



## City Council Workshop Agenda

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Tuesday, September 2, 2014

1:30 PM

Council Chambers - Room B3

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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. **14-001** FISCAL YEAR 2015-16 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING PRIORITIES  
Staff Contact: Erik Strunk, Director, Community Services  
Staff Presenter: Erik Strunk, Director Community Services  
Staff Presenter: Gilbert Lopez, Revitalization Manager, Community Services  
Staff Presenter: Cherie Hudson, Chairperson, Community Development Advisory Committee
2. **14-015** SALE OF CITY PROPERTY AND FACILITIES  
Staff Contact: Jack Friedline, Interim Director, Public Works
3. **14-054** COUNCIL ITEM OF SPECIAL INTEREST - DIVERSITY  
Staff Contact: Jim Brown, Director, Human Resources and Risk Management
4. **14-059** COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES - COUNCIL DISTRICT BUDGETS  
Staff Contact: Brent Stoddard, Director, Intergovernmental Programs  
Staff Presenter: Brent Stoddard, Director, Intergovernmental Programs  
Staff Presenter: Tom Duensing, Director, Finance and Technology

**Attachments:** [Glendale District Funds Request Form](#)  
[Peoria District Funds Policy](#)  
[Goodyear District Fund Procedures](#)  
[Mesa District Funds Policy](#)

#### CITY MANAGER'S REPORT

**This report allows the City Manager to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from discussing or acting on any of the items presented by the City Manager since they are not itemized on the Council Workshop Agenda.**

### **COUNCIL ITEMS OF SPECIAL INTEREST**

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

### **EXECUTIVE SESSION**

#### **1. LEGAL MATTERS**

A. The City Council will meet with 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. LEGAL MATTERS - PROPERTY & CONTRACTS**

A. The City Council will meet with the City Attorney and City Manager to receive an update, consider its position and provide instruction and direction to the City Attorney and City Manager regarding Glendale's position in connection with the Intergovernmental Agreement with the City of Phoenix associated with or near the Cactus League facility, which is the subject of negotiations. (A.R.S. § 38-431.03(A)(3)(4)(7))

B. The City Council will meet with the City Attorney and City Manager to receive an update, consider its position and provide instruction and direction to the City Attorney and City Manager regarding Glendale's position in connection with one or more agreements associated with or near the Foothills Library, which is the subject of negotiations. (A.R.S. § 38-431.03(A)(3)(4)(7))

#### **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)(3)(4))

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 Neighborhoods
8. Commission on Persons with Disabilities
9. Community Development Advisory 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).

**This agenda has been reviewed and approved for posting by Brenda S. Fischer, ICMA-CM,  
City Manager.**



## Legislation Description

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**File #:** 14-001, **Version:** 1

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### **FISCAL YEAR 2015-16 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING PRIORITIES**

Staff Contact: Erik Strunk, Director, Community Services

Staff Presenter: Erik Strunk, Director Community Services

Staff Presenter: Gilbert Lopez, Revitalization Manager, Community Services

Staff Presenter: Cherie Hudson, Chairperson, Community Development Advisory Committee

### **Purpose and Policy Guidance**

Staff is seeking guidance on City Council funding priorities for the FY 2015-16 Community Development Block Grant and other programs as the Community Development Advisory Committee (CDAC) begins its annual grants process to formulate funding recommendations to the City Council. In addition to staff, CDAC Chairperson, Cherie Hudson, will participate in the presentation.

### **Background**

The City of Glendale receives annual allocations of federal funds from the U.S. Department of Housing and Urban Development (HUD) to address critical community needs. These include the Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME) program, and the Emergency Solutions Grants (ESG) program. These funds currently total over \$2.76 million and must be used for community development activities that provide quality housing and expand economic opportunities, primarily for low-to-moderate income citizens or low-to-moderate income areas within our community. To assist the city in allocating these funds, City Council established the CDAC to consider all grant applications and formulate funding recommendations.

In order to receive these funds, entitlement communities are required to undertake a public process to solicit public input and formulate the city's Five-Year Consolidated Plan and Annual Action Plan. This is a community-based strategic plan identifying housing and community development priorities, goals, and strategies for Glendale. In general terms, it outlines what can be funded and guides the allocation process throughout the life of the plan. The plan is designed to work with and complement other approved plans, such as the city's General Plan, the Centerline Initiative and the Strategic Housing Plan. Council has also provided additional guidance to the CDAC to help focus on specific priorities within the broad scope of the Five-Year Consolidated Plan.

In September of 2013, Mayor and Council provided the CDAC chair with direction on funding priorities based on the economic challenges facing our citizens. The priorities were as follows:

- Keeping people in their homes
- Assisting with core needs such as food, utilities and shelter
- Supporting home delivery of meals and shelter services programs

- Providing emergency home repair
- Housing rehabilitation programs
- Demolishing and clearing blighted structures
- Emphasizing revitalization of Centerline/Redevelopment Area

### **Analysis**

CDBG funds are federal funds provided to “entitlement cities” (any city over 50,000 in population) to meet community need in a wide variety of areas. Established program regulations help direct the use of funds and are designed to focus on families and individuals who are low-to-moderate income. The program has some built-in parameters that allow a percentage of the funds to be used to address specific needs. The most competitive area is under the category of public services, where the funding is limited to 15% of the CDBG grant. This category includes after-school programs, food boxes, legal services, domestic violence assistance, and other public services.

The City Council does have flexibility with respect to the categories it may desire to fund in FY 15-16: a) the first is to make adjustments to the current priorities that reflect change in Council direction, community need, and/or priorities at the federal level; b) the second is to keep the priorities as they currently exist, recognizing that current economic conditions still warrant the focus on core needs such as food and keeping families in their homes.

### **Previous Related Council Action**

The CDAC, conducted public hearings, formulated their recommendations, and conducted a thirty day public comment period before submitting the plan for formal City Council approval. On May 13, 2014 the City Council voted to approve the City’s Annual Action Plan for FY 2014-15.

On September 3, 2013, Mayor and Council provided the CDAC Chair with direction on funding priorities based on the economic challenges facing our citizens.

### **Community Benefit/Public Involvement**

CDBG programs help the city address urgent needs in the community by conducting an extensive public input process that identifies needs and helps prioritize resources.

On April 27, 2010, after an extensive public process, Council approved the city’s Five-Year Consolidated Plan. This strategic plan identifies objectives that are achieved through targeted efforts utilizing federal funds, and other leveraged resources, over the five-year planning period. Staff is initiating the process to develop the City’s next five year plan.

The CDAC annually conducts public hearings to hear applicant presentations and to ask questions about their proposals. This is followed by a 30-day public comment period, to allow the public an opportunity to review the funding recommendations and comment, before Council takes formal action and adopts the Annual Action Plan.

**Budget and Financial Impacts**

The federal HUD funds are received by Glendale as an entitlement and are budgeted annually through the city's budget process. The amount the city receives is based on the amount of congressional funding allocated and a formula that HUD applies using a variety of factors that include population, housing conditions, and others such as foreclosure rates.

In FY 2013-14, the City allocated \$270,243 in General Funds to help administer over \$2.9 million in federal grant funding to help more than 21,631 people access public service programs, such as the provision of food/meals, homeless prevention and shelter, as well as programs for seniors, youth, domestic violence victims, and other services to those in need. Physical improvement projects are the "bricks and mortar" part of the program and provide funding for a variety of projects that help revitalize downtown by replacing infrastructure and removing blighted structures. Over 240 Glendale households were assisted through programs that provide emergency repairs and housing rehabilitation, which provide much needed repairs to roofs, heating and cooling systems, electrical and plumbing components, and other critical needs.



## Legislation Description

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**File #:** 14-015, **Version:** 1

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### **SALE OF CITY PROPERTY AND FACILITIES**

Staff Contact: Jack Friedline, Interim Director, Public Works

### **Purpose and Policy Guidance**

Staff is seeking guidance on a city properties asset management plan. There are several properties in the city that have the potential for re-occurring revenue through public/private partnerships or may be put up for sale for immediate revenue. Staff has listed all of the properties into three categories depending on the current utilization for city services. If Council provides guidance to begin the sale of city properties, staff will need to advertise a request for qualifications to hire a company to conduct a comprehensive evaluation and appraisal of the selected city properties.

### **Background**

At the May 20, 2014 workshop, Council was presented with an extensive list of city properties. Council asked for additional information on the properties for consideration of sale that may have market value and are currently underutilized. In an effort to distinguish these properties from the majority of city facilities and parcels, staff has listed the inventory of properties into three categories:

**Category I.** Sufficiently Utilized Property Serving the Community

**Category II.** Property with the Potential of Public/Private Partnerships to produce:

- a) a long term revenue stream or;
- b) a significant reduction in operations costs

**Category III.** Vacant/Underutilized/Privatized Properties with market value

Category III currently has a listing of nine properties for Council consideration.

1. Bank of America Building
2. Downtown Parking Garage and Promenade Space
3. Desert Mirage Golf Course
4. Glen Lakes Golf Course
5. Future City Court Site
6. Bead Museum
7. St. Vincent de Paul Thrift Store
8. Thunderbird Lounge and Adjoining Retail Space

9. Water Services Lot

**Analysis**

If Council wishes to pursue the sale of Category III assets, a more detailed analysis would need to be conducted by a professional realty firm capable of completing a comprehensive evaluation and market appraisal.

**Previous Related Council Action**

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

At an October 2, 2012 workshop session, staff provided a report to Council regarding several City properties that were potential candidates for sale.

**Community Benefit/Public Involvement**

Some properties in Category III may necessitate the need for public outreach should Council decide to pursue a sale. All properties selected for sale, would need to be sold in accordance with Arizona Revised Statutes.

**Budget and Financial Impacts**

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



## Legislation Description

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**File #: 14-054, Version: 1**

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### **COUNCIL ITEM OF SPECIAL INTEREST - DIVERSITY**

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

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

At the April 1, 2014 Council Workshop, the Council requested as a Special Interest Item the status of diversity efforts within the city of Glendale. The purpose of this presentation is to provide information to the City Council with regard to the City's diversity practices.

#### **Background**

The City of Glendale is a diverse organization and has a rich history in diversity. Human Resources and City Management continually work to ensure the value of diversity is recognized and embraced throughout the organization. In 1996, the City of Glendale was one of the first cities in the valley to implement a diversity committee. This committee is made up of employees representing each City Department and has been focused on promoting inclusivity throughout the organization.

The Committee has been responsible for hosting internal employee events such as Diversity Dialogues, offering resources for employee training through its membership to Diversity Leadership Alliance, recognizing employees in the military, working with Human Resources to incorporate diversity as a core competency within the organization, and numerous other events. The Committee also was engaged in external events such as working to host the Martin Luther King Luncheon and working with Glendale Hispanic Network on hosting the Cesar Chavez breakfast.

In the last few years the committee has worked to bring diversity awareness to the organization with the following actions or events:

- Creating a Diversity Work Plan for the organization
- Creating Diversity Dialogues for employees
- Glendale Hispanic Network hosted a Hispanic Heritage event
- Martin Luther King Jr. luncheon event
- Cesar Chavez breakfast event
- Bringing organizational attention to nationally recognized events such as Black History Month, etc.
- Was nationally recognized by AARP as a 'Best Employer for Workers over 50'

Budget reductions have impacted the city's ability to fund events that celebrate diversity; however, our employees continue to support diversity and practice inclusiveness through the City's core competency of Diversity, which is a part of the City-wide performance measurement program. The performance measurement states:

Diversity - Respecting, seeking to understand, and valuing individual differences in the attainment of the mission and goals of the organization.

- Values the diverse talents, knowledge, abilities and skills of co-workers
- Exhibits sensitivity toward the diverse needs of co-workers
- Creates an environment where differences are appreciated and where respect is demonstrated for different perspectives, backgrounds and cultures
- Actively seeks input from different viewpoints

During the performance planning process supervisors set expectations and employees provide input to their supervisors for specific measurements of this performance.

### **Analysis**

Diversity continues to be a priority within the organization and the Human Resources Department is currently working with the Employee Rewards and Recognition Committee to engage employees in meaningful dialogue and action with regard to diversity and inclusiveness in ways that will not have an impact to the City's budget and keep the City of Glendale actively engaged as a diverse organization.

### **Community Benefit/Public Involvement**

Recognizing diversity and inclusion within the organization creates a welcoming environment for all City of Glendale employees and citizens.



## Legislation Description

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**File #: 14-059, Version: 1**

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### **COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES - COUNCIL DISTRICT BUDGETS**

Staff Contact: Brent Stoddard, Director, Intergovernmental Programs

Staff Presenter: Brent Stoddard, Director, Intergovernmental Programs

Staff Presenter: Tom Duensing, Director, Finance and Technology

### **Purpose and Policy Guidance**

At the May 20, 2014 Council Workshop, Vice Mayor Knaack asked for a Council Item of Special Interest to discuss the City Councilmember's budgets. Vice Mayor Knaack specifically requested information on how other cities use Council discretionary funds. Vice Mayor Knaack expressed interest in the Council developing more concrete guidelines for their Council accounts.

### **Background**

#### **District Accounts**

Each year as part of the budget, every Glendale Councilmember receives two budgeted accounts identified as "Councilmember Budget/Expense Account" and "Council District Improvement Funds". These accounts are often referred to generically as "Council Discretionary funds" and are used for a number of purposes deemed important to the Councilmember and their district. These funds are independent of the separate Council Office budget, which funds staff, supplies and operational costs. The Mayor's Office historically has not received discretionary funding.

In the FY 2014-15 budget, each of the Councilmember's accounts were appropriated as follows:

Councilmember Budget/Expenditure Account: \$17,175

Council District Improvement Funds: \$15,000

Due to fixed increases to costs such as risk management, workers compensation, office and off-site office telephone and technical expenses, the Councilmember Budget/Expense Account in each district is \$17,175 as it has been the last two fiscal years instead of \$18,000.

#### **Carry-Over Provision**

As part of the budgets adopted in the early 2000's, any unused funds in the Council District Improvement Fund at the end of the fiscal year began to be carried-over into the next fiscal year (in addition to the annual \$15,000 distribution), allowing a rolling balance to accumulate over multiple years. There is no policy concerning carry-over in this fund, and it appears to be an optional practice. The council guidelines and policies specifically prohibit a carry-over in the Council Budget/Expenditure accounts.

### **Guidelines and Policies**

The Council guidelines concerning these two funds were last updated and adopted through a resolution in FY 2008-09. Those guidelines are as follows:

#### COUNCILMEMBER BUDGET/EXPENSES ACCOUNT

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

#### COUNCIL DISTRICT IMPROVEMENT FUNDS

*“Each Councilmember elected from a district is provided \$15,000 each budget year for projects related to the placement, replacement or enhancement of facilities or equipment within the City of Glendale. The Mayor is not included in this appropriation. When a Councilmember determines a use for the funds, Council staff requests information from the relevant department. The department obtains cost estimates based on the project scope as outlined by the Councilmember. After cost estimates have been obtained, a Council staff completes a District Improvement form and sends to the Councilmember for comment and approval. Departmental staff is responsible for making sure that all requirements of the City’s Purchasing Ordinance have been met. If necessary, the assigned staff will be responsible for preparation, approval of and monitoring of agreements or contracts. The Council Services Administrator must approve requests or other financial documents. The Council staff retains copies of the related paperwork to follow up and assure that District Improvement funds are properly tracked. The District Improvement fund accounts are charged for all expenses associated with the project with the exception of departmental charge backs for internal labor expenses. Ongoing maintenance costs of capital projects enabled through this funding mechanism must be paid from related district funds in future years.”*

### **Current Use of the Funds**

#### COUNCILMEMBER BUDGET/EXPENSES ACCOUNT

The current primary use of the \$17,175 district budget funds includes:

- Travel expenses for professional development, training and conferences.
- Miscellaneous expenditures such as GAIN night reimbursement, office supplies and equipment, constituent meetings, recognition events for boards and commissions and neighborhood leaders.
- Cell phone expenses.
- Constituent communications such as mailers and postage.
- Off-site office costs for those that have offsite equipment
- Funding to non-profit organizations.

### COUNCIL DISTRICT IMPROVEMENT FUNDS

The current primary use of the \$15,000 Council District Improvement funds includes:

- Projects for the city such as replacement of infrastructure in parks
- Right of Way projects
- Streetlight repair and Replacement
- Streets projects
- Funding to non-profit organizations

Over the past four fiscal years some Councilmembers have opted to either return part of their discretionary funds to the general fund and/or reallocate funding at the beginning of the fiscal year. In addition, some Councilmembers have allocated the district improvement funds to specific city departments for discretionary use, such as neighborhood grants, graffiti abatement, streets and right of way projects.

### **Research of Other Cities Council Funds**

In researching seven other valley cities (Avondale, Goodyear, Mesa, Peoria, Scottsdale, Surprise and Tempe), it was evident that there are a wide variety of funding mechanism to provide resources and funding to Councilmembers, in addition to a large spectrum of policies and procedures on how the funds can be used. Staff specifically inquired if those cities had formal written policies on the use of the funds, if they allowed donations to non-profits and if they allowed the council funds to carry-over each year in addition to the regular full disbursements that would be made.

Three communities (Peoria, Goodyear and Mesa) had some form of written policy on how the funds can be used. Attached are the policies of those three cities. Two other cities (Surprise and Avondale) are in the process of developing formal policies with their Council. The Cities of Scottsdale and Tempe do not have separate policies for Council funds.

Four of the cities (Peoria, Goodyear, Avondale and Mesa) either allow the Councilmembers to make donations to non-profits or do not specifically prohibit the donation in their policies. Scottsdale and Tempe do not allow non-profit donations, and Surprise is currently drafting their policy.

The City of Peoria is the only city that explicitly allows unused funds to carry-over into the next fiscal year in addition to whatever that years full distribution is. The other five cities either don't allow it or it has not been a part of their regular budget practice.

### **Analysis**

The Council discusses the council district budgets each fiscal year as part of the budget process and determines at that time if any reductions will be taken in their individual budgets. To date, there has not been consensus regarding a permanent baseline reduction to these accounts. It is the Council's discretion as to how to proceed with the funding of these budgets. Any decisions affecting these budgets would begin in FY 2015-16, unless otherwise directed by the Council.

### **New Procedures**

As part of the review of the Council discretionary budgets, staff identified three items that will be implemented moving forward in order to meet the financial policies of the city. They include:

1. Requests for an expenditure of council discretionary funds for purposes of a donation of \$5,000 or above must be submitted to the City Council for approval.
2. Each request for use of council discretionary funds will require the completion of a new uniform standard request form. A draft of the new form is attached.
3. Council discretionary fund donation recipients will agree that the City of Glendale and its authorized representatives shall have the right to examine and audit all financial and related records relating to the acceptance and expending of the discretionary funding.

### **Seeking Direction**

In addition to the new procedures and any further direction the Council may give, staff is seeking guidance on two issues:

1. Does the Council want to update the existing policies and procedures regulating council discretionary funds, including donations to non-profits?
2. Does the Council want to end to the practice of carrying over unused funds in the Council District Improvement Funds to the next fiscal year?

It is staff's recommendation that based on best accounting practices and standards, the practice of carrying over unused Council District Improvement Funds end beginning in the FY 2015-16 budget.

### **Previous Related Council Action**

At the December 3, 2013 City Council Workshop, the Council discussed the council guidelines regarding council budgets; however, no changes were made by the council. In FY 2007-08 the Council participated in a lengthy comprehensive review process of the council guidelines, including Council discretionary funds. The review was facilitated by Mr. Dick Bowers. As a result the current guidelines were adopted by resolution in FY 2008-09 at the same time as the council code of conduct and code of ethics.

### **Community Benefit/Public Involvement**

The Council Discretionary funds are used for a number of purposes deemed important to the Councilmember and their district.

# Glendale District Fund Expenditure Request Form

For District: \_\_\_\_\_

FY: 20\_\_      Division: 10\_\_      Account: 5\_\_



I, \_\_\_\_\_, direct the

allocation of

\$ \_\_\_\_\_ be expended from my discretionary account for the purpose of

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The Benefit to the City of Glendale is

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Signatures required for all requests.

Please note: amounts exceeding \$4,999 require the approval of the City Council.

Does this request require Council Approval? Yes [ ] No [ ]

Is the request in compliance with the Council District Funds Policy? Yes [ ] No [ ]

Is the request in compliance with applicable financial policies of the city? Yes [ ] No [ ]

Is the request in compliance with applicable state and federal laws? Yes [ ] No [ ]

\_\_\_\_\_  
COUNCILMEMBER SIGNATURE

\_\_\_\_\_  
DATE

 <p style="text-align: center;"><b>CITY COUNCIL POLICY</b></p>	<b>CP 2-2</b>
	Category: Finance
<b>TITLE:</b> City Council District Funds	Department: City Attorney
	Approved: February 21, 2006

A. Purpose.

The City Council may appropriate on an annual basis amounts to be used by the Mayor and Council for projects within their districts and to be used in accordance with this policy (“District Funds”). The purpose of this policy is to establish guidelines for the accounting and use of District Funds to accomplish public purposes. As with all City appropriations, District Funds are public monies and subject to all general legal requirements governing the expenditure of public monies

B. Statement of Procedure.

1. Allocation of Funds

Each Council District and the Mayor may receive an allocation of funds during the City’s annual budget process. Unless approved as a supplemental expenditure, the amount will remain the same from year to year.

2. Eligible Expenditures

The following uses are permissible for the expenditure of District Funds. Each use will be evaluated individually in accordance with this policy.

- a. Infrastructure projects that benefit the City as a whole or the District. Examples include street, water, wastewater, drainage, sidewalk, landscape improvements, and park amenities. These projects are in addition to those submitted as part of the regular adopted budget.
- b. Special programs that benefit the City or District which are not part of the adopted budget. If district funds are used to purchase tables or tickets to public events, only City employees or citizens with a

legitimate city business purposes shall be invited to attend such events using complimentary tickets paid with public funds.

- c. Expenditures that provide additional services to the City or District not part of the adopted budget. Examples include Block Watch, Neighborhood Programs, Fire Prevention Programs, CPR Training, Special Solid Waste Pick ups, Special Utility Programs, etc.
- d. Expenditures for studies for unbudgeted projects benefiting the City or an individual district. Examples include traffic signal studies, design and engineering studies, other consultant studies, etc
- e. Seminars, workshops and other educational opportunities that benefit the District or the City that are not part of the regular Council Budget. Examples include seminars, workshops, and conferences on topics pertaining to municipal governance, leadership, regional issues or similar subject.

### 3. Non-Eligible Expenditures

The following uses are ineligible for expenditure of District Funds. Any amount of funding for such uses requires City Council approval prior to expenditure.

- a. Expenditures that create a requirement for new ongoing funding maintenance and operations by the City. Examples include funding construction of park facilities, new landscaping as compared to landscaping enhancements.
- b. Expenditures that fund new employees or contract personnel.
- c. Expenditures that have been rejected by the City Manager for inclusion in a departmental budget or capital improvement program.
- d. Expenditures for regular on-going maintenance and or operations that are part of a department's normal responsibility.
- e. Travel and Entertainment expenditures for City of Peoria employees.
- f. Expenditures for promotional items that may appear to be potentially campaign related and designed to promote the image of an individual councilmember. Examples include mugs, literature, or gift items identifying the councilmember by name and/or district.

- g. Expenditures for another political subdivision of this state that are part of the constitutional and statutory responsibility of that political subdivision. Examples include funding acquisition of textbooks or school supplies for schools, funding county park operations, etc.

4. Requirements

All procurements using District Funds must be done in accordance with the City's procurement code and guidelines. Procurement is an administrative responsibility and shall be performed by the staff and may not be performed by elected officials of the City. In addition to the City's codes and guidelines, the following additional requirements will apply to the use of District Funds.

- a. Each request for a purchase or expenditure of District Funds shall have a background letter, purchase order, invoice or similar documentation outlining the purpose of the proposed expenditure.
- b. The request for a purchase or expenditure of District Funds shall be prepared by the Mayor and Council office staff.
- c. The request for a purchase or expenditure of District Funds shall be submitted to the City Attorney's Office for a determination of conformance with this policy and State and local laws.
- d. Upon determination that the request or expenditure conforms with this policy, the City Manager has authorization to approve a request for expenditure of District Funds for an amount not to exceed \$5000. at the request of the Mayor or councilmember. Upon approval by the City Manager, Council staff shall prepare the appropriate purchase orders and or check requests for expenditure of the District Funds.
- e. Upon determination that the request or expenditure conforms to this policy, the Mayor shall submit to the Council agenda items requesting to expend District Funds in excess of \$5000.
- f. During the final period of the Mayor's and or Council Member's term of office, which is defined from the date of the primary election until the Mayor and or Council Member leaves the City Council, requests to expend District Funds shall be limited to those projects that can be completed before the elected official leaves office.

5. Carry-Over Provisions

In the event there is an unencumbered balance of District Funds in any account at the end of the fiscal year, then such unencumbered balance will automatically be carried over to the next fiscal year. This provision is subject to the following restrictions:

- a. Carryovers will be limited to an amount not to exceed twice the annual allocation to each individual Council Member or the Mayor of District Funds. Any amounts in excess of twice the annual allocation shall revert to the City's General Fund.
- b. The City Council may elect not to carry over such funds during the annual budget process.

Adopted: 09/17/96, CC 96-306  
Amended: 06-02-98, CC 174-8C  
Amended: 02/21/06, CC 11C [Prior Numbering: CP 06-01]



## **City of Goodyear Council Request Procedures**

Goodyear City Council has expressed a desire to establish procedures to request projects, events and activities that do not have an existing budget allocation.

We have drafted a new procedure for both discretionary fund requests and Special Project requests for review and feedback by Council.

### **Council Request Form**

Any non-budgeted request by Mayor and Council should be presented to Office of Mayor and Council staff by completion of the attached Council Request Form. The form provides the councilmember the opportunity to explain how he or she feels the expense is a benefit to the Goodyear community. The estimated dollar amount and staff time necessary for the request will determine how it moves forward.

### **Discretionary Funds**

If the Council Request Form reflects that an expense will be \$500 or less, and requires little or no staff time, that request will be funded from the individual councilmember's discretionary account.

The Goodyear City Council has discretionary funds that total \$5500 (\$750 for each councilmember and \$1000 for the Mayor). These funds are intended to be used by Mayor and Council for nominal expenses that are not otherwise budgeted for.

Appropriate use of Council Discretionary Funds could include:

- Travel, lodging and registration for professional development and other work related events, conferences, seminars, retreats, etc. This process would only be used for travel and professional development that is not already in the budget. Our office has already budgeted for NLC Conferences, AZ League Conference, and US Conference of Mayors
- Community outreach events and other expenses related to constituent communications
- Allocations to charitable or internal organizations that benefit Goodyear residents, including tickets and table reservations
- Lunches and events related to council duties and responsibilities

There are some annual events for which the City of Goodyear has traditionally purchased tables under departmental budgets. These types of events will continue to be funded by the relevant city department. Tickets for any other events could be handled through discretionary funds unless it is determined that it is in the city's best interest to purchase a table(s). Table(s) for events other than what was planned in the annual budget will be at the discretion of the City Manager's Office.

Below is a list of items that are already included in the base budget for FY 13-14 and would not be funded from Discretionary Funds:

- Best of the West Awards (2 tables)
- Tin Man Awards ( 1 table)
- Homeless Youth Connection Annual Fundraiser (1 table)
- GPEC Awards (1 table)
- Cactus League Breakfast (1-2 tables)
- WESTMARC Annual Meeting (1 table)

Citywide dues and memberships, like GPEC, WESTMARC, and Arizona League of Cities and Towns will also continue to be funded out of the City Manager's Office. There are other dues and memberships that are budgeted as a line item in the Mayor and Council Office budget.

These include:

- US Conference of Mayors
- Fighter Country Partnerships
- Valley Forward
- Three Rivers Historical Society
- Arizona Town Hall

Any individual dues or memberships not already budgeted could be considered for funding through individual discretionary funds. These could then be considered as a budget item for the following fiscal year.

### **Special Projects Fund**

There one-time funds that were allocated for Special Projects. This fund currently has a balance of \$212,000. The one-time Special Project Funds are intended to be used by Mayor and Council for larger neighborhood projects or activities that have a majority council approval. These funds will be able to be "made whole" at \$200,000 at the beginning of each new fiscal year if approved as part of the budget process. For example, if there is \$150,000 left at the end of the year, Council would have the option of budgeting \$50,000 to make this fund whole for the next year.

If the Council Request form determines that a request is estimated to be over \$500 or would require more than 4 hours of city staff time, that request would go to Council for majority approval for consideration of funding through the Special Projects Fund. If the amount of the request or the estimated staff time is unknown, Mayor and Council staff will work with the appropriate department to help the councilmember create an estimate. In the event that a councilmember has used all of his or her discretionary funds, requests of any amount (even less than \$500) from that councilmember would go through the Special Project Fund request process.

If the majority of Council approves this request it would be funded from the Special Project Fund. During this discussion, Council could determine that a large expense is a priority that they would like to consider including in the budget process for the next fiscal year(s) rather than fund out of the Special Project Fund (which would also be the case for items that have an ongoing operational impact).

Appropriate use of the Special Project Fund could include:

- Neighborhood improvement projects including street, sidewalk, landscape improvements, and park amenities.
- Community outreach event, special projects or events that are larger in scale than \$500, and/or require staff support, and are approved by the majority of City Council.

An example of a neighborhood project would be the speed mitigation project that council funded through the Special Project Fund in the past.

There will be one Council Worksession per quarter dedicated to discussion of any special project requests that have been submitted. If there have not been any requests, they will not be an agenda item.

### **Ineligible Uses of Discretionary and/or Special Project Funds**

Ineligible uses of either fund would include:

- Contributions, donations or any expense that would benefit another political subdivision of the state other than the City of Goodyear.
- Any expenditure that would create a new ongoing maintenance and/or operational expense for the city.
- Any promotional item that may appear to be potentially campaign motivated and designed only to promote the image of an individual councilmember.
- Travel and entertainment expenses that are not work related

Additional questions about eligible and ineligible uses of funds should be referred to the City Attorney Office.

### **Next Steps**

We will work with Mayor and Council to incorporate feedback and send out the final process that will be used for council requests.

TO: Mayor and Council  
FROM: Scott J. Butler  
CC: Chris Brady, City Manager  
SUBJECT: Community Outreach  
DATE: June 7, 2012

Beginning July 1<sup>st</sup>, allocation of Community Outreach Funds will be distributed as follows:

**Discretionary Funds** (Allocations: Mayor - \$12,000; Councilmembers - \$9,000 each)

Training and conference expenses unrelated to the National League of Cities, Arizona League of Cities and Towns and U.S. Conference of Mayors.

Allocations to charitable or internal volunteer organizations for programs or projects that benefit Mesa residents.

Any of the expenses listed under Community Partnership Funds.

**Community Partnership Funds** (Allocations: Mayor - \$6,000; Councilmembers - \$5,000 each)

Contributions to local, neighborhood or HOA community projects that benefit Mesa residents.

Payment or reimbursement of expenses such as equipment rentals, solid waste disposal fees, necessary permit and/or user fees incurred as part of a local neighborhood or HOA community event.

Funding City-initiated local, neighborhood or HOA improvements such as signage, playground or park modifications, alley gates, etc.

Expenses related to City-initiated activities such as pancake breakfasts or other outreach events.