



# City of Glendale

5850 West Glendale Avenue  
Glendale, AZ 85301

## City Council Workshop Agenda

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

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Tuesday, January 20, 2015

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.     **15-045**           FY13-14 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END AUDIT UPDATE  
Staff Contact and Presenter: Thomas F. Duensing, CPA, Director, Finance and Technology  
Presenter: Dennis J. Osuch, CPA, Principal, CliftonLarsonAllen LLP
2.     **15-039**           FEDERAL AVIATION ADMINISTRATION (FAA) CHANGES TO AIRCRAFT FLIGHT PATHS AT PHOENIX SKY HARBOR AIRPORT  
Staff Contact: Jack Friedline, Director, Public Works  
Staff Presenter: Walter Fix, Airport Administrator
3.     **15-031**           COUNCIL ITEM OF SPECIAL INTEREST: CITY SUITE POLICY  
Staff Contact: Julie Watters, Director, Communications  
  
Attachments:       [COG Suite Policy Revised October 2014](#)
4.     **15-061**           COUNCIL ITEM OF SPECIAL INTEREST: DEDICATED USE OF MOTOR POOL VEHICLE FOR COUNCIL OFFICE  
Staff Contact: Brent Stoddard, Director, Intergovernmental Programs  
  
Attachments:       [Motor Pool Vehicle Use Guidelines](#)  
                              [CMD18 City Vehicles](#)

#### CITY MANAGER'S REPORT

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

#### **CITY ATTORNEY'S REPORT**

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

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

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

#### **MOTION TO GO INTO EXECUTIVE SESSION**

#### **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))

C. City Council will discuss and consult with the City Attorney to receive an update, to consider its position, obtain legal advice and instruct its attorneys in pending litigation and settlement discussions relating to City of Glendale v. Conair Corporation, et al. (A.R.S. § 38-431.03(A)(3)(4))

##### **2. LEGAL MATTERS – PROPERTY & CONTRACTS**

A. Discussion and consultation with the City Attorney to receive an update, consider its position and provide instruction and direction to the City Attorney regarding Glendale's position in connection with agreements associated with the Arena and the Hockey Team. (A.R.S. § 38-431.03(A)(3)(4)(7))

**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 #:** 15-045, **Version:** 1

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### **FY13-14 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND YEAR-END AUDIT UPDATE**

Staff Contact and Presenter: Thomas F. Duensing, CPA, Director, Finance and Technology

Presenter: Dennis J. Osuch, CPA, Principal, CliftonLarsonAllen LLP

### **Purpose and Policy Guidance**

The purpose of this item is to present Council with an overview of the results of the Fiscal Year Ended June 30, 2014 annual external audit.

### **Background**

Article VI, Section 16 requires the City of Glendale to obtain an independent annual audit of its financial statements. Specifically, Section 16 reads as follows.

#### **Sec. 16. Independent annual audit.**

Prior to the end of each fiscal year the council shall designate qualified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the city government and shall submit their report to the council and to the city manager. This section shall not preclude the city council from executing a contract with an accounting firm for more than one year subject to annual appropriation and a maximum three-year agreement.

Such accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the city government or of any of its officers. They shall not maintain any accounts or records of the city business, but, within specifications approved by the council, shall post-audit the books and documents kept by the city and any separate or subordinate accounts kept by any other office, department or agency of the city government.

Consistent with government finance best practices, the results of the annual external financial statement audit should be presented to the City Council upon completion of the Comprehensive Annual Financial Report (CAFR). Additionally, the City has historically submitted the annual CAFR to the Government Finance Officers' Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting award. The June 30, 2014, CAFR has been completed and submitted to the GFOA for award consideration.

### **Analysis**

Staff will present Council with an overview of the results of the Fiscal Year Ended June 30, 2014 annual external audit which will be presented by Mr. Dennis Osuch, a partner with CliftonLarsonAllen, the City's

independent auditor.

**Previous Related Council Action**

On January 21, 2014, staff and Mr. Dennis Osuch, a partner with CliftonLarsonAllen, presented the June 30, 2013 CAFR and reviewed the audit results.

**Community Benefit/Public Involvement**

The annual audit and issuance of a Comprehensive Annual Financial Report is an important element to the City's commitment to financial stability and transparency.



## Legislation Description

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**File #: 15-039, Version: 1**

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### **FEDERAL AVIATION ADMINISTRATION (FAA) CHANGES TO AIRCRAFT FLIGHT PATHS AT PHOENIX SKY HARBOR AIRPORT**

Staff Contact: Jack Friedline, Director, Public Works

Staff Presenter: Walter Fix, Airport Administrator

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

The purpose of this report is to provide the Glendale City Council with an update on the aircraft flight path changes recently implemented by the FAA for Phoenix Sky Harbor Airport (Sky Harbor). This report is for Council information only.

#### **Background**

On September 18, 2014, the FAA modified flight paths serving Sky Harbor after completing a study. These modifications are a result of the FAA's Next Generation Air Transportation System program (NextGen), promulgated by the FAA Modernization and Reform Act of 2012 (Public Law 112-95 - February 14, 2012). The NextGen program in part replaces traditional land-based navigation aids with satellite technology in order to manage air traffic.

These new flight paths using satellite technology are designed to enhance the safety and efficiency of air traffic across the United States for all aircraft that are compatibly equipped with the technology. All of the Sky Harbor flight path changes remain within their designated FAA airspace, which spans up to 30 miles from the airport.

Since the implementation of changes to the flight paths, Sky Harbor's Noise Information Office has received more than 1,700 questions and complaints from over 500 households. The majority of the concerns are from neighborhoods north of downtown Phoenix impacted by departure flight paths, which turn at approximately 7th Avenue and follow Grand Avenue to the northwest. All concerns and complaints are being forwarded to the FAA, which controls the National Airspace System and creates all flight path procedures.

Seven Glendale residents have complained to the Sky Harbor Noise Information Office, and one complaint from a Glendale resident concerning arrival flight paths was sent to the Glendale Mayor and Council, City Manager and staff. The Glendale Airport Administrator responded and has been working with the FAA and City of Phoenix Aviation Department staff to remain advised on developments surrounding the issue.

As a joint response to the complaints, Phoenix and the FAA have held community meetings, will hold more meetings in the coming months, and have been asked to retain an environmental consulting firm to place noise monitoring equipment at specific locations.

### **Analysis**

The Sky Harbor flight path changes were initiated by the FAA as an accelerated process outlined in the NextGen program. The process was completed without formal notification to the Phoenix Aviation Department of the flight path changes. The resulting complaints from residents were taken to local and national levels of government, and are being addressed intensely by the FAA and Phoenix. Specific recommendations will be forthcoming within the next few months.

As a first step toward partnering to resolve complaints, the FAA Regional Administrator attended a public meeting in Phoenix on October 16, 2014. A letter was sent to the Phoenix Aviation Department Acting Director on November 14, 2014, that revealed some aircraft were not following the new flight procedures to fly over more industrial areas, as intended. Measures have been taken with Phoenix air traffic controllers to monitor and restrict early departure turns over residential areas.

In addition, Phoenix held a public Council Session on December 16, 2014, to further engage with Aviation Department staff and the FAA on the flight path changes. The Phoenix City Council directed Aviation Department staff to inform the FAA that the Council recommends returning to the previous flight tracks.

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

Citizens of Glendale have brought forth their complaints to Phoenix to ensure the quality of life they are accustomed to in our city. The impact of the flight path changes by the FAA at Sky Harbor is a priority issue and will be monitored accordingly by staff.

As the multiple government agencies work diligently to solve the problem, the Glendale Airport Administrator will continue to work with the FAA and Phoenix Aviation Department to advise them of any citizen complaints and keep staff, Council and the citizens up to date on any resolutions to the problem.



## Legislation Description

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**File #:** 15-031, **Version:** 1

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**COUNCIL ITEM OF SPECIAL INTEREST: CITY SUITE POLICY**

Staff Contact: Julie Watters, Director, Communications

**Purpose and Policy Guidance**

At the October 21 Council Workshop, Councilmember Sherwood requested a Council Item of Special Interest on the city's suites located inside Gila River Arena and Camelback Ranch-Glendale. Councilmember Sherwood requested a report on the Council approved process and policies regarding suite usage by Councilmembers and whether or not the Council approved reserving two tickets for each Councilmember for each event.

**Background**

Since the arena opened in 2003, city staff and City Council have followed an administrative policy, not a Council approved policy, for suite usage at city facilities. The policy is attached to this report and summary highlights include:

- Suites are for conducting city business, City Council business, and recognition of youth, non-profit organizations and City of Glendale volunteers.
- Reservations are made on a first-come, first serve basis with a suite reservation form completed, appropriate supervisory signatures and an attendance list included.
- A maximum of 26 tickets per event for Gila River Arena and 8 tickets per event for Camelback Ranch-Glendale can be requested. This process allows the City to set aside a specific number of tickets for each event to allow for last minute requests. Those tickets may be released to the suite user on the day of the event if another request for their use is not made. (The suite at Gila River Arena has 36 seats, while the Camelback Ranch-Glendale suite has 12 seats).
- If reservations are not made two weeks prior to an event, the suite is offered to a non-profit organization with priority going to an organization in or with significant operations in Glendale.
- A record of suite usage is maintained including name, business affiliation and job title.

In creating the suite policy, staff reviewed and implemented best practices from other cities that also have suites and sporting/entertainment facilities including Phoenix, Mesa, Surprise and Peoria.

Since 2003, the city's suite policy has been followed with detailed record keeping and a well-structured approval process. The city's website also contains a transparent summary of the suite policy and detailed reports featuring all users for each event.



In eleven years, city staff has effectively managed the suites to advance the goals of the city, enhance relationships, build business and create opportunities for those who might not otherwise attend an event at the arena or spring training facility. In that time, there has been supportive feedback from the community and positive news stories about the city's suite usage.

### **Analysis**

The Council has never approved, nor has the administrative policy required, reserving two tickets at each event for any single Councilmember. In 2013, staff received a request from the Mayor's Office to provide 2 suite tickets to all events at Gila River Arena. The request was approved by a former acting City Manager. In the past, the Mayor received a lanyard from Camelback Ranch-Glendale which provided him admission for all events. He also requested one additional suite ticket to all Camelback Ranch-Glendale events to bring a guest. With the exception of the Mayor, other reserved tickets are not held under specific names.

The current policy does not address reserving suite tickets as a standing rule for elected officials. The current suite process would need to be revised if elected officials would like this change made.

Should Council choose to change and allow two tickets for each Councilmember per event, then the available pool of tickets for the suites would be impacted. At Gila River Arena, if 14 tickets (2 per Councilmember) were reserved for each event, there would be 22 tickets left per event. At Camelback Ranch-Glendale, there are only 12 tickets available in the entire suite, so it would not be possible for each Councilmember to receive 2 tickets per event.

### **Previous Related Council Action**

At the December 2, 2014 City Council Workshop, the Council discussed the use of the city suite as it pertains to elected officials. This was a Council Item of Special Interest brought forward by Councilmember Sherwood. Council agreed to revisit this item at a later date when the new councilmembers were in place.

At the December 3, 2013 City Council Workshop, the Council discussed the use of the city suite and the suite policy. This was a Council Item of Special Interest brought forward by Vice Mayor Knaack. As a result, the suite policy was updated to include using the city-owned suites to recognize the work of City of Glendale volunteers.

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

The city's suite policy has created excellent goodwill with non-profit organizations. Non-profit groups have had the highest use of the suites with 76 non-profits using the suites an average of 55 times a year over the last seven years. Some of the groups include: The Salvation Army, Shriners International, Heart for the City, Relay for Life, Youth at Risk, Kiwanis, MADD, American Red Cross, Special Olympics, St. Mary's Food Bank and Younglife.

The policy has also strengthened business relationships and city partnerships. Examples include a military appreciation night for Fighter Country Partnership, an appreciation event for Glendale youth volunteers and a recognition event for sponsors of the city's special events.

### **Budget and Financial Impacts**

There are no annual costs to own the suites.

Capital Expense? No

Budgeted? No

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?



## Communications

# Memorandum

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**DATE:** January 18, 2005 **REVISED:** October 23, 2014  
**TO:** Department Heads  
**FROM:** City Manager's Office  
**SUBJECT:** Policy for use of the city suite in the Gila River Arena and Camelback Ranch

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The City of Glendale possesses suites at Gila River Arena and Camelback Ranch Stadium for the following uses:

1. Conducting city business
2. City Council city business
3. Activities for youth and recognized, non-profit organizations
4. City of Glendale Volunteers

The Communications Department will maintain the master schedule of city-suite usage and date reservations will be accepted adhering to the priority ranking above. Reservations will be made on a first-come, first-serve basis. To request the use of the suite, a "Suite Reservation Form" must be completed, appropriate signatures obtained, and an invitation/attendance list must be included. The "Suite Reservation Form" can be accessed on the intranet site ([glendaleaz.com/forms](http://glendaleaz.com/forms)) or by contacting the Communications Department.

Should multiple requests for the same date be received, the suite will be awarded based on the order of priorities listed above. If requests with the same priority for the same date are received, a random drawing will determine the user of the suite. A request can be made for a maximum of 26 tickets per event at Gila River Arena. It is the city's policy to reserve ten tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made. A request can be made for a maximum of 8 tickets per event at Camelback Ranch- Glendale. It is the city's policy to reserve four tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made.

If reservations have not been made two weeks prior to an event, the suite will be given to a non-profit organization. Applications from youth and non-profit organizations will be requested and qualified organizations will be drawn at random for available dates. Priority will be given to organizations based in or with significant operations in Glendale. A minimum of 10 events annually will be designated for this purpose.

Cities suites will also be used to honor and reward city volunteers for donating their time to citywide services and programs. Eligible volunteers are given the opportunity to be part of a random drawing to win two tickets to either the city's suite at the arena or the suite at the spring training stadium. In order for volunteers to be eligible they must be an active volunteer who has donated a minimum of 25 hours a year at the end of the fiscal year. The Communications Department will choose 5 hockey games and

4 spring training games each season that will be designated as “volunteer days” in which the suite will be filled with the city’s volunteers who won the random drawing.

The Communications Department will also maintain records of suite usage. For confidential economic development prospects, specific names and companies may not be listed. This category of guest will be limited to representatives of companies who are considering locating or expanding in Glendale. For all other guests, the Communications Department will keep a record of the name, business affiliation (if any) and job title of suite guests.

For all city uses, the hosting department is responsible for all suite-related expenses. Operational expenses for other uses (including non-profit organizations and other public agencies) will be at their own expense. If food and beverage is purchased by a city department, a copy of the receipt should be sent to the Communications Department within one week after the event.



## Legislation Description

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**File #:** 15-061, **Version:** 1

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**COUNCIL ITEM OF SPECIAL INTEREST: DEDICATED USE OF MOTOR POOL VEHICLE FOR COUNCIL OFFICE**

Staff Contact: Brent Stoddard, Director, Intergovernmental Programs

**Purpose and Policy Guidance**

During the December 2, 2014 Council Workshop, as part of the call for Council Items of Special Interest, Councilmember Sherwood stated that he would like the Council to discuss “ if there is enough use between the six Councilmembers to have a dedicated vehicle or to just use the normal motor pool.”

**Background**

The motor pool vehicle use guidelines (attached), allow for long term use of a motor pool vehicle, which is defined as in excess of 30 days. The department responsible for the long term use is required to pay for any repairs and fuel costs in their own budget.

Employees and members of the Council are also able to utilize the undedicated motor pool vehicles available at no costs to the departments when traveling on city business. Currently there are twelve motor pool vehicles located on the parking garage off the second floor of city hall. A member of the Council and their staff can reserve a city hall motor pool vehicle by calling extension 2800 (Building Safety/Development Services Receptionist Desk), and the staff will make the reservation. It is also an option to request a vehicle by e-mail and the motor pool staff will make your reservations and send you a confirming e-mail.

While, there are no fuel or maintenance costs charged to departments for utilizing the undedicated motor pool system, a dedicated vehicle for the Council office would have budgetary impacts because of fuel and maintenance costs.

There have been no requests in the past from the Council Office to have its own dedicated vehicle. The Mayor’s Office does have a dedicated vehicle and pays for the fuel and maintenance costs out of their budget.

## **MOTOR POOL VEHICLE USE GUIDELINES**

The City has established a Motor Pool of vehicles available at City Hall and Field Operations. City employees can utilize these vehicles at **no cost** to their departments, and are not required to record mileage for pool vehicles. Motor Pool vehicles will be cleaned and serviced by Equipment Management staff. These vehicles are located in convenient reserved parking spaces at the City Hall parking garage and Field Operations.

Motor Pool vehicles are available for short term use, 5 days or less. The Equipment Management Superintendent or Shop Supervisor must approve long term motor pool requests. Approved requests will result in the using department being charged for all fuel costs for the period of the motor pool dispatch. Use of a motor pool vehicle in excess of 30 days will result in any repair and fuel costs to be charged to the using department.

### **City Hall Motor Pool:**

Currently there are twelve motor pool vehicles located on the parking garage off the second floor of City Hall. These vehicles include: a Van, Sedans, compact SUVs, and Pickup Trucks.

You can reserve a City Hall Motor Pool vehicle by calling extension 2800 (Building Safety/Development Services Receptionist Desk) and the staff will make your reservation. You can also e-mail [MP Reservations](#) and request a vehicle; the staff will make your reservations and send you a confirming e-mail. Keys for pool vehicles will be picked up and dropped off at the Receptionist Desk on the 2<sup>nd</sup> Floor. Hours of operation are Mon – Fri 8:00 am to 5:00 pm.

### **Field Operations Motor Pool:**

You can reserve a Field Operations Motor Pool vehicle by calling extension 2624 (Equipment Management Shop Coordinators). The shop coordinators office is located on the south side of the Equipment Management Shop and is open Mon – Fri 6:30 am to 6:30 pm. Keys for pool vehicles will be picked up and dropped off at the Equipment Management Shop Coordinators' office. At this time we do not have an e-mail address for scheduling Field Operations Motor Pool Vehicles.

### **Motor Pool Operating Area**

Motor Pool vehicles will not be operated outside of Maricopa County. Employees who need to travel by car outside of the county have the option of being reimbursed for mileage using their personal car or the department may elect to rent a car and the employee can be reimbursed for fuel costs if applicable.

### **CITY HALL MOTOR POOL VEHICLES**

**5-each** SEDANS

**1-each** SUV, 5 PASSENGER

**3-each** PICKUPS, FULL SIZE (one with camper shell)

**2-each** PICKUPS, COMPACT (one with camper shell)

**1-each** 7-PASSENGER VAN

### **FIELD OPERATIONS MOTOR POOL**

**4-each** SEDANS

**2-each** SUV, 5 PASSENGER

**5-each** PICKUPS, FULL SIZE



# City of Glendale

## City Manager Directives

No. 18

<b>Title:</b>	<b>AUTHORIZATION AND OPERATION OF CITY VEHICLES AND EQUIPMENT</b>		
<b>Effective:</b>	12/15/70	<b>Revised/Reviewed on:</b>	04/15/08 (Reviewed) 09/08/09 (Revised)
<b>Contact:</b>	RISK MANAGEMENT (623) 930-2855		

### PURPOSE:

To establish consistent procedures relevant to the use, care, maintenance, and assignment of city-owned vehicles; and, specifically to establish that:

- It is the policy of the City of Glendale to secure and maintain vehicular equipment in a safe and functional condition.
- It is the responsibility of all city employees who operate city-owned vehicles to do so in a safe and responsible manner that is in compliance with Federal, State, and City laws, regulations, and rules.

### APPLICATION:

This directive is applicable to all City of Glendale employees, contract employees, agents, or contractors who operate city-owned vehicles or equipment. Each city department shall adopt this regulation or may choose to adopt more stringent guidelines.

### POLICY:

This regulation establishes uniform guidelines and procedures for:

1. Appropriate use of city owned and leased vehicles and equipment
2. Care of vehicles and equipment
3. Operation of vehicles and equipment and license requirements
4. Incidents and accidents involving city and private vehicles and equipment
5. Assignment and approval of city owned/leased take-home vehicles
6. Qualified service take-home vehicles exempt from fringe benefit taxation
7. Categories of Take-Home Vehicle Assignment subject to fringe benefit treatment
8. Restriction on Take-Home Vehicle Use
9. Restriction on Take-Home Vehicle Distance from the city
10. Fringe benefit/non-cash compensation value and taxation

## PROCEDURE:

1. Operational Use: The use of city vehicles shall be restricted to official business, subject to the following guidelines.
  - 1.1. All city-owned vehicles and equipment shall only be operated by city employees for official use only. Transporting unauthorized persons and/or material shall be considered a violation of this directive.
  - 1.2. Authorization may be granted to other individuals representing the city in an official capacity only after approval of the department head and Risk Management. Authorization is to be limited to those instances when the performance of city business can be facilitated and when absolutely necessary.
  - 1.3. Transporting passengers shall be limited to city employees, persons in an advisory capacity to the city, persons participating in approved city programs including Ride-Along programs, and other agency representatives on city business.
  - 1.4. Employees assigned a city vehicle for use during the normal work day schedules may use the vehicle for lunch if their personal vehicle is not readily available.
  - 1.5. City vehicles are not to be used for personal business.
  - 1.6. Employees assigned a take home vehicle may use the vehicle during normal business hours for lunch, health care appointments and personal emergencies.
  - 1.7. City vehicles are not to be driven out-of-state unless such use would provide economic or operational benefit to the city. Such use requires specific authorization of the Police or Fire Chief, deputy city manager or equivalent.
2. Care
  - 2.1. The inspection of all city vehicles and equipment used is the responsibility of the vehicle operator. Inspection should be routinely performed and includes but is not limited to ensuring appropriate functionality of lights, turn signals, brake lights and other safety equipment. Operators are required to report any damage, mechanical deficiencies or unusual conditions to a supervisor prior to using the equipment, as well as the reporting of any damage that has occurred due to an accident or incident during use.
  - 2.2. Personnel operating a city vehicle are responsible for reporting vehicle problems to Equipment Management or taking vehicles to the facility to obtain service or repairs. Operating a vehicle that has inoperative safety systems or one that is excessively overdue for service can be considered to be in violation of this directive and the employee may be subject to disciplinary action.



- 2.3. Departments are required to have emissions tests completed during or prior to the end of month in which they are due for all vehicles assigned to the department. This is a requirement established by the Arizona Department of Environmental Quality. Equipment Management will forward a listing of vehicles that require emissions testing during the first week of each month to the department's fleet coordinator.
  - 2.4. Each department will have a primary and alternate liaison assigned in writing that is responsible for coordinating with Equipment Management Division for reasons such as scheduling vehicle preventative maintenance and repairs in a timely manner.
  - 2.5. Maintenance and repair of city vehicular equipment will be done only by the Equipment Management Division or by field service mechanics assigned to the Sanitation and Landfill Divisions. Repairs and service provided by outside vendors shall be approved by Equipment Management prior to authorizing the performance of work. Maintenance of leased vehicles will be performed in accordance with leasing agreements.
  - 2.6. Vehicles will be marked with the city logo as outlined in the City of Glendale City Logo Standards Manual. The city logo and markings will not be removed without the approval of department heads and with coordination from Equipment Management. No posters, stickers or advertisements of any form shall be placed on city vehicles without prior approval of the Department Head.
  - 2.7. Smoking is prohibited at all times in all city vehicles or equipment.
  - 2.8. Storage and parking of city owned vehicles will be in designated lots and locations when not in use. Employees are prohibited from parking a city vehicle in locations other than those approved by the department's supervisors. This includes efforts to park in other areas in order to park closer to their homes.
  - 2.9. Modification of city vehicles by using departments is not allowed. Automobiles, pickup trucks, light utility trucks and vans are not to be customized or modified by the using departments. Any requests for modification to city vehicles or equipment shall be submitted to Equipment Management for review and approval.
3. Operation of Vehicles, Equipment and License Requirements: Employees and other authorized users of city vehicles and equipment shall:
- 3.1. Have complete knowledge and understanding of the operation of the vehicle and equipment.
  - 3.2. Have departmental approval to operate the vehicle and equipment.
  - 3.3. Maintain in force the appropriate valid State of Arizona driver's license appropriate to the type of vehicle being driven; or, unrestricted Federal commercial driver's license as defined by law.

- 3.4. Maintain a driving record that is acceptable in accordance with the Employee Driving Record Evaluation Criteria Using Motor Vehicle Department Records as established, updated, and maintained by the Risk Management division and posted on the Risk Management web page at:

<http://gmn.glendaleaz.com/HumanResources/RiskManagement.cfm#safety>.

Employees with borderline or unacceptable driving records shall be subject to counseling, driving restrictions and disciplinary action up to and including termination.

- 3.5. Drive in accordance with Federal, State, and City laws and regulations.
- 3.6. Not operate a vehicle in excess of the established speed limits except for Police and Fire responding to emergency calls.
- 3.7. Not operate electronic service devices while driving unless hands-free equipment is used. If hands-free equipment is not available, employees should pull off the road at a safe location to use the device. Public Safety staff may utilize these devices while driving only for public safety related communications.
- 3.8. Not wear radios or portable music players equipped with headphones while operating a motor vehicle or piece of equipment, except for City issued communication devices.
- 3.9. Comply with all reporting requirements including but not limited to reporting to his/her immediate supervisor within 24 hours, the receipt of any motor vehicle citation that may result in the revocation or suspension of a driver's license.
- 3.10. Show their valid driver's license upon request of their supervisor.
- 3.11. Attend city conducted defensive driving classroom training within 90 days of hire and no less frequently than every three years thereafter.
- 3.12. Prior to operation of a 15-passenger van, complete a city of Glendale van safety training program.
- 3.13. Prior to operation of unlicensed equipment such as aerial lifts, backhoes, forklifts and other mobile equipment, have completed an operator training program or received training approved by the department or division assigned the equipment.
- 3.14. Wear seat belts while driving or riding in a vehicle equipped with seat belts. Any passenger who is not a city employee shall also be required to wear seat belts.
- 3.15. Service the vehicle including checking the gas, oil level, coolant level and tire pressure. City employees who, by the nature of their duties, are required to perform daily pre-trip inspections prior to operating a commercial vehicle will be personally responsible for vehicle equipment violations.

- 3.16. Keep the vehicle clean and clutter free, inside and out.
  - 3.17. Not operate a city vehicle while under the influence of or in possession of alcohol or illegal drugs.
  - 3.18. Not knowingly transport an illegal substance or alcoholic beverages. Such activity is prohibited except for Police personnel transporting confiscated evidence.
  - 3.19. Not operate a city vehicle while using prescription medication(s) or over the counter drugs that may impair their ability to operate a motor vehicle. Employees will be personally responsible for any traffic citations.
4. Incidents and Accidents Involving City and Private Vehicles and Equipment: The driver of any city vehicle involved in an accident, or any city employee, who witnesses any personal injury, or damage to, or from, a city vehicle, shall notify their supervisor immediately. Failure to do so shall be deemed a violation of this directive. The vehicle operator shall:
- 4.1. Not admit liability or discuss the accident with anyone other than their immediate supervisor, the police, city accident investigators, and Risk Management personnel.
  - 4.2. Not move the vehicle until the investigation has been completed by the police or accident investigators. If the incident involves a non-road machine off the public right-of-way, the machine or vehicle should not be moved until authorized by the supervisor.
  - 4.3. Call the Glendale Police Department (623) 930-3000 and report the accident.
  - 4.4. Communicate immediately with your supervisor.
  - 4.5. Notify the Glendale Risk Management division as soon as possible but no later than 24 hours after the incident.
  - 4.6. Complete an Employee Injury/Vehicle Accident Report found online at [http://gnn.glendaleaz.com/HumanResources/forms.cfm#Risk\\_Mgmt](http://gnn.glendaleaz.com/HumanResources/forms.cfm#Risk_Mgmt) and deliver by mail, FAX or email to Risk Management within 24 hours.
5. Assignment and Approval of City Owned/leased Take-Home Vehicles: Supervisors are responsible for requesting assignment of take-home vehicles for designated employees and/or programs by submitting a completed Vehicle Authorization Form which can be found online at:

<http://gnn.glendaleaz.com/HumanResources/AuthorizationOperationofCityVehiclesEquipmentCMD18.cfm>.

Take-home vehicle authorizations are not transferable and must be justified annually. The Take-Home Vehicle Authorization Request Form should include responses to the following:

- 5.1. The category of assignment, i.e. (exempt) (commuting) (on-call/standby).
  - 5.2. An explanation of use of the vehicle to be authorized including a narrative of how the specific work assignment requires the need for a take-home vehicle.
  - 5.3. Explanation of special vehicle characteristics required to fulfill the work assignment's business purpose, i.e. van, pickup, special equipment, etc.
  - 5.4. Additional data demonstrating the actual number and nature of emergency responses, if emergency response is being used as justification, along with an explanation as to why alternative forms of transportation cannot be used to respond to the emergencies or pick up city-owned assigned vehicles at designated parking areas. As a rule of thumb, the individual should have a history of after-hours emergency response of at least once a month or twelve times per year.
  - 5.5. The request for a take-home vehicle (Take-Home Vehicle Authorization Request Form) must be completed and approved for all vehicles taken home. Department heads may approve vehicles classified as Exempt or On Call/Standby. **A deputy city manager, chief of Fire or Police (or equivalent or higher rank) shall approve all vehicles classified as Commuting.**
  - 5.6. Completed and approved Take-Home Vehicle Authorization Forms shall be routed to the Equipment Management division. Equipment Management shall forward a copy of approved Authorization Forms to the Payroll Section of the Finance Department. Equipment Management is charged with verifying proper classification based on the descriptions defined in this Directive. Payroll is responsible for reporting use in compliance with IRS regulations.
6. Qualified Service Take-Home Vehicles (Exempt): Qualified service vehicles are exempt from fringe benefit compensation consideration. Their use is deemed to be exclusively for city business purposes. They are vehicles that would not normally be likely to be used for personal purposes because of its design or modifications. They include clearly marked Police and Fire vehicles (emblems and lettering) that are on call at all times, unmarked police vehicles used for law enforcement purposes i.e. detectives, undercover surveillance, clearly marked cargo vehicles including specially equipped pickup trucks, cargo vans, special utility repair trucks, and other special purpose vehicles.
  7. Categories of Take-Home Vehicle Assignment Subject to Fringe Benefit Treatment
    - 7.1. Commuting – This type of vehicle is assigned on a long term basis and usually is a marked or unmarked sedan but may include pickup trucks and other forms of vehicles not categorized as Exempt or “On-Call” or “Stand-By.” The authorization of assigned take-home vehicles on long term assignment may be granted for a period of not more than twelve months, unless re-assignment is approved. Commuting vehicle assignment should be supported by data demonstrating the actual number and nature of after hour call outs in the prior year and estimates of future emergency and after

hour responses. Consideration should be given to the type and frequency of call out, whether adequate response can be handled by other staff on duty, on call or on standby, whether the situation can be addressed telephonically, and the cost to the city.

The department head may authorize the occasional take home of a this type of vehicle on a case-by-case basis such as to facilitate attendance of early morning or late evening meetings, seminars, workshops, or conferences or to enhance facility oversight by maximizing the scheduling of personnel residing in close proximity to otherwise remote or distant facilities. The department head should review vehicle assignments on an annual basis to ensure compliance and conformity with this policy. Other than for occasional take home, long term assignment must be approved at a level above department head.

- 7.2. “On-Call” or “Stand-By” – On-call or stand-by vehicles are vehicles other than those defined in section 6 as service take-home vehicles and 7.1. above, long term assignment commuting vehicles. On-call, after-hours stand-by service, and/or emergency response personnel are assigned on an as-needed basis in order to ensure rapid response time and minimize the duration of service interruptions. They can be assigned to an individual or position and/or on a rotating assignment. Vehicles may be assigned as take-home to a specific division, without being assigned to a specific employee when several division employees share the on-call responsibility. It is the responsibility of the division to track the take-home vehicle assignments for this category of assignment.

## 8. Restriction on Take-Home Vehicle Use

- 8.1. Take-home vehicles are not to be used for personal uses while at home or in route to or from a worksite, except for occasional incidental purposes while in route to or from home. Specifically, take-home vehicles are not to be used to transport family, friends, associates, or others not engaged in official city-related business.
- 8.2. In all cases where take home vehicle use has been authorized, the vehicle must be kept locked or in a secure location so as to minimize the potential for vandalism, damage, and theft of the vehicle, its contents, and equipment. Inability to provide a secure location, as may be determined by occurrence of vandalism, damage, theft, or attempts thereof, and especially by repeated acts of vandalism, damage, or theft, may result in loss of the privilege of a take-home vehicle and may further impact an employee’s ability to participate in on-call, stand-by, or after-hours programs.

## 9. Restriction on Take-Home Vehicle Distance from the city

- 9.1. Exempt and commuting vehicles may be assigned to those employees residing within a 17 mile radius from City Hall that are authorized to have a take-home vehicle. Distances beyond this range require approval of a deputy city manager, chief of Fire or Police (or equivalent or higher rank). The department head will determine the amount of response time that is required for an employee in a take-home vehicle to be

able to respond. The department head has the authority to modify these requirements on a case-by-case basis based on the needs of the department and to ensure adequate after-hours, emergency response coverage subject to the maximum distance noted above.

10. Fringe Benefit/non-cash Compensation Value and Taxation Record Keeping and Reporting:

Per IRS regulations, a city-provided take-home vehicle is considered a fringe benefit under federal employment tax laws, and the imputed value of the use must be included in the employee's gross pay. Except for service vehicles as defined in Section 6, an employee taking a city vehicle home from work is considered personal use and must be treated as a taxable fringe benefit for federal tax purposes.

10.1. Employees assigned a take-home vehicle on a long term basis shall have an imputed value of \$3 per work day as the personal commuting benefit reflected in their payroll check until such time as notice is provided by the employee to Payroll that he/she no longer has a take-home vehicle.

10.2. Each employee assigned a vehicle on an "on-call" or "stand-by" basis that is not a service vehicle as defined in Section 6. shall complete and submit to their supervisor for approval, a Monthly Assigned Vehicle Report form. The department shall maintain reports and forward the original Monthly Vehicle Report forms to the Payroll division no later than the 15th day of the next month. Failure of the employee to submit such reports will result in revocation of take-home use assignment.

10.3. Employees authorized to take a vehicle overnight as an "occasional usage" are exempted from filing the report. Occasional usage must be authorized by the department head.

10.4. Equipment Management shall maintain records of authorized take-home vehicles.

10.5. Payroll shall maintain central records of monthly usage reports.

  
Ed Beasley, City Manager

SEP 08 2009  
Date