

City of Glendale

5850 West Glendale Avenue
Glendale, AZ 85301



Meeting Minutes - Final

Tuesday, April 7, 2015

1:30 PM

Workshop

Council Chambers - Room B3

City Council Workshop

Mayor Jerry Weiers

Vice Mayor Ian Hugh

Councilmember Jamie Aldama

Councilmember Samuel Chavira

Councilmember Gary Sherwood

Councilmember Lauren Tolmachoff

Councilmember Bart Turner

CALL TO ORDER

Present 7 - Mayor Jerry Weiers, Vice Mayor Ian Hugh, Councilmember Jamie Aldama, Councilmember Samuel Chavira, Councilmember Gary Sherwood, Councilmember Lauren Tolmachoff, and Councilmember Bart Turner

Also present were Richard Bowers, Acting City Manager; Jennifer Campbell, Assistant City Manager; Michael Bailey, City Attorney; Pamela Hanna, City Clerk and Darcie McCracken, Deputy City Clerk.

WORKSHOP SESSION

1. [15-154](#) COUNCIL ITEM OF SPECIAL INTEREST: STREET NAME CHANGES
Staff Contact: Jack Friedline, Director, Public Works
Staff Presenter: Cathy Colbath, Deputy Public Works Director
Staff Presenter: David Beard, City Engineer

Ms. Colbath said this item was to discuss renaming city streets in recognition of Martin Luther King Jr, Marty Robbins and Cesar Chavez. She said normally street names are the same throughout the corridor. She said options are sometimes made for honorary or ceremonial changes or formal name changes. She said an honorary or ceremonial name changes includes retaining the street's original name, but putting up additional signage to designate the honorary street name. She said a formal street name change is more complicated and is a longer process. Ms. Colbath provided pictures of examples of honorary/ceremonial name changes. She also showed examples of formal street name changes and said both the old and new street name signs are up together for about a year until the older street name sign is taken down.

Mr. Beard addressed implementation options for an honorary/ceremonial street name change and said the street retains its original name, but provides recognition of an individual with additional signage. He said there is no financial impact to residents or business in the area with this option. There is a minimal financial impact to the city for the cost of the signage and installation. He explained with a formal name change to a street, there will be financial impacts to both residents and businesses on that street, which include business cards and letterhead, as well as driver's licenses and time inconveniences. He said there are costs to the city as well as significant staff time involved with public outreach. Mr. Beard went on to say that if a name is incorporated as new streets are added, there are no financial impacts as there are no residents or business on a new street. Further, renaming an existing street that currently has no residents or businesses will not have any financial impact. He also provided a map showing a proposed location for the street renaming. He said staff recommends moving forward with an honorary/ceremonial name change due to the expense and staff time involved with other options.

Councilmember Chavira said he appreciated the different options presented to Council. He was in favor of the honorary/ceremonial options and provided his thoughts on how each street should be named. He asked what the cost would be for the three signs.

Ms. Colbath said they estimated the cost at \$100 per sign, and that would depend on the roadway and how many intersections were involved.

Councilmember Chavira asked if the Councilmembers could use their budgets to pay for the new signs.

Ms. Colbath said that was an option.

Mayor Weiers asked what Councilmember Chavira meant by the budget.

Councilmember Chavira clarified he meant the Councilmembers district funds.

Vice Mayor Hugh said he originally thought of Maryland Avenue between 91st and 95th Avenues for naming after Martin Luther King. He also suggested Coyotes Blvd. He said changing the name might have a little more meaning than just a ceremonial change.

Councilmember Chavira said he picked 59th Avenue and Glendale Avenues because they are close to City Hall and as the budget gets better, they can work their way out with the signs.

Councilmember Tolmachoff asked if there were any streets at Westgate which had no businesses located on them, so they could formally change the street name without affecting any current businesses.

Ms. Colbath said it was difficult to pinpoint the addresses out at Westgate, but staff could take a closer look at those. She also said the streets with the white street signs are private streets owned by Westgate, and they are not able to make changes to those street names. She noted which street names in the Westgate area are able to be changed. She also said they would need to take a look at the businesses that have addresses on those streets.

Councilmember Aldama said he liked the idea of renaming streets in the downtown areas it would be more significant and the area is more recognizable, and he said it would be more appropriate to have a street named for Marty Robbins in the entertainment district.

Councilmember Turner spoke about the private streets out at Westgate and said they would have to work with Westgate to get those streets renamed. He also said he liked the idea of renaming streets in the downtown area.

Councilmember Aldama said he spoke with Vice Mayor Hugh about the significance of community members in the City as a whole and he said there are road names out there that do not have significance to the history of Glendale. He said after this item, they might have to look at renaming other streets after individuals who have significance to the city.

Councilmember Tolmachoff agreed with the comments about renaming a street near Westgate after Dr. King. She said when the city has significant events; the focal point is usually near the Westgate area. She said the NFL is the biggest draw the city has and is at the Westgate area.

Councilmember Chavira said Councilmember Tolmachoff was correct and said the city needs to protect its historical legacy. He is aware of the national attention the city gets with the sports and entertainment district, but wants to protect the people that are here every day of the year. He said they have an opportunity to be able to market that they have intersecting streets of Dr. King and Cesar Chavez in the downtown area.

Councilmember Aldama thanked Vice Mayor Hugh for suggesting naming a street for Dr.

King. He asked the Council to support at least an honorary naming of a street, particularly Glendale Avenue, for Cesar Chavez. He said he is open to all the ideas, however.

Councilmember Sherwood said he agrees with all the ideas mentioned today, but said they need to be careful naming streets after other celebrities. He was in favor of naming streets after Dr. King and Cesar Chavez. He also liked the idea of ceremonial renaming.

Vice Mayor Hugh said a ceremonial renaming wouldn't show up on any maps and actually renaming Maryland Avenue in the Westgate area to Martin Luther King Jr. Blvd. is a better idea as they wouldn't be disrupting any other businesses other than the stadium.

Mayor Weiers said Marty Robbins should be honored as he has history with the city long before Dr. King or Cesar Chavez. He said Marty Robbins should be in downtown Glendale. He said with the large numbers of people who go to the Westgate area would provide recognition for Dr. King and Cesar Chavez for the visibility it would offer. He said they all agree that they need to do something, but they need to figure out how to do it.

Councilmember Chavira said they need to work on how to achieve this goal.

Councilmember Turner spoke about another city that had many streets in the city named after influential people and how visitors could look on a website to learn the history of those named. He suggested incorporating the Historical Society in this project to get a better sense of those who have contributed to the history of the city. He also asked about staff possibly working with the Westgate to rename some of the private streets. He would like to get feedback to see if that is a possibility.

Councilmember Tolmachoff asked how much of the street would have honorary signs. She noted Glendale Avenue is long; it goes past city hall and West Gate.

Ms. Colbath said it would be up to Council's discretion. She suggested on major arterial streets, they might want to consider the mile and half mile locations as locations for the honorary signs.

Mayor Weiers asked if the Council had any objection to asking the Historical Society to get involved in this project and asked if the Councilmembers should seek direction from the Historical Society.

Councilmember Aldama said he had no problem with that.

Councilmember Turner said he liked the opportunity to honor those who have contributed to the city's history. He said for the Dr. King and Cesar Chavez renaming, he didn't think the city needed input from the Historical Society.

Mayor Weiers clarified he would like to obtain recommendations from the Historical Society for renaming streets after a certain person for a certain reason.

Councilmember Aldama said if they are going to work with the Historical Society, they need to give direction on whether they are looking at three names or two names and be specific as to what the Councilmembers are asking of them.

Mayor Weiers said he would just ask for recommendations from the Historical Society.

Councilmember Chavira recommended just keeping the conversation on the three

individuals already mentioned right now. He said he would like to address the others at a future point in time, but wanted to make sure this first issue is addressed.

Councilmember Turner said he would like to learn if there was a possibility to change the names of the private streets at Westgate. He is also interested in the historical concept as well.

Councilmember Aldama suggested they can reach out to several organizations to donate funds for the signs.

Ms. Colbath said they would gather more information and work with some of the community organizations to see what they come up with.

Mayor Weiers asked for additional information on the private streets to see what the options were there as well.

Ms. Colbath said they would do that.

2. [15-179](#)

COUNCIL ITEM OF SPECIAL INTEREST: PUBLIC COMMENT
PLACEMENT ON AGENDA

Staff Contact: Pamela Hanna, City Clerk

Ms. Hanna said this item was regarding changing the placement of the public comment on the evening agenda. She provided some history of the public comment on the agenda and when it occurred during the evening meetings and the amount of time allowed for public comments. She said the public has multiple opportunities to speak, both on agenda items and on topics not on the agenda. After gathering some information from other cities and towns, about half hold public comments at the beginning of the meeting and about half have a three minute time limit. She explained the statutes give no preference for placement of the open call on the agenda.

Councilmember Tolmachoff said it would provide more opportunity for the public to make comments at the beginning of the meeting. She said some cities she has spoken with do not film the public comment portion of the meetings. Also, it might benefit the citizens to be able to speak at the beginning of the meeting due to the fact that the meeting usually begins during the dinner hour and it might be easier on families with children.

Councilmember Sherwood said the city does publish an agenda and citizens interested in an agenda item can usually tell when that item might be heard. He said putting the public comments at the beginning of the meeting makes those people who have business with the city wait until all those comments are finished. His main concern is for those people who have business to do with the city. He also mentioned that some of the public comments are negative and bring the meeting down. Although having those comments at the beginning might get those issues out of the way, but it isn't a great way to start the meeting off on the right foot. He said a lot of the public comments made don't have anything to do with the city.

Mayor Weiers mentioned the Boy Scouts often attend the meetings to meet badge requirements and would like the opportunity to introduce themselves. He believes giving the citizens the opportunity to speak first is important.

Councilmember Aldama asked if Mayor Weiers would limit the number of speakers if speakers were allowed at the beginning of the meeting.

Mayor Weiers said he would be respectful of everyone there to speak, but would stop someone if they were disrespectful or out of line.

Councilmember Aldama asked if there were 50 people who wanted to speak, he asked if Mayor Weiers would allow all of them to speak at the beginning of the meeting.

Mayor Weiers said if there were many people speaking on the same topic, he would ask the group to find one or two speakers who could speak for the whole group. He said all the Councilmembers want to show respect to the citizens.

Vice Mayor Hugh said the school board he served on allowed speakers at the beginning of the meeting. He said this allows the citizen to voice their opinion and then leave if they want to. He would like to see the speakers at the beginning of the meeting.

Councilmember Tolmachoff asked Ms. Hanna how many speaker cards she gets during the course of the meeting.

Ms. Hanna said she gets cards on both agenda and non-agenda items. She said the cards received during the meeting are about equally divided between agenda and non-agenda items.

Councilmember Tolmachoff said if they only accepted non-agenda speaker cards before the meeting starts that might police it. She said they could still accept agenda item speaker cards during the meeting.

Mayor Weiers said the last thing he wants to do is silence the citizens.

Councilmember Sherwood said Mayor Weiers does an excellent job of recognizing organizations that attend the meetings. He said Council has always given the citizens the time necessary to have their say.

Councilmember Turner said the public comments are sometime the best part of the meeting. He feels strongly the public comments portion should be televised. He said the three minutes is adequate to express their concerns. He said having public comments at the beginning might be a concern for those who can't make it to the meeting at that time for some reason. He said holding comments at the end of the meeting is also a problem because they never know when the meeting is going to end.

Councilmember Aldama said he never wants to keep the citizens from speaking at the meetings. He supports this item either way.

Councilmember Chavira said he also does not want to prevent citizens from having an opportunity to speak. He said it does not matter to him whether the comments are at the beginning or end of the meeting. He also wants the comments to be televised.

Mayor Weiers said there is consensus to move the speakers to the beginning of the meeting, but leave the comments at 3 minutes.

3. [15-180](#)

COUNCIL ITEM OF SPECIAL INTEREST: FREEDOM OF INFORMATION ACT AND TRANSPARENCY

Staff Contact and Presenter: Pamela Hanna, City Clerk

Staff Presenter: Michael Bailey, City Attorney

Staff Presenter: Darcie McCracken, Deputy City Clerk

Mr. Bailey said he would speak to the law regarding public records. He explained the law defines what a record is. He said a record is what they are doing in government to show the public what they are doing. He explained that Arizona law defines public records broadly and creates a presumption requiring public disclosure of public documents. He also said that documents of a private or personal nature, even if completed by a public official, are not public records. He said public records are open to inspection at all times during regular office hours and the custodian of records shall promptly furnish the copies. Mr. Bailey explained that the city does have the ability to deny public records requests, and those include records that are confidential by statute, records involving privacy interests and those not in the best interests of the state to disclose. Those records might include infrastructure plans, public safety matters and information subject to a common law privilege. He said confidential information can be redacted from public documents.

Councilmember Turner asked if it was possible to have a public record on a private device.

Mr. Bailey said that is possible, but it is important for the employee to make sure the public document is put into the public system so it can be appropriately maintained.

Councilmember Turner asked if a public email was received on a home computer, should it be transferred to the public computer for response.

Mr. Bailey said it was important for the public record to be maintained by the public entity as a public record.

Councilmember Turner said at one time, the public perception was that the city was difficult to work with regarding public records requests and he wanted to look into this. He said after looking into this issue, he has found this is not a particularly accurate reflection of the city. He asked what remedy a citizen has if they have been denied a document or received a redacted document. He also asked if their Councilmember could intercede on their behalf to obtain an un-redacted document.

Mr. Bailey said first it depends on why something was redacted from a document. If a citizen wanted to challenge a redaction that was required by statute, they would have to do so through the courts. He said the practical application of Councilmember Turner's question would be very difficult. He said sometimes the public gets frustrated because they want their questions answered and the city tries to answer those questions with documents. Sometimes this does not answer the public's questions and this causes frustration. He said it could be challenging for a Councilmember to get involved in this process as an ombudsman, especially in trying to balance all the other interests of the city in responding to these requests. He provided an example of why various departments in the city would not want information about the city's infrastructure released to the public.

Councilmember Turner said certain issues might or might not be critical infrastructure and asked if a Councilmember might get involved to facilitate that request.

Mr. Bailey cautioned the Councilmembers about that and to take into consideration all the different operational aspects of the city that need to be considered with that type of request. He said other than those documents that are confidential as defined by statute; the Council can make a policy decision to release those documents.

Councilmember Turner asked if most documents that are redacted for public release,

could be viewed by a Councilmember without redaction.

Mr. Bailey said he did not know the answer as he does not see that many of the public records requests.

Mayor Weiers asked if there is enough staff to answer the public records requests received.

Mr. Bowers said there is not a specific staff person dedicated to doing the public records requests, but there are staff members that are accustomed to doing that task, in addition to their other regular duties. He said those staff members find time to fit those duties in. He said the requests are responded to within a reasonable amount of time, although it may not always be as soon as the requestor wants the documents.

Councilmember Aldama said it looks like the staffing we have is adequate right now. He asked if there is any sort of a kiosk program where a requestor can ask for 100 documents and the documents are sent to the kiosk. The requestor then can look through the documents to obtain the 1 or 2 documents the requestor needs.

Mr. Bailey said there are software programs that maintain documents and can create databases that make them accessible.

Councilmember Aldama said he just wants to make it easier for staff.

Mr. Bowers said the complicating factor is that each page of every public records request has to be reviewed for redaction prior to release.

Mayor Weiers said that is just not one person and it could include many people and more than one department.

Mr. Bowers said that was correct.

Mayor Weiers said that was where he was going with his question about having enough staff.

Councilmember Turner said he would like to hear the rest of the presentation.

Councilmember Aldama said he never realized there were so many requests and just wanted to make it more efficient for the public and easier for staff.

Ms. Hanna presented some highlights of the public records discussion. She said several departments process public records requests, including the City Clerk, Fire, Police and Building Safety. She explained the court is governed by different laws and are not included in this discussion. She said the Communications Department, Information Technology and the City Attorney's office can also be part of the process when a public records request is received. About 40 requests are received per day in the city, with 77 percent of them completed in three days or less.

Ms. Hanna explained the process of how a public records request is filed. City Clerk staff will send the request to the appropriate department to respond with the documents or an estimate of the time it will take to provide the documents. She said all staff in the City Clerk's office process public records requests as part of their duties. The Clerk's Office has placed many documents on its web page, including contracts, resolutions, ordinances, council meeting packets, agendas, minutes, city charter, code book as well

as political committee and campaign finance filings.

Ms. Hanna provided statistics for the last three years of public records requests received and how long it took to resolve them. She explained the more complex the request, the longer a response might take.

Ms. McCracken discussed some of the challenges faced by the Clerk's Office for public records requests. She explained some of those challenges were nonspecific requests, multiple requests all at once, multiple requests by the same person for the same thing, not asking for the document they really want, asking for items the city does not have and asking for items the city is unable to provide. Ms. McCracken explained the city has never done a satisfaction survey or measurement. She said most cities process their requests in a similar fashion. The Clerk's Office did research into conducting a satisfaction survey and could obtain a 100 result survey at no cost. Anything over 100 results would require a subscription.

Ms. McCracken explained some of the biggest requests received by the Clerk's Office are for emails and usually involve a considerable amount of staff time. She explained each and every email has to be converted to a PDF file individually and the conversion software only allows one file to be converted at a time. She said they also researched software products for public records requests, but most of those products are more of a tracking system. The Clerk's Office currently uses an Excel spreadsheet, which works well.

Councilmember Sherwood asked if other cities ran into the same problem with the PST conversion and having to do each file individually.

Ms. McCracken said from the research she did, many other cities had their IT departments do the conversions and then it was provided to the clerk. She said once it was provided to the Clerk's office, the Clerk's Office did not need any additional assistance with the conversion. Ms. McCracken said the Clerk's Office process was comparable to other cities; however, improved technology could improve processing time. Further, dedicated staff might also reduce processing times. She said the Clerk's Office will still receive very large requests which involve a considerable amount of time.

Councilmember Tolmachoff asked if the redaction process always have to be done on a hard copy.

Ms. McCracken said the Clerk's Office can do simple redaction on an Adobe Acrobat program. She explained they have looked at automatic redaction systems, but the documents would still have to be reviewed individually.

Councilmember Aldama asked if commission members can be issued a city email account so city-related emails can be stored there instead of on personal email accounts.

Ms. Hanna said this might be a Planning Commission issue as opposed to Councilmembers who do have city email access. She said anyone receiving public documents would have to supply those documents if there is a request for them.

Councilmember Aldama said it would be important for the Planning Commission to have city email access.

Mr. Froke said they don't think it is necessary for boards and commission members to

have city email addresses.

Councilmember Aldama asked if it was because the commission members don't have a lot of email traffic.

Mr. Froke said that was correct.

Vice Mayor Hugh said a Planning Commission member could pick up that email request from staff.

Councilmember Turner said the presentation was very informative. He said the public records requests was a document based system and not for the Clerk's Office to do research for the public.

Ms. Hanna said it is not a question/answer system, but is based on the documents of the city. If there is a document available that will fulfill the request, it will be provided. If there is no document, the requestor will be informed there are no documents that fulfill their request.

Councilmember Turner said part of the Clerk's job is to refine requests to provide the requestor exactly with the information they are looking for.

Ms. Hanna said the Clerk's office will request additional information on a very broad request to attempt to narrow a request, but will not put a limit on what is requested. Even very large requests have to be reviewed to make sure nothing personal is released.

Councilmember Turner asked if any other cities had some sort of an ongoing feedback process.

Ms. Hanna said other cities operate in the same way as we do. If a requestor receives a document they feel is not responsive, the clerk's office will attempt to refine the request to obtain the correct documents.

Councilmember Turner said the statistics showing the quick turnaround times is very good. He asked if there is anything the Council can assist with to make the process easier.

Ms. Hanna said they are always looking at technology to try and solve some of the issues surrounding the large email requests. She said IT is looking as well for solutions to the problem.

4. [15-225](#)

COUNCIL ITEM OF SPECIAL INTEREST: RESEARCH DONATION DROP BOXES

Staff Contact: Sam McAllen, Director, Development Services

Staff Presenter: Sam McAllen, Director, Development Services

Staff Presenter: Jon M. Froke, AICP, Planning Director

Mr. McAllen said this item addressed donation drop boxes for the city. He provided information about other cities that do have these drop boxes.

Mr. Froke said it is possible to regulate drop boxes in Glendale and he said that can be processed through a zoning text amendment. He said it is common to find drop boxes on commercial properties throughout Glendale in shopping centers, schools and churches. He said other municipalities are beginning to regulate regular drop boxes, and

those include Phoenix, Peoria and Surprise. He explained a zoning text amendment would provide a definition of what a donation drop box or bin might be, identify which zoning districts these drop boxes would be permitted, establish criteria for donation bins such as paved surfaces and located outside of building setbacks. The city would identify a process how these drop boxes would be regulated, such as a temporary use permit, administrative or through design review. Mr. Froke provided criteria required by Phoenix, Peoria and Surprise for their donation drop boxes.

Mr. McAllen said a zoning text amendment would take approximately 9 to 12 months to complete. This would include citizen participation process, including property owners, industry leaders and the community. Staff seeks guidance if there is consensus to begin working on a zoning text amendment.

Mayor Weiers asked what is the problem and what are they trying to fix.

Councilmember Chavira said drop boxes are intended for a good purpose. He said there has to be accountability for these boxes. There have been thefts from the boxes and some cause blight in the city.

Councilmember Aldama showed some pictures of the blight that can be caused by unsupervised donation drop boxes. He said there are no maintenance requirements for these boxes. He said there is about 7,000 boxes valley wide today. He said the property owner where these boxes are located have no rights and no one is held accountable for the boxes. He said it was important to have regulation for these boxes.

Mayor Weiers asked if there are ordinances about illegal dumping.

Mr. McAllen said there are ordinances about illegal dumping, but if the person dumping the items cannot be located, it is the property owner who has to clean up the mess.

Mayor Weiers said that still does not solve the problem if the box is a registered box or not. He doesn't want to penalize charitable organizations with fees that might be charged. He also wanted Council to look at all the options before making a decision.

Councilmember Chavira said if an organization can prove they are a nonprofit, there should not be any fees. If the organization is for profit, a fee should be paid.

Mayor Weiers said because you have a permit won't stop the blight. It also won't stop the illegal dumping.

Councilmember Chavira said it does require a responsible party be listed. He said this will help the city know who owns them and is responsible for the boxes.

Mayor Weiers asked what if they had an ordinance that said no boxes can be put out unless they have contact information listed on the box and the landlord of the property has to be responsible if contact cannot be made with the box owner. Mayor Weiers asked if they needed more government regulation for that.

Councilmember Aldama said that is precisely why he brought this up. He said currently if a box is dropped on a property, the property owner has no way of having that removed. He asked if it possible to do a temporary use permit so the property owner can control that and they can deny it and say they don't want the box there.

Mr. Froke said that is correct and said other ordinances are the same and require the

owner's consent.

Councilmember Aldama said staff should look at the way the other cities are handling this and the ordinances they are creating. He said they can also look at a way to exempt churches and schools.

Mr. Froke said that is something they can vet through the process with industry leaders.

Councilmember Aldama said having regulations in place may keep some of those entities from dumping.

Councilmember Chavira said it would be good to have accountability. He said he would also like to see a fine process if there is illegal dumping or other violations.

Vice Mayor Hugh asked if there was City Code against the boxes that exist now if they are a commercial enterprise.

Mr. Froke said there is no regulation on drop boxes in the city today.

Vice Mayor Hugh asked if a merchant on private property can have the boxes removed if they just show up on the property.

Mr. Froke said a property owner who owns several shopping centers in the city has expressed some of the difficulty encountered in trying to have the bins removed from his property. He said often there is no contact information on the bins. He said these are things they would have to discuss.

Vice Mayor Hugh asked if the property owner could have it removed off their property at the owner's expense.

Mr. Froke said that was correct.

Vice Mayor Hugh said it sounded like the property owners cannot get rid of the boxes now and asked how an ordinance would help. He wants to help the business community.

Mayor Weiers asked if there are any city properties that these boxes are located on.

Mr. Froke said there are a few donation boxes located on fire station properties.

Mayor Weiers said if it is on city property, there should be some sort of permit process, because people are conducting business on city property. He said if a private property owner takes two boxes on his property, it is at the property owner's own risk.

Councilmember Aldama said it was about empowering the property owner and giving them legal options. He said currently property owners have no rights.

Mayor Weiers asked if there was any reason a property owner could not have a box removed if it was on private property.

Mr. Bailey said he has not specifically looked for such an ordinance, but he said it is the cost of removal that is prohibitive. He also said the greater challenge is for those boxes on undeveloped or abandoned property. He said with a zoning text amendment, Council would try to get ahead of the curve for prohibited use. He suggested they think in terms of a business owner being able to call the city to have the box removed if it is placed illegally. He did not want to penalize the property owner either.

Councilmember Chavira said he would like to remind everyone that some of these boxes have no owner or contact information on them through a permitting process we could require it. That way they know who to contact.

Councilmember Turner said the assumption is there is a nonprofit behind these donation boxes, and that is something that needs to be considered. He said they also have a sign ordinance in the city and each box has a sign on it. He asked if any of these boxes are required to comply with the sign ordinance. He also questioned who gives permission for the box to be located on private property. He said he is concerned about what zoning districts these boxes are allowed in. He also asked what level of improvement they expect on the property that holds a donation bin. He also addressed the issue of how they get these bins removed and asked if the property owner had the legal right to remove it. He was willing to see this investigated further.

Councilmember Aldama said they know surrounding cities will have regulation and said the boxes will come to Glendale because there is no regulation.

Mayor Weiers said he is not sure there should be permits. He said a box should be identified with a legitimate phone number or email address for contact. He said he can't believe you are unable to remove a box if it is put on your property illegally.

Mr. Bailey said the question should be asked of Mr. McAllen as to what Code Enforcement can do to stop the problem.

Mr. McAllen (his microphone was off, so it was hard to hear) said they do have regulations and it will be the owner of the property. He said it does fall to the property owner to take action against illegal dumping on their property. He said a property owner does have a right to remove items from property that has been trespassed on.

Vice Mayor Hugh asked who they were going to cite if they have an ordinance. He would like more information on who would take care of a box that contains no contact information if it is left on private property.

Mayor Weiers said he did not know if that becomes the city's problem. He said it is owner's responsibility to remove items from their property if they don't want them there.

Councilmember Chavira said he is looking at accountability. He wants to see contact information on the boxes and said if Glendale has no regulation; the boxes are going to be dumped in Glendale.

Mayor Weiers said everyone agrees with Councilmember Chavira on that issue.

Councilmember Aldama said the local business owners have to have permits when they do business at the local events and there is a cost for that. He said it could be a profitable to the city. He would like them to explore this option a little more.

Councilmember Chavira said citizens need a permit for beer and for music in a city park and he would like to have a permit process for the boxes to have accountability for who these people are.

Vice Mayor Hugh said a business owner has to have a permit and said the point is well taken. He would like further research on how those donation box permits will be enforced.

Mayor Weiers said it will all go back to the landowner.

Councilmember Turner said the permit process is a protection for the good actors. He suggested they have a permit process and any boxes without a permit are fair game to be removed.

Councilmember Aldama said if they do nothing, donation boxes will land in Glendale with no regulation at all. He suggested taking a look at the legislation passed by Surprise and Peoria. He asked if staff could take a look at regulations they can create. He said they can't do anything.

Councilmember Chavira said he is looking for remedy and recourse.

Mayor Weiers said he does not want to create a situation where the good players are paying higher fees than they have been paying. He said there is consensus to try and get more information.

5. [15-241](#)

CITY MANAGER RECRUITMENT

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

Mr. Brown said today's presentation is to get further direction from Council on selection of a firm to perform the search for a new City Manager. He said he was previously directed by Council to obtain additional information from each firm on how the firm practices diversity in the search process, data on diverse placements the firm has made for the position of City Manager, how many placements came from the firm's pool of established candidates versus those who may have seen a flier or online posting as a result of the advertisement, and what is the average retention of the City Managers each firm has placed. Mr. Brown provided a chart showing the summary of responses from each firm. Mr. Brown explained each firm has a diversity process. Slavin and CPS post to minority sites and reach out to minority candidates that are in their networks. He said it was a little more difficult to tell what Mercer's diversity process was. Slavin and CPS provided statistics on placement of protected groups. He mentioned Slavin also provided additional information on those placements in their original bid. He also said Mercer provided a four page list of 200 candidates they have placed. Each firm provided statistics on how many placements come from advertising versus an established pool. Further, each firm provided information on the average tenure of their placements. Mr. Brown explained the national average tenure of a City Manager is about 7 years, so all three firms are within the normal range.

Mr. Brown provided an overview of the overall years of experience and the availability of a local representative to assist with the process. He said the city has worked with Mercer and CPS in the past for Glendale recruitments. He also provided the cost for each firm, and the cost is comparable for each. He also provided an overview of the hiring process, including recruitment, selection and the interview process. He said the maximum fee would be \$24,500, with additional costs up to \$5,000 for candidate travel and other city expenses.

Councilmember Aldama said he didn't want to delay the process by asking the additional questions, but wanted to make sure the firms had a diversified thought process when selecting candidates. He said he was happy with the answers provided by CPS and Slavin. He said he was concerned about the 90 percent internal candidate hiring figures provided by Mercer. He wanted to make sure the firm they chose brought in candidates

from a wide pool. He said the other firms were much more diverse. He said Slavin and CPS thoroughly met the criteria he was most concerned about.

Councilmember Tolmachoff asked if Slavin had the most detailed presentation.

Mr. Brown said Slavin was very thorough including diversity information in their presentation. CPS and Mercer did not include as much information in their initial proposals.

Councilmember Tolmachoff said the figures provided by Mercer of 90 percent from their established pool didn't make her happy. She also said CPS has no designated Arizona representative. She said she would pick the Slavin firm today based on their presentation and the fact they have an Arizona representative.

Councilmember Chavira agreed with Councilmember Tolmachoff.

Vice Mayor Hugh said he also liked Slavin.

Councilmember Sherwood said he liked Slavin or CPS. He asked if having a local representative would be an issue.

Mr. Brown said it might not be an issue; however, it might be an advantage to have someone who lives locally and might be more familiar with Glendale and city issues.

Councilmember Sherwood said he did like Slavin as it has done a few more cities in the valley.

Mayor Weiers it is important to have someone who understands Glendale, not just the perception of Glendale.

Councilmember Aldama said Slavin was very articulate in answering his questions. His choice today would be Slavin.

Councilmember Turner said he was fine with Slavin.

Mayor Weiers said consensus was Slavin.

Mr. Brown said Slavin was also willing to provide a discount to the city as the city moved forward in the process of recruiting for a new fire chief in the next few months.

Mayor Weiers asked if that question was asked of all three firms.

Mr. Brown said it was.

Councilmember Chavira liked the idea of having boards and commissions chairs to be part of the interview process as well.

Councilmember Aldama said they only get one chance to hire a City Manager who will embrace the community. He was happy to see a consensus within the Council in choosing one firm.

Mayor Weiers asked Mr. Brown if he would be the only one contacting Slavin, and said the Council should not be contacting that firm.

Mr. Brown said he will reach out to Slavin and tell them of Council's selection of their firm. He said they will work on getting a meeting scheduled between the consultant and the Council to get the process started in candidate profile building.

Councilmember Tolmachoff said there are stakeholders in the community and that is an important piece.

6. [15-250](#)

CITY TECHNOLOGY INFRASTRUCTURE AND EQUIPMENT
MANAGEMENT

Staff Contact and Presenter: Tom Duensing, Director, Finance and
Technology

Staff Presenter: Chuck Murphy, Chief Information Officer

Mr. Duensing said this is a follow-up on an item that was pulled in March with a request for more information. He said today's presentation would be about the city's technology needs and the contracting for those needs. He explained that deferring technology just causes an increased need in the future. He said information technology staff will be requesting additional resources through the budget process to stay on top of technology.

Mr. Murphy provided a brief background on replacement of information technology for the city. He said the current hardware asset inventory value is about \$11.5 million and it costs about \$1.5 in annual software maintenance. He explained about \$6.5 million in current city technology has passed its replacement date. He provided an example of where technology is utilized that may not be widely known. He said the police patrol vehicle has 14 different types of technology integrated within the vehicle. He said the patrol vehicle is one of the most enhanced technological environments in the city.

Mr. Murphy said the FY15-16 software budget request is \$1,523.716, and includes Microsoft database and server licenses, hosted email and collaboration, Oracle and PeopleSoft for financial, payroll and Oracle databases, as well as anti-virus and malware security and network monitoring. Mr. Murphy also provided a breakdown of citywide technology infrastructure costs. He also discussed spending on hardware and software as it relates to the city's aging assets. He said aging technology has exceeded the city's ability to replace it in a timely manner. He explained there has been increased failure in printers and PCs. Information Technology has used up all the existing equipment as replacement and they are relying on purchasing new hardware and PCs to effect the changes that need to be made.

Mr. Murphy said Information Technology procures most of its hardware and software through state contracts or cooperative purchasing agencies agreements. He explained when equipment is purchased off state contracts; the city does not negotiate prices and leverage the negotiations the state or other agencies have done. Mr. Murphy provided an overview of this request. He said they make purchases based on the technology budget approved by Council. He explained inventory reports are run at the beginning of every budget cycle to get an idea of what hardware needs to be replaced. He said that the purchases represented on the slide are planned purchases to be made throughout the year. With Insight Public Sector, they planned on making \$1.3 million in purchases to satisfy replacement needs. He said they are consolidating the expenditure requests.

Councilmember Sherwood asked about the \$3.1 and asked if it was for next fiscal year.

Councilmember Chavira said the \$3.1 was the current budget Information Technology has right now.

Mr. Murphy said it was \$3.4.

Councilmember Sherwood said that was the total budget, which they are not talking about today.

Mr. Murphy said that was just for the replacement fund. He said for FY14/15 in the technology fund, the budget was \$3.4 million. Out of the \$3.4 million, approximately \$1.5 million will go to software replacement charges. He said the balance of that fund is available for hardware replacement costs.

Mr. Duensing said they are trying to consolidate in one Council request all the technology purchase occurring throughout the city.

Councilmember Turner said he is satisfied they are doing the right thing. He was initially concerned because it looked like they were consolidating contracts and increasing the initial amounts. He said they are looking at a consolidation of budgeted expenditure requests and not a consolidation of contracts.

Mayor Weiers said there is a consensus to move forward.

CITY MANAGER'S REPORT

Acting City Manager Bowers had nothing to report.

CITY ATTORNEY'S REPORT

City Attorney Bailey had nothing to report.

COUNCIL ITEMS OF SPECIAL INTEREST

Councilmember Aldama requested taking a look at naming Rose Lane Park after Enrique Banda, a significant community member.

Vice Mayor Hugh asked also to move forward on renaming Rose Lane Park.

Mayor Weiers recessed the meeting to move into executive session.

EXECUTIVE SESSION

The Council moved into Executive Session at 4:30 p.m.