete the project. Alternatives identified for further evaluation are focused on alignments connecting 19th Avenue to downtown Glendale.

The analysis began with six potential routes with three mode options (light rail, bus rapid transit and modern streetcar). Further analysis shows some of the routes are less viable than other



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corridors. The analysis helps to refine the corridor selection process, and has indicated issues with the following alignments.

Do not advance Northern Avenue for further analysis: Based on planning analysis and public input, it has been determined that Northern Avenue, compared to other route options, is less attractive for HCT. While the demographic data associated with Northern Avenue is similar to that of the other alternatives, Northern Avenue requires out-of-direction travel and adds two miles of travel between downtown Glendale and central Phoenix. In addition, Northern Avenue did not rank highly during public involvement, nor do the local plans for the corridor envision HCT. Lastly, Northern Avenue would potentially duplicate service in an area that might be served by Phase II of the Northwest Light Rail Extension.

Significant disadvantages associated with Grand Avenue: Camelback Road/Grand Avenue and Bethany Home Road/Grand Avenue routes are shorter routes to connect downtown Glendale with downtown Phoenix. The two-mile stretch of Grand Avenue in the study area has predominantly non-transit supportive land uses and there are fewer opportunities for transit-oriented redevelopment. Further, the Grand Avenue routes do not directly connect to downtown Glendale or major activity centers and serve less population per mile. Therefore, the Camelback Road/Grand Avenue and Bethany Home Road/Grand Avenue route options were found to be less attractive.

Continued analysis of route options within downtown Glendale: One of the major challenges is to fully capitalize on the revitalization potential of downtown Glendale, while preserving the character of the community. Several east-west route options have been identified for the downtown area, including:

- West Myrtle Avenue
- West Palmdale Avenue
- West Glenn Drive
- West Lamar Road
- West Ocotillo Road
- West Glendale Avenue

Analysis of these east-west options, combined with numerous north-south alignments, is ongoing. Factors such as right-of-way impacts, community character, enhancement of quality of life, and connections to major destinations are a few considerations. The Council's and public input will play an integral role in this analysis.

The next phase of the study will include a more in-depth analysis of the remaining options, which will eventually lead to decisions on the preferred corridor, as well as a suitable mode for the selected route option. The study team will present a Locally Preferred Alternative for formal Council adoption in 2015.



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Previous Related Council Action

At the October 15, 2013 Council Workshop, staff presented an update on the current high-capacity transit study (West Phoenix/Central Glendale Alternatives Analysis) with preliminary corridor findings. Valley Metro staff outlined the benefits and impacts of light rail and the steps the city can take to make this a successful project.

At the October 30, 2012 Council Workshop, Transportation Services and Valley Metro staff presented findings from a previous light rail study that stated that the first priority for Glendale light rail should include a corridor to downtown Glendale. City Council directed staff to proceed with the next step in the process, which was to complete an Alternatives Analysis to develop a Locally Preferred Alternative (LPA) that identifies a high-capacity transit system best suited for the corridor.

Community Benefit/Public Involvement

Light rail provides a variety of community benefits. It attracts new travelers who would otherwise drive or may not feel comfortable taking the bus. As seen in the region, light rail can be a catalyst for economic redevelopment along a corridor, which in turn supports the tax base of the city through transit-oriented development (TOD). Light rail also adds destinations where people want to be, not just pass through. Environmental benefits to the community include lower levels of pollution due to reduced automobile use. Light rail may well save money for many Glendale commuters, as automobile operating and parking costs are avoided.

The goal of the public involvement process of the Alternatives Analysis will be to support the selection and implementation of an LPA through participation of well-informed and involved citizens, the city, businesses and community leaders. The community involvement process outlined by the federal government is designed to ensure that community concerns and issues are identified early and addressed in the planning, engineering, environmental, economic and financial efforts of the project.

The study process has included many opportunities for public input from stakeholders, including citizens and businesses. Valley Metro held initial public meetings in both Glendale and Phoenix, with additional meetings to be scheduled throughout the remainder of the process. As of the end of April 2014, comments and questions from 30 public outreach efforts in Glendale have been received. The next scheduled Glendale public meeting is planned for late May 2014.



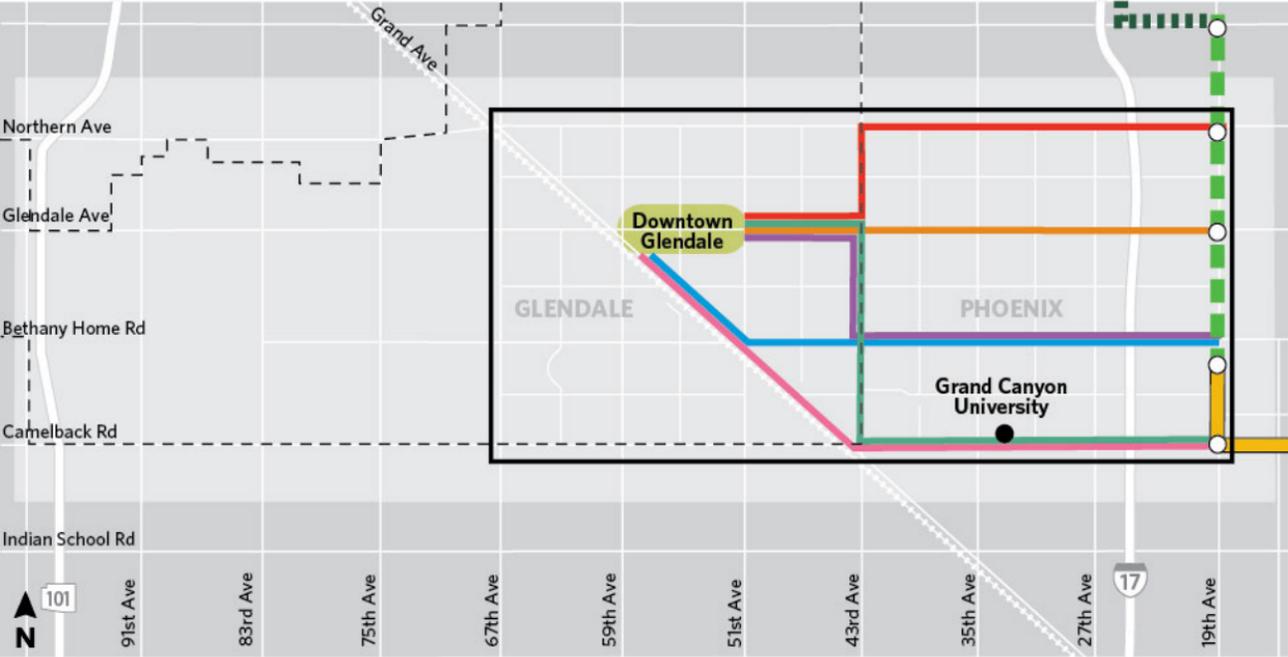
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Budget and Financial Impacts

The Alternatives Analysis is funded with public transportation funds and therefore does not impact the current Glendale budget.

Attachments

Map



LEGEND

-  Valley Metro Light Rail / Stations
-  Northwest Light Rail Extension Phase I (2016)
-  Northwest Light Rail Extension Phase II (2026)
-  Study Area
-  Transit Service Area
-  City Boundary
-  Downtown Glendale Analysis Area

Route Alternatives

-  Bethany Home Rd/43rd Ave
-  Bethany Home Rd/Grand Ave
-  Camelback Rd/43rd Ave
-  Camelback Rd/Grand Ave
-  Glendale Ave
-  Northern/43rd Ave



WORKSHOP COUNCIL REPORT

Meeting Date: **5/6/2014**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: ADDING ELECTRONIC VOTING
MODULE TO GRANICUS AGENDA MANAGEMENT SOFTWARE**
Staff Contact: **Chuck Murphy, Executive Director, Technology & Innovation
Diana Bundschuh, Deputy Chief Information Technology Officer**

Presented By: **Chris Voorhees, Senior Enterprise Account Manager, Granicus, Inc.
Thao Hill, Vice President of Sales, Granicus, Inc.**

Purpose and Policy Guidance

During the April 1, 2014 Council Workshop, Vice Mayor Knaack expressed interest in electronic voting. The City currently uses a platform by Granicus, Inc. to stream Council meetings and provide archived videos on the City's website. Additionally, the City will be implementing the company's agenda management software. In response to Vice Mayor Knaack's request, Technology & Innovation is recommending that the City evaluate and consider Granicus' Meeting Efficiency module, which provides electronic voting and other functionality. Staff is seeking guidance from Council regarding the implementation of Meeting Efficiency.

Background

The City has been utilizing Granicus to stream and archive Council meetings for several years, and in November 2013, the decision was made to implement Granicus' agenda management software, Legistar. This software will significantly automate and standardize the agenda process, change how the agenda is presented on the City's website and will integrate with the existing Granicus video tools.

Analysis

The Granicus platform offers a module and managed service called Meeting Efficiency. Although electronic voting is one component of Meeting Efficiency, it also allows for roll call, motions, and votes to be cast via touchscreen displays located on the dais. An electronic version of the agenda and supporting documents will also be displayed on the touchscreen as well as a button for a request to speak. The speaking request is then displayed on the Mayor's screen.

Meeting Efficiency integrates with the City Clerk's processes; therefore, the above functions will be electronically recorded in the City Clerk's minutes. Additionally, Meeting Efficiency includes functionality called Public Display, which provides the ability to display certain information to the



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public and speakers. Examples include displaying the current agenda item, vote results, speaker names, and speaker countdown times.

Although other companies offer electronic voting, staff recommends continuing with Granicus to ensure proper integration and minimize issues that can result from combining software products from different vendors. Having a single vendor system with the ability to combine multiple modules allows for seamless integration, maximum return on investment, and consistent processes for Council, citizens, and staff.

The implementation of Meeting Efficiency could begin within two to four months after the implementation of Legistar, which is expected to be completed in August 2014. The vendor recommends providing this gap between the implementation of Legistar and Meeting Efficiency to provide staff with sufficient time for familiarization and training.

Previous Related Council Action

Council approved an agreement with Granicus for agenda management software on April 8, 2014.

Community Benefit/Public Involvement

The Public Display component of Meeting Efficiency promotes visibility and transparency to Council meeting audiences by displaying information such as the current agenda item, vote results, speaker names, and speaker countdown times. Since Meeting Efficiency integrates with Legistar, the public will have the ability to search and retrieve details on agenda items including motions, motion second, the action taken, vote result and the vote of each member.

Budget and Financial Impacts

Approximate initial cost of the Granicus Meeting Efficiency module would be \$23,000 for hardware, professional services, training, and \$1,500 - \$1,700 per month for managed service fees. This would be in addition to the other Granicus managed service fees for agenda management and video. The expected lifecycle of the hardware is three to five years, and at that time, replacement equipment will need to be purchased. A funding source will have to be identified for the Meeting Efficiency module and its associated monthly services.

Attachments

None



WORKSHOP COUNCIL REPORT

Meeting Date: **5/6/2014**
Meeting Type: **Workshop**
Title: **FISCAL YEAR 2014-15 BUDGET FOLLOW-UP ITEMS**
Staff Contact: **Tom Duensing, Executive Director, Financial Services**

Purpose and Policy Guidance

The purpose of this item is to review the Fiscal Year 2014-15 (FY14-15) proposed revenue budget, proposed transfers budget, and proposed Capital Improvement Program (CIP) project carry-forward funding budget for Council consideration and take any feedback relative to the upcoming budget adoption process.

Background

The FY14-15 budget process included a five-year financial forecast of the operating funds, a review of the proposed ten-year Capital Improvement Plan, and a review of the detailed budget request for each of the departments which included both the operating funds and the capital outlay. To address the identified structural deficit in the General Fund, several Budget Workshops have focused on specific budget balancing strategies for FY14-15 and future fiscal years. To date, a total of six public meetings have been held relative to the FY14-15 budget process.

- Workshop – December 17 (General Fund Five-Year Financial Forecast)
- Budget Workshop – January 21 (General Fund Budget Balancing Strategies)
- Budget Workshop – February 4 (General Fund Budget Balancing Strategies)
- Budget Workshop – February 18 (Ten-Year CIP, Other Fund Forecasts)
- Budget Workshop – March 18 (General Fund Budget Balancing Strategies)
- Budget Workshop – April 8 (Departmental Operating and Capital Outlay Review)

At the April 8, Budget Workshop, staff reviewed the FY14-15 expenditure budget requests for all funds. Additionally, budgeted transfer requests were reviewed for various funds.

Analysis

At the workshop, staff will provide an overview of the total FY14-15 annual budget request. The remaining items to be reviewed include FY14-15 anticipated revenue (revenue budget), inter-fund transfer requests (transfers budget), and CIP carry-forward funding. These items, along with the budgeted expenditures make up the FY14-15 annual budget request. The budget process includes a tentative budget adoption, scheduled for May 27, and the final budget adoption, scheduled for June 10.



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Anticipated Revenue

Staff will provide an overview of the FY14-15 anticipated revenue with a comparison of the revenue to FY12-13 actual revenue received, FY13-14 budgeted revenue, and FY13-14 revised revenue estimates. A review of the property tax levy and the associated property tax rates will also be included.

Inter-Fund Transfer Requests

Appropriated inter-fund transfer requests are a necessary mechanism for one fund to appropriately support the operations of other funds. For example, a budgeted transfer from the Transportation Sales Tax Operating Fund to the Transportation Capital Projects Fund is necessary to fund related capital outlay. Appropriated transfers from the General Fund to the General Fund sub-funds are necessary to support activities within the sub-funds such as Arena and Stadium events.

CIP Carry-Forward Funding

It is not unusual for individual capital projects to extend beyond one year. The final FY14-15 CIP adopted budget will include: 1) budget appropriation for new projects beginning in FY14-15; and 2) budget appropriation for projects continuing from FY13-14 into FY14-15. The budget appropriations for projects continuing from FY13-14 into FY14-15 are referred to “carry-forward” appropriations. As FY13-14 is not yet completed, amounts carried forward into FY14-15 as carry-forward appropriations are estimates. These estimates will be adjusted mid-way through FY14-15 to ensure the capital projects are not overfunded.

Previous Related Council Action

On April 8, 2014, a City Council Budget Workshop was held to discuss the FY14-15 expenditure budget requests for all funds and budgeted transfer requests were reviewed for various funds.

On March 18, 2014, a City Council Budget Workshop was held to discuss the General Fund and finalize FY14-15, and beyond budget balancing efforts.

On February 18, 2014, a City Council Budget Workshop was held to discuss the ten-year Capital Improvement Project (CIP) and present five-year forecasts for the other non-General Fund operating funds.

On February 4, 2014, a City Council Budget Workshop was held to discuss the General Fund and introduce specific budget balancing efforts.

On January 21, 2014, a City Council Budget Workshop was held to review the General Fund structural deficit and receive guidance for short-term and long-term options and potential solutions to reduce and eliminate the projected General Fund structural deficit.



WORKSHOP COUNCIL REPORT

On December 17, 2013, a City Council Workshop was held to present the General Fund Five-Year Financial Forecast.

Community Benefit/Public Involvement

A total of six public meetings have been held to discuss a) the financial situation and specific plan for the General Fund for FY14-15 and beyond; b) the ten-year CIP; and c) operating fund forecasts.

Based on feedback received, staff will continue with the budget adoption process which must include tentative budget adoption and final budget adoption.

Attachments

None